

**Town of Elba  
Organizational Meeting  
January 2, 2025**

Supervisor Hynes called the meeting to order at 12:00 p.m.; followed by the Pledge to the Flag.

Those in attendance included:

Supervisor Hynes  
Councilman Chamberlain  
Councilman Coughlin

**Others Present:**

Town Clerk Werth  
Superintendent of Highways Yungfleisch

**Absent:**

Councilman Augello  
Councilwoman Marshall

**SALARY SCHEDULE**

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

**SALARIES AND FREQUENCY OF PAYMENT:**

Supervisor	\$12,000.00	Q
Councilperson, (4) each	\$2,100.00	Q
Highway Superintendent	\$69,658.00	BW
Town Hall Pers. Serv.(MYungfleisch)	\$11,477.00	BW
Highway – MEO	\$26.23/hr	BW
Part time Highway	\$18.00/hr	BW
General Labor	\$15.50/hr	Voucher
Assessor	\$19,500.00	BW
Town Clerk	\$36,887.00	BW
Deputy Town Clerk	\$16.00/hr	BW
Registrar	\$600.00	BA
Dog Licensing	\$600.00	BA
Justice	\$9,785.00	BW
Justice	\$9,785.00	BW
Court Clerk	\$15,880.00	BW
Cemetery Caretaker	\$3,600.00	Monthly
Election Inspectors	Set by County	
Historian	\$612.00	Annual
ZEO/CEO	\$12,329.00	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

**Ayes:** Chamberlain, Coughlin, Hynes

**APPROVED by unanimous vote (3-0)**

**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             | Councilperson Chamberlain          |
| C. Court Clerk          | Wendy Rath                         |

- D. Deputy Highway Superintendent John Pahuta
- E. Deputy Supervisor Councilperson Coughlin
- F. Deputy Town Clerk Sue Dart
- G. Dog Licensing Town Clerk Werth
- H. GAM Representative Councilperson Augello
- I. Historian Earl Roth
- J. Planning Board Representative Councilperson Coughlin
- K. Records Management Officer Town Clerk Werth
- L. Registrar Town Clerk Werth
- M. Special Assignments Councilperson Marshall
- N. Town Attorney John Whiting, \$180.00/hr as needed
- O. Town Code and Zoning Officer Mike Morris
- P. Town Tax Collector Town Clerk Werth
- Q. Traffic Prosecutor Robert Zickl \$300.00/month
- R. Zoning Board Representative Councilperson Chamberlain

**Ayes:** Chamberlain, Coughlin, Hynes  
**APPROVED by unanimous vote (3-0)**

**CONDITIONS**

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

**Ayes:** Chamberlain, Coughlin, Hynes  
**APPROVED by unanimous vote (3-0)**

**ESTABLISH CONDITIONS:**

- A. Petty Cash, Town Clerk \$100.00
- B. Petty Cash, Tax Collector \$300.00
- C. Allow Supervisor to prepay Utilities, Postage and Health Care Premiums
- D. Allow Supervisor to invest monies
- E. 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.
- F. Dog License Fees – Spayed/Neutered \$5/year, Not Spayed/Neutered \$15/year, Purebred \$25
- G. Peddler’s/Solicitor’s Permit (door to door) - \$50 per day
- H. Return Check Fee – Return check for NSF - \$10 + bank fees
- I. **Cemetery fees, paid by the family**
  - Markers \$25.00 each
  - Cemetery plot \$800.00
  - Cremation Burial \$500.00
  - Regular Burials \$975.00
  - \* Sundays and Holidays (\$300 additional to Snyder Brothers) \$1,275.00
  - \* Saturdays (\$250 additional to Snyder Brothers) \$1,225.00
  - \* Overtime Charge for funerals that arrive at the cemetery after 3 pm (\$150 per hour additional to Snyder Brothers)
  - Disinterment \$975.00/\$500.00
  - Disinterment/Reinterment \$1,950.00

**Ayes:** Chamberlain, Coughlin, Hynes  
**APPROVED by unanimous vote (3-0)**

**RESOLUTION NO. 1-2025:**

Councilman Coughlin 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, 2025 and ending December 31, 2025;

- 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 p.m. except for the January meeting which will take place January 2, 2025 and the February meeting which will take place February 6, 2025. 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 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 p.m. except for the September meeting that will take place September 8<sup>th</sup> and shall be held at the Elba Town Hall, 7133 Oak Orchard Road, Elba, N.Y.
- 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, 2025, 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, 2025, 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 \$.70 per mile (2025 IRS).

**Second by:** Councilman Chamberlain  
**Ayes:** Chamberlain, Coughlin, Hynes  
**APPROVED by unanimous vote (3-0)**

**RESOLUTION NO. 2-2025:**

Councilman Chamberlain offered the following:

**DESIGNATION OF OFFICIAL DEPOSITORY**

**RESOLVED**, that the Elba Town Board hereby designates the following as the official depository of the Town of Elba for all operational accounts:

**M&T – Batavia and Oakfield, New York**

**Second by:** Supervisor Hynes  
**Ayes:** Chamberlain, Coughlin, Hynes  
**APPROVED by unanimous vote (3-0)**

\*\*\*\*\* Annual Meeting- The Town Clerk read the information on the New York State Association of Towns Annual Meeting which will be held February 16–18, 2025 at the New York Marriott Marquis.

**ADJOURNMENT**

**MOTION** was offered from Councilman Chamberlain second by Councilman Coughlin to adjourn the meeting at 12:05 p.m.

**Ayes:** Chamberlain, Coughlin, Hynes  
**MOTION CARRIED by unanimous vote (3-0)**

Respectfully Submitted,

Trisha Werth  
Town Clerk