

## ORGANIZATIONAL MEETING

TOWN OF SHELBY

JANUARY 3, 2025

2:00 PM

Present: Scott Wengewicz, Supervisor  
Stephen Seitz, Councilman  
Edward Zelazny, Councilman  
Jeffrey Schiffer, Councilman  
Linda Limina, Councilwoman  
Darlene Rich, Town Clerk

Others:	Sharlene Pratt	John Pratt
	James Zelazny	Julie Wolter

Organizational Meeting was called to order at 2:00 PM.

Pledge to the Flag.

The board looked over the appointments and salaries.

Discussion:

Limina asked what the first item means.

Supervisor said it was what was passed last year meaning whatever the board decides, he can carry out the boards wishes of day to day operations of the town.

Limina said she wanted to clarify its not any unilateral that he makes decisions on his own without the board

Supervisor said it's just that whatever the board decisions and he will take the fall.

Public comment-Pratt-looking through Town Law book everything that is there is in the Organizational meeting. Doesn't know why it needs to be put in again. It's all in the book. If you look under Supervisor Section two number 17 delegated authority if you read that it refers to Town law 29 section 16, you read that part of town law all the stuff is in there.

Supervisor said we had to have to put it in. We failed to do it last year, that's why we had to pass it midyear. It said it had to be in the organizational meeting.

Pratt asked who the town highway clerk was?

Supervisor said its three combined positions into one. Its Beth. She is highway clerk, water clerk, inventory clerk.

Pratt-so you get your monies worth out of Cassandra, she isn't Dale's clerk. My understanding is it was the same way when he was here. Dale spends a lot of time in there with your secretary and it's probably nothing to do with Town business so at the cost of the taxpayer I brought this up once before at the cost of the tax payer \$20.60 an hour if he spends an hour in there even a half an hour every day he figured it to be like \$1600 bucks a year.

**RESOLUTION 1-25****RESOLUTION TO APPROVE THE TOWN OF SHELBY 2025 APPOINTMENTS AND SALARIES**

- To authorize and delegate to the Town Supervisor powers and duties of day-to-day administration and supervision of all town and special district facilities and employees, consistent with and in furtherance of any and all state and federal laws applicable thereto, and with any and all collective bargaining agreements, local laws, resolutions, or policies heretofore or hereafter adopted by this Town Board.
- 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 Cassandra Boring Confidential Secretary to the Supervisor
- 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 6:00 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 secretary 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 and Councilman Seitz serve on the Joint Youth Commission.
- That Councilwoman Schiffer 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 Christopher J. Woodruff as Water Supt.
- 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.

Schiffer made motion to accept, seconded by Seitz

Discussion-Limina-seeing all of the liasons to highway, clerk, court justice but doesn't see one for the zoning code enforcement. Wondering if there was a reason why. Seitz said Zoning would be Craig Lacy and Planning board is Kirk Myhill and they report to the board. Zelazny asked about cemetery administrators. Doesn't see it listed. The two administrators get a stipend. Donnie Lonnen for Millville Cemetery and Dale Root for Mt. Pleasant Cemetery. It was asked with the administrators do. Town Clerk explained. Zelazny asked for confidential secretary, court clerks. deputy how many hours they can work in a week. It doesn't say how many hours they are entitled to work. What's the maximum hours? Limina said we would probably want to do that for any hourly person. Town clerk said it is 35 hours a week, so its 70 hours for each payroll. Zelazny asked if the water clerk was full time, too? Supervisor said no. Zelazny said would have to figure hours for water clerk, highway clerk, code officer clerk. How many hours do they get a week at \$20.60. Zelazny asked about Highway Superintendent being gone how come it doesn't make it Deputy Highway Superintendent position instead of just acting Highway Superintendent position.

Limina asked what is the difference between Deputy and acting. Seitz said deputy or acting would be making decisions for Dale. Supervisor said Seitz is the liaison for the garage. Bill Bacon is the acting highway Supt. Seitz said he was the deputy and couldn't be a deputy and be on the town board.

Limina asked what does a deputy do versus an acting.

Seitz said the deputy would be able to help sign the checks; he would make calls for plowing snow if they had to go out in the middle of the night.

Limina said Bill steps in if Dale is not there.

Limina said code enforcement clerk, highway clerk, inventory and water are all the same

All in favor of Resolution 1-25

Ayes-4

Opposed-Zelazny

Motion Carried.

