

DRAFT
ORGANIZATIONAL MEETING

TOWN OF SHELBY
JANUARY 9, 2024
6:00 PM

Present: Scott Wengewicz, Supervisor
 Stephen Seitz, Councilman
 Edward Zelazny, Councilman
 Jeffrey Schiffer, Councilman
 Linda Limina, Councilwoman
 Kathleen Bennett, Town Attorney
 Darlene Rich, Town Clerk
 Claude Grimes, Constable

Others:	Robert Bracey	Joanne Bracey
	Karen Jones	Alana Koneski
	Jim Heminway	Bill Eick
	Diana Baker	Alan Bushover
	Joy Waters	Larry Waters, Sr.
	Jess Marciano	Gabrielle Barone
	Connor Grabowski	Leona Weese
	Sharlene Pratt	Lorraine Limina
	John Pratt	Kevin Smith Sr.
	John Parada	Michael Rich
	James Zelazny	Kirk Myhill
	Julie Wolter	Donna Mazur
	Stephen Mazur, III	Xavier King
	Richard Keppler	Michele Crandall
	Connor Crandall	Brad Pask

Organizational Meeting was called to order at 6:00 PM.

Pledge to the Flag.

Oaths of Office- Darlene swore in Ed Grabowski, Town Justice and the Town Justice Ed Grabowski swore in Darlene Rich, Town Clerk, Jeffrey Schiffer and Linda Limina, Councilpersons and Scott Wengewicz, Town Supervisor and Dale Root, Highway Supt.

RESOLUTION 1-24

RESOLUTION TO APPROVE THE TOWN OF SHELBY 2024 APPOINTMENTS AND

SALARIES

Motion by Councilman Seitz, and second by Councilman Schiffer:

The Lake Country Media be named as the official newspaper of the Town of Shelby.

The Tompkins Bank be named as the official depository for the Town of Shelby.

The Town of Shelby will participate in the Joint Youth Commission.

To appoint Councilman Seitz as Deputy Supervisor.

To appoint Miranda Bennett as Bookkeeper / Confidential Secretary to the Supervisor, HR Manager and IT Program Manager.

To appoint Dan Wolfe as Zoning Code Enforcement Officer.

To appoint Bill Bacon as acting Highway Supt. in the absence of Highway Supt. Dale Root.

To appoint Debbie Taylor as Fire Warden.

To appoint Dave Moden 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.

The Town Payroll System will be direct deposit only.

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

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

Authorizing Deputy Supervisor Steve Seitz, the Town Clerk, Darlene Rich and Deputy Clerk Pam Henry 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.

To appoint Councilmen Seitz as Department Coordinator to the Highway Superintendent.

To appoint Councilman Zelazny as Department Coordinator to the Town Court Judges.

To appoint Supervisor Wengewicz as Department Coordinator to the Town Clerk.

That Councilwoman Limina serve on the Senior Citizen's Advisory Board

That Councilman Schiffer serves as a liaison to the Village of Medina.

That Deputy Supervisor serve as liaison to the Orleans County Legislature.

That Councilwoman Limina serve on the Joint Youth Commission.

That Councilwoman Limina serve on the Ambulance Committee.

That the Town of Shelby appoint Don Lonnen, Dale Root and Councilman Zelazny to serve as the Advisory Committee for all Shelby cemeteries.

To appoint Dale Root as Cemetery Administrator of Mt. Pleasant Cemetery

To appoint Don Lonnen as Cemetery Administrator of Millville Cemetery.

To appoint Shane Sia as Town Historian.

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

To appoint James Conway as Dog Control Officer.

To appoint Christopher J. Woodruff as Water Supt.

To appoint Darlene Rich as Marriage Officer.

To appoint Darlene Rich, Pam Henry and Councilman Zelazny to serve on the Records Advisory Board.

To appoint Pam Henry as Fair Housing Officer

To appoint Pam Henry as Deputy Town Clerk.

To appoint Darlene Rich as Tax Collector.

To appoint Pam Henry as Deputy Tax Collector.

To appoint Darlene Rich as Registrar of Vital Statistics.

To appoint Pam Henry as Deputy Registrar of Vital Statistics.

To appoint Claude Grimes, James Conway as part-time Town 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 Pam Henry as Records Management Clerk.

That the salaries for 2024 be set subject to any board approved increases:

Supervisor	10,878.00/yr.	payable monthly
Councilpersons	4,712./yr.	“ “
Town Clerk	44,500.00/yr.	payable bi-weekly
Highway Superintendent	65,892.00/yr.	“ “
Water Superintendent	1,000.00	payable annually
Town Justice	24,194.00/yr.	payable monthly
Zoning Officer	26.20/hr.	payable bi-weekly
Zoning Officer Clerk	15.02/hr	“ “
Town Historian	1,200.00/yr.	payable annually
Bookkeeper	24.25/hr.	payable bi-weekly
Court Clerk 1st	20.00/hr	“ “
Court Clerk 2 nd	19.00/hr	“ “
Deputy Town Clerk	19.57/hr.	“ “
Deputy clerk 2 nd	15.02hr.	“ “
Election worker	15.00 hr.	
Highway MEO	28.76/hr.	payable bi-weekly
Highway P/T (5 yrs..exp.) (don't have)	15.00/hr.	“ “
Highway Mowing (don't have)	15.00/hr	“ “
Deputy Highway Supt.	500.00	payable annually
Code Officer Clerk	15.02/hr.	“ “
Highway Clerk	19.57/hr.	“ “
Water Clerk	20.00/ hr.	“ “
Budget Officer	1,425.00/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 Constables	20.00/hour	payable monthly
Cemetery Administrator (2)	1,500.00/yr.	payable annually

Discussion: Councilman Zelazny- 2 wages missing- Deputy Highway Supt and Town Attorney said she was not identified in the list of appointments and believes that will come up when she is appointed. Supervisor said the acting Highway Supt. when Dale is not here is \$500 annually.

Councilwoman Limina asked that the deputy highway Supt. doesn't need to be an employee or somebody who is here on a daily basis. Supervisor said no they do not. They just need to be a

resident of the town. Councilwoman said wouldn't it make more sense to have someone here who is here every day.

Dale said they are not running any equipment. Its less to sign in the absence of the Highway Supt.

Ayes-5

Opposed-0

Motion carried

Motion by Councilman Seitz and seconded by Councilman Schiffer to adjourn the Organizational Meeting at 6;26 PM. All in favor. The town board meeting will reconvene at 7 PM.

Respectfully submitted,

Darlene A. Rich, MMC/RMC
Town Clerk