

**DRAFT**  
**Work Shop-Town of Shelby**  
**Department Heads Submit Requests**  
**Town of Shelby**  
**4062 Salt Works Rd. Medina, NY**

September 18, 2024    6:00pm

**Please note:** We are live streaming our meetings through YouTube. See [www.townofshelbyny.org](http://www.townofshelbyny.org) and click on the link.

Present:

Scott Wengewicz, Supervisor  
Steve Seitz, Councilman  
Eddie Zelazny, Councilman  
Linda Limina, Councilwoman  
Kathy Bennett, Attorney  
Darlene Rich, Town Clerk  
Dale Root, Hwy Superintendent  
Dan Wolfe, Code & Zoning Officer  
Claude Grimes, Constable  
Ed Grabowski, Justice

Excused: Jeff Schiffer, Councilman

Others:

Lorraine Limina	Scott Carlton	James Zelazny
Joy Waters	Larry Waters Sr.	Gabriella Barone
John Parada	Sharlene Pratt	John Pratt
Leona Weese		

Called to order at 6 00 PM

Pledge to the flag

Tonight's meeting is an opportunity for Department heads, and elected officials turn in their budget requests. Kathy Benett said she understands this is the first time the town has done this so its new for all that are presenting and she just wanted to thank us. She talked to Supervisor and encouraged him to do this. She wanted to do this last year but it got started a little late. Other towns do it this way and she just wanted to say she appreciates all of us coming in tonight to do this and give the board members and public an opportunity to see how this process works.

Dan Wolfe-Code Enforcement Officer- He said basically his budget would remain the same for 2025 with the exception of personal services. Historically the employees have asked for 2%, cost of living this year was 2.7 so he is asking for 3% which would be an increase of \$1,101. Equipment seems fine. Might want to consider budget debates contractual expenses if the Town of Shelby desires to take down any buildings. His total contractual expense is \$4000 so he is going to leave that up to the board. There was discussion regarding the possible homes that need to be demolished. Dan said there were about three. Limina asked about cost. Dan is thinking \$3500-\$4000 at the most. The DEC will allow you to bury a solid waste, not liquid waste that comes from a demolition on that site, that's without the shingles and that does drive the cost down some.

Edward Grabowski- Justice-His budget is pretty much the same. The only thing he asks is a raise for the clerks because they do a heck of a job and he is always complimenting them. The state gives them the computer programs and they are constantly updating to what the state says. The only thing he did not know about is the copier, did not know if the lease went up. For supplies they were able to order with the money left over from the grant for the TVs', chairs. The state says it's a hassle to turn the money back in so they gave them permission to buy the supplies. He knows they are under budget this year so there will be money left over. He said last year there was a certain person pleading guilty and he had several charges and they were going to split the trials up which would have been big trials and it get expensive with a stenographer because they usually pay for a stenographer to come in on criminal night and he believes it is around \$200 for the night but if you have a trial that's all day you have to have her here all day which gets more expensive. He still has a couple trials this year but he has not increased. Believes he is going to be under budget in that line. He is going to leave it at \$5000 because if she is here all day it would cost \$1000. Conference next year is in Niagara Falls but the following year it is in Albany. He increased the interpreter service because he had a deaf person who was supposed to come into court last week. They actually tried a CAP arraignment over at the jail the month before and they couldn't do it so he would have had to arraign here. We had an interpreter here and the gentleman did not show up and then during court he called to say he couldn't get a ride so he is coming back next month. So again, he has to have the certified ASL interpreter here next month. In the summer we have a lot of migrant workers here and if they request an interpreter we have to do it. The only thing that is pretty standard is the pay and usually the conference, Pat is going to the conference this year. They are required to do 12 hours of training. Limina asked about the computer maintenance. He said there are some things that C& H PC do. When the computers came C&H PC needed to come in and set them up. There was trouble getting two of the computers on line so he had to come back a second time. Sometimes they have a problem with the camera and they consider that computer maintenance.

