

**Conesus Town Board**  
**2026 ORGANIZATIONAL MEETING**  
**Tuesday, January 6,**  
**2026, Conesus Town Hall**  
**Regular Town Board**  
**Meeting To Follow**

**OPEN WITH MOMENT OF SILENCE**

**7:05 P.M. CALL TO ORDER: SUPERVISOR WESTER**

**PLEDGE OF ALLEGIANCE: COUNCILMAN MCCARTY**

**APPOINTMENT/ACCEPTANCE OF DEPUTY TOWN SUPERVISOR**

**APPOINTMENT/ACCEPTANCE OF DEPUTY HIGHWAY SUPERINTENDENT**

**APPOINTMENT/ACCEPTANCE OF DEPUTY TOWN CLERK-TBD**

**APPOINTMENT/ACCEPTANCE OF JUSTICE CLERK**

**RESOLUTIONS BEFORE THE BOARD:**

**2026 ANNUAL APPOINTMENTS**

REGISTRAR OF VITAL STATISTICS	JULIE SHUTT
RECORDS ACCESS/RECORDS MGT OFFICER	JULIE SHUTT
HISTORIAN	BRENDA EDDY
CODE ENFORCEMENT OFFICER	RONALD MAXWELL
DOG CONTROL OFFICER	RICK MCGRAN
PLANNING BOARD SECRETARY	LIVINGSTON COUNTY SHERIFFS DEPT
ZONING BOARD OF APPEALS SECRETARY	CAROL CRANE
CODE ENFORCEMENT COORDINATOR	CAROL CRANE
RESERVATION OF PARKS	CAROL CRANE
ATTORNEY FOR TOWN	HAZEL DELANEY
SPECIAL COUNCIL	DONALD A. YOUNG, ESQ.
WEBSITE DEVELOPER/ASSISTANT	TERENCE ROBINSON
FOREST & MUCK COORDINATOR	DON WESTER
LEAD RECYCLING ATTENDANTS	DON WESTER
PLANNING BOARD CHAIR 5 YEAR TERM	JOHN BEACH
ZONING BOARD CHAIR 5 YEAR TERM	BRAD FRANCIS
TRAFFIC SAFETY COUNCIL 12/31/2025	MARK HOPKINS
TRAFFIC SAFETY COUNCIL ALT. 12/31/2025	DON WESTER
COUNTY ALL HAZARD COMMITTEE	GARY SPARKS
BOOKKEEPER/ACCOUNTING SERVICES	DAN MARUSIAK
PARKS CUSTODIAN	BALDWIN BUSINESS
CLEANER	ELAINE JACOBS
FAIR HOUSING OFFICER	SHEILA STALEY
PARK HANDYMAN	DON WESTER
SNOW REMOVAL WALKWAYS TOWN HALL	CHRIS CRANE
	CHRIS CRANE

