

**Elba Town Board  
Reorganization Meeting  
January 4, 2018**

Supervisor Hynes called the meeting to order at 3:34 p.m, followed by the Pledge to the Flag.

Those in attendance included:

Supervisor Hynes	Superintendent of Highways Yungfleisch
Councilman Chamberlain	Town Clerk Werth
Councilman Coughlin	
Councilwoman Zambito (arrived at 3:44 pm)	

Councilwoman Marshall was absent.

**Establish:**

Petty Cash, Town Clerk	\$100.00
Petty Cash, Town Justices	\$100.00
Petty Cash, Tax Collector	\$300.00
Mileage reimbursement	53.5 cents/mile 2017 IRS
Highway Superintendent spend w/o prior approval	\$1,000.00
Set board meeting time & day	7:00 pm, 2nd Thursday of the month
Allow Supervisor to prepay Utilities, Postage and Health Care Premiums	
Allow Supervisor to invest monies	

**Appointments:**

Deputy Supervisor	Wade Chamberlain
Deputy Superintendent of Highways	Wade Chamberlain
Registrar	Trisha Werth
Historian	Earl Roth
Zoning/Code Enforcement Officer	Mark Mikolajczyk
House Enumerator	Barry Flansburg
Youth Recreation Commission	Maureen Marshall
Newspaper	Batavia Daily News
Bank Depositories	M&T, Bank of Castile
Town Attorney	David Schubel,\$185/hr as needed, \$165 for WD2
Traffic Prosecutor	\$225.00/month

**Committee Appointments:**

Ag. Advisory	Maureen Marshall
Buildings and Grounds	Mark Yungfleisch
Cemetery	Wade Chamberlain
GAM	Chantal Zambito
Planning Board	Dan Coughlin
Publicity	Trisha Werth
Records Management Officer	Trisha Werth
Zoning Board	Wade Chamberlain

**Salaries and frequency of payment:**

Supervisor	\$6,785.00	Q
Councilperson	\$1,943.50	Q
Town Clerk	\$26,187.00	BW
Superintendent of Highways	\$53,900.00	BW
Assessor	\$17,200.00	BW
Justice King	\$8,731.00	BW
Justice Howard	\$8,731.00	Q
ZEO/CEO	\$10,165.00	BW
Registrar	\$470.00	BW
Historian	\$612.00	Annual
Court Clerk	\$10.40/hr. ~ 30 hours	BW
Deputy Town Clerk	\$10.76/hr	BW
Town Hall Personal Serv.	\$4,000.00	BW
Part time Highway	\$18.00/hr	BW
General Labor	\$10.40/hr	Voucher
Election Inspectors	Set by County	
Cemetery Maintenance	\$10,500.00	Voucher
Zoning & Planning Board	\$21/meeting	Voucher
Secretaries	\$25/meeting	
Chairperson	\$25/meeting	Plus mileage
Assessment Board of Review	\$45.00/day	Voucher
Training	\$25.00/day	
Cemetery:	<u>Paid to caretaker</u>	
Regular burial	\$70	Voucher
Cremation	\$40	Voucher
Winter:		
Regular	\$115.00	Voucher
Cremation	\$85.00	Voucher
Winter burials take place between December 1 and March 31		

**Cemetery fees, paid by the family**

Markers	\$25.00 each
Cemetery plot	\$650.00
Regular burial	\$800.00
Cremation burial	\$400.00
Sundays and Holidays	\$950.00 Regular burial
	\$500.00 Cremation burial

**RESOLUTION # 1 OF 2018**

Councilman Chamberlain offered the following:

**RESOLVED**, the Elba Town Board adopt the 2018 appointments, fees, salaries, cemetery fees and committee appointees.

**Second:** Councilman Coughlin

**Ayes:** Chamberlain, Coughlin, Hynes, Zambito

**Approved Unanimous Vote**

Councilman Chamberlain will speak with Steve Davis regarding his fees. Mr. Davis' fees as well as dog license and building permits will be tabled until the February meeting. Please review these fees before then.

A **motion** was made by Councilwoman Zambito, second by Councilman Coughlin to approve the appointment of Trisha Werth as Records Management Officer.

**Ayes:** Chamberlain, Coughlin, Hynes, Zambito

**MOTION Carried**

State Document Imaging Grant - Councilwoman Zambito also noted that Rich ODonnell with Beals will be coming in Monday (1/8/18) to meet with Trisha and count images.

The Reorganization meeting ended at 3:49 pm.

Respectfully Submitted,

Trisha Werth  
Town Clerk