

ORGANIZATIONAL MEETING
TOWN OF SHELBY
JANUARY 2, 2018

Present: Ed Houseknecht, Supervisor
Kenneth Schaal, Councilman
Stephen Seitz Sr., Councilman
William Bacon, Councilman
Darlene Rich, Town Clerk
Paul Gray-Constable
Claude Grimed, Constable

Others: Jim Zelazny

Organizational meeting was called to order at 7:00 PM
Pledge to the flag.

Two items are not on the agenda. Number 4 is a resolution to sign snow and ice agreement with the state and number 5 is to authorize appointment of a temporary bookkeeper with Lynne Johnson's firm named Millennium Roads, LLC.

TOWN OF SHELBY'S 2018 APPOINTMENTS AND SALARIES

RESOLUTION 1-18

A motion by Bacon, second by Seitz Sr. of the following appointments and salaries were made:

The Batavia Daily News is named as the official newspaper of the Town of Shelby.

The Bank of Castile, M&T Bank and Key Bank is named as the official depositories for the Town of Shelby.

The Town of Shelby participate in the Joint Youth Commission.

To appoint Councilman Schaal as Deputy Supervisor for 2018.

To appoint _____ as bookkeeper to the Supervisor.

To appoint Dan Wolfe as Zoning Code Enforcement Officer.

To appoint C.J. Woodruff as Deputy Highway Superintendent.

To appoint Andy Beach as Fire Warden.

To appoint Andy Benz as Fire Inspector.

To set regular monthly board meetings for the second Tuesday of each month at 7:00 PM or immediately following any public hearing.

To set the 1st Wednesday of each month at 6:00 PM as workshop meetings as needed.

That the Highway Supt., Highway MEO's, Town Clerk, and hourly clerks be paid bi-weekly.

That the monthly and semi-annual payroll be paid with the second bi-weekly payroll of the month.

Authorizing the Deputy Supervisor, the Town Clerk and Councilman Bacon to sign in Supervisor's absence.

To set the town mileage rate for use of private vehicle on town business and the Town per diem rate equivalent to the Federal General Services Administration Rate.

That Councilman Seitz Sr. and _____ audit the Supervisor's books prior to the March meeting.

That Councilman Schaal and Councilman Bacon audit the Town Clerk's books prior to March meeting.

That Councilman Seitz Sr. and Councilman _____ audit the Town Justice books prior to the March meeting.

That Councilman Bacon and Councilman Seitz Sr. serve on the Senior Citizen's Advisory Board.

That Councilman Bacon and Councilman _____ serve as a liaison to the Village of Medina.

That Councilman Schaal and Councilman Seitz Sr. serve as liaison to the Orleans County Legislature.

That Councilman Bacon and Councilman Seitz Sr. serve on the Joint Youth Commission.

That Councilman Bacon and Councilman Seitz Sr. serve on the Ambulance Committee.

That the Town of Shelby appoint Don Lonnen, Mike Fuller and Seitz Sr. to serve as the Advisory Committee for all Shelby cemeteries.

To appoint Alice Zacher as Town Historian.

That Town of Shelby sponsor the Senior Citizens of Western Orleans Inc.

To appoint Claudell Grimes as Dog Control Officer.

To appoint John Brabon as Dog Enumerator.

To authorize Highway Supt. to make individual purchases of up to \$500.00

To appoint Darlene Rich, Ed Houseknecht, Steve Seitz Sr. and Lori Myhill to serve on the Records Advisory Board.

To appoint Lori Myhill as Fair Housing Officer.

To appoint Lori Myhill as 1st Deputy Town Clerk.

To appoint Hannah Pask as 2nd Deputy Town Clerk.

To appoint Darlene Rich as Tax Collector.

To appoint Lori Myhill as Deputy Tax Collector.

To appoint Darlene Rich as Registrar of Vital Statistics.

To appoint Lori Myhill as Deputy Registrar of Vital Statistics.

To appoint Claudell Grimes and Paul Gray, Michael Reese and John Brabon as part-time Court Constables.

To appoint Kirk Myhill as Planning Board Chairman.

To appoint Craig Lacy as Zoning Board Chairman.

To appoint Darlene Rich as Records Management Officer.

