

**TOWN OF PAVILION  
REGULAR & ORGANIZATIONAL MEETING  
January 13, 2011  
7:30 P.M.**

The Town Board of the Town of Pavilion held the regular monthly meeting and organizational meeting on January 13, 2011 at the town hall, One Woodrow Drive, Pavilion, New York 14525 at 7:30 p.m. Present were:

Supervisor Gary Knepshield  
Councilperson Linda Thompson  
Councilperson Ron Zarbo  
Councilperson Thomas Klapper  
Councilperson Bruce Stisser

Others: Clerk Lynne Roblee, Hwy. Supt. John Strathearn, Donald Roblee, Bill Kegler

Supervisor Knepshield opened the meeting followed by the pledge to the flag.

Councilperson Klapper offered a motion, seconded by Councilperson Stisser, to approve the December 30, 2010 minutes of the year end meeting as submitted.

Approved by unanimous vote (5-0). Voting was as follows:

Supervisor Knepshield	aye
Councilperson Thompson	aye
Councilperson Zarbo	aye
Councilperson Stisser	aye
Councilperson Klapper	aye

Councilperson Zarbo offered a motion, seconded by Councilperson Stisser, to authorize the clerk to draw a warrant on the supervisor to pay bills. Voucher #1-36, General \$17,132.47; Water \$8,040.19; Library \$1,306.09; Sewer \$4,622.79; T & A \$60.00; #1-16 - Highway \$8,827.97. TOTAL \$39,989.51.

Approved by unanimous vote (5-0). Voting was as follows:

Supervisor Knepshield	aye
Councilperson Thompson	aye
Councilperson Zarbo	aye
Councilperson Stisser	aye
Councilperson Klapper	aye

**CORRESPONDENCE:**

1. letter from Leigh Baker Re: sidewalks not adequately being plowed
2. Time Warner Re: channel changes
3. Stuart Brown Re: grant money available for block grant
4. Resignation letter from Account Clerk Ilene Parmenter, effective February 02, 2011. She will be moving out of State.

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The board accepted Ilene's resignation, effective as of February 02, 2011, with regrets.

Hwy. Superintendent John Strathearn report:

- Received county contracts for snow & ice removal and mowing. The snow & ice contract is \$106,959.92 for 2011 (lower than 2010 amount); mowing contract for 2011 is \$8,310.37. (slightly higher than 2010 amount)
- DEC has inspected the underground tanks. A containment tank was installed around the tank in the garage to meet compliance.
- EPA also did an inspection. John referred the letter of noncompliance to engineer Eric Weis for recommendation. Eric recommended that a water separator be installed for the shop to be compliant.
- Re: side walk letter; John noted that the side walks are being plowed. Supervisor will send reply to Leigh Baker.

Councilperson Klapper offered a motion, seconded by Councilperson Thompson, to approve

**Resolution No. 1**, 2011. (Authorize signing County contracts)

RESOLVED that the Town Board of the Town of Pavilion, Genesee County, NY hereby authorizes the Highway Superintendent to sign the Genesee County 2011 contracts for snow & ice removal and mowing.

Approved by unanimous vote (5-0). Voting was as follows:

Supervisor Knepshield	aye
Councilperson Thompson	aye
Councilperson Zarbo	aye
Councilperson Stisser	aye
Councilperson Klapper	aye

Supervisor Gary Knepshield report;

- Notification that NYS Environmental Facilities Corporation has received the town's application for funding from the Green Grant Innovation Grant Program 2010 in connection with the Reed Bed Project. Selections for grant awards will take place by the end of March 2011.
- Planning Board has finished reviewing and correcting the Land Separation and Sub-Division. It will be presented to the board at the next meeting

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- Noted that he has talked with the County Real Property office regarding a member for the BAR. If we can not find someone to fill the vacancy before grievance day procedure the County will have someone from the Real Property Office sit in.
- Answered Ron Zarbo's question about whether anyone else could be included in the proposed water district that Nichols are forming – Supervisor talked with town engineer and was told that if anyone else wanted to be a part of this district the process would have to start all over and the expenses would be much higher. MCWA has not approved this district yet anyways.
- Town was notified by Jim Tamaro from NYS that a Pavilion Court document was listed on E Bay for sale. He suggested that the Town contact E Bay to have this document taken off the site. Supervisor has taken care of this matter.
- Contacted Bill Reemtsen, Stuart Brown Associates, Re: fee for preparing the Environmental Review for York/ South St. Rd. water district. The cost would be \$4,000.00 and a cost of \$500.00 to complete the Initial Rural Development application (replaced the Pre-Eligibility Determination).

