

**Town of Elba  
Organizational Meeting  
January 4, 2024**

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  
George Morgan, Resident, entered at 6:38 p.m.

**SALARY SCHEDULE**

A **MOTION** was made by Councilman Coughlin seconded by Councilman Chamberlain and carried by unanimous vote to approve the following Salary Schedule:

**SALARIES AND FREQUENCY OF PAYMENT:**

Supervisor	\$11,038.00	Q
Councilperson, (4) each	\$2,000.00	Q
Highway Superintendent	\$66,629.00	BW
Town Hall Pers. Serv.(MYungfleisch)	\$11,142.00	BW
Highway – MEO	\$24.73/hr	BW
Part time Highway	\$18.00/hr	BW
General Labor	\$15.00/hr	Voucher
Assessor	\$19,000.00	BW
Town Clerk	\$34,155.00	BW
Deputy Town Clerk	\$15.00/hr	BW
Registrar	\$544.00	BA
Dog Licensing	\$590.00	BA
Justice	\$9,500.00	BW
Justice	\$9,500.00	BW
Court Clerk	\$10,880.00	BW
Election Inspectors	Set by County	
Historian	\$612.00	Annual
ZEO/CEO	\$11,970.00	Monthly
Planning & Zoning Board	\$25/meeting	Voucher
Secretaries	\$30/meeting	Voucher
Chairperson	\$30/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 Augello and carried by unanimous vote to approve the following Appointments:

A. Building and Grounds	Highway Superintendent Yungfleisch
B. Cemetery	Councilman Chamberlain
C. Court Clerk	Sandy Beherns
D. Deputy Highway Superintendent	John Pahuta
E. Deputy Supervisor	Councilman Coughlin
F. Deputy Town Clerk	Sue Dart
G. Dog Licensing	Town Clerk Werth
H. GAM Representative	Councilman Augello
I. Historian	Earl Roth
J. Planning Board Representative	Councilman Coughlin
K. Records Management Officer	Town Clerk Werth
L. Registrar	Town Clerk Werth
M. Town Attorney	John Whiting, \$180.00/hr as needed
N. Town Code and Zoning Officer	Mike Morris
O. Traffic Prosecutor	Robert Zickl \$300.00/month
P. Town Tax Collector	Town Clerk Werth
Q. Zoning Board Representative	Councilman Chamberlain

**CONDITIONS**

A **MOTION** was made by Councilwoman Marshall, seconded by Councilman Coughlin 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. Dog License Fees – Spayed/Neutered \$5/year, Not Spayed/Neutered \$15/year, Purebred \$25
- H. Return Check Fee – Return check for NSF - \$10 + bank fees

The cemetery conditions have been removed until further discussion takes place with Mr. Davis.

**RESOLUTION NO. 1-2024:**

Councilman Chamberlain offered the following:

**GENERAL ORGANIZATION**

**RESOLVED**, that the following rates, hours, schedules, and conditions be and hereby are established for the one year term beginning January 1, 2024 and ending December 31, 2024;

- 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 January meeting which will take place January 4, 2024, 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. with the exception of January meeting taking place January 8th and September taking place September 9th 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 2 – January 31, 2024, 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, 2024, 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 \$.67 per mile (2024 IRS).

**Second by:** Councilwoman Marshall

**Ayes:** Augello, Chamberlain, Coughlin, Hynes, Marshall

**APPROVED by unanimous vote (5-0)**

**RESOLUTION NO. 2-2024:**

Councilwoman Marshall 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 – Batavia and Oakfield, New York**

**Second by:** Councilman Coughlin

**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 18–21, 2024 at the New York Marriott Marquis.

**ADJOURNMENT**

**MOTION** was offered from Councilwoman Marshall second by Councilman Chamberlain to adjourn the meeting at 6:49 p.m.

**Ayes:** Augello, Chamberlain, Coughlin, Hynes, Marshall

**MOTION CARRIED by unanimous vote (5-0)**

Respectfully Submitted,

Trisha Werth  
Town Clerk