

**TOWN OF PAVILION
REGULAR MEETING
APRIL 14, 2011
7:30 P.M.**

The Town Board of the Town of Pavilion held the regular monthly meeting on April 14, 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 Bruce Stisser
Councilperson Thomas Klapper
Councilperson Ron Zarbo

Others: Clerk Lynne Roblee, Hwy. Supt. John Strathearn, ZEO/CEO Tom Douglas, Edgar Hollwedel- planning board chairman, Auditor Laura Landers

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

Councilperson Klapper offered a motion, seconded by Councilperson Thompson, to approve the March 10, 2011 minutes 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 Thompson offered a motion, seconded by Councilperson Stisser, to authorize the clerk to draw a warrant on the supervisor to pay bills. General \$10,180.99; Water \$1,326.12; Library \$2,207.21; Sewer \$4,334.23; T & A \$60.00; Highway \$14,958.01. TOTAL \$33,066.56.

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:

14. The planning board approved variance for T. Green to construct a barn on Hawks Road.
15. Girl's softball requested a certificate of Insurance for tournaments. Supervisor is following up on this.
16. Time Warner changes

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17. Copy of Proclamation for 150th Anniversary of the Civil War from the Genesee County Legislators
18. Letters from Remission Café, Jazzy Creations and Country Hill in regards to the disrepair of the road near their businesses and the parking issue.
19. Glow literature

Audit report;

Auditor Laura Landers reviewed the audit report for 2010 with the board. She also explained what the Capitalization Policy was for. She suggested that this policy be added to the Procurement Policy as an addendum so it can be reviewed annually.

Highway Superintend report;

- Need to renew the Highway Shared Service Contract
- Discussed quotes for a John Deere skid steer or Bob Cat, tabled until next meeting
- The parking lot by the town park will be resurfaced this year
- Approximate cost of fuel so far this year is \$16,000. and gas \$6,000.

Edgar Hollwedel, Planning Board chairman presented the board with the proposed Land Subdivision Local Law, Land Separation Local Law, Design Criteria and Construction Specifications for Land Development , and Subdivision and Land Separation fees for the boards consideration and review. These documents will be forwarded to the attorney to review also.

Supervisor report;

- Noted that Community Chest is in the process of obtaining their own ID# so they do not have to use the Town ID#, Republican Committee presently uses the Town ID# also.
- Discussed the parking issue by the town park
- Noted that he would like the Town to pay for a cell phone for the Supervisors use – this was tabled until later date.
- Discussed insurance for softball and Youth Recreation programs. Insurance agent said the town liability is adequate.

Councilperson Thompson offered a motion, seconded by Councilperson Stisser, to adopt **Resolution No.17**, 2011 (copier lease)

RESOLVED that the Town Board of the Town of Pavilion authorize the Supervisor to sign a 39 month lease agreement with Toshiba for the copier in the Supervisors office.

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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 Thompson offered a motion, seconded by Councilperson Stisser, to adopt **Resolution No.18**, 2011 (Capitalization Policy)

RESOLVED that the Town Board of the Town of Pavilion hereby establishes Capitalization Policy thresholds as follows;

1. Capitalize all buildings, infrastructure, other property costing over \$5,000.00 or more to be depreciated over their probable life use
2. Inventory all other property with a cost in excess of \$1,000.00 and less than \$5,000.00

FURTHER RESOLVED that the Capitalization Policy be added as an addendum to the Procurement Policy, to be reviewed annually by the Town Board for approval.

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 Thompson offered a motion, seconded by Councilperson Stisser, to adopt **Resolution No.19**, 2011 (Shared Services Agreement)

**TOWN OF PAVILION RESOLUTION
FOR SHARED SERVICES AGREEMENT**

A resolution authorizing the Highway Superintendent to sign an agreement on behalf of the Town of Pavilion to directly contract with the Superintendent or persons holding similar public office in other municipalities who possess similar authorization for borrowing or lending of materials and supplies and the exchanging, leasing, renting of machinery and equipment, including the operators thereof, for the purpose of aiding the Superintendent in his/her duties.

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WHEREAS, all municipalities, including the Town of Pavilion, have the power and authority to contract for the purpose of renting, leasing, exchanging or borrowing of machinery and equipment, with or without operators, with other municipalities, and

WHEREAS, all municipalities, including the Town of Pavilion, have the power and authority to borrow or lend materials and supplies to other municipalities, and

WHEREAS, it is hereby determined that the Town of Pavilion and other municipalities have machinery and equipment which is not used at all times but lie idle during certain periods, and

WHEREAS, it is hereby determined that the Town of Pavilion and other municipalities often have materials and supplies on hand which are not immediately needed, and

WHEREAS, it is hereby determined that by renting, borrowing, exchanging or leasing of machinery and equipment and the borrowing or lending of materials and supplies, the Town of Pavilion and other municipalities may avoid the necessity of purchasing certain needed machinery and equipment and the purchasing of or keeping a large inventory of certain extra materials and supplies, thereby saving the taxpayers money, and

WHEREAS, it is recognized and determined, from a practical working arrangement, that no program of renting, borrowing, exchanging or leasing of machinery and equipment or borrowing or lending of materials and supplies can be successful if each individual arrangement or agreement has to receive prior approval by the Town Board and the governing board of each of the municipalities which may be made on short notice and at times when governing boards are not in session, and

WHEREAS, it is incumbent on each municipality to design a simple method whereby materials and supplies, equipment and machinery, including the operators thereof, may be quickly obtained with a minimum of paperwork and inconvenience and with a swift approval process, and

WHEREAS, it is the intent of this Town of Pavilion to give the Highway Superintendent the authority to enter into renting, exchanging, borrowing and lending agreements with the persons serving in similar capacities in other municipalities without the necessity of obtaining approval of the Town Board to the making of each individual agreement, and

WHEREAS, a standard contract has been prepared which is expected to be adopted and placed into effect in other municipalities, which contract will grant the person holding the position comparable to Superintendent authority to make similar agreements, and

WHEREAS, it is hereby determined that it will be in the best interest of the Town of Pavilion to be a party to such an agreement,

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NOW THEREFORE BE IT RESOLVED that the Highway Superintendent of the Town of Pavilion is hereby authorized to sign on behalf of the Town of Pavilion the Shared Services Agreement which shall be effective on the date of signing, and be it further

RESOLVED, that the Highway Superintendent of the Town of Pavilion is authorized and directed to file a copy of the Shared Services Agreement with the Town Clerk and the Highway Superintendent of each municipality/government agency within the County of Genesee and neighboring counties.

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 Thompson offered a motion at 9:40 P.M. to adjourn the meeting. Motion seconded by Supervisor Knepshield, voting all ayes.

Respectfully submitted,

Lynne Roblee, Town Clerk