## **OTHER APPOINTMENTS-RE-APPOINTMENTS**

## **2026 SALARY SCHEDULE**

<b>TITLE</b>	<b>ANNUAL/hourly rate</b>	<b>Payment Schedule</b>
Supervisor (Wester)	\$14,000.00	Monthly
Town Council (Fama)	\$2,700.00	Monthly
Town Council (Butterbrodt)	\$2,700.00	Monthly
Town Council (Sparks)	\$2,700.00	Monthly
Town Council (McCarty)	\$2,700.00	Monthly
Town Clerk	\$29,500.00	Bi-Weekly
Deputy Town Clerk	\$4,000.00	By Voucher
Town Tax Collector	\$3,900.00	Bi-Weekly
Town Justice (1)	\$7,700.00	Monthly
Town Justice (2)	\$7,700.00	Monthly
Court Clerk	\$11,000.00	Bi-Weekly
Assessor	\$23,000.00	Annually
Assessor Clerk	\$4,000.00	Annually
Highway Superintendent	\$71,400.00	Bi-Weekly
Deputy Highway Superintendent	Hourly per Union Contract	Bi-Weekly
Building and Zoning Officer	\$27.50/hour	By voucher
Park Custodian	\$5,200.00	Monthly-seasonal
Town Vital Statistics Registrar	\$400.00	Annually
Records Management Officer	\$2,900.00	Annually
Cleaner	\$19.00/hr.	By Voucher
Historian	\$2,500.00	Monthly
Attorney	\$235.00/hr.	Monthly
Special Council	Per Diem	Per Diem
Accountant	\$13,400.00	By Voucher
Payroll	\$2,400.00	By Voucher
Board of Assessment Review (5)	\$75/diem	By Voucher
Planning Board (5)	\$25/diem	\$300/December
Zoning Board (5)	\$25/diem	\$300/December
Zoning Board Secretary	\$1,500.00	Monthly
Planning Board Secretary	\$1,500.00	Monthly
Code Enforcement Clerk	\$19.00/hr.	By Voucher
Recycling Center Lead Attendants	\$17.50/hour	Bi-Weekly
Recycling Center Personnel	\$16.00/hr.	By Voucher

Election Service Personnel	TBD by Board of Elections	By Voucher
Parks Handyman	\$16.00/hr.	By Voucher
Snow Removal walkways Town Hall	\$25.00/per job	By voucher

**ESTABLISH STANDARD WORK HOURS FOR ALL HIGHWAY OFFICERS AND EMPLOYEES**

Resolved that the Town Board establishes eight (8) hours per day as the standard number of work hours for all highway officers and employees of the Town of Conesus for retirement purposes.

**ESTABLISH STANDARD WORK HOURS FOR ALL NON-HIGHWAY OFFICERS AND EMPLOYEES**

Resolved that the Town Board establishes six (6) hours per day as the standard number of work hours for all non-highway officers and employees of the Town of Conesus for retirement purposes.

**2026 TOWN BOARD MEETING SCHEDULE**

ALL MEETINGS WILL BE HELD AT CONESUS TOWN HALL 6210 SOUTH LIVONIA RD., CONESUS. Bill paying begins at 6:30 pm; the meetings begin at 7 pm. All meetings are held on 1<sup>st</sup> Tuesday of the month unless otherwise noted.  
request that the following meeting schedule is approved:

January 6  
February 3  
March 3  
April 7  
May 5  
June 2  
July 7  
August 4  
September 1  
October 6  
\*November Thursday 5  
December 1  
\*Election Day is Tuesday November 3

**ESTABLISH ORDER OF BUSINESS**

Request that the Board adopt the following order of business for Town Board Meetings:

Review of bills commences at 6:30 pm; meeting begins at 7:00 pm-Moment of Silence.

1. Call to Order
2. Pledge to Flag
3. Public Hearings (If Any)
4. Privilege of the Floor
5. Introduction of Local Laws
6. Announcements and Communications
7. Approval of Minutes
8. Clerk's Report
9. Supervisor's Report

10. Highway Report
11. Submission of Written Reports:
  - Assessor's Report
  - Code Enforcement Report
12. Updates on Key Issues:
  - Conesus Lake
  - Liv. Co./Town Planning Board Liaison Report
  - Town ZBA Liaison Report
  - Liv. Co BOS Report / Supervisor Reports (LCWC, LCWSA, GLOW, C.L.E.A.N, IT-Tech, Cemetery, Food Pantry)
  - Maintenance Report
13. Unfinished Business
14. New Business / Resolutions
15. Public General Comments and Questions
16. General Fund Claims
17. Highway Fund Claims
18. Adjournment

**AGREEMENT TO SPEND HIGHWAY FUNDS**  
**ROLL CALL VOTE REQUIRED**

Request that the Town Board approves the 2026 Agreement to Spend Town Highway Funds effective immediately as follows:

Pursuant to the provisions of Section 284 of the Highway Law, we agree that moneys levied and collected for the repair and improvement of highways, and received from the state for the repair and improvement of highways, shall be expended as follows:

*DOCUMENT WILL BE SCANNED INTO MINUTES AS SUBMITTED BY D. MARUSIAK.*

**AGREEMENT TO REMOVE SNOW FOR CONESUS FIRE DEPT.**

Request for the Town Boards permission for the Highway Department participate in ice and snow removal for the Conesus Fire Department

**AGREEMENT TO REMOVE SNOW FOR TOWN OF CONESUS FACILITIES**

Request for the Town Boards permission for the Highway Department participate in ice and snow removal for Town of Conesus facilities.