Town Clerk-Registrar of Vital Statistics is \$900 and always stays at \$900. She explained the breakdown of tax collection. She was going to keep those amounts as they were last year. The contractual was for the software and the conferences. It would be more if I had to figure how much paper was used, envelopes during tax collection. For clerk

that amount was increased. She put 3% increase for the deputy and then she is asking for another full-time deputy or at least a part-time deputy. The office is very busy and it's hard to concentrate when she is answering the counter and then come back to her work. She put in for a raise. There have been three different times I did not a raise when all the employees around me did. It was said because I am an elected official and elected officials did not get a raise. I am finishing my 17th year now. She is one of the lower paid town clerks in the county. She is asking for a raise from last year that I did not receive and she is asking for a raise this year and it is 3% for each one. The contractual for clerk stays the same at \$6000 but at the bottom if you see we have to count paper for dog renewals, envelopes that brings it up to \$3950 more. Records Management stays the same at \$14,500 and that's is for personal services for a deputy to work 2 days in the vault or scanning everything into Docuware, Equipment for that line stays the same. The only thing that really changed is the salaries. She is also thinking about all the dogs that are not licensed in Shelby. We used to have a dog control officer. Since his retirement we are not having any luck for a replacement. I have talked to some clerks in the area, one clerk does a mailing. She said she would be willing to take on dog enumerator sending out post card to all the homeowners in Shelby to get it started and then as far as dog officer so if there is a complaint and the dog is not licensed, she sends out a letter, if they don't answer the letter she sends a second letter out with an appearance ticket. Then they come into court and the judge takes care of it. She gets \$2236 a year to be the dog officer. I take care of the website and have for a few years and never been compensated for it. I have started doing vouchers again, I expect pay for that, I am doing the abstract. I don't want to appear greedy but three years without a raise, times are tough, things have increased and I am just asking the board to consider my request. I want the board to know I did go to school at Cornell University a year after I became the town clerk, I wanted to be the best clerk I could be. I spent 3 years going for a week each year every summer living in the dorm. It was boot camp for clerks. With doing that I earned my CMC which stands for Certified Municipal Clerk and then I took a year off but then went right back at it again for 3 more years where I earned the MMC, Master Municipal Clerk. I am proud of that. I am the only clerk in Orleans County that is a Master Municipal Clerk. There are very few in New York State. And it's an international designation. If you look through my paper work you were handed you will see where my health insurance was taken away when I was 65. I did get \$3000 the year my insurance was taken away. Limina -Going back to contractual expenses under tax collection the paper, envelopes are not in your current budget. Darlene said no it was always under storeroom or building. I have never had to figure out how much paper or how many envelopes I am going to use. Supervisor said it's been under central storeroom. Seitz-what was the total you were asking for taking over the dogs. Darlene said if she could get the 48,950 her pay currently is 44,500 but if she got the 3% raise from last year and 3% raise from this year which would bring it up to \$47,170. If she goes up to \$48,950 which is the 10% raise that would give \$1780 for dog officer, dog enumerator, website, vouchers, abstract. Darlene said for the second deputy it was in last year's budget for \$15.02. I put her at \$16.00. I am going to retire in three years and I do want to see somebody come in here take over and be the town clerk so it's like I never left. I would like to start training so there is a smooth transition. You don't learn the job in a year. You're pulling

up taxes once a year. And then she could either be the next clerk or help the next clerk. I am retiring in three years and would like to get someone in here to start training them. It's a job that requires more than one year to train.