Limina asked about the constables coming in before a board meeting and punching in and sitting for a half hour before going over to the board room. Wondering if they need to come in that early. Schiffer said he would talk to them.

Supervisor talked to Margaret at Single Source and then Kathy and we need to decide as Margaret wants to switch the town over to QuickBooks online for everything and Kathy thinks we should do it and Supervisor agrees with it. Kathy is in the process of doing a letter she's going to brief us before the board meeting. We are going to go into Executive Session and what she is going to recommend for us but doing away 100% with Williamson. Town Clerk said she is not happy learning another program for her clerk program. She had no say with going with

Willaimson and wants some say for her office. She wants to go back to BAS where there was not a problem but was told the office was switching over to Willimson and she had to switch over, too.

Zelazny asked if there is going to be going after any monetary

Supervisor said Kathy will brief us on it at executive session next week.

Supervisor said they can't start on accounting until we decide and accounting system. Do we want to go with QuickBooks online.

Seitz said we have to do something.

Limina said it is a monthly fee it is not expensive. She thinks it is a pretty easy software to understand.

Supervisor said she explained it to him and he agreed with Limina.

Limina said if it doesn't work in a few years at least there will be a clean set of books to move over and it's

Limina said she would question Margaret why they can't cut the checks themselves. pretty user friendly and she thinks we will understand the reports.

Supervisor said it is not a proprietary software for one person. They can just transfer the license over and somebody else can start using it. She said her guess is that they have also run it by Sarah Bowser the state auditor that worked for Tranconi. If she's ok with it I don't know why we wouldn't be.

Zelazny said he is ok with it.

Supervisor said that all of their municipalities use QuickBooks at Single Source

Schiffer said he is good with it.

Supervisor said he spoke with Margaret this morning; he asked her about public meetings and she said they can come every six months or whenever we request if we want to get briefed by them. She said \$2500 is not a hard number because she is trying to save the town as much money as they can. She said they can come semiannually and brief the board it will be a lot cheaper than that. She also works with Cassandra and she said if we want to train Cassandra to do the vouchers and give her a trial period.

Limina said no. She said we need to get this mess cleaned up and have a clean set of books.

There was a lot of discussion regarding Cassandra doing the vouchers.

Zelazny said he wants it coming directly from the accounting firm.

Supervisor said he is ok with the vouchers being done by the software firm but we do need to increase Cassandra hours Limina said she would like to know why her hours need to be increased. Supervisor said says everything has to go through our system and they can't have access to our computer. Lengthy discussion regarding extra hours for Cassandra.

Supervisor said no additional hours for Cassandra then.

Limina said we are trying to cut back money so if we are paying them and they are on sight why would they not do it.

Wengewicz makes a motion we accept QuickBooks online as our accounting water bookkeeping software

## **RESOLUTION 2-25**

### **RESOLUTION TO ADOPT THE USE OF QUICKBOOKS ONLINE FOR ALL TOWN AND COUNTY NEEDS**

Motion by Limina, Second by Schiffer

Ayes-5

Opposed-0

Motion carried

Schiffer made motion to close the meeting and Limina second. Meeting closed at 2:43PM

Supervisor	10,878.00/yr.	payable monthly
Councilpersons	4,712./yr.	“ “
Town Clerk	45,835.00/yr.	payable bi-weekly
Highway Superintendent	67,869.00/yr.	“ “
Water Superintendent	1,200.00/yr	payable annually
Town Justice	24,920.00/yr.	payable monthly
Zoning Officer	26.99/hr.	payable bi-weekly
Zoning Officer Clerk	20.60.02/hr	“ “
Town Historian	1,200.00/yr.	payable annually
Confidential Secretary	20.60/hr.	payable bi-weekly
Court Clerk 1st	20.60/hr	“ “
Court Clerk 2 <sup>nd</sup>	20.60/hr	“ “
Deputy Town Clerk	20.60 /hr.	“ “
Election worker	15.00 hr.	
Deputy Highway Supt.	500.00/yr	payable annually
Highway MEO	29.62/hr.	payable bi-weekly
Highway Clerk	20.60/ hr.	“ “
Water Clerk	20.60/hr.	“ “
Budget Officer	1425.00/yr	payable annually
Dog Enumerator	1.50/dog for enumeration + mileage	payable monthly
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	20.60/hour	payable monthly
Cemetery Administrator (2)	1,500.00/yr.	payable annually

Respectfully submitted,

Darlene A. Rich, MMC/RMC  
Town Clerk