

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

December 10, 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  
Jeff Schiffer, Councilman  
Kathleen Bennett, Attorney  
Darlene Rich, Town Clerk  
Claude Grimes, Constable  
Jim Conway, Constable

Others:

Lorraine Limina	Sharlene Pratt
John Pratt	Julie Wolter
James Zelazny	Yonic Parada
Alana Koneski	George Phillips

Called to order at 5:01 PM

Pledge to the flag

Attorney suggested a motion be made so they could go into Executive Session to discuss a personnel issue and also advice for legal counsel and then they can come out and resume the workshop.

**RESOLUTION NO. 125-24**

**TO GO INTO EXECUTIVE SESSION TO DISCUSS A PERSONNEL ISSUE AND ALSO ADVICE OF LEGAL COUNSEL**

Motion by Limina, second by Supervisor

Ayes-5

Opposed-0

Motion carried.

Board moved into Executive Session at 5:04 PM

Workshop back in session 5:50 PM

Attorney- The town board is going to talk about policies that need to be reviewed and updated. There are three policies to look at tonight - The journal entry policy, cash receipt policy, and the bank reconciliation policy. The journal entry policy is just to define the procedure for the town for proposing transactions to the general ledger. It's an accounting and bookkeeping policy. Discussion on the policy. Attorney is going to update and make changes that were discussed to this policy and then they will be posted on the website. Can consider voting on them at the Organizational Policy Meeting in January. The bank reconciliation policy is the recording of all incoming or outgoing funds to the town's bank accounts to make sure they are recorded in the general ledger on a timely basis. Frequent bank reconciliation is essential to prevent fraud and ensure that the town's funds are handled with fiscal and fiduciary responsibility. Again, discussion on this policy and changes were made. Cash receipt policy- Purpose of this policy is for procedures and guidelines to all town departments and employees that handle cash collections to establish the internal controls of cash handling operations throughout the town and cash also refers to currency, coins, checks, money orders and credit card transactions. Discussion and changes were made to this policy. The attorney is going to make changes to all policies and will be getting back to the clerk and the clerk will post on the website. You can consider adopting them at the Organizational meeting. There will be continuing workshops with more of the policies that have to be done.

Workshop was Closed at 6:29 p.m.

Submitted by Darlene Rich, Town Clerk