**ORGANIZATIONAL MEETING**

Councilperson Zarbo offered a motion, seconded by Councilperson Klapper to adopt **Resolution No. 2** 2011 (approve following items of assignment for 2011)

Resolved that the Town board of the Town of Pavilion, Genesee County, NY hereby approves the following items of assignment for 2011:

- ❖ Regular Town Board meeting will be held the 2<sup>nd</sup> Thursday of the month at 7:30 P.M. at the town building
- ❖ Official depositories for the Town funds will be Five Star Bank, Bank of Castile and M&T Bank.
- ❖ Mileage rate for Town officials on Town business will be \$.50 per mile
- ❖ Approval of bonding for the Supervisor, deputy Supervisor, Town Clerk, deputy Town Clerk, Highway Superintendent, and Justices.
- ❖ Allow the Supervisor 60 days to submit the annual report.
- ❖ Purchase stone, salt, crushed aggregate, sluice pipe and oil at County prices.
- ❖ Designated the Daily News as the official papers of notice.

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- ❖ Pay the Pavilion Fire District the amount of \$116200.00 for fire protection for 2011
- ❖ Authorize the Supervisor to invest Town moneys.
- ❖ Authorize the expenditure of \$120,000.00 for the Highway department General Repairs and Capital Improvement accounts.
- ❖ Set dates for meetings:

TOWN BOARD MEETINGS FOR THE YEAR 2011

January 13	July 14
February 10	August 11
March 10	September 8
April 14	October 13
May 12	November 10
June 9	December 8

This is a list of regular monthly scheduled meetings on the second Thursday of each month. All meetings start at 7:30 PM and will be held at the Town Hall.

PLANNING BOARD MEETINGS FOR THE YEAR 2011

January 11	July 12
February 8	August 9
March 8	September 13
April 12	October 11
May 10	November 8
June 14	December 13

This is a list of scheduled meetings on the second Tuesday of each month. If there is no need for a meeting, it will be cancelled and notice will be provided. All meetings start at 7:00PM and will be held at the Town Hall.

- ❖ Set pay periods as follows:
  - Biweekly:
    - MEO, Highway laborers, Highway Superintendent, Assessor, Financial clerk, Library clerk.
  - Monthly:
    - Supervisor, Budget Director, Councilpersons, Justices, Town Clerk, Zoning officer, Cleaning and refuse laborers, Court clerks.
  - Quarterly:
    - Planning & Zoning Board members
  - Annually:
    - Registrar of Vital Statistics, Historian, Deputy Clerk, Deputy Supervisor.

Approved by unanimous vote (5-0). Voting was as follows:

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Supervisor Knepshield	aye
Councilperson Thompson	aye
Councilperson Zarbo	aye
Councilperson Stisser	aye
Councilperson Klapper	aye

A motion was offered by Councilperson Zarbo, seconded by Councilperson Thompson, to approve **Resolution No. 3, 2011** (approve procurement policy)

**RESOLVED** that the town board of the Town of Pavilion, Genesee County, NY has reviewed and hereby approve the procurement policy as is for 2011. No changes were made.

Approved by unanimous vote (5-0). Voting was as follows:

Supervisor Knepshield	aye
Councilperson Thompson	aye
Councilperson Zarbo	aye
Councilperson Stisser	aye
Councilperson Klapper	aye

A motion was offered by Councilperson Klapper, seconded by Councilperson Zarbo, to adopt **Resolution No. 4, 2011** (approve the Disaster Preparedness Plan)

**RESOLVED** that the Town Board of the Town of Pavilion, Genesee County, NY has reviewed and made the necessary changes to the Town of Pavilion Disaster Preparedness Plan and hereby approve the plan.

Approved by unanimous vote (5-0). Voting was as follows:

Supervisor Knepshield	aye
Councilperson Thompson	aye
Councilperson Zarbo	aye
Councilperson Stisser	aye
Councilperson Klapper	aye

A motion was offered by Councilperson Thompson, seconded by Councilperson Stisser, to adopt **Resolution No. 5, 2011** (approve prepayment of certain bills prior to board approval)

**RESOLVED**, the Town Board of the Town of Pavilion, Genesee County, NY authorizes the Supervisor to pay claims for public utilities, postage, freight and express charges, before they are audited.