Dale Root- Asking for a 2% raise. Like everyone else his costs have also gone up at home. He has been here for almost 5 years having a good time. His department and he has done a lot of road repair, water ditching and they work more and better than before. He said he has never asked for one and he would like one this year. Office equipment has risen asking for \$500 more making it \$2100. Classes for his schooling has gone up, so he wanted to bump it up to \$4000. Cemetery personnel in the highway dept. There are a lot of broken stones to repair and a lot of improvements are needed and it all takes manpower. They are digging a lot of graves and stone foundations so that are providing the monetary flow back to the town. Looking for just under \$3000 to make it \$10,000. Supervisor said all the work they were doing this summer had never been done before. Dale said no it is a new expense. There are a lot of previous foundations that are there that have crumbled, stones have slid and moved. When the old ones fall, they tend to break in half and Jeremy has figured out a way to pin them together and stand them back up. They are heavy and it takes time. People have appreciated what they have done so far. Cemetery contractual is the product the need to buy to work in the cemetery (light, flags, tools concrete. He was hoping to put a retaining wall up. With a heavy rain the dirt comes down over stones and then they have to go back in and dig it all up. It has to be done by hand. He was hoping with some extra money they could build a landscaping retaining wall to make sure it doesn't happen and then will try to put a berm up on the driveway. No matter what is used for a berm a certain amount of water will eventually cut through. He added \$1000 to make it \$11,000. Traffic control account for signs, cones, etc. It wasn't in his 2024 budget line but it was in previously so he is just going to leave it at \$5000. Parks-\$3500. Equipment, equipment repairs, rebuild picnic tables, fix swing sets. Winter equipment- it must be like a reserve account for equipment purchases. It was at \$90,000 last year and they are going to be in need of a second truck eventually. The capital equipment outlay reserve account, Dale said he would like both the winter equipment and capital reserve each at \$100,00 if its possible. One is at \$90,000 so there is a \$10,000 bump and ones at \$87,262 and just take it up to \$100,000. Equipment repair- Tough year. Truck #654 has had multiple repairs which still continues. The road side mower is still in the shop with a potential \$14,000 worth of repairs needed. Quotes have been requested to purchase another tractor capable of being able to install flail mower. That was a \$25,000 increase. Supervisor said it is already at \$75,000 so did you want to bump it up? Dale said we have \$14,000 just in the tractor and we have spent probably close to \$30,000 on CJ's truck alone. That's not counting the tires they had to buy. Supervisor asked if he wanted to increase it up to \$100,000. Dale said yes. Personnel-Brush and weeds, It's at \$15,655. Going to add \$1400 to it because they are going to be increasing the union contract. They have been mowing a lot or roadsides with extra days this year because lawns have grown a lot. Looking for an extra 40 hours through the summer. So that would take it up to 16,000. Cemetery mowing that we contract out. Was looking to take it up from \$5,000-\$60,000 because there is a possibility what we'll have do extra work, fire halls, ball parks, median on

Furness Parkway. Supervisor asked about raising it so if mowers price is up. Zelazny asked if we have our own mowers. Dale said we had one. But your sending people out at basically \$30.00 an hour. If we go to the spring and ask for that and improve or expand the contract that we have now just for cemeteries to include other stuff and the money isn't in the account we can't do it. We don't have to spend it. Limina-While we are going through the budget, we are increasing based on last year's budget, do you have any idea where you are to actual right now? Dale said he has a rough idea. He has not gone over anything yet that he can tell because he's been keeping track. Limina said her point would be we don't have to necessarily have to increase if we are way under the budget right now so we have to be careful. Snow season labor line-Due to the union contract came up to \$170,000 that's with the 3% raise. Winter supply-salt, diesel plow parts. There is some salt out in the barn but is anticipating g the need for another 2,000 ton more and the purchase of 5,000 gallons of diesel fuel for the winter, they have about 3 feet in the tank right now. Last year it was 150,000 he knows he is close but hasn't bought steel for the wings in the plows yet so wanted to increase it up to 170,000 because of the increase in said that has not come out yet. State bid price hasn't come out yet. Fuel right now is not bad but it's on the rise. So, there is a \$20,000 increase there. Zelazny asked if he bids it out to other companies. Dale said its OSG, there is no shopping there is no bidding it is on state. Building- wanted to add 5000. It was 35,000. Summer payroll- with the Union it is a 3% increase with some possible summer overtime. He put a buffer in there from 108,000 -114,500. Town's portion of his budget for road repair- For years it was commonly close to whatever the CHIPS matching funds were or matching CHIPS funds but it's not anymore. Road repairs summer fuel, some truck equipment and repairs and as with everything else pricing continues and upward trend and he just wants to be prepared. So, he is looking for \$10,000 extra. CHIPS account-that's the money the state gives the town but its not a guaranteed thing, it's pretty steady. It's four different programs. There are four different components to the CHIPS funding. There is CHIPS emergency, Winter, Recovery, pave New York and pot holes. So anytime in budget negotiations they can yank one to save face or money. But we don't know what that budget will be until April 1<sup>st</sup> if they on time with New York State budget. Last year and this year we received \$259,876. 87 which has been used as soon as he can get cancelled checks from payments he can submit and hopefully have the money back in the account by the end of the year. It is a reimbursement. You have to spend it to get it. Water Clerk- Beth has done a great job learning the new system of the water program. She took on the inventory listing and she helps in zoning since Candy is retired plus other functions and he would support a \$1.00 an hour increase in her wage. He would assume his water superintendent CJ Woodruff who gets paid a stipend to be available 24 hours to do an emergency stake out, tracking and testing of water increase other water samplings. He keeps good records while working will with Beth plus other responsibilities and he is asking an increase of \$250 a year to his \$1000 year stipend making it \$1250. A lot of times they did emergency stake outs especially in the winter, accidents, somebody hit a pole, fire hydrant. He is the one Dale calls. The second wish list for the highway department would be a second plow truck would be a real asset, a new roadside mowing tractor with flail mowers and a hot box new or used. Limina sked for estimated on what those would cost. Dale said he had an estimate for just one tractor which is

