

**TOWN OF PAVILION
REGULAR MEETING MINUTES**

**March 11, 2026
7:00PM**

The Town Board of the Town of Pavilion held the Regular Board meeting on March 11, 2026 at the Town Hall, One Woodrow Drive, Pavilion, New York 14525 at 7:00 pm:

Supervisor James Thater-Present
Councilperson John Rudgers- Absent
Councilperson Scott Savidge-Present
Councilperson Lee Brooks-Present
Councilperson Kenneth Steinmetz-Absent

Others: Stacy Halsted, James Cleveland & 3 residents

Following pledge to the Flag, Supervisor Thater opened the meeting at 7:00 PM.

REPORTS:

Highway James Cleveland:

- Chip/seal underway
- Salt use on par for the year

Highway John Rudgers:

- No Report (Absent)

Sewer Kenneth Steinmetz: (Given by James Cleveland)

- Waiting on more info about needed upgrade in UV System

Boards Scott Savidge:

- Planning board meeting next Wednesday (18th), campground related items on the agenda

Water Lee Brooks:

- Reached out to MRB: waiting on report

OLD BUSINESS:

- Phones & IT Services: Should begin switch over within next couple of weeks
- Resolution to show Appreciation to GC Water & Soil Authority Tabled until next month

NEW BUSINESS:

- MRB: Needs Updated Contract

- Supervisor/board will reach out to MRB
- Concert in Park: Possible Committee for Community Events
 - Town Clerk will reach out to Cindy Starr to see if interested in Heading Community Events
- Ad for Website: School Letter, Batavian
 - Town Clerk will put out a Press Release, contact the school, library, and firehall to see if they will put an announcement on their websites
- Attend Town Clerks Association Conference April 19-22
 - Councilperson Savidge offered a motion, seconded by Supervisor Thater

Resolution 29, 2026: Approval for the Town Clerk to attend the Town Clerks Association Conference from April 19-22, 2026

RESOLVED:

Approved by unanimous vote (3-0). Voting was as follows:

Supervisor James Thater	Aye
Councilperson John Rudgers	Absent
Councilperson Scott Savidge	Aye
Councilperson Lee Brooks	Aye
Councilperson Kenneth Steinmetz	Absent

- Approve to Close Office April 20-21-22
 - Supervisor Thater offered a motion, seconded by Councilperson Savidge

Resolution 30, 2026: To close the Clerk’s office April 20-22, 2026

RESOLVED:

Approved by unanimous vote (3-0). Voting was as follows:

Supervisor James Thater	Aye
Councilperson John Rudgers	Absent
Councilperson Scott Savidge	Aye
Councilperson Lee Brooks	Aye
Councilperson Kenneth Steinmetz	Absent

- Bulk Water Info
 - Revenue and expenses of 2025 water were reviewed. Cost of new payment machines were reviewed. Decision to take cash only in current machine effective July 1st.
- Supervisor Thater offered a motion, seconded by Councilperson Brooks

RESOLUTION 31 2026: RESOLUTION ADOPTING 6 NYCRR §§ 617.4 AND 617.5 FOR DETERMINING ENVIRONMENTAL SIGNIFICANCE UNDER SEQR

BE IT RESOLVED, that the Town Board of the Town of Pavilion hereby adopts and shall utilize the criteria and classifications set forth in 6 NYCRR § 617.4 (Type I Actions) and 6 NYCRR §

617.5 (Type II Actions) of the New York State Department of Environmental Conservation regulations for the purpose of determining environmental significance pursuant to the State Environmental Quality Review Act (SEQR); and
BE IT FURTHER RESOLVED, that all Town boards, agencies, officers, and employees involved in the review, approval, funding, or undertaking of actions subject to SEQR shall apply and comply with the provisions of 6 NYCRR §§ 617.4 and 617.5 when making determinations of environmental significance; and
BE IT FURTHER RESOLVED, that this resolution shall take effect immediately.

