

**Town of Elba
Organizational Meeting
January 7, 2021**

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
Councilwoman Marshall

Others Present:

Town Clerk Werth
Superintendent of Highways Yungfleisch

SALARY SCHEDULE

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

SALARIES AND FREQUENCY OF PAYMENT:

Supervisor	\$8,185.00	Q
Councilperson, (4) 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	\$9,582.00	BW
Deputy Town Clerk	\$12.50/hr	BW
Town Hall Personal Serv.	\$9,625.00	BW
Highway – MEO	\$23.31/hr	BW
Part time Highway	\$18.00/hr	BW
General Labor	\$12.50/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

APPOINTMENTS

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

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 and Councilman Augello
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,\$215.00/hr as needed, \$165.00 for WD2
Q. Traffic Prosecutor	Robert Zickl \$300.00/month
R. Court Clerk	Sandy Almeter
S. Town Zoning and Code Officer	Mark Mikolajczyk
T. Zoning Board	Councilman Chamberlain

CONDITIONS

A **motion** was made by Councilman Coughlin, seconded by Councilwoman Marshall 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)\$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. 1-2021:

Councilwoman Marshall 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, 2021 and ending December 31, 2021;

- 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 Monday through Friday 9:00 a.m.- 4:00 p.m. January 4 – March 31, 2021, 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, 2021, 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 \$.56 per mile (2021 IRS).

Second by: Councilman Chamberlain

Ayes: Augello, Chamberlain, Coughlin, Hynes, Marshall

APPROVED by unanimous vote (5-0)

RESOLUTION NO. 2-2021:

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

Second by: Councilman Augello

Ayes: Augello, Chamberlain, Coughlin, Hynes, Marshall

APPROVED by unanimous vote (5-0)

RESOLUTION NO. 3-2021:

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 David C. Schubel, Attorney at Law for an hourly rate of \$215.00 and \$165.00 for Water District 2.

Second by: Councilwoman Marshall

Ayes: Augello, Chamberlain, Coughlin, Hynes, Marshall

APPROVED by unanimous vote (5-0)

Annual Meeting- The Town Clerk read the information on the New York State Association of Towns Annual Meeting which will be held February 14 – 17, 2021 virtually.

Supervisor Hynes shared two Town Attorney suggestions, Mark Boylan and James Wujcik. She asked the Councilpersons to bring back their recommendations to the February meeting.

ADJOURNMENT

MOTION was offered from Councilman Chamberlain second by Supervisor Hynes to adjourn the meeting at 6:55 p.m.

Ayes: Augello, Chamberlain, Coughlin, Hynes, Marshall

MOTION CARRIED by unanimous vote (5-0)

Respectfully Submitted,

Trisha Werth
Town Clerk