

**SPECIAL TOWN BOARD MEETING  
TOWN OF DUNKIRK  
JANUARY 9, 2024**

**PRESENT:**

Supervisor Priscilla Penfold  
Councilwoman Crane  
Councilwoman Miller

**ABSENT:**

Councilman Leone

**OTHERS PRESENT:** Rebecca Yacklon, Town Clerk, Attorney Jeffrey Passafaro

Supervisor Penfold opened the Special Town Board meeting up at 6:30 P.M.

Legal proof of post and publishing was presented by Town Clerk, Rebecca Yacklon.

Supervisor Penfold stated that the purpose of the special meeting is to cover business from the December Regular Town Board meeting which was canceled.

**APPROVAL OF REGULAR TOWN BOARD MEETING MINUTES NOVEMBER 14, 2023:**

DULY MOVED by Councilwoman Crane to accept the minutes of the November 14, 2023 Regular Town Board Meeting. The motion was seconded by Councilwoman Miller, the motion carried unanimously.

**ABSTRACT OF AUDITED VOUCHERS:**

DULY MOVED by Councilwoman Crane to approve the abstract of audited vouchers as presented by the Town Clerk on December 31, 2023. The motion was seconded by Councilwoman Crane and carried by a roll call vote.

Roll Call:

Supervisor Penfold - AYE  
Councilwoman Crane - AYE  
Councilwoman Miller - AYE

Shorewood	\$596.50
General Fund	\$110,235.02
Highway Fund	\$22,063.23
Vineyard Light	\$525.76
Plaza 59	\$1,172.57
ELRSD	\$2,065.98
Water Area#1	\$1,939.79

**OPEN COMMENTS:**

None

**TOWN CLERK REPORT: (NOVEMBER 2023)**

Clerk Fees \$290.00

Zoning Fees \$110.00

Dog Licenses \$36.00

**Total amount transferred to Supervisor Penfold \$432.00**

**JUSTICE REPORT: (NOVEMBER 2023)**

Total number of cases **332**

**TOTAL FINES** and surcharges submitted to the Town Supervisor **\$33,321.00**

Town Clerk Yacklon noted for the record that we received a letter of resignation from Councilman Henry Walldorff.

**BOARD MEMBER & COMMITTEE REPORTS:****Councilwoman Crane**

Nothing to Report

**Councilwoman Miller**

Reported that she would like to see Benjamin Gloss be a planning board member and not an alternate.

Councilwoman Miller made a motion to appoint Benjamin Gloss as a planning board member who previously is an alternate to fill the vacancy created by the election of Mrs. Miller with a term expiring May 31, 2026. The motion was seconded by Councilwoman Crane and carried by a roll call vote.

Roll Call:

Supervisor Penfold - AYE

Councilwoman Crane – AYE

Councilwoman Miller - AYE

**HIGHWAY SUPERINTENDENT REPORT: (JEFF FEINEN ABSENT)**

Highway Superintendent, Jeff Feinen, submitted his December report. It is on file in the Clerk's Office for review.

**ZONING/CODE ENFORCEMENT OFFICER REPORT: (RYAN MOURER ABSENT)**

No Report Submitted

**ATTORNEY REPORT:**

Town Attorney Passafaro reported to the board where we are at with the ongoing litigations.

**SUPERVISOR REPORT:**

- Supervisor Penfold stated that all board members had received an invitation to attend the East Dunkirk Fire 2024 Annual Installation Banquet and if anyone is interested in going, they should submit their RSVP by February 1<sup>st</sup>.

- Supervisor Penfold informed council that on January 17-19th there is a training school for newly elected officials in Rochester, NY and Councilwoman Miller and herself will be attending.

#### **CORRESPONDENCE:**

None Received

#### **APPROVE 2024 OFFICIALS LIST**

Councilwoman Miller made a motion to approve the Officials List for the year 2024. The motion was seconded by Councilwoman Crane and carried. List attached.

#### **APPOINT TAX COLLECTOR AND DEPUTY**

Councilwoman Crane motioned to appoint Town Clerk Rebecca Yacklon the Tax Collector for the year 2024 and Lisa Boyle as the Deputy Tax Collector. The motion was seconded by Councilwoman Miller and carried.

#### **APPOINT VITAL STATISTICS AND DEPUTY OF VITAL STATISTICS**

Councilwoman Miller made a motion to appoint Rebecca Yacklon as Register of Vital Statistics and Lisa Boyle as Deputy Registrar of Vital Statistics. The motion was seconded by Councilwoman Crane and carried.

