

**Town of Elba
Organizational Meeting
January 6, 2022**

Supervisor Hynes called the meeting to order at 6:30 p.m.; followed by the Pledge to the Flag.

Those in attendance included:

Supervisor Hynes
Councilman Augello
Councilman Chamberlain
Councilman Coughlin

Others Present:

Town Clerk Werth
Superintendent of Highways Yungfleisch

Absent:

Councilwoman Marshall

SALARY SCHEDULE

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

SALARIES AND FREQUENCY OF PAYMENT:

Supervisor	\$8,512.00	Q
Councilperson, (4) each	\$1,982.50	Q
Town Clerk	\$30,687.00	BW
Registrar	\$489.00	BA
Dog Licensing	\$530.00	BA
Highway Superintendent	\$60,762.00	BW
Assessor	\$18,500.00	BW
Justice	\$9,129.00	BW
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ZEO/CEO	\$11,161.00	Monthly
Historian	\$612.00	Annual
Court Clerk	\$9,965.00	BW
Deputy Town Clerk	\$13.20/hr	BW
Town Hall Personal Serv.	\$10,010.00	BW
Highway – MEO	\$23.78/hr	BW
Part time Highway	\$18.00/hr	BW
General Labor	\$13.20/hr	Voucher
Election Inspectors	Set by County	
Cemetery Maintenance	\$14,000.00	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

APPOINTMENTS

A **motion** was made by Councilman Augello, seconded by Councilman Chamberlain and carried by unanimous vote to approve the following Appointments:

A. Building and Grounds
B. Cemetery

Highway Superintendent Yungfleisch
Councilman Chamberlain

- C. Code Enforcement Officer Mark Mikolajczyk
- D. Deputy Supervisor Councilman Chamberlain
- E. Deputy Highway Superintendent John Pahuta
- F. Deputy Town Clerk Sue Dart
- G. Dog Licensing Town Clerk Werth
- H. GAM Representative Councilman Augello
- I. Historian Earl Roth
- J. Planning Board Councilman Coughlin
- K. Publicity Town Clerk Werth
- L. Records Management Officer Town Clerk Werth
- M. Registrar Town Clerk Werth
- N. Town Tax Collector Town Clerk Werth
- O. Town Attorney John Whiting, \$160.00/hr as needed
- P. Traffic Prosecutor Robert Zickl \$300.00/month
- Q. Court Clerk Sandy Almeter
- R. Town Zoning and Code Officer Mark Mikolajczyk
- S. Zoning Board Councilman Chamberlain

CONDITIONS

A **motion** was made by Councilman Chamberlain, seconded by Councilman Augello and carried by unanimous vote to approve the following Conditions:

ESTABLISH CONDITIONS:

- 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 budget for roadwork, snow removal and vehicle repair unless authorized by Town Board.
- G. 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/\$150.00 to caretaker)	\$900.00/\$500.00
Disinterment/Reinterment (caretaker receives burial fee)	\$1,700.00

- H. Dog License Fees – Spayed/Neutered \$5/year, Not Spayed/Neutered \$15/year, Purebred \$25
- I. Return Check Fee – Return check for NSF - \$10 + bank fees

RESOLUTION NO. 1-2022:

Councilman Chamberlain offered the following:

GENERAL ORGANIZATIONAL

RESOLVED, that the following rates, hours, schedules, and conditions be and hereby are established for the one year term beginning January 1, 2022 and ending December 31, 2022;

- 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, 7133 Oak Orchard Road, 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, 7133 Oak Orchard Road, 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, 7133 Oak Orchard Road, Elba, NY.
- d. Office hours at the Town Hall are hereby set Monday through Friday 8:00 a.m.- 4:00 p.m. January 3 – March 31, 2022, and Monday through Thursday 8:00 a.m.-12:00 p.m. and 12:30 p.m.-4:00 p.m., April 1 – December 31, 2022, 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 \$.58.5 per mile (2022 IRS).

Second by: Supervisor Hynes

Ayes: Augello, Chamberlain, Coughlin, Hynes

APPROVED by unanimous vote (4-0)

RESOLUTION NO. 2-2022:

Councilman Chamberlain 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

Second by: Councilman Augello

Ayes: Augello, Chamberlain, Coughlin, Hynes

APPROVED by unanimous vote (4-0)

RESOLUTION NO. 3-2022:

Supervisor Hynes offered the following:

TOWN OF ELBA LEGAL SERVICES AGREEMENT

RESOLVED, the Town of Elba shall enter into a Legal Service Agreement with Attorney John Whiting, Attorney at Law for an hourly rate of \$160.00.

Second by: Councilman Augello

Ayes: Augello, Chamberlain, Coughlin, Hynes

APPROVED by unanimous vote (4-0)

Annual Meeting- The Town Clerk read the information on the New York State Association of Towns Annual Meeting which will be held February 20 – 23, 2022 virtually.

ADJOURNMENT

MOTION was offered from Councilman Chamberlain second by Councilman Augello to adjourn the

meeting at 6:41p.m.

Ayes: Augello, Chamberlain, Coughlin, Hynes
MOTION CARRIED by unanimous vote (4-0)

Respectfully Submitted,

Trisha Werth
Town Clerk