

ORGANIZATIONAL MEETING
TOWN OF SHELBY
JANUARY 2, 2020
5:00 PM

Present: Ed Houseknecht, Supervisor
Jeff Smith, Councilman
Stephen Seitz, Councilman
William Bacon, Councilman
John Pratt, Councilman
Darlene Rich, Town Clerk
Dale Root, Highway Supt.
Miranda Bennett, Bookkeepr

Others:	Jim Zelazny	Ed Zelazny
	Lorraine Root	Jessica Olinger
	Helen Root	Joe Root

Organizational Meeting was called to order at 5:00 PM.

Pledge to the Flag.

Town Clerk, Darlene Rich, administered oath to Highway Superintendent Dale Root.

TOWN OF SHELBY'S 2020 APPOINTMENTS AND SALARIES

RESOLUTION 1-20

A motion by Councilman Seitz, second by Councilman Smith of the following appointments and salaries were made:

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

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

The Town of Shelby participate in the Joint Youth Commission.

To appoint Councilman Smith as Deputy Supervisor for 2020.

To appoint Miranda Bennett as bookkeeper to the Supervisor.

To appoint Dan Wolfe as Zoning Code Enforcement Officer.

To appoint William Wolter as Deputy Highway Superintendent.

To appoint Andy Benz as Fire Warden.

To appoint Andy Beach 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 Tuesday 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 and Councilman Smith audit the Supervisor's books prior to the March meeting.

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

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

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

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

That Councilman Pratt and Councilman Smith serve as liaison to the Orleans County Legislature.

That Councilman Pratt and Councilman Seitz serve on the Joint Youth Commission.

That Councilman Bacon and Councilman Smith serve on the Ambulance Committee.

That the Town of Shelby appoint Don Lonnen, Dale Root and Councilman Seitz 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 authorize Highway Supt. to make individual purchases of up to \$500.00

To appoint William Wolter as Water Supt.

To appoint Darlene Rich as Marriage Officer

To appoint Darlene Rich, Ed Houseknecht, Steve Seitz, 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 Forder 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 Claude Grimes, Paul Gray and Mike Reese as part-time Town and 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 Forder as Deputy Records Management Clerk.

That the salaries for 2020 be set subject to any board approved increases:

Supervisor	10,878.00/yr.	payable monthly
Councilpersons	4,712.40/yr.	“ “
Town Clerk	34,827.39/yr.	payable bi-weekly
Highway Superintendent	65,892.00/yr.	“ “
Justice	23,489.58/yr.	payable monthly

Zoning Officer	24.45/hr.	payable bi-weekly
Historian	1,200.00/yr.	payable annually
Bookkeeper	16.97/hr.	payable bi-weekly
Court Clerk	14.02/hr	“ “
Deputy Town Clerk	14.17/hr.	“ “
2 nd Deputy Clerk	14.02 hr.	“ “
Election Worker	11.50/hr.	payable monthly
Highway MEO	26.30/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	14.02/hr.	“ “
Highway Clerk	14.17/hr.	“ “
Budget Officer	1,454.00/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	17.48/hour	payable monthly
Cemetery Administrator	1,500.00/yr.	payable annually
Ayes-5; Opposed-0; Carried		

RESOLUTION 2-20

RESOLUTION TO AUTHORIZE BOND, SCHOENECK AND KING TO CONTINUE AS TOWN ATTORNEYS UNDER SAME ARRANGEMENT AS 2019

Motion, Seitz; second, Pratt

Ayes-5, Opposed-0, Carried

RESOLUTION 3-20

RESOLUTION TO APPOINT PAUL CHATFIELD OF MRB GROUP AS TOWN ENGINEER FOR 2020

Motion, Smith, second Pratt

Ayes-5, Opposed-0, Carried

RESOLUTION 4-20

RESOLUTION TO APPOINT SUPERVISOR HOUSEKNECHT AS DELEGATE TO ASSOCIATION OF TOWNS

Motion-Smith, second, Seitz

Ayes-5, Opposed-0, Carried

RESOLUTION 5-20

**RESOLUTION TO APPOINT DEPUTY SUPERVISOR SMITH AS ALTERNATE
DELEGATE TO ASSOCIATION OF TOWNS**

Motion-Pratt, second, Seitz

Ayes-5, Opposed-0, Carried

Public Comment:

Councilman Smith congratulated Dale Root and is looking forward to working with him.

Councilman Seitz said it has been good working with everyone; a lot has been accomplished.

Motion by Smith second by Seitz to adjourn the Organizational Meeting at 5:13 PM.

Respectfully submitted,

Darlene A. Rich, MMC/RMC

Town Clerk