

ORGANIZATIONAL MEETING
TOWN OF SHELBY
JANUARY 2, 2019

Present: Ed Houseknecht, Supervisor
Kenneth Schaal, Councilman
Stephen Seitz, Councilman
William Bacon, Councilman
Darlene Rich, Town Clerk
Mike Fuller, Highway Supt.

Others: Jim Zelazny Ed Zelazny
Brian Murray Sr.

TOWN OF SHELBY'S 2019 APPOINTMENTS AND SALARIES

RESOLUTION 1-19

A motion by Schaal, second by Smith of the following appointments and salaries were made:

The Batavia Daily News be named as the official newspaper of the Town of Shelby.

The Bank of Castile, M&T Bank, Key Bank and Five Star Bank be named as the official depositories for the Town of Shelby.

The Town of Shelby participate in the Joint Youth Commission.

To appoint Councilman Smith as Deputy Supervisor for 2019.

To appoint Miranda Bennett as bookkeeper to the Supervisor.

To appoint Dan Wolfe as Zoning Code Enforcement Officer.

To appoint C.J. Woodruff as Deputy Highway Superintendent.

To appoint Andy Benz as Fire Warden.

To appoint Andy Beach as Fire Inspector.

To set regular monthly board meetings for the second Tuesday of each month at 7:00 PM or immediately following any public hearing.

To set the 1st Tuesday of each month at 6:00 PM as workshop meetings as needed.

That the Highway Supt., Highway MEO's, Town Clerk, and hourly clerks be paid bi-weekly.

That the monthly and semi-annual payroll be paid with the second bi-weekly payroll of the month.

Authorizing the Deputy Supervisor, the Town Clerk and Councilman Bacon to sign in Supervisor's absence.

To set the town mileage rate for use of private vehicle on town business and the Town per diem rate equivalent to the Federal General Services Administration Rate.

That Councilman Schaal and Councilman Bacon audit the Supervisor's books prior to the March meeting.

That Councilman Seitz and Councilman Smith audit the Town Clerk's books prior to March meeting.

That Councilman Schaal and Councilman Bacon audit the Town Justice books prior to the March meeting.

That Councilman Bacon and Councilman Seitz serve on the Senior Citizen's Advisory Board.

That Councilman Bacon and Councilman Seitz serve as a liaison to the Village of Medina.

That Councilman Schaal and Councilman Smith serve as liaison to the Orleans County Legislature.

That Councilman Bacon and Councilman Seitz serve on the Joint Youth Commission.

That Councilman Bacon and Councilman Seitz serve on the Ambulance Committee.

That the Town of Shelby appoint Don Lonnen, Mike Fuller and Councilman Seitz to serve as the Advisory Committee for all Shelby cemeteries.

To appoint Alice Zacher as Town Historian.

That Town of Shelby sponsor the Senior Citizens of Western Orleans Inc.

To appoint Claudell Grimes as Dog Control Officer.

To appoint Roger Raglan as Dog Enumerator.

To authorize Highway Supt. to make individual purchases of up to \$500.00

To appoint Michael Fuller as Water Supt.

To appoint Darlene Rich, Ed Houseknecht, Steve Seitz, and Lori Myhill to serve on the Records Advisory Board

To appoint Lori Myhill as Fair Housing Officer

To appoint Lori Myhill as 1st Deputy Town Clerk.

To appoint Hannah Pask as 2nd Deputy Town Clerk.

To appoint Darlene Rich as Tax Collector.

To appoint Lori Myhill as Deputy Tax Collector.

To appoint Darlene Rich as Registrar of Vital Statistics.

To appoint Lori Myhill as Deputy Registrar of Vital Statistics.

To appoint Claude Grimes, Paul Gray and Mike Reese as part-time Town and Court Constables.

To appoint Kirk Myhill as Planning Board Chairman.

To appoint Craig Lacy as Zoning Board Chairman.

To appoint Darlene Rich as Records Management Officer.

To appoint Lori Myhill as Records Management Clerk.

To appoint Hannah Pask as Deputy Records Management Clerk.

That the salaries for 2019 be set subject to any board approved increases:

Supervisor	10,878.00/yr.	payable monthly
Councilpersons	4,712.40/yr.	“ “
Town Clerk	34,144.50/yr.	payable bi-weekly
Highway Superintendent	65,892.00/yr.	“ “
Justice	23,029.00/yr.	payable monthly
Zoning Officer	23.97/hr.	payable bi-weekly
Historian	1,200.00/yr.	payable annually
Bookkeeper	16.47/hr.	payable bi-weekly
Court Clerk	13.52/hr	“ “
Deputy Town Clerk	13.52/hr.	“ “
Registrar of Vital Statistics	10.00/doc.	“ “
Election Worker	11.50/hr.	payable monthly
Supt. of Water Dist.#1	6.75/radio read	payable semi-annually
Supt. of Water Dist.#2	“	“ “
Supt. of Water Dist.#3	“	“ “

Supt. of Water Dist.#4A & #4B	“	“	“
Supt. of Water Dist.#5	“	“	“
Supt. of Water Dist.#6	“	“	“
Supt. of Water Dist.#7	“	“	“
Supt. of Water Dist.#8	“	“	“
Supt. of Water Dist.#9	“	“	“
Supt. of Water Dist.#11	“	“	“
Supt. of Water Dist #12	“	“	“
Highway MEO	25.78/hr.	payable bi-weekly	
Highway P/T (5 yrs.exp.)	12.60/hr.	“	“
Highway mowing P/T (5 yrs.exp.)	12.60/hr.	“	“
Code Officer Clerk	13.52/hr.	“	“
Highway Clerk	13.52/hr.	“	“
Budget Officer	1,454.00/yr.	payable annually	
Dog Enumerator	1.50/dog for enumeration + mileage	payable annually	
Dog Control Officer	25.00/summons + mileage	payable monthly	
Planning Board	35.00/meeting	payable monthly	
Planning Board Sec. & Chair.	40.00/meeting	payable monthly	
Zoning Board of Appeals	35.00/meeting	payable monthly	
Zoning Board of Appeals Sec. & Chair.	40.00/meeting	payable monthly	
Assessment Review Board	175.00/year	payable annually	
Assessment Review Board Sec. & Chair.	175.00/year	payable annually	
Part-time Constable	17.14/hour	payable monthly	
Cemetery Administrator	1,500.00/yr.	payable annually	
Ayes-5, Opposed-0, Carried			

RESOLUTION 2-19

AUTHORIZE BOND, SCHOENECK AND KING TO CONTINUE AS TOWN ATTORNEYS UNDER SAME ARRANGEMENT AS 2018

Motion, Bacon; second, Seitz

Ayes-5, Opposed-0, Carried

RESOLUTION 3-19

APPOINT PAUL CHATFIELD OF MRB GROUP AS TOWN ENGINEER FOR 2019

Motion, Smith, second Seitz,

Ayes-5, Opposed-0, Carried

RESOLUTION 4-19

RESOLUTION ACCEPTING THE SEALED BID OF ROY FEARBY FOR THE PARTS TRUCK IN THE AMOUNT OF \$2501.00

Motion-Schaal, second-Seitz

Ayes-5, Opposed-0, Carried

Bids were opened at this meeting per the advertisement in the Lake County Penny saver and Website. There were three total bids.

Board Comment: none

Public Comment: none

Motion by Schaal second by Seitz to adjourn the Organizational Meeting at 5:13 PM.

Respectfully submitted,

Darlene A. Rich, MMC/RMC

Town Clerk