

**DRAFT**  
**Budget Workshop Meeting**  
**Town of Shelby**  
**4062 Salt Works Rd. Medina, NY**

November 5, 2024 5:00pm

**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  
Kathleen Bennett, Attorney (ZOOM)  
Darlene Rich, Town Clerk

Others:

Steve Mazur	Donna Mazur
John Pratt	Sharlene Pratt
James Zelazny	Yonic Parada

Called to 5:00 PM

Pledge to the flag

Councilwoman Limina asked if the physical inventory was done?

Supervisor Wengewicz answered that all electronics and anything valuable is done.

Councilwoman Limina replied that the town needs a fixed asset list to be saved of what we purchased—only quantities.

Councilwoman Limina continued with the claim voucher forms that the town used are good, but there needs to have 3-4 signatures from auditors (dept. heads, supervisor, then the board members) each month. Every voucher needs an invoice, even if the voucher covers all water districts.

Year end 2022-2024 contract for reconciling books shows that they are reconciled thru Aug 2024.

Accounting firm Malecki can start asap when they get the signed contract. They will shift clients around to work the town into September schedule. Adding payroll to contract adds \$75,000.00 a year more to fee.

Councilwoman Limina asked if they have personnel that are local? She also stated that at least one person needs to be here in the Shelby Town Offices at least 2 days per week.

Councilman Seitz asked who would come here to work?

Councilwoman Limina stated that Town Policies need to be brought up to date. Bidding should be done every 3 years... Health ins, liability ins, banking.

Councilwoman Limina suggested using Genesis PPG for credit card processing. The company claims the Town would receive the payments immediately, not having to wait a few days for the payment to clear the bank. The Town would have to pay a monthly fee. The system would be used for water payments both online and in person, and clerk for dogs, decals, and taxes.

Councilwoman Limina Stated that anyone going to school or conferences for the Town should be using the Town credit card.

Phones from Verizon. Why 2 for Dale, 1 for Dan is ok.

Councilman Zelazny why the water district rates were not listed for public knowledge in the Pennysaver. The Town should list them so the public can compare.

Councilman Zelazny also asked if anyone knew what the Town's current bond rating was. Also wanted to know what was going on with the overhead doors in the highway garage. Are they replacing the springs or upper tracks or what?

Supervisor Wengewicz announced that the budget from the dept heads has to be in by Sept. 20<sup>th</sup>. The budget hearings will be on You Tube for everyone to watch.

Councilwoman Limina requested that board members be included in each meeting with dept heads so they can understand their list of Budget requests.

Supervisor Wengewicz will place a call into the door company and get new prices for all new doors and hardware.

Meeting was Adjourned at 7:15 p.m.

Submitted by Pamela Henry, Deputy Clerk