

**Town of Elba
Organizational Meeting
January 5, 2023**

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
CEO/ZEO Mike Morris

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	\$10,512.00	Q
Councilperson, (4) each	\$1,982.50	Q
Town Clerk	\$32,528.00	BW
Registrar	\$518.00	BA
Dog Licensing	\$562.00	BA
Highway Superintendent	\$64,408.00	BW
Assessor	\$18,500.00	BW
Justice	\$9,311.50	BW
Justice	\$9,311.50	BW
ZEO/CEO	\$11,400.00	Monthly
Historian	\$612.00	Annual
Court Clerk	\$19,362.00	BW
Deputy Town Clerk	\$14.20/hr	BW
Town Hall Pers. Serv.(MYungfleisch)	\$10,611.00	BW
Highway – MEO	\$24.73/hr	BW
Part time Highway	\$18.00/hr	BW
General Labor	\$14.20/hr	Voucher
Election Inspectors	Set by County	
Cemetery Maintenance	\$15,000.00	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 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. Deputy Supervisor | Councilman Chamberlain |
| D. Deputy Highway Superintendent | John Pahuta |
| E. Deputy Town Clerk | Sue Dart |
| F. Dog Licensing | Town Clerk Werth |
| G. GAM Representative | Councilman Augello |
| H. Historian | Earl Roth |
| I. Planning Board | Councilman Coughlin |
| J. Records Management Officer | Town Clerk Werth |
| K. Registrar | Town Clerk Werth |
| L. Town Tax Collector | Town Clerk Werth |
| M. Town Attorney | John Whiting, \$180.00/hr as needed |
| N. Traffic Prosecutor | Robert Zickl \$300.00/month |
| O. Court Clerk | Sandy Beherns |
| P. Town Code and Zoning Officer | Mike Morris |
| Q. Zoning Board | Councilman Chamberlain |

CONDITIONS

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

ESTABLISH CONDITIONS:

- A. Petty Cash, Town Clerk \$100.00
- B. Petty Cash, Tax Collector \$300.00
- C. Petty Cash, Judge \$100.00
- 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 \$950.00
 - Cremation burial \$500.00
 - Sundays and Holidays \$1250.00 Regular burial,
\$750.00 Cremation burial
 - Disinterment (Reg./Cremation/\$150.00 to caretaker) \$950.00/\$500.00
 - Disinterment/Reinterment (caretaker receives burial fee) \$1,725.00
- 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. 1-2023:

Councilman Coughlin 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, 2023 and ending December 31, 2023;

- 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. with the exception of the February meeting which will take place February 4, 2023, and the yearend meeting will be December 28, 2023, 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 – January 31, 2023, and Monday through Thursday 8:00 a.m.-12:00 p.m. and 12:30 p.m.-4:00 p.m., February 1 – December 31, 2023, 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 \$.62.5 per mile (2023 IRS).

Second by: Councilman Chamberlain

Ayes: Augello, Chamberlain, Coughlin, Hynes, Marshall

APPROVED by unanimous vote (5-0)

RESOLUTION NO. 2-2023:

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: Supervisor Hynes

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 19–22, 2023 virtually.

ADJOURNMENT

MOTION was offered from Councilman Chamberlain second by Councilwoman Marshall to adjourn the meeting at 6:42 p.m.

Ayes: Augello, Chamberlain, Coughlin, Hynes, Marshall

MOTION CARRIED by unanimous vote (5-0)

Respectfully Submitted,

Trisha Werth
Town Clerk