To appoint Lori Myhill as Records Management Clerk.

To appoint Hannah Pask as Deputy Records Management Clerk.

That the salaries for 2018 be set subject to any board approved increases:

Supervisor	10,665.00/yr.	payable monthly
Councilpersons	4,620.00/yr.	“ “
Town Clerk	33,475.00/yr.	payable bi-weekly
Highway Superintendent	64,600.00/yr.	“ “
Justice	22,577.00/yr.	payable monthly
Zoning Officer	23.50/hr.	payable bi-weekly
Historian	1,000.00/yr.	payable annually
Bookkeeper	16.15/hr.	payable bi-weekly
Court Clerk	13.25/hr	“ “

Deputy Town Clerk	13.25/hr.	“	“
Registrar of Vital Statistics	10.00/doc.	“	“
Election Worker	11.25/hr.	payable monthly	
Supt. of Water Dist.#1	6.75/radio read	payable semi-annually	
Supt. of Water Dist.#2	“	“	“
Supt. of Water Dist.#3	“	“	“
Supt. of Water Dist.#4A & #4B	“	“	“
Supt. of Water Dist.#5	“	“	“
Supt. of Water Dist.#6	“	“	“
Supt. of Water Dist.#7	“	“	“
Supt. of Water Dist.#8	“	“	“
Supt. of Water Dist.#9	“	“	“
Supt. of Water Dist.#11	“	“	“
Highway MEO	25.27/hr.	payable bi-weekly	
Highway P/T (5 yrs.exp.)	12.60/hr.	“	“
Highway mowing P/T (5 yrs.exp.)	12.60/hr.	“	“
Code Officer Clerk	13.25/hr.	“	“
Highway Clerk	13.25/hr.	“	“
Budget Officer	1,425.00/yr.	payable annually	
Dog Enumerator	1.50/dog for enumeration + mileage	payable annually	
Dog Control Officer	25.00/summons + mileage	payable monthly	
Planning Board	35.00/meeting	payable monthly	
Planning Board Sec.& Chair.	40.00/meeting	payable monthly	
Zoning Board of Appeals	35.00/meeting	payable monthly	
Zoning Board of Appeals Sec.& Chair.	40.00/meeting	payable monthly	
Assessment Review Board	175.00/year	payable annually	
Assessment Review Board Sec. & Chair.	175.00/year	payable annually	
Part-time Constable	16.80/hour	payable monthly	
Cemetery Administrator	1,500.00/yr.	payable annually	

Ayes-4
Opposed-0
Vacant-1

Carried

RESOLUTION 2-18

AUTHORIZE BOND, SCHOENECK AND KING TO CONTINUE AS TOWN ATTORNEYS UNDER SAME ARRANGEMENT AS 2017

Motion, Bacon; second, Seitz Sr.

Ayes-4, Opposed-0, Vacant-1

Carried

RESOLUTION 3-18

RE-APPOINT CHATFIELD ENGINEERS, P.C. AS THE TOWN ENGINEER FOR 2018

Motion, Schaal; second Seitz Sr.
Ayes-4, Opposed-0, Vacant-1
Carried

RESOLUTION 4-18
AUTHORIZE SUPERVISOR TO SIGN NEW YORK STATE SNOW & ICE
CONTRACT EXTENSION TO THE YEAR 2020

Motion, Bacon; second, Seitz Sr.
Ayes-4, Opposed-0, Vacant-1
Carried

RESOLUITON 5-18
AUTHORIZE SUPERVISOR TO ENTER INTO AGREEMENT WITH MILLENIUM
ROADS, LLC AS TEMPORARY BOOKKEEPER

Motion, Schaal; second, Seitz Sr.
Ayes-4, Opposed-0, Vacant-1
Carried

Board Comment: Councilman Schaal welcomed Supervisor Houseknecht. He said we have already said our good byes to past Supervisor Draper and we are moving forward. Also we lost a good person last month Councilman Dale Stalker.

Public Comment:

Jim Zelazny asked if he could have a copy of the appointments and salary sheet. Darlene will get him a copy after the meeting.

Motion by Seitz Sr. second by Bacon to close the Organizational Meeting at 7:15 PM.

Respectfully submitted,

Darlene A. Rich, MMC/RMC
Town Clerk