

ORGANIZATIONAL MEETING

TOWN OF SHELBY
JANUARY 5, 2023
5:00 PM

Present: Scott Wengewicz, Supervisor
Stephen Seitz, Councilman
John Pratt, Councilman
Edward Zelazny, Councilman
Darlene Rich, Town Clerk
Dorothy Nolan, Deputy Clerk
Miranda Bennett, Bookkeeper

Others: Sharlene Pratt James Zelazny
Tom Rivers

Organizational Meeting was called to order at 5:03 PM.

Pledge to the Flag.

RESOLUTION 1-23

RESOLUTION TO APPROVE THE TOWN OF SHELBY 2023 APPOINTMENTS AND SALARIES

Motion by Councilman Seitz, and second by Councilman Pratt:

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

The Bank of Castile be named as the official depository for the Town of Shelby.

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

To appoint Councilman Seitz as Deputy Supervisor.

To appoint Miranda Bennett as Bookkeeper / Confidential Secretary to the Supervisor, HR Manager and IT Program Manager.

To appoint Dan Wolfe as Zoning Code Enforcement Officer.

To appoint Bill Bacon as acting Highway Supt. in the absence of Highway Supt. Dale Root.

To appoint Dave Moden 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.

The Town Payroll System will be direct deposit only.

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 Deputy Supervisor Steve Seitz, the Town Clerk, Darlene Rich and Deputy Clerk Dorothy Nolan 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 Department Coordinator to the Highway Superintendent.

To appoint Councilman Pratt as Department Coordinator to the Town Court Judges.

To appoint Supervisor Wengewicz as Department Coordinator to the Town Clerk.

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

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

Assign Account Clerk under Highway Dept.

That Deputy Supervisor serve as liaison to the Orleans County Legislature.

That Councilman Pratt serve on the Joint Youth Commission.

That Councilman Zelazny serve on the Ambulance Committee.

That the Town of Shelby appoint Don Lonnen, Dale Root and Councilman Zelazny 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 Shane Sia 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, Dorothy Nolan and Councilman Zelazny to serve on the Records Advisory Board.

To appoint Dorothy Nolan as Fair Housing Officer

To appoint Dorothy Nolan as Deputy Town Clerk.

To appoint Darlene Rich as Tax Collector.

To appoint Dorothy Nolan as Deputy Tax Collector.

To appoint Darlene Rich as Registrar of Vital Statistics.

To appoint Dorothy Nolan as Deputy Registrar of Vital Statistics.

To appoint Claude Grimes, Paul Gray and Mike Reese as part-time Town 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 Dorothy Nolan as Records Management Clerk.

To appoint Hannah Forder as Deputy Records Management Clerk.

That the salaries for 2023 be set subject to any board approved increases:

Supervisor	10,878.00/yr.	payable monthly
Councilpersons	4,712.40/yr.	“ “
Town Clerk	44,500.00/yr.	payable bi-weekly
Highway Superintendent	65,892.00/yr.	“ “
Water Superintendent	1,000.00	payable semi-annually
Justice	24,194.00/yr.	payable monthly
Zoning Officer	25.44/hr.	payable bi-weekly
Historian	1,200.00/yr.	payable annually

Bookkeeper	21.25/hr.	payable bi-weekly
Court Clerk 1st	20.00/hr	“ “
Court Clerk 2 nd	17.00/hr	“ “
Deputy Town Clerk	19.00/hr.	“ “
Highway MEO	27.92/hr.	payable bi-weekly
Highway P/T (5 yrs.exp.)	15.00/hr.	“ “
Deputy Highway Supt.	500.00	payable annually
Code Officer Clerk	15.02/hr.	“ “
Highway Clerk	20.00/hr.	“ “
Water Clerk	20.00/ 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	18.55/hour	payable monthly
Cemetery Administrator (2)	1,500.00/yr.	payable annually
Discussion:	none	
Roll call vote:	Zelazny- Aye, Seitz-Aye, Pratt-Aye, Wengewicz-Aye	
	Vacancy-1	
	Opposed-0	
	Motion carried	

RESOLUTION 2-23

RESOLUTION TO AUTHORIZE JEFF CLARK AS TOWN MUNICIPAL ATTORNEY

Motion, Councilman Zelazny; second, Councilman Pratt

Discussion: none

Roll call vote: Zelazny-Aye, Seitz-Aye, Pratt-Aye, Wengewicz-Aye

Vacancy-1

Opposed-0

Motion carried

RESOLUTION 3-23

RESOLUTION TO APPOINT SUPERVISOR WENGEWICZ AS DELEGATE TO ASSOCIATION OF TOWNS

Motion, Councilman Seitz, second, Councilman Zelazny

Discussion: none

Roll call vote: Zelazny-Aye, Seitz-Aye, Pratt-Aye, Wengewicz-Aye

Vacancy-1

Opposed-0

Motion carried

RESOLUTION 4-23

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

Motion-Councilman Pratt, second, Councilman Zelazny

Discussion: none

Roll call vote: Zelazny-Aye, Seitz-Aye, Pratt-Aye, Wengewicz-Aye
Vacancy-1
Opposed-
Motion carried

Board Comment: Councilman Zelazny asked what the admin of cemeteries consist of? It is 2 positions.

Councilman Pratt- said he hesitates about the item regarding account clerk for water under highway supt. but guesses he will see how it goes and play it from there.

Councilman Zelazny asked about the salaries for the Deputy Supervisor and the Deputy Highway Supt. There is no salary for Deputy Supervisor but there is a \$500 salary for the Deputy Highway Supt.

Councilman Seitz said working with Councilman Zelazny and Councilman Pratt in the past has been good and has had a lot of ups and downs and may not have always agreed but we always get the right job done for the towns people. He thanked them for putting up with him for the past two months while he was Supervisor.

Councilman Pratt said we endeavored to persevere.

Supervisor Wengewicz said Councilman Pratt and Councilman Zelazny were thinking about a different attorney but we came together, we are moving forward and we will work with the next attorney for the land use with what's best for the town.

Public Comment: none

Motion by Councilman Pratt, second by Councilman Zelazny to close the annual Organizational Meeting at 5:20 PM.

Respectfully submitted,

Darlene A. Rich, MMC/RMC
Town Clerk