

**Town of Elba  
Regular 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, left meeting at 3:32 p.m.

**Absent:**

Councilwoman Marshall  
Councilman Augello

**Minutes of December 30, 2025 Year End Meeting**

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

**Ayes:** Chamberlain, Coughlin, Norton

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

**PUBLIC PARTICIPATION**

Shawn Grasby, Grasby Consulting attended the meeting to answer questions. Discussion regarding Mark Mikolajczyk's invoices took place. Mr. Grasby states he Mr. Mikolajczyk has been handling complaints. Councilman Chamberlain asked Mr. Grasby if was appropriate for Mr. Mikolajczyk to stop trucks coming in for solar on County Roads. Mr. Grasby said he should not stop these trucks, he should be reporting them to the office. He said it could be a violation of the road use agreement; he will discuss it with Mr. Kanyuck to come up with a procedure for handling these situations. There will be a lighter crew working during the winter, he said they are still trying to finish up this year.

Councilman Norton made a **MOTION** to authorize Mr. Mikolajczyk's invoice number 103 in the amount of \$675.00 through the solar escrow account.

**Second by:** Councilman Chamberlain

**Ayes:** Chamberlain, Coughlin, Norton

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

Mr. Mikolajczyk's invoice number 102 was handled by the Town of Oakfield.

**RESOLUTION NO. 3-2026:**

Councilman Chamberlain, second by Supervisor Coughlin 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 \$450,000.00 shall be set aside to the 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, 2026.

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

**NOTE: This Agreement should be signed 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 filed in the Town Clerk's office and one in the County Superintendent's office. COPIES DO NOT HAVE TO BE FILED IN ALBANY.**

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

**RESOLUTION NO. 4-2026:**

Councilman Norton, second by Councilman Chamberlain offered the following:

**TOWN CLERK'S YEAR END REPORT**

**WHEREAS**, the Town Clerk submitted the 2026 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	
A1255		Certified Copies - Birth	1	10.00	
		Certified Copies - Death	48	480.00	
		Certified Copies - Marriage	10	100.00	
		Geneology Search Fee	2	44.00	
		Land Separation App. Fee	8	525.00	
		Marriage License Fee	10	175.00	
		Variance Application Fee	1	65.00	
		<b>Sub-Total:</b>		<b>\$1,399.00</b>	
A2530	Racing & Wagering Fees	Bell Jar License	2	20.00	
		<b>Sub-Total:</b>		<b>\$20.00</b>	
A2540	Racing & Wagering Fees	Bingo License	41	307.50	
		Bingo Proceeds	39	1,036.62	
		<b>Sub-Total:</b>		<b>\$1,344.12</b>	
A2544	Dog Licensing	Female, Spayed	119	476.00	
		Female, Unspayed	15	180.00	
		Male, Neutered	93	372.00	
		Male, Unneutered	27	324.00	
		Purebred Licenses	1	25.00	
		Dog Seizure Fee	1	10.00	
				<b>Sub-Total:</b>	
B2555	Building Permit Applications	Building Permit Applications	26	3,840.75	
		<b>Sub-Total:</b>		<b>\$3,840.75</b>	
			<b>Total Local Shares Remitted:</b>	<b>\$7,990.87</b>	
Amount paid to: New York State Comptroller's Office				491.25	
Amount paid to: New York State Dept of Health				225.00	
Amount paid to: NYS Ag. & Markets for spay/neuter program				351.00	
<b>Total State, County &amp; Local Revenues:</b>		<b>\$9,058.12</b>	<b>Total Non-Local Revenues:</b>		<b>\$1,067.25</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, Trisha 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, Norton  
**MOTION CARRIED by unanimous vote (3-0)**

**RESOLUTION NO. 5-2026:**

Councilman Chamberlain, second by Supervisor Coughlin offered the following:

**NYSLRS STANDARD WORKDAY AND REPORTING RESOLUTION**

**BE IT RESOLVED**, The Town of Elba accepts the Standard Workday and Reporting Resolution for Elected and Appointed Officials and will hereby forward the proper reporting paperwork to the New York State Comptroller.

NAME	SOCIAL SECURITY NUMBER (LAST 4)	NYSLERS ID	TITLE	CURRENT TERM BEGIN & END DATES	STANDARD WORK DAY (HRS/DAY)	RECORD OF ACTIVITIES RESULT	NOT SUBMITTED	PAY FREQUENCY
Yungfleisch, Mark	2882	R10190567	Highway Superintendent	01/01/24-12/31/27	8	26		Bi-weekly
Werth, Trisha	6755	R10313126	Town Clerk	01/01/24-12/31/27	7.5	17.06		Bi-weekly
Morris, Michael	0455	R10690969	CEO/ZEO	01/01/25-12/31/25	3.16	3.16		Monthly

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

**ABSTRACT 1-2026**

**MOTION**, Councilman Norton second by Supervisor Coughlin approve the following:

General Fund	1-12	\$22,404.80
Highway	1	\$448.50
<b>Total</b>		<b>\$22,853.30</b>

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

**COMMITTEE REPORTS**

**Building and Grounds**

No report.

**Zoning Board**

No report.

**Planning Board**

Supervisor Coughlin said they had two land separations at the last meeting.

**GAM**

No meeting.

**Cemetery**

No report.

**DEPARTMENT REPORTS**

**Highway**

No report.

**Assessor**

Mr. Flansburg’s report was emailed and is also available in the Town Clerk’s office. Please feel free to reach out to him with any questions.

**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 \$574.93 and remitted \$529.43 to the Supervisor for local share, \$23.00 to NYS Ag. & Markets for spay/neuter program and \$22.50 to NYS Department of Health.

**Supervisor**

No report.

**Councilpersons**

Councilman Chamberlain is concerned about the escrow running out for Grasby Consulting and his staff. He said the Zoning Laws stated their only responsibility is to inspect is the right of ways and setbacks.

**ADJOURNMENT**

**MOTION** was offered from Councilman Chamberlain second by Councilman Norton to adjourn the meeting at 3:40 p.m.

**Ayes:** Chamberlain, Coughlin, Norton

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

Respectfully Submitted,

Trisha Werth  
Town Clerk