
TOWN OF ATTICA
ORGANIZATIONAL MEETING MINUTES
JANUARY 3, 2026

An organizational meeting of the Attica Town Board was held at 11 Exchange Street, Attica, New York. Meeting was called to order by Town Supervisor Kehl at 9am.

Members Present: Bryan Kehl – Town Supervisor
Gary Wysko – Deputy Town Supervisor
George Diehl – Board Member
Justin Kipfer - Board Member
Brian Fugle – Board Member

Board Member Diehl administered the Oath of Office.

Supervisor Kehl presented his agenda and procedures for future meetings to the Board.

For all Future Meetings:

Privilege of the floor – Thoughts and comments will be limited to three – five minutes.

Policies will not be set or issues voted on during privilege of the floor, correspondence or reports. They will be voted on during old or new business.

Organizational Format for 2026:

1. Board meetings will be held on the 3rd Monday of the month at the Village Municipal Building at 9 Water Street, Attica, NY unless otherwise advertised. Meetings will begin at 7:00 pm, with the Board workshop beginning at 6:30 pm
2. The Batavia Daily News is designated as the Town’s official newspaper and the Attica PennySaver is designated to be used for the Town’s local information.
3. Authorize the Supervisor to use local banks as official depositories for the transaction of daily business and the investment of surplus funds in accordance with the Financial Management Policy as adopted by the Board on 12/12/92 to include NYCLASS investments.
4. The following Town Officers shall receive such salaries as fixed by the Town Board and payable at such times as specified.

<u>TITLE</u>	<u>AMOUNT</u>	<u>PAYABLE</u>
Supervisor	\$8,240.00	Bi-Weekly
Town Clerk	\$18,810.00	Bi-Weekly
Deputy Town Clerk	\$17.50 per hour	By Voucher
Attica Correctional Clerk	\$10.00 per license	By Voucher
Wyoming Correctional Clerk	\$10.00 per license	By Voucher
Town Justice (2)	\$6,254.00	Quarterly
Town Board (4)	\$2,957.50	Quarterly
Highway Superintendent	\$72,100.00	Bi-Weekly

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Bookkeeper	\$14,802.00	Bi-Weekly
Deputy Bookkeeper	\$17.50 per hour	Bi-Voucher
Tax Collector	\$5,292.00	Monthly
Historian	\$738.00	Quarterly
Deputy Highway Supt.	\$30.00 per day	Per Contract

5. Payment to Zoning Board of Appeals members are as follows:

- A. Chairman \$30.00 per meeting
- B. Secretary \$30.00 per meeting
- C. Members Attending \$25.00 per meeting

6. Payment to the Assessment Board of Review members as follows:

- A. Chairman \$100.00 per meeting
- B. Members Attending \$100.00 per meeting
- C. Secretary \$100.00 per meeting

7. Payment to Planning Board Members as follows:

- A. Chairman \$35.00 per meeting
- B. Members attending \$30.00 per meeting
- C. Secretary \$35.00 per meeting

8. A rate of 72.5 cents per mile is established for mileage for Town Business.

9. The following appointments were made by Supervisor Kehl:

- Bookkeeper – Joanne Risptein
- Deputy Supervisor – Gary Wysko
- Historian – Brian Fugle
- Fire Warden – George Diehl
- Insurance Committee – Gary Wysko and Justin Kipfer
- Refuse Committee – Brian Fugle and George Diehl
- Youth Committee – Gary Wysko and Justin Kipfer
- Senior Citizen Committee – Gary Wysko and Bryan Kehl
- Assessor Committee – George Diehl and Bryan Kehl
- Zoning Committee – Gary Wysko and Brian Fugle
- Planning Committee – George Diehl and Gary Wysko
- Highway Committee – Bryan Kehl and Gary Wysko
- Deferred Compensation Plan – Gary Wysko and Bryan Kehl

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Special Events Committee – Justin Kipfer

Audit Committee – Bryan Kehl and Gary Wysko

Justice Committee – George Diehl and Bryan Kehl

Village Liaison - George Diehl and Brian Fugle

10. Town Clerk Lapp made the following appointments:

Deputy Town Clerk – Janet Zelienski

Attica Correctional Clerk – Marianne Clark

Wyoming Correctional Clerk – Julie Wetzel

11. Supervisor Kehl made the following appointments:

Bookkeeper – Joanne Ripstein

Deputy Bookkeeper – Patti Herman

12. Appoint Jerry Taylor as the Zoning Enforcement Officer with an annual salary of \$2,850.00 payable quarterly.

13. Appoint Shirl Clark as Dog Control Officer on an as needed basis.

14. Appoint a Deputy Dog Control Officer on an as needed basis.

15. Appoint Jane Curtiss as Town Court Clerk with a salary of \$20.60 per hour payable bi-weekly.

16. Appoint Ann Lapp as Registrar of Vital Statistics with an annual salary of \$300.00.

17. Registrar Lapp to appoint Deputy Registrar Janet Zielinski.

18. Appoint Supervisor Bryan Kehl as the delegate and Board Member Brian Fugle as the alternate to the Annual Meeting of the Association of Towns.