Councilwoman Crane made a motion to reschedule our regular scheduled January, Town Board meeting to Tuesday, January 23, 2023 at 6:00P.M. The motion was seconded by Councilwoman Miller and carried unanimously.

Councilwoman Miller raised the question about if the Town had any information or guides that would be of help to her for the committees that she is assigned to. Her concern was Water/Sewer and knowing she doesn't have much knowledge in that area she felt it was a concern.

Supervisor Penfold stated that we will all work together on all the committees as a board as a whole and help each other out. Supervisor Penfold also addressed that Steve Haynes, MEO from the highway dept. will be speaking about the ongoing issues with the pumps from ELRS at the next Town Board meeting. This is an issue that we must address as soon as possible.

### **ORGANIZATIONAL AGENDA JANUARY 9, 2024**

#### **APPROVAL OF SALARIES FOR ELECTED OFFICIALS 2024**

Priscilla Penfold Town Supervisor	\$10,605 per year
Town Justices (1)	\$12,507 per year
Town Clerk	\$52,000 per year
Town Councilmen (3)	\$5,652 per year

## APPROVED APPOINTMENTS AND SALARIES AS FOLLOWS

Jeffrey Passafaro – Town Attorney	\$12,395	per year
Ryan Mourer – Fire Inspector	\$20,038	per year
Ryan Mourer – Zoning Officer	\$6,823	per year
Priscilla Penfold – Budget Officer	\$3,000	per year
Priscilla Penfold – Public works director	\$4,500	per year
Ronald Raczka – Court Officer	\$20.20	per hour
James Curtain – Court Officer	\$20.20	per hour
Lisa Klajbor – Court Clerk	\$18.97	per hour
Ashley DuBois – Deputy Court Clerk	\$18.75	per hour
Lisa Boyle – Deputy Town Clerk	\$18.75	per hour
Lisa Boyle – Deputy Tax Collector	\$2,300	per year
Lisa Boyle – Deputy Registrar of Vital	\$357	per year
Lisa Boyle – Secretary to Zoning	\$18.75	per hour
Lisa Boyle – Secretary to Planning	\$18.75	per hour
Steven Haynes – Highway M.E.O.	\$25.00	per hour
Jeremy Schroder – Highway M.E.O.	\$23.00	per hour
Kyle Damon – Disaster Coordinator	\$280	per year
Dog Controller	\$190	per month
Rebecca Yacklon – Tax Collector	\$2300	per year
Rebecca Yacklon – Registrar of Vital	\$357	per year

## PAYABLE ANNUALLY

Zoning Board, per member per item	\$30.00	per item
Planning Board, per member per item	\$30.00	per item
Board of Assessment, per member, per meeting	\$75.00	per mtg.

## APPROVAL OF MILEAGE REIMBURSEMENT 2024 (.67 PER MILE)

## BONDING FOR EMPLOYEES AND APPOINTMENTS FOR 2024 ( Up To \$3,000,000.)

**APPROVE DATE AND TIME FOR TOWN BOARD MEETINGS 2024**

Every Third Tuesday @ 5:30 P.M.

**DESIGNATE THE DUNKIRK OBSERVER AS THE OFFICIAL NEWSPAPER FOR 2024****DESIGNATE DESPOSITORIES FOR THE TOWN OF DUNKIRK 2024**

Community Bank Dunkirk, New York

Key Bank Dunkirk, New York

Manufactures & Traders Trust Co, Fredonia, New York

**APPROVAL OF TOWN PROCUREMENT POLICY**

Adopted September 8, 2012

**APPOINMENT OF JEAN CRANE AS DEPUTY SUPERVISOR****APPROVAL OF HOLIDAY CLOSING 2024**

Two new holidays added:

Christmas Eve

New Years Eve

DULY MOVED by Councilwoman Miller to approve and accept the agenda as set forth on the Organizational Meeting agenda with the appointments and salaries, and depositories, official newspaper as stated. Seconded by Councilwoman Crane and carried unanimously.

Note for the record this meeting was held with loss of power outage.

**ADJOURNMENT**

With no further business, a motion was made by Councilwoman Miller and seconded by Councilwoman Crane. The motion was carried unanimously, and the meeting was adjourned at 7:00p.m.

Respectfully Submitted,

Rebecca Yacklon  
Town Clerk