

DRAFT MEETING MINUTES-THESE MINUTES WILL BE APPROVED
AT THE JAN. 11, 2022 TOWN BOARD MEETING

ORGANIZATIONAL MEETING

TOWN OF SHELBY
JANUARY 3, 2022
5:00 PM

Present: Jeff Smith, Supervisor
 Stephen Seitz, Councilman
 John Pratt, Councilman
 Ryan, Wilkins, Councilman
 Edward Zelazny, Councilman
 Darlene Rich, Town Clerk
 Dale Root, Highway Supt.
 Miranda Bennett, Bookkeeper

Others:	Sharlene Pratt	Patty Olinger
	Dorothy Zelazny	Kelsi Nice
	Clayton Zelazny	Wyatt Zelazny
	Miranda Zelazny	James Zelazny
	Mary Zelazny	Michael Zelazny
	Joseph D'Amore	Stephen Davis

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

Pledge to the Flag.

Oaths of Office- Councilmen Zelazny and Seitz and Supervisor Smith were sworn in by Town Clerk.

The Town Board has reviewed the following list of appointments and salaries:

RESOLUTION 1-22

RESOLUTION TO APPROVE THE TOWN OF SHELBY 2022 APPOINTMENTS AND SALARIES

Motion by Councilman Wilkins, and second by Councilman Seitz:

The Lake Country Media be named as the official newspaper of the Town of Shelby.

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

The Town of Shelby will participate in the Joint Youth Commission.

To appoint Councilman Wilkins as Deputy Supervisor for 2022.

To appoint Miranda Bennett as bookkeeper to the Supervisor.

To appoint Dan Wolfe as Zoning Code Enforcement Officer.

To appoint Councilman Seitz as acting Highway Supt. in the absence of Highway Supt. Dale Root.

To appoint Jason Watts as Fire Warden.

To appoint Debbie Taylor 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, and bookkeeper 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 Seitz 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.

To appoint Councilmen Seitz as liaison to the highway superintendent.

To appoint Councilman Pratt as liaison to the town court judges.

To appoint Supervisor Smith as liaison to the town clerk.

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

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

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

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

That Councilman Pratt and Councilman Wilkins serve as a liaison to the Village of Medina.

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

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

That Councilman Zelazny and Councilman Pratt 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 Dale Root as Cemetery Administrator of Mt. Pleasant Cemetery

To appoint Don Lonnen as Cemetery Administrator of Millville Cemetery.

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 Christopher J. Woodruff as Water Supt.

To appoint Darlene Rich as Marriage Officer.

To appoint Darlene Rich, John Pratt, and Lori Myhill to serve on the Records Advisory Board.

To appoint Lori Myhill as Fair Housing Office.r

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 2022 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.	“ “
Water Superintendent	1,000.00	payable semi-annually
Justice	23,489.58/yr.	payable monthly
Zoning Officer	24.94/hr.	payable bi-weekly
Historian	1,200.00/yr.	payable annually
Bookkeeper	19.25/hr.	payable bi-weekly
Court Clerk 1st	17.00/hr	“ “
Court Clerk 2 nd	16.00/hr	“ “
Deputy Town Clerk	16.00/hr.	“ “
2 nd Deputy Clerk	15.02 hr.	“ “
Election Worker	15.00/hr.	payable monthly
Highway MEO	27.37/hr.	payable bi-weekly
Highway P/T (5 yrs.exp.)	15.00/hr.	“ “
Code Officer Clerk	15.02/hr.	“ “
Highway Clerk	16.00/hr.	“ “
Water Clerk	16.00/ 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	18.19/hour	payable monthly
Cemetery Administrator (2)	1,500.00/yr.	payable annually

Discussion: Councilman Pratt asked for a roll call vote.

Zelazny- Aye

Seitz-Aye

Pratt-Nay

Wilkins-Aye

Smith-Aye
Ayes- 4; Opposed-Pratt; Carried

RESOLUTION 2-22

RESOLUTION TO AUTHORIZE BETHANY CENTRONE TO CONTINUE AS TOWN ATTORNEY UNDER THE SAME TERMS AS 2022

Motion, Councilman Seitz; second, Councilman Wilkins

Ayes-5, Opposed-0, Carried

RESOLUTION 3-22

RESOLUTION TO APPOINT SUPERVISOR SMITH AS DELEGATE TO ASSOCIATION OF TOWNS

Motion, Councilman Wilkins, second, Councilman Pratt

Ayes5-, Opposed-0, Carried

RESOLUTION 4-22

RESOLUTION TO APPOINT DEPUTY SUPERVISOR WILKINS AS ALTERNATE TO ASSOCIATION OF TOWNS

Motion-Councilman Seitz, second, Councilman Zelazny

Ayes-5, Opposed-, 0 Carried

RESOLUTION 5-22

RESOLUTION TO INCREASE PAY OF LORI MYHILL TO COMPENSATE HER FOR LOSS OF \$2000.00 FOR HEALTH INSURANCE STIPEND

Whereas, due to the removal of health insurance stipends for non-union employees in the employee handbook, valued long time employee Lori Myhill would lose over \$2000.00 in compensation for 2022 and beyond., and

Whereas, last year Loir received a \$3500.00 stipend for not taking a family health insurance from the Town of Shelby, and

Whereas, this year Lori Myhill would have been given a single plan stipend valued at \$2000.00, and

Resolved, that a motion to increase the pay of Lori Myhill by \$1.13 per hour to compensate her for the loss of the \$2000.00 insurance stipend, and.

Further resolved, this would pay her for the equivalent for a single plan based on 1774 hours worked per year.

Motion Councilman Wilkins, second Councilman Seitz

Ayes-5 Opposed-0, Carried

Supervisor Smith said that last month's meeting a resolution was adopted to revise the employee handbook. The healthcare stipend was removed for the non-union full time employees that did not take the health insurance.

Presentation by C&HPC-Joseph D'Amore, part owner of C&H PC along with Stephen Davis gave a presentation. He said the goal for the Town of Shelby is to provide a secure, reliable, and sustainable technology infrastructure. They're continually evolving with the changes demanded of them for the Town. Since taking ownership of C&H PC in 2019 they have added services to the Town's network, website and PC's that provide much better overall security and functionality. These features have been added completely free of cost but have allowed them to be more proactive rather than reactive. From monitoring of the Town's Server to security and optimization of our website, as technology demands have increased so has C&H PC's response. They said they look forward to working with the Town of Shelby in the future and are excited to continually grow with us.

Board Comment:

Councilman Pratt asked Dale Root, Highway Supt. why he changed Water Supt. Dale replied that Billy excelled as an operator. He was good at turning wrenches. It was a better use of MEO.

Supervisor Smith welcomed Councilman Zelazny to the board and looks forward to working with him in the future.

Because of the COVID numbers going up the next regular board meeting on January 11, 2022 will be virtual. Miranda said she will have the link put on the website tomorrow. Supervisor said we will just go day by day as far as the future meetings at the town.

Public Comment: none

Motion by Councilman Seitz, second by Councilman Wilkins to close the annual Organizational Meeting at 5:28 PM.

Respectfully submitted,

Darlene A. Rich, MMC/RMC
Town Clerk