

TOWN OF SHELDON ORGANIZATIONAL MEETING 2022

January 19, 2022

1.) A motion was made by _____ and seconded by _____ to set the salaries for Town Officials both elected and appointed as stated in the 2022 Budget as adopted:

Town Board -----\$2,891.25 each
Supervisor -----\$8,076.00
Town Clerk -----\$20,484.00 (plus \$20/mt phone reimbursement)
Supt. Of Highways ----- \$59,928.00 plus \$500 per year max copay reimbursement and max \$200 per year clothing & boot allowance plus half dental
Justices (2) ----- \$11,017.50 each
Tax Collector -----\$3,009.00
Carol Zittel as Registrar of Vital Statistics \$375
Carol Zittel as Marriage Officer (no salary)
Carol Zittel as Records Management Officer (no salary)
Donna Almeter as Deputy Town Clerk & Deputy Registrar \$13.00/hr (raise to \$14?)
Kate Meyer as Second Deputy Town Clerk \$13.00/hr (raise to \$14?)
Whitney Kehl as Third Deputy Town Clerk \$13.00/hr (raise to \$14?)
Katie Chmura as Bookkeeper \$23,340.00
Jeanne Mest as Town Historian \$1,000.00
Donna Almeter as Court Clerk \$24,720.00
Wyoming County as Zoning Officer
Carolyn Mruczek as Dog Enumerator (\$1.50 per dog, plus mileage)
Janet Bonner as Water Rents Receiver \$1,200
? as Certified Water Operator \$2,745 Water District Exceptional Duties \$15.00 per hour
Part-time Laborer (wing person) NYS minimum wage (\$13.20 is minimum wage as of 1/1/2022)
Joyce Griffen as cleaner \$13.00 per hour (raise?)
Marissa Newell as Youth Director \$1,425.00
Kate Meyer as Secretary to Planning Board, Zoning Board of Appeals & Board of Assessment Review at \$13.00 per hour (raise to \$15?)
All the afore mentioned terms of office for appointed positions, will carry over to the Organizational Meeting, if said meeting is held after December 31st of the year in which the term expires.

The per diem salary for the Planning Board is \$30, Zoning Board of Appeals is \$25 and for the Board of Assessment Review the per diem is \$60.

The phone reimbursement for the highwaymen is \$10/month

The 2022 annual salary for cemetery maintenance is \$200.

2.) A motion was made by _____ and seconded by _____ to

authorize all appointed and elected officials to attend, at town expense, applicable trainings in 2022.

3.) **NOT NEEDED UNTIL 1/2022**

A motion was made by _____ and seconded by _____ to appoint the following people to the Varysburg Water District Board for 2 year terms 1/1/2022-12/31/2023:

Dave Thornton
Scott Almeter
Ronald Wert
Thane Wright
Jeff Rogacki

4.) A motion was made by _____ and seconded by _____ to appoint:

Mike Armbrust as Deputy Supervisor and
John Herrmann as Deputy Highway Superintendent

5.) A motion was made by _____ and seconded by _____ to name as depository bank, the Five Star Bank, Bank of Castile and Steuben Trust and Green County Community Bank for General, Highway, Trust & Agency Varysburg Water District, Capital Fund, Unemployment Insurance Reserve Fund and Lighting Districts.

6.) A motion was made by _____ and seconded by _____ that the Rate of mileage for town business for 2022 be set at .585 cents per mile.

7.) A motion was made by _____ and seconded by _____ to appoint David DiMatteo as the Town Attorney on an as needed basis, as outlined in the Attorney agreement and to authorize the Town Supervisor to sign the attorney agreement.

8.) A motion was made by _____ and seconded by _____ to appoint the following people to designated Boards and positions for the terms listed after each name:

Zoning Board of Appeals: All set this year we appointed Ken Beglinger a year early in January 2021

Youth Recreation Board: Katie Chmura - 5 year term 01/01/22-12/31/2026

Planning Board: Don Pawlak – 5 year term 1/01/22-12/31/2026

9.) A motion was made by _____ and seconded by _____

that the Regular Board Meeting be the third Wednesday of the month at 7:30 PM at the Sheldon Town Hall **EXCEPT for the August meeting** which will be held August 24, 2022 and to continue offering a Zoom option during the COVID pandemic.

The Wyoming County Fair is August 13-20, 2022

10) A motion was made by _____ and seconded by _____ that the Highway Superintendent be allowed to spend an amount not exceeding \$3,000 on the repair and maintenance of an individual piece of inventoried town equipment, without the Boards prior approval.

11.) A motion was made by _____ and seconded by _____ that the Highway Supt. is authorized to purchase, without the Town Boards prior approval, small tools in an amount not to exceed \$1,999 per purchase. Any purchase of an individual piece of equipment in excess of \$2,000 shall be deemed a capital purchase, all of which shall be subject to Town Board approval.

12.) A motion was made by _____ and seconded by _____ that the Town Board adopt the same Procurement Policy as was used in 2021 for the year 2022.

13.) A motion was made by _____ and seconded by _____ that the Town Board adopt the same Investment Policy that was used in 2021 for the year 2022.

14.) A motion was made by _____ and seconded by _____ that the Town Board adopt the same Fund Balance Policy that was used in 2021 for the year 2022. First adopted September 19, 2018.

15.) A motion was made by _____ and seconded by _____ that the Town Board adopt the Internet, email & computer use policy, discrimination & harassment policy, credit card use policy, code of ethics, emergency plan and workplace violence policies that were adopted in March 2014 and the sexual harassment policy originally adopted October 2018.

16.) A motion was made by _____ and seconded by _____ to adopt the scrap metal policy that was first adopted March 2011.

17) A motion was made by _____ and seconded by _____ to adopt the town hall use agreement that was first adopted on January 18, 2017.

18.) A motion was made by _____ and seconded by _____ to adopt the travel and training policy that was first adopted on January 18, 2017.

19.) A motion was made by _____ and seconded by _____ to designate the Batavia Daily as the Official Newspaper for 2022.

20.) A motion was made by _____ and seconded by _____ to appoint the following committees:

Current 2021 Assignments:

Street Lighting: Mike Armbrust & Joe Meyer

Building: Mike Armbrust, Vince Kirsch

Labor: Dan Farberman, Wyo Cty HR Dir, Vince Kirsch & Brian Becker

Highway: Entire Board

Planning/Zoning: Mike Armbrust & Jim Fontaine

Park Committee: Joe Meyer

Assessment Committee: Vince Kirsch & Jim Fontaine