

**Town of Elba
Organizational Meeting
January 2, 2020**

Supervisor Hynes called the meeting to order at 3:00 p.m.; followed by the Pledge to the Flag.

Those in attendance included:

Supervisor Hynes
Councilman Chamberlain
Councilman Coughlin
Councilwoman Marshall

Others Present:

Town Clerk Werth
Superintendent of Highways Yungfleisch

RESOLUTION NO. 1-2020:

Councilman Chamberlain offered the following:

GENERAL ORGANIZATIONAL RESOLUTION

RESOLVED, that the following rates, hours, schedules, and conditions be and hereby are established for the one year term beginning January 1, 2020 and ending December 31, 2020;

- a. The schedule of Regular/Official meeting of the Elba Town Board shall be the second (2nd) Thursday of each month, beginning at 7:00 o'clock p.m. and such regular meetings shall be held at the Elba Town Hall, 7 Maple Avenue, Elba, NY.
- b. The Planning Board meetings shall be the third (3rd) Thursday of each month, beginning at 7:00 o'clock p.m. The meetings shall be held at the Elba Town Hall, 7 Maple Avenue, Elba, NY.
- c. The Zoning Board of Appeals meetings shall be the first (1st) Monday of each month, beginning at 7:00 o'clock p.m. and shall be held at the Elba Town Hall, 7 Maple Avenue, Elba, NY.
- d. Office hours at the Town Hall are hereby set at 9:00 a.m.- 4:00 p.m. January 2 – March 31, 2020 and 9:00 a.m.-12:00 p.m. and 1:00 p.m.-4:00 p.m., April 1 – December 31, 2020, Monday through Friday, except recognized holidays.
- e. The Daily News (Batavia) is hereby designated as the Town's official newspaper.
- f. Mileage reimbursement rate for the use of a private vehicle in the conduct of official Town business shall be \$.58 per mile (2020 IRS).

Second by: Councilman Coughlin

Ayes: Chamberlain, Coughlin, Hynes, Marshall

APPROVED by unanimous vote (4-0)

RESOLUTION NO. 2-2020:

Councilman Coughlin offered the following:

DESIGNATION OF OFFICIAL DEPOSITORY

RESOLVED, that the Elba Town Board hereby designates the following as official depository of the Town of Elba for all operational accounts:

M&T Bank – Batavia and Oakfield, New York and Bank of Castile, Batavia, New York

Second by: Councilwoman Marshall

Ayes: Chamberlain, Coughlin, Hynes, Marshall

APPROVED by unanimous vote (4-0)

RESOLUTION #3-2020:

Supervisor Hynes offered the following:

RESOLUITION TO APPOINT TOWN JUSTICE

WHEREAS, a vacancy continues in the Town Justice Court with the resignation of Justice Adam Howard effective November 5, 2019; and

WHEREAS, the Elba Town Board must appoint an individual to fill the office of Town Justice until the next General Election.

THEREFORE, BE IT RESOLVED, Anthony Zambito is hereby appointed to the vacant position of Town of Elba Justice, effective January 1, 2020 with the term ending December 31, 2020.

Second by: Councilman Chamberlain

Ayes: Chamberlain, Coughlin, Hynes, Marshall

APPROVED by unanimous vote (4-0)

APPOINTMENTS:

The following appointments were submitted for approval:

- | | |
|----------------------------------|---|
| A. Building and Grounds | Highway Superintendent Yungfleisch |
| B. Cemetery | Councilman Chamberlain |
| C. Code Enforcement Officer | Mark Mikolajczyk |
| D. Deputy Supervisor | Councilman Chamberlain |
| E. Deputy Highway Superintendent | Councilman Chamberlain |
| F. Deputy Town Clerk | Laurie Itjen |
| G. Dog Licensing | Town Clerk Werth |
| H. GAM Representative | Councilwoman Marshall |
| I. Historian | Earl Roth |
| J. House Enumerator | Barry Flansburg |
| K. Planning Board | Councilman Coughlin |
| L. Publicity | Town Clerk Werth |
| M. Records Management Officer | Town Clerk Werth |
| N. Registrar | Town Clerk Werth |
| O. Town Tax Collector | Town Clerk Werth |
| P. Town Attorney | David Schubel,\$195.00/hr as needed, \$165.00 for WD2 |
| Q. Traffic Prosecutor | Robert Zickl \$300.00/month |
| R. Court Clerk | Sandy Almeter |
| S. Town Zoning Officer | Mark Mikolajczyk |
| T. Zoning Board | Councilman Chamberlain |