Authorizing Highway Superintendent to designate and post Town roads sections that are without residences or commercial buildings as seasonal, limited access roads.

**APPROVAL OF GENERAL OPERATING PROCEDURES FOR TOWN OF CONESUS**

Changes made to this document reflect changes of elected and appointed employees of Town of Conesus and County of Livingston. Disaster Preparedness.

**APPROVAL OF SUPERVISOR SPENDING**

Authorizing Town Supervisor to pay time sensitive bills to avoid paying late fees and penalties.

**APPROVAL OF AGREEMENT FOR GENERAL LEGAL SERVICES TO THE TOWN**

Be it, resolved, that the Town of Conesus engages Donald A. Young, Esq. to provide legal services to the Town, all at the cost set forth in and as in accordance with the engagement letter for such services, which letter is hereby approved, said services provided in the alternative to the office of the Town Attorney, which office is abolished.

**ESTABLISH TOWN CLERK PETTY CASH FUND**

Request that the Town Board approves the Town Clerk to have a petty cash fund of Three Hundred Dollars and No Cents from which to make change and make miscellaneous purchases.

**DESIGNATE OFFICIAL NEWSPAPER**

Request that the Town Board approves the Livingston County News as the official newspaper for the Town of Conesus

**DESIGNATE LEGAL DEPOSITORY**

Request that the Town Board approves Five Star Bank as the legal depository for the Town of Conesus

**2026 MILEAGE RATE**

Mileage reimbursement rate for 2026 is \$.72.5/per mile (same as Livingston County)

**REVIEW OF VARIOUS TOWN POLICIES**

1. General Operating Procedure
2. Town of Conesus, New York Sexual Harassment Policy
3. Town of Conesus Website Policy
4. Town of Conesus Procurement Policy
5. Public Access to Records of Town of Conesus, New York
6. Town of Conesus, NY Policy for Workplace Violence

**TOWN BOARD COMMITTEES AND LIAISON**

**Supervisor Wester** : Livonia Recreation Liaison  
Recycle Center Records/Permits/Liaison  
Town Hall Interior/Exterior Maintenance  
EOC Contact Person  
IT/Technical Support  
Traffic Safety Board  
Liv. Co planning and Town Planning Board Liaison  
Assist and support Projects when and where necessary

**Councilman Butterbrodt**: Conlon/Mulvaney Legion Liaison  
Parks Liaison/Projects  
Boy Scout project Liaison  
Assist and support Projects when and where necessary

**Councilman Sparks**: Traffic Safety Board Alt.  
Ambulance District Liaison  
Deferred Compensation Plan Liaison  
Assist and support Projects when and where necessary  
Highway Facilities/Park ARPA projects Assistant

**Councilman McCarty**: Town Facilities Maintenance (Parks-Exterior Town Hall)  
Golden Years Liaison  
Zoning Board of Appeals Liaison  
Assist and support Projects when and where necessary

**Councilman Fama**: Conesus Lake/Conesus Lake Association Liaison  
Co Partner CLWC/CLWSA with Supervisor Wester  
Assist and support projects when and where needed.  
Projects Assistant

- Resolution #1 to Accept the Agreement to Spend Highway Funds Roll Call Vote
- Resolution #2 to Accept Agreement for General Legal Services to the Town
- Resolution #3 to Accept the 2026 Organizational meeting as presented.
- Motion to adjourn the 2026 Organizational meeting.