19. Set the rate of assessing expenses at \$29,355 for the year with Wyoming Countywide assessing.

20. Set the salaries of seasonal highway employees at the range of \$18.00 to \$26.00 per hour to be determined by the Highway Superintendent.

21. Authorize Highway Superintendent to spend up to \$500.00 for necessary repairs or the purchase of small tools without prior Board approval, following the guidelines of the Procurement Policy. (Resolution 04-05).

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22. Authorize the Town Clerk, Justice Department, Bookkeeper, Tax Collector and Assessor to spend up to \$200.00 for supplies or repairs without prior Board approval following the guidelines of the Procurement Policy. (Resolution 04-05).

23. Approve the following contracts as per the 2026 budget.

A. Attica Historical Society \$1,600 annually by June 30th.

B. Village Rental Contract at \$1,350 per month.

C. Attica Fire Department Contract \$67,000 annually, payable at May meeting and Ambulance Service \$10,000 annually, payable at May Meeting.

D. Refuse Transfer Station 25% of total cost.

E. AYA Appropriations \$2,000 Annually by July 1st.

F. AYR Appropriations \$9,000 Annually by July 1st.

G. Historical Society Appropriations \$500 for upkeep of Attica Center Cemetery.

RESOLUTION 2026-01

Board Member Diehl made the motion to approve the Contracts with the exception of 23C, seconded by Board Member Fugle and the following as ADOPTED:

Ayes – 5

Nays – 0

Absent - 0

24. Authorize Supervisor to use an attorney of his choice for Town legal matters on an as-needed basis at an hourly rate not to exceed \$140.00/hour.

25. Authorize Supervisor to pay any bills offering discounts prior to Board approval.

26. Appoint Town clerk Ann Lapp to act as the Town of Attica's Records Officer whose responsibility is to handle all FOIL requests.

RESOLUTION 2026-02

27. Board Member Diehl made the motion to approve the Organizational Format #1-26 as presented, seconded by Board Member Fugle and the following as ADOPTED:

Ayes – 5

Nays – 0

Absent - 0

28. Supervisor Kehl issued a copy of the Town Code of Ethics to all Board members as well as the Highway Superintendent, Town Clerk, Town Bookkeeper, Town Tax Collector, and Town Assessor. Supervisor Kehl directed the Town Highway Superintendent to post a copy of the Code of Ethics at the highway garage.

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29. Supervisor Kehl issued a copy of the Town Procurement Policy to Department Heads.

30. The Town Board conducted the annual review of the following plans and policies for the Town:

- Town of Attica Emergency Plan
- Town of Attica Sexual Harassment Policy
- Town of Attica Equal Employment Opportunity Policy
- Town of Attica Hazard Communication Program
- Town of Attica Smoking Policy
- Code of Ethics
- Workplace Violence
- Procurement Guidelines (2/17/1992)

RESOLUTION 2026-03

31. Board Member Kipfer made a motion to review and approve the following policies and plans, seconded by Board Member Diehl and the following was ADOPTED:

Ayes - 5

Nays - 0

Absent – 0

- Town of Attica Emergency Plan
- Town of Attica Sexual Harassment Policy
- Town of Attica Equal Employment Opportunity Policy
- Town of Attica Hazard Communication Program
- Town of Attica Smoking Policy
- Code of Ethics
- Workplace Violence
- Procurement Guidelines (2/17/1992)

RESOLUTION 2026-04

32. Approve 2026 Shared Services Agreement

Board member Diehl made a motion to approve the Shared Services Agreement, seconded by Board Member Fugle and was ADOPTED:

Ayes - 5

Nays - 0

Absent – 0

33. The Town Clerk advised the Town Board of the 2026 office hours as follows:

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Monday – 9:00am-1:00pm, Tuesday 3:00pm-6:00pm, Wednesday-Closed, Thursday 3:00pm-6:00pm, Friday Closed, Saturday-Closed or by appointment.

NEW BUSINESS:

RESOLUTION 2026-05

A motion was made to appoint Timothy F. Moran as Attica Town Prosecutor by Board Member Diehl, seconded by Board Member Kipfer and was ADOPTED:

Ayes – 5

Nays – 0

Absent – 0

The next meeting of the Attica Town Board will be on Monday, January 19, 2026 at the Municipal Building, 9 Water Street, Attica, NY. The workshop will begin at 6:30 pm and the meeting will begin at 7:00 pm.

Meeting adjourned at 10:348am.

Respectfully,

Ann M. Lapp
Town Clerk