RESOLVED:

Approved by unanimous vote (3-0). Voting was as follows:

Supervisor James Thater	Aye
Councilperson John Rudgers	Absent
Councilperson Scott Savidge	Aye
Councilperson Lee Brooks	Aye
Councilperson Kenneth Steinmetz	Absent

- Supervisor Thater offered a motion, seconded by Councilperson Savidge

RESOLUTION 32, 2026: RESOLUTION ESTABLISHING A COMPREHENSIVE PLAN UPDATE WORKING GROUP

WHEREAS, the Town Board of the Town of Pavilion adopted a Comprehensive Plan to guide land use, development, and community decision-making; and

WHEREAS, the Town Board recognizes the need to update the Comprehensive Plan to reflect current conditions, demographic trends, and best planning practices while maintaining the Town's rural and agricultural character; and

WHEREAS, the Town Board desires a focused, efficient updated process that ensures consistency with New York State Town Law, SEQR requirements, and the Town's zoning regulations;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board hereby establishes a Comprehensive Plan Update Working Group for the purpose of preparing proposed updates to the Town of Pavilion Comprehensive Plan; and

BE IT FURTHER RESOLVED, that the Working Group shall consist of:

- Up to two (2) members of the Town Board
- Up to (2) members of the Planning Board
- The Code Enforcement Officer (or designee)
- The Town Supervisor or Town Clerk (or designee)
- Planning or professional assistance as authorized by the Town Board

BE IT FURTHER RESOLVED, that the Working Group shall:

- Review the existing Comprehensive Plan
- Prepare draft updates and recommendations
- Coordinate targeted stakeholder input as appropriate
- Present draft materials to the Town Board for review and public input

BE IT FURTHER RESOLVED, that final adoption authority shall remain solely with the Town Board following public review and any required environmental review.

RESOLVED:

Approved by unanimous vote (3-0). Voting was as follows:

Supervisor James Thater	Aye
Councilperson John Rudgers	Absent
Councilperson Scott Savidge	Aye
Councilperson Lee Brooks	Aye
Councilperson Kenneth Steinmetz	Absent

- Councilperson Savidge offered a motion, seconded by Councilperson Brooks

Resolution 33, 2026: To Endorse and Send a Letter of Support for M2K Farms application for the NYS Farmland Protection Implementation Grant Program

WHEREAS, The Town of Pavilion supports maintaining agriculture as an important land use, AND WHEREAS, The Town of Pavilion seeks to allow farms to expand, adapt, and grow with the changing demands of time.

BE IT RESOLVED, that the Town Supervisor will send a Letter of Support on behalf of the Town to the NYS Department of Agriculture and Markets endorsing M2K Farms application for the Farmland Protection Implementation Grant Program

RESOLVED:

Approved by unanimous vote (3-0). Voting was as follows:

Supervisor James Thater	Aye
Councilperson John Rudgers	Absent
Councilperson Scott Savidge	Aye
Councilperson Lee Brooks	Aye
Councilperson Kenneth Steinmetz	Absent

Information:

- Hiring: Deputy Town Clerk

Approval:

- Supervisor Thater offered a motion, seconded by Councilperson Savidge

Approve February 2026 Regular Meeting Minutes.

RESOLVED: February 2026 Regular Meeting Minutes approved

Approved by unanimous vote (3-0). Voting was as follows:

Supervisor James Thater	Aye
Councilperson John Rudgers	Absent
Councilperson Scott Savidge	Aye
Councilperson Lee Brooks	Aye
Councilperson Kenneth Steinmetz	Absent

- Councilperson Savidge offered a motion, seconded by Councilperson Brooks

Authorization for clerk to draw a warrant on the supervisor to pay bills and to approve the February 2026 operating statement, bank reconciliation & clerk report.

Approved by unanimous vote (3-0). Voting was as follows:

Supervisor James Thater	Aye
Councilperson John Rudgers	Absent
Councilperson Scott Savidge	Aye
Councilperson Lee Brooks	Aye
Councilperson Kenneth Steinmetz	Absent

PUBLIC COMMENT:

- James Cleveland discussed need to add equipment schedule and loader proposal to next meeting.

Supervisor Thater made a motion at 7:56 PM to adjourn the meeting seconded by Councilperson Brooks. Approved by unanimous vote (3-0). Voting all ayes.

Respectfully submitted,

Stacy Halsted
Town Clerk