\$81,000. If you add it all complete you have close to \$150,000 for the tractor and the flails. Ridgeway just bought one. The county bought one last year but that's a different animal. These are his departments requests. Seitz asked about the tractor with the flails. Is there a reason you're going to the flail mower instead of a bush hog mower. Dale said yes. The bush hog mower when you are going down the road especially when it's a little high, kicks a lot of grass out into the road. It could potentially kick a rock out, hit a car, it makes a mess, makes it slippery when it rains. Because you are tipped at an angle and it shoots it right out. The side flails spits it out the back. Supervisor- on his budget for shared services the assessor we pay 42% and Ridgeway pays 58%, her total went to just under \$43,000. Payroll for the supervisor office is cut way down. To 10 or 20 hours depending on the time of year for part time so that comes just under \$30,000 and if we need additional hours for anything that needs to be done so put budget at \$35,000. So, his budget dropped from \$57,00 to \$35,000. For auditor contractual, Allied Financials are at \$6500 and if we go with LGSS next year their bid is \$31,150. Engineering contractual was at \$45,000, dropped it to \$25,000. This is for any engineering except for water. Any engineering for water comes out of water. Store room for paper, envelopes are increased from \$5,000-\$6,000. Only thing we are not sure on is the accounting and we will have to talk with Nicole. Will benefits come down if we are hiring out a bookkeeper and there is no health insurance there that should come down. It includes retirees so he will see what it can be dropped down to. Zelazny asked about Legal fees. In 2023 it was \$37,000, and \$50,000 for 2022. Limina said she thought it was higher because of STAMP and where are we with that. If we are not involved in that suit, can we bring it down? Attorney said she will go back and ask the accounting department to run what we spent according to category. Attorney said she will provide information that would be helpful. Zelazny asked about economic development. He said there is nothing for this year. There was \$2500 every year. Zelazny asked why there was nothing for 2024 or 2025. Supervisor said he was not sure why it was done that way. Limina asked about an email she received with IDA requesting that we participate in an engineering study for southern part of the business park on the south side of the road. The study was going to be \$2000 ad they were looking for some participation from us since that business park benefits us so we should maybe account for some portion of that. Seitz said in the past only this that we did give EDA was only \$25000 we never gave more than that. Limina said she understands but now the village need to apparently do something to increase the water and sewer system there and in order to do that and to do a study to see what business park would need and they are getting some activity over there and they are asking that we help to get a study done so there would be information should businesses want to come here. It's definitely money well spent. Zelazny asked what was the reason for the massive increase for the ambulance service from \$15,000 to \$35,000. Supervisor said the cost of ambulance has almost doubled. Their cost NYS passed a law this year where insurance companies will directly reimburse the fire department. They used to reimburse the people who called the ambulance and they were never paying the fire department. Hopefully within 2 years the reimbursement to the fire department will drop our costs and we are going to re-evaluate the contract but we haven't signed the contract yet. We are still working on it. Zelazny said so that's \$35,000 for each, Shelby, Ridgeway and Yates. Medina is paying the majority of that bill \$320,000. Limina said