Approved by unanimous vote (5-0). Voting was as follows:

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Supervisor Knepshield	aye
Councilperson Thompson	aye
Councilperson Zarbo	aye
Councilperson Stisser	aye
Councilperson Klapper	aye

Councilperson Zarbo offered a motion, seconded by Councilperson Klapper, to approve **Resolution No. 6, 2011** (approve appointment for 2011)

RESOLVED, that the Town board of the Town of Pavilion, Genesee County, NY approve the following appointments for 2011:

- Mark Boylan as the attorney for the Town of Pavilion.
- Clark Patterson Lee as the engineers for the Town of Pavilion.
- Freed, Maxick & Battaglia as auditor for the Town of Pavilion
- Ilene Parmenter as the Financial Clerk
- Pat Spezzano and Pat Reid as Court Clerks
- Ilene Parmenter as Planning Board and Zoning Board secretary
- Lynne Roblee as Sewer Bill Clerk
- Daniel LaPoint to the zoning board, term ending 12/31/15.
- Susan Kinney to Planning Board, term ends 12/31/17
- Hanna Pike to Youth Recreation Board, term ends 12/31/17
- Mary Weber to the Library Board of Directors, term ends 12/31/15
- VACANT Board of Assessment Review member, term ends 9/30/16 (need to find someone to fill vacancy)

Approved by unanimous vote (5-0). Voting was as follows:

Supervisor Knepshield	aye
Councilperson Thompson	aye
Councilperson Zarbo	aye
Councilperson Stisser	aye
Councilperson Klapper	aye

Councilperson Klapper offered a motion, seconded by Councilperson Zarbo, to approve **Resolution No.7, 2011**. (Appoint town prosecutor)

RESOLVED, the Pavilion Town board hereby appoints Melissa Ciafrini as Prosecutor for the Town of Pavilion upon approval of the District Attorney.

Approved by unanimous vote (5-0). Voting was as follows:

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Supervisor Knepshield	aye
Councilperson Thompson	aye
Councilperson Zarbo	aye
Councilperson Stisser	aye
Councilperson Klapper	aye

A motion was offered by Councilperson Klapper, seconded by Councilperson Zarbo, to adopt **Resolution No. 8, 2011** (set wages for 2011)

RESOLVED, that the Town board of the Town of Pavilion, Genesee County, NY approve the following wages for 2011:

Set wages for elected officials as follows:

- Supervisor \$ 9130.00
- Town Councilperson (4) \$ 2450.00 each
- Town Justice #1 \$ 8568.00
- Town Justice #2 \$ 8568.00
- Town Clerk/Tax Coll. \$15249.00
- Hwy. Superintendent \$49200.00

Set wages for appointed officials as follows:

- Highway MEO \$18.95/hr
- Highway Laborer \$10.25/hr
- Budget Director \$2650.00/yr
- Zoning/Code Enforcement officer \$9350.00/yr
- Financial Clerk \$14.20/hr
- Town Prosecutor TBD
- Deputy Clerk /Registrar \$200.00/year
- Janitor \$10.00/hr
- Refuse Laborer \$10.25/hr
- Historian \$950.00/yr
- Registrar Vital Statistics \$500.00/yr
- Planning Board, chairman \$25.00/meeting
- Planning Board, member \$20.00/meeting
- Zoning Board, chairman \$25.00/meeting
- Zoning Board members & alternate \$20/meeting

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- Planning/Zoning secretary \$14.20/hr.
- Board Assessment Review, Chairman \$60.00/day
- Board Assessment Review, Member \$45.00/day
- Court Clerk \$13.10/hr
- Assessor TBD
- Sewer Bill Collector \$2700.00/yr
- Election worker- short day \$135.00
- Election worker – long day \$160.00
- Election Coordinator – short day \$185.00
- Election coordinator – long day \$210.00
- Library Director \$10.91/hr
- Library Clerk #1 \$8.04/hr.
- Library Clerk #2 \$7.69/hr.
- Library Director \$8.05/hr.

Approved by unanimous vote (5-0). Voting was as follows:

Supervisor Knepshield	aye
Councilperson Thompson	aye
Councilperson Zarbo	aye
Councilperson Stisser	aye
Councilperson Klapper	aye

Councilperson Klapper noted that he would like to get aggressive on the union contract negotiations in the next couple of months.

There was a discussion regarding the placement of a mailbox which interferes with plowing the sidewalk and also the phone company plowing the snow onto the sidewalks. Letters will be sent to both parties concerned in an effort to correct the problems.

Councilperson Zarbo offered a motion at 8:35 P.M., seconded by Councilperson Stisser, to adjourn the meeting. Voting all ayes.

Respectfully submitted,

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Lynne Roblee, Town Clerk