

2026 Organizational Meeting draft
Tuesday, January 6, 2026 @ 4:30 PM
Revised January 2, 2026

1. **4:30 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:** \$30,000 annual, Tate Colburn
- **SUPERVISOR'S BOOKKEEPER:** \$27,824 annual, Amy Birch
- **DEPUTY TOWN SUPERVISOR:** Kevin Blazey
- **DEPUTY TOWN CLERK(S):** (\$17.00 to \$22.00) Laurel Pitcher
- **DEPUTY HWY.SUPERINTENDENT:** \$12,360 annual William Murphy
- **TOWN HEALTH OFFICER:** No cost Kate Ott
- **TOWN SAFETY OFFICER:** Currently Vacant (\$500 annual)
- **OFFICIAL SIGNATURE:** Authorized Signature: Kevin Blazey & Tate Colburn
- **MILEAGE RATE:** \$.70 per mile
- **BUILDING INSPECTOR (CEO):** \$69,000 annual, Martin Barnett
- **BUILDING INSPECTOR (CEO):** \$53,000 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, Part-time:** \$35.00/hr. Heather Robson
- **ASSESSOR AIDE:** \$21.53 per hour Lon Rogers
- **TOWN HISTORIAN:** \$1,985 annual Len Kataskas
- **ZONING/PLANNING TYPIST, (P/T):** \$21.53 per hour, Laurel Pitcher
- **CONSTABLES, (P/T):** vacant
- **TOWN COURT CLERKS (P/T):** \$21.53 per hour, Tabitha Benwitz
- **TOWN CLERK/TAX COLLECTOR:** \$63,000 annual Devon Hayes
- **DEPUTY TAX COLLECTOR:** \$21.53 per hour
- **RECORDS MANAGEMENT DEPUTY CLERK:** TBD (\$17.00-22.00 per hour)
- **COUNCIL MEMBERS:** (\$4,305 each for four members – annual)
- Kevin Blazey, Scott DeCook, Jaylene Folkins, Matha Doody
- **HIGHWAY SUPERINTENDENT:** \$45,000 annual Jason Lannon

- **WATER SUPERINTENDENT:** \$5,000 annual Richard Vienna
- **ASSISTANT to the WATER SUPERINTENDENT:** (\$2,500 annual) Kevin Lyke
- **TOWN JUSTICES:** \$22,783 each annual, Mike Liberty, Eric Schaertl

2026

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- **BUDGET OFFICER:** \$4,000 annual, Tate Colburn
- **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:** Lee Sanders, Chairman; Jessica Hemenway, Jacob Maslyn, Patrick Mahoney, and one vacant. (Chairman \$400 annual & \$45 per meeting all members)
- **PLANNING BOARD:** Scott VanAken, Chairman; Steve Buerman, Jeffrey Flower, Tammy Worden, Christine Ciardi, Pauline DeCook, and one vacant (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):** (\$16.00- \$19.00 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)** \$19,176 annual Amy Birch
- **HIGHWAY:**
 - Public Works Maintenance Assistant (\$20.00-\$33.00 per hour)
 - Laborer, (Part Time) (\$18.00 to \$21.00 per hour)
 - Highway Employee MEO Light (\$20.00 to \$28.00 per hour)
 - MEO (\$20.00-\$33.00 per hour)
 - Laborer (Part Time with CDL) (\$20.00 per hour)
 - Heavy Equipment Mechanic, (\$32.80 per hour)
 - Laborer, (Full Time) (20.00 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 2026 Organizational Agenda Items with any changes

9. Discussion of 2026 Board Goals

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

11. Resolution accepting vendor list

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 2026

21. Resolution accepting Vulnerability Assessment *not for public review*

- 22. Resolution accepting Agreement for the Expenditure of Highway Monies**
- 22. Any other business**
- 23. Adjourn Organizational Meeting**