right now the village is eating a bigger percentage. They were hoping to get more kickback from the communities that use it and not have the village paying for it. Supervisor said a lot of their expenditure is hospital rooms transfers so unfortunately the three towns have to cover that and the cost of doing business. We are lucky on the east side of the county. We have an ambulance service and the west side doesn't have any so it is well worth the \$35,000 a year for a couple minute response time and we want ambulance service we have no choice. We use 7%, Ridgeway used 9%, Yates uses a little less than 3 %, they have to pay the same. Going to put \$35,000 for ambulance service as we have no choice on that. Limina is asking about Drescher & Malecki and did we have an estimate of their timing because she would like to know when we will see some numbers for where we are to the current budget right now so we can determine if their numbers are good or not. Attorney said Ted from Williamson is spending some time to go back and she reached out to the board separately to indicate that we were going to ask Ted to do this work for us to give us a sort of a rough actual to budget for 2024 through August 2024, so he is undertaking that work and it was one of the things she was going to mention to that the board ratify tonight is the authorization of Ted undertaking that works so we can have the board have some sense of where all these various accounts under each of the funds stand before we have to move forward with additional budget decisions. So, Ted anticipated having that information available hopefully by tomorrow. Attorney has a question about the EDA email. Supervisor said he just got budget sheets from Tina at LGSS, He will combine everything and run the numbers before he gives it to Darlene. She will present it to the board before October 4. Then the board can ask questions or make any adjustments to the tentative budget.

Other business- Attorney -as mentioned before she reached out to each of the board members about having Ted perform that work for the town so they can have sense of what the actual budget is in connection with the budget process so the board will need to vote to ratify that.

#### RESOLUTION 96-24

#### RESOLUTION TO AUTHORIZE WILLIAMSON LAW TO PERFORM SERVICES TO PROVIDE ESTIMATED ACTUAL TO BUDGET FOR ALL ACCOUNTS AND ALL FUNDS THROUGH AUGUST 2024

Motion by Limina, seconded by Zelazny.

Ayes-4

Absent-Shiffer

Opposed-0

Motion carried.

Going to need to hire a confidential / bookkeeper because they still would have to work with LGSS to input everything, cut the checks, when LGSS prints the checks, put them in the envelopes mail them out and help Drescher & Malecki. The proposal from them was to use the bookkeeper to help. So, we can hire two part time people or we can hire one part time person. Zelazny said LGSS was going to be working on this until the end of the year. Supervisor said we will address that before the first of the year and figure out where we are going to go. Limina said it might be a position we might want to call

temporary part time for right now because we don't know what is going to happen in January. Attorney said the board was comfortable with combining those job duties at this point as a temporary position. Attorney said she doesn't even know if she would call it a bookkeeping position. Doing checks is that really bookkeeping? Literally don't know if that's bookkeeping as much as its administrative and would be covered under confidential secretary position we are creating. And if we cut checks one day a month it would only be one day a month. We do them after the board meeting. Limina said some of the duties you are only doing once a month. We need to set a maximum number on hours. Attorney said we could say 10-15 hours a week and then ask the individual who fills that role to keep track of what they're doing and the time they are spending and if more time is needed there would be justification for that or if less time is needed, we would know that too. Seitz said they could keep a log book on everything they are doing. Limina said we might want to change the hours should we end up with a firm that will come on site and do some of those duties that we are giving to that person right now. Attorney said she strongly recommends the town put out a request for proposals from accounting and bookkeeping firms. Limina said Scott asked her to do that and she has been working on it. She hasn't had a chance to finalize it but she will get that out in the next week for Scott to look at. Clerk asked if the bookkeeper does the vouchers. Supervisor said no I still do the vouchers and abstract. Limina discussed with the board the possibility of getting maybe two types of quotes. One quote from a firm that leaves the vouchers with Darlene and maybe a second quote of what it would be if we had the firm actually do the voucher portion. Attorney said she thinks one of the things that we need to do in response to the comptroller's audit is to look at the existing town policies and any new town policies that the Board needs to adopt in connection with its consideration of financial reports and records including the claims review of the vouchers, the budget process, investments, purchasing, capital assets, bank reconciliations. Limina will give a list to Supervisor the ones with a voucher and then a list without vouchers. Seitz asked what are we doing with the secretary. Supervisor said will need a resolution for confidential secretary to supervisor @ \$20 hour for 10-15 hours a week. Limina said we should just pick a number between 10-15. Supervisor said it was Attorney decision. Attorney said once work is documented we can figure out at that point what the hours should be. Limina said since a lot of those duties are helping out with getting financial numbers, it's an on-site job.

RESOLUTION TO AUTHORIZE THE POSITION OF CONFIDENTIAL SECRETARY TO THE SUPERVISOR AT \$20 AN HOUR NOT TO EXCEED 10 TO 15 HOURS A WEEK. AMENDED

Zelazny asked if we were going to advertise for this position. Supervisor said no. Attorney said it was Supervisor discretion.

