

**Town of Elba
Organizational Meeting
January 2, 2026**

Supervisor Coughlin called the meeting to order at 3:00 p.m.; followed by the Pledge to the Flag.

Those in attendance included:

Supervisor Coughlin
Councilman Chamberlain
Councilman Norton

Others Present:

Town Clerk Werth
Superintendent of Highways Yungfleisch
Kris Coughlin, Resident
Lynn Norton, Resident
Shawn Grasby, Grasby Consulting

Absent:

Councilwoman Marshall
Councilman Augello

OATH OF OFFICE

Town Clerk Werth performed the Affirmation of Oath of Office for Town Supervisor Daniel Coughlin and Councilman Charles Norton.

SALARY SCHEDULE

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

SALARIES AND FREQUENCY OF PAYMENT:

Supervisor	\$13,000.00	Q
Councilperson, (4) each	\$2,100.00	Q
Highway Superintendent	\$73,141.00	BW
Town Hall Pers. Serv.(MYungfleisch)	\$12,051.00	BW
Highway – MEO	\$26.23/hr	BW
Part time Highway	\$18.00/hr	BW
General Labor	\$16.00/hr	Voucher
Assessor	\$20,000.00	BW
Town Clerk	\$38,731.00	BW
Deputy Town Clerk	\$16.00/hr	BW
Registrar	\$630.00	BA
Dog Licensing	\$630.00	BA
Justice	\$9,980.50	BW
Justice	\$9,980.50	BW
Court Clerk	\$15,880.00	BW
Deputy Court Clerk	\$	Monthly
Cemetery Caretaker	\$3,900.00	Monthly
Historian	\$750.00	BA
ZEO/CEO	\$12,576.00	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, Norton

APPROVED by unanimous vote (3-0)

APPOINTMENTS

A **MOTION** was made by Councilman Chamberlain, seconded by Supervisor 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 Court Clerk Marilyn Weinert
- E. Deputy Highway Superintendent John Pahuta
- F. Deputy Supervisor Councilperson Norton
- G. Dog Licensing Town Clerk Werth
- H. GAM Representative Councilperson Augello
- I. Historian Joanne Soules
- J. Planning Board Representative Councilperson Norton
- 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 \$350.00/month
- R. Zoning Board Representative Councilperson Chamberlain

Ayes: Chamberlain, Coughlin, Norton

APPROVED by unanimous vote (3-0)

CONDITIONS

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

Ayes: Chamberlain, Coughlin, Norton

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, Health Care Premiums, etc.
- 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) - \$100 per day
- H. Return Check Fee – Return check for NSF - \$25 + 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, Norton
APPROVED by unanimous vote (3-0)

RESOLUTION NO. 1-2026:

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, 2026 and ending December 31, 2026;

- 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 January meeting which will be held January 2, 2026. 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 8th and shall be held at the Elba Town Hall, 7133 Oak Orchard Road, Elba, N.Y.
- d. The Daily News (Batavia) is hereby designated as the Town's official newspaper.
- e. Mileage reimbursement rate for the use of a private vehicle in the conduct of official Town business shall be \$.68 per mile (2026 IRS).

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

RESOLUTION NO. 2-2025:

Councilman Norton 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
NYCLASS**

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

Tompkins Community Bank

Second by: Supervisor Coughlin
Ayes: Chamberlain, Coughlin, Norton
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 14–17, 2026 at the New York Marriott Marquis.

ADJOURNMENT

MOTION was offered from Councilman Chamberlain second by Councilman Norton to adjourn the meeting at 3:11p.m.

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

Respectfully Submitted,

Trisha Werth
Town Clerk