

2025 Organizational Meeting
Tuesday, January 14, 2025 @ 5:00 PM
Revised January 9, 2025

- 1. 5:00 PM Call to order**
- 2. Setting dates and times for Regular Board Meetings 2nd Tuesday each month, Town Hall at 6 PM.**
- 3. Accept agreement for expenditure of highway monies (284 agreement)**
- 4. official undertaking for town officials**
- 5. Set official banks for T.O.M**
 - : Canandaigua National Bank, Shortsville, N.Y.
 - NYCLASS
- 6. Official offices and salaries**
 - **SUPERVISOR:** \$26,800 annual, Dave Phillips
 - **SUPERVISOR'S BOOKKEEPER:** \$25,000 annual
 - **DEPUTY TOWN SUPERVISOR:** Kevin Blazey
 - **DEPUTY TOWN CLERK(S):** \$21.00
 - **DEPUTY HWY.SUPERINTENDENT:** \$12,360 annual Willie Murphy
 - **TOWN HEALTH OFFICER:** No cost Kate Ott
 - **TOWN SAFETY OFFICER:** Currently Vacant (\$500 annual)
 - **OFFICIAL SIGNATURE:** Authorized Signature: Kevin Blazey & David W Phillips
 - **MILEAGE RATE:** \$.70 per mile
 - **BUILDING INSPECTOR (CEO):** \$65,600 annual, Marty Barnett
 - **BUILDING INSPECTOR (CEO):** \$50,000 annual, Don Bruder
 - **REGISTRAR OF VITAL STATISTICS:** Devon Hayes
 - **DEPUTY REGISTRAR OF VITAL STATISTICS:** Laurel Pitcher
 - **SUB-REGISTRAR:** Currently Vacant
 - **ATTORNEY FOR THE TOWN:** Jeffrey Graff (\$150 per hour)
 - **OFFICIAL NEWSPAPER:** Daily Messenger, Canandaigua, N.Y.
 - **DOG ENUMERATOR:** N/A
 - **SOLE ASSESSOR, Full-time:** \$60,000 annual Heather Robson
 - **ASSESSOR AIDE:** \$21.00 per hour
 - **TOWN HISTORIAN:** \$1,935 annual Len Kataskas
 - **ZONING/PLANNING TYPIST, (P/T):** \$21.00 per hour
 - **CONSTABLES, (P/T):** vacant
 - **TOWN COURT CLERKS (P/T):** \$21.00 per hour
 - **TOWN CLERK/TAX COLLECTOR:** \$60,000 annual Devon Hayes
 - **DEPUTY TAX COLLECTOR:** \$21.00 per hour
 - **RECORDS MANAGEMENT DEPUTY CLERK:** TBD (\$17.00-22.00 per hour)
 - **COUNCIL MEMBERS:** (\$4,200 each for four members – annual)
 - Kevin Blazey, Scott DeCook, Jaylene Folkins, Matt Shannon
 - **HIGHWAY SUPERINTENDENT:** \$41,400 annual Jason Lannon
 - **WATER SUPERINTENDENT:** \$5,000 annual Richie Vienna
 - **ASSISTANT to the WATER SUPERINTENDENT:** (\$2,500 annual) Kevin Lyke
 - **TOWN JUSTICES:** \$22,228 each annual, Mike Liberty, Eric Schaertl

- **BUDGET OFFICER:** \$3,900 annual, Dave Phillips
- **BOARD OF ASSESSMENT REVIEW:** William Strub, Chair; Judy Romeiser, Thomas Crowell Jill Blazey and Kathleen Allen. (Chair \$140 & Members \$120 per diem)
- **ZONING BOARD OF APPEALS:** Kenneth Blazey, Chairman; Len Bolton, Jessica Hemenway, Jacob Maslyn and Michael Blazey. (Chairman \$400 annual & \$45 per meeting all members)
- **PLANNING BOARD:** Scott VanAken, Chairman; Steve Buerman, Jefferey Flower, Lee Sanders, Tammy Worden, Christine Ciardi, Pauline DeCook (Chairman \$400 & \$45 per meeting all members)
- **AGRICULTURAL ADVISORY COMMITTEE:** Richard Maxwell, Chairman; Kurt Forman, Currently Vacant, Currently Vacant. (\$20 per meeting, per member)
- **TRANSFER STATION OPERATORS, (All Part Time):** \$18.25 per hour
- **RJ SCHOOL CROSSING GUARD(S) - (Part Time):** currently vacant \$18.25 per hour
Fees are shared with the Villages of Manchester, Shortsville, and the Town of Manchester
- **HIGHWAY CLERK,** currently vacant (\$18.25 per hr.)
- **HIGHWAY/WATER CLERK: (Part Time)** \$10,200 annual
- **HIGHWAY:**
 - Public Works Maintenance Assistant (\$20.00-\$33.00 per hour)
 - Laborer, (Part Time) (\$18.25 per hour)
 - Highway Employee MEO Light (\$22.00-\$28.00 per hour)
 - MEO (\$20.00-\$33.00 per hour)
 - Laborer (Part Time with CDL) (\$18.00-\$21.00 per hour)
 - Heavy Equipment Mechanic, (\$32.00 per hour)
 - Laborer, (Full Time) (\$18.00-\$22.00 per hour)

7.COMMITTEE ASSIGNMENTS:

- a. Fire Districts: Matt Shannon, Scott DeCook – Chair.
- b. Public Works (building and grounds): Kevin Blazey, Matt Shannon – Chair.
- c. Zoning & Planning: Scott DeCook, Jaylene Folkins – Chair.
- d. Town Water Districts: Matt Shannon, David Phillips – Chair
- e. Personnel, Employee Handbook, Safety, Medical: Jaylene Folkins, Kevin Blazey-Chair

8. Resolution to approve 2025 Organizational Agenda Items with any changes

9. Discussion of 2025 Board Goals

10. Set Public hearing for Tax Cap Override 2026 Budget year, February 11, 2025.

11. Resolution for petty cash fund -Town Clerk, \$300; Water Collection, \$100. & Justice Offices, \$100 each

12. Resolution accepting Breach Notification Policy

13. Resolution renewing Credit Card Policy

14. Resolution renewing Emergency Response Plan

15. Resolution renewing Emergency Management Plan

16. Resolution renewing Fund Balance Policy

17. Resolution renewing Investment Policy

18. Resolution renewing Online Banking Policy

19. Resolution renewing Procurement Policy

20. Resolution accepting T.O.M. Employee Benefits 2025

- 21. Resolution accepting Vulnerability Assessment**
- 22. Any other business**
- 23. Adjourn Organizational Meeting**