ESTABLISH CONDITIONS:

The following conditions were submitted for approval:

- | | |
|--|----------|
| A. Petty Cash, Town Clerk | \$100.00 |
| B. Petty Cash, Town Justices | \$100.00 |
| C. Petty Cash, Tax Collector | \$300.00 |
| D. Allow Supervisor to prepay Utilities, Postage and Health Care Premiums | |
| E. Allow Supervisor to invest monies | |
| F. Town Highway Superintendent requires approval to purchase equipment over \$20k and is required to stay within his budget for roadwork, snow removal and vehicle repair unless authorized by Town Board. | |

MOTION Councilman Chamberlain, second Councilman Coughlin to approve the appointments and conditions above.

Ayes: Chamberlain, Coughlin, Hynes, Marshall

MOTION CARRIED by unanimous vote (4-0)

SALARY SCHEDULE

A **motion** was made by Councilman Chamberlain, seconded by Councilman Coughlin and carried by unanimous vote to approve the following Salary Schedule:

Salaries and frequency of payment:

Supervisor	\$8,185.00	Q
Councilperson, each	\$1,943.50	Q
Town Clerk	\$29,507.00	BW
Registrar	\$470.00	BW
Dog Licensing	\$510.00	BA
Highway Superintendent	\$58,425.00	BW
Assessor	\$17,800.00	BW
Justice	\$8,950.00	BW
Justice	\$8,950.00	BW
ZEO/CEO	\$10,732.00	Monthly
Historian	\$612.00	Annual
Court Clerk	\$11.80/hr. ~ 30 hours	BW
Deputy Town Clerk	\$11.80/hr	BW
Town Hall Personal Serv.	\$5,125.00	BW
Part time Highway	\$18.00/hr	BW
General Labor	\$11.80/hr	Voucher
Election Inspectors	Set by County	
Cemetery Maintenance	\$10,500.00	Voucher
Zoning & Planning Board	\$21/meeting	Voucher
Secretaries	\$25/meeting	Voucher
Chairperson	\$25/meeting	Plus mileage
Assessment Board of Review	\$45.00/day	Voucher
Training	\$25.00/day	Voucher

Cemetery, paid to caretaker

Regular burial	\$70	Voucher
Cremation	\$40	Voucher

Winter *Winter burials take place between December 1 and March 31*

Regular	\$115.00	Voucher
Cremation	\$85.00	Voucher

Cemetery fees, paid by the family

Markers	\$25.00 each	
Cemetery plot	\$800.00	
Regular burial	\$900.00	
Cremation burial	\$500.00	
Sundays and Holidays	\$1200.00 Regular burial, \$750.00 Cremation burial	
Disinterment (Reg./Cremation)	\$900.00/\$500.00	
Disinterment/Reinterment (caretaker receives burial fee)	\$1,700.00	

Dog License Fees – Spayed/Neutered \$5/year, Not Spayed/Neutered \$15/year, Purebred \$25

Return Check Fee – Return check for NSF - \$10 + bank fees

Ayes: Chamberlain, Coughlin, Hynes, Marshall

MOTION CARRIED by unanimous vote (4-0)

OLD BUSINESS

Mr. Yungfleisch is still looking for time clocks for the MEO's. Councilwoman Marshall will forward him information.

Supervisor Hynes reported she is working with Mr. Schubel on finishing the Starowitz Road Abandonment and the Solar Law.

ADJOURNMENT

MOTION was offered from Councilman Chamberlain second by Councilwoman Marshall to adjourn the meeting at 3:34 p.m.

Ayes: Chamberlain, Coughlin, Hynes, Marshall

MOTION CARRIED by unanimous vote (4-0)

Respectfully Submitted,

Trisha Werth
Town Clerk