

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

Supervisor Hynes called the meeting to order at 12:05 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

**Minutes of December 23, 2024 Year End Meeting**

**MOTION** Councilman Chamberlain, second by Councilman Coughlin to approve the minutes as written.

**Ayes:** Chamberlain, Coughlin, Hynes

**MOTION CARRIED by unanimous vote (3-0)**

**RESOLUTION #3-2025:**

Councilman Coughlin, second by Councilman Chamberlain offered the following:

**TOWN CLERK'S YEAR END REPORT**

**WHEREAS**, the Town Clerk submitted the 2024 Year End Clerk's Report and is accepted into the minutes and will be on file at the Town Clerk's office.

Account#	Account Description	Fee Description	Qty	Local Share
		Return Check Fee	1	20.00
		<b>Sub-Total:</b>		<b>\$20.00</b>
A1255	Certified Copies - Birth	Certified Copies - Birth	2	20.00
	Certified Copies - Death	Certified Copies - Death	51	510.00
	Certified Copies - Marriage	Certified Copies - Marriage	5	50.00
	Copies	Copies	2	400.00
	Geneology Search Fee	Geneology Search Fee	1	25.00
	Land Separation App. Fee	Land Separation App. Fee	2	140.00
	Marriage License Fee	Marriage License Fee	3	52.50
	Variance Application Fee	Variance Application Fee	4	260.00
		<b>Sub-Total:</b>		<b>\$1,454.50</b>
A2530	Racing & Wagering Fees	Bell Jar License	2	20.00
		Raffle License	2	20.00
		<b>Sub-Total:</b>		<b>\$40.00</b>
A2540	Racing & Wagering Fees	Bingo License	41	307.50
		Bingo Proceeds	37	1,035.04
		<b>Sub-Total:</b>		<b>\$1,342.54</b>
A2544	Dog Licensing	Female, Spayed	129	515.00
		Female, Unspayed	15	180.00
		Male, Neutered	104	415.00
		Male, Unneutered	27	324.00
		Purebred Licenses	1	25.00
	Dog Seizure Fee	Dog Seizure Fee	2	20.00
		<b>Sub-Total:</b>		<b>\$1,481.00</b>
B2555	Building Permit Applications	Building Permit Applications	32	30,535.00
		<b>Sub-Total:</b>		<b>\$30,535.00</b>
<b>Total Local Shares Remitted:</b>				<b>\$34,874.04</b>
Amount paid to:	New York State Comptroller's Office			521.25
Amount paid to:	New York State Dept of Health			67.50
Amount paid to:	NYS Ag. & Markets for spay/neuter program			371.00
<b>Total State, County &amp; Local Revenues:</b>				<b>\$36,833.75</b>
<b>Total Non-Local Revenues:</b>				<b>\$959.75</b>

To the Supervisor: Pursuant to Section 27, Sub 1, of the Town Law, I hereby certify that the foregoing is a full and true statement of all fees and monies received by me, Traha Werth, Town Clerk, Town of Elba during the period stated above, in connection with my office, excepting only such fees and monies, the application of which are otherwise provided for by law.

Supervisor

Date

Town Clerk

Date

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

**RESOLUTION NO. 4-2025:**

Councilman Coughlin, second by Councilman Chamberlain offered the following:

**AGREEMENT FOR THE EXPENDITURES OF HIGHWAY MONEYS**

**AGREEMENT** between the Town Superintendent of the Town of ELBA HIGHWAY DEPT., County of GENESEEE, New York, and the undersigned members of the Town Board. Pursuant to the provisions of Section 284 of the Highway Law, we agree that moneys levied and collected in the Town for the repair and improvement of highways, and received from the State for State Aid for the repair and improvement of highways, shall be expended as follows:

1. **GENERAL REPAIRS.** The sum of \$400,000.00 shall be set aside to be expended for primary work and general repairs upon 32.55 miles of town highways, including sluices, culverts and bridges having a span of less than five feet and boardwalks or the renewals thereof.
  2. **PERMANENT IMPROVEMENTS.** The following sums shall be set aside to be expended for the permanent improvement of town highways:
    - (a) On the road commencing at ALL TOWN ROADS, a distance of \_\_\_\_\_ miles, there shall be expended not over the sum of \$ \_\_\_\_\_
- Executed in duplicate this \_\_\_\_\_ 2<sup>nd</sup> day of January, 2025 \_\_\_\_\_.

_____	_____
Supervisor	Councilperson
_____	_____
Councilperson	Councilperson
_____	_____
Councilperson	Councilperson
_____	_____
County Superintendent of Highways	Town Superintendent

**NOTE: This Agreement should be sign in duplicate by a majority of the members of the Town Board and by the Town Superintendent. Both Copies must be approved by the County Superintendent. One copy must be files in the Town Clerk’s office and once in the County Superintendent’s office. COPIES DO NOT HAVE TO BE FILED IN ALBANY.**

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

**RESOLUTION #5-2025:**

Councilman Chamberlain, second by Councilman Coughlin offered the following:

**STANDARD WORK DAY AND REPORTING FOR ELECTED AND APPOINTED OFFICIALS**

**BE IT RESOLVED,** The Town of Elba hereby established the following standard work days for these titles and will report the officials to the New York State and Local Retirement System based on their record of activities:

<b>Title Standard Work Day</b>	<b>Hours per day</b>
Highway Superintendent	10
Town Clerk	7.5
Code Enforcement Officer	

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

**ABSTRACT 1-2025**

**MOTION**, Councilman Coughlin second by Councilman Chamberlain approve the following:

General Fund	1-13	\$15,711.39
Highway	1	\$2,146.83
	<b>Total</b>	<b>\$17,858.22</b>

**Ayes:** Chamberlain, Coughlin, Hynes

**MOTION CARRIED by unanimous vote (3-0)**

**COMMITTEE REPORTS**

**Building and Grounds**

No report.

**Zoning Board**

No report.

**Planning Board**

No report.

**GAM**

No report.

**Cemetery**

No report.

**DEPARTMENT REPORTS**

**Highway**

No report.

**Assessor**

No report.

**ZEO/CEO**

Mr. Morris’ monthly and year end reports will be emailed once they are received. They will also be available in the Town Clerk’s office.

**Town Clerk**

Town Clerk Werth took in \$1,343.83 and remitted \$1,328.83 to the Supervisor for local share, \$15.00 to NYS Ag. & Markets for spay/neuter program.

**Supervisor**

No report.

**ADJOURNMENT**

**MOTION** was offered from Councilman Chamberlain second by Supervisor Hynes to adjourn the meeting at 12:15 p.m.

**Ayes:** Chamberlain, Coughlin, Hynes

**MOTION CARRIED by unanimous vote (3-0)**

Respectfully Submitted,

Trisha Werth  
Town Clerk