Motion by Seitz, seconded by Wengewicz

Limina said she wants to know that it is an on-site position. Supervisor said he doesn't see any reason for them not to be onsite. Limina said she doesn't either. Attorney said since this is a new position, new person it should be onsite. Supervisor said it would.



Limina asked Attorney if it had to be in the resolution or not. Supervisor said the only time he would like them working at home is if they are sick. They can take the lap top home. There was discussion about being sick and working from home, Supervisor said if they have COVID they can work from home. Zelazny said they need to work here. We have already been that route before. Attorney said she would have to confirm that with Nic. She knows the board is responsible for creating the position and setting the hours and pay. Supervisor has the discretion to appoint whomever he wants for that position. Limina said she just wants to make sure that its clear in the description that its and onsite position  
Amend previous resolution

#### RESOLUTION 97-24

RESOLUTION TO AUTHORIZE THE POSITION OF CONFIDENTIAL SECRETARY  
ONSITE TO THE SUPERVISOR AT \$20 NOT TO EXCEED 10-15 HOURS A WEEK.

Motion-Seitz, seconded by Wengewicz

Roll call vote:

Zelazny-Aye

Limina-Aye

Seitz-Aye

Wengewicz-Aye

Absent: Schiffer

Opposed-0

Motion carried.

Zelazny-Seeing the bookkeeper isn't coming back for any job need to get the ARPA funds out and go over it and find out what equipment is over there and that's all go to come back to the town. He heard a lot of it was paid with ARPA. Supervisor asked him what equipment was he talking about. Zelazny said the equipment at the bookkeeper's house. Supervise said the printer and computer. Zelazny said there is no furniture out there. Supervisor said everything is in the office and the only thing authorized to go home was the printer and the copier and the board authorized that before Supervisor came on the board. Zelazny said he did not authorize it. Supervisor said the previous board authorized it and you were on the previous board. Zelazny said he was not on the board when COVID hit.

Attorney-in response to the auditor's report she went back and looked at the 2021 report, she looked at the 2024 report and she took the seven things that the comptroller's office initially pointed out for the period for 2018 - 2021. She took those recommendations that they indicated were not implemented in 2024 so she set them in a document. That document is at the end of the minutes.

Limina- might want to make a motion for that audit RFP now because she thinks it is supposed to be complete by February 25. We might even be late now trying to find a firm but we might want to do that in the next week or so. You have to have two separate firms because the firm that does the audit can't be the firm that does the books. Supervisor asked why we aren't sticking with Allied. Limina thinks it should be bid out.

RESOLUTION 98-24  
RESOLUTION FOR REQUEST FOR PROPOSALS FOR THE TOWN'S ANNUAL  
AUDIT

Motion by Limina; seconded by Seitz

Ayes-4

Absent-Schiffer

Opposed-0

Motion carried

RESOLUTION 99-24  
RESOLUTION TO ACCEPT THE RESPONSE TO THE COMPTROLLERS REVIEW

Motion, Seitz; seconded, Limina

Ayes-4

Absent-Schiffer

Opposed-0

Motion carried

Supervisor said he will get with LGSS tomorrow to get the sheets and combine everything and as soon as she runs the numbers he will get them to the board. He received the assessor information and the county tax information.

Attorney-Knows we were looking into this question about getting the towns water rates on the County website so she went to the Orleans County website and she looked at what was on there. Those water districts that are on there she believes are charged the debt service on their tax bills under special district rates on the County's tax rate chart is because they show up on their taxes. All of those towns issue fees on their resident's tax bills. The Town of Shelby does not do it that way. 'You are charged on your water bill for the debt service fee. It does not show up on your tax bill which is why it doesn't show up on the Orleans County website tax rate. Zelazny – So if we were charged on our tax bill it could be a deduction for people. Could it be changed or is it too late for that? Attorney said she would be happy to look into that and see why it was created that way and see if there is any way to change it and if it can be certainly something that the board can consider so she will continue to work on that and continue to report to the board.

Wengewicz made motion to close the meeting at 7:57 pm, seconded by Limina

Motion carried

Respectfully submitted,

Darlene Rich, MMC / RMC  
Town Clerk