

2026

Organizational Agenda

The following rules of procedure for the year 2026 shall be adopted:

1. Call to order by the Supervisor. Proceed under "Robert's Rules of Order."
2. Pledge of Allegiance.
3. Minutes of the last meeting approved.
4. Public Hearings.
5. Reports from Department Heads.
6. All persons wishing to be heard in favor of or against any item or items on the agenda shall be heard as they appear on the agenda.
7. Recess. This is to give the Committee a chance to meet and formulate reports.
8. Reports from Committees.
9. Action on Committee reports.
10. Appointment of new committees to fill vacancies.
11. Reading of Communications. Only communications filed with the Clerk prior to 12:00 p.m. (noon) of the day prior to a meeting shall receive consideration at the meeting and any filed later than that may be considered only upon the unanimous consent of the Board members present.
12. Actions shall be taken regarding Communications.
13. Approval of Warrant.
14. Privilege of the floor.
15. Adjournment.

Any elected official who attends the sessions at the Association of Towns meeting in New York City in February 2026 will be allowed the necessary expenses incurred in attending this meeting.

Bank Depositories: J.P. Morgan Chase for the Town Clerk, General Fund, Highway Fund, Special District Fund, Water District Fund, Trust and Agency Fund & Capital Reserve Fund and Bank of Holland for the Justices. In addition, funds may also be deposited in First Niagara, M&T Trust, Bank of Alden and Five Star Bank and NY Class.

The Investment Policy adopted February 1, 1995, shall be followed.

Town Hall hours shall be Monday through Friday from 8:00AM to 4:00PM year-round.

The Official Newspaper shall be the East Aurora Advertiser.

The Auditor shall be Drescher and Malecki LLP.

Hodgson Russ LLP and Schroder, Joseph & Associates LLP may be retained for Labor Employment matters.

The agreement between the Town of Elma and Cy's Pharmacy from 2009 is still valid.

The third Wednesday of each month shall be the official regular meeting date for the Town Board to be held at the Town Hall at 7:00 p.m. E.S. or D.S. time. The Work Sessions of the Town Board will be on the second Wednesday at 6:00 p.m. These meetings are Official Meetings open to the Public. Regular meetings may be omitted, or dates changed where a conflict of such regular meeting exists with Holidays or other official business or at the call of the Supervisor. All other meetings shall be at the call of the Supervisor, the time and place to be made known by him upon notice of such a meeting.

All Department Heads, both Elected and Appointed may purchase equipment and goods from the New York State or Erie County bid list providing they comply with the adopted Purchasing Policy of the Town.

All Town Department Heads and Elected Officials are required to pay 10% of the cost of health care insurance provided by the Town. Non-Union employees are to contribute 10% of health insurance cost. Union employees are to contribute 10% of their health insurance cost per Union Contract.

The following shall be the yearly salaries of the Town Official payable bi-weekly:

Supervisor	\$86,676
Justices (each)	\$43,376
Councilmember's (each)	\$27,142
Town Clerk	\$80,048
Highway Superintendent	\$80,048

Officials shall be allowed \$.72 and a 1/2 per mile for the use of their cars for official Town business upon presentation of a mileage log to the Town. The mileage rate is according to the IRS guidelines and will be adjusted during the year if warranted.

The Supervisor is the Police Commissioner.

The Supervisor appoints Councilman Jay Macaluso as Deputy Town Supervisor.

The Supervisor, Councilmen & Town Attorney are re-appointed as Marriage Officers.

The Supervisor announced the appointment of William Markowski as Town Historian for 2026.

The Highway, Water, Transfer and Sewer Department wages and benefits are set as per the collective bargaining agreement.

Full-time employees with 1-year service shall receive one-week vacation with pay; 3 years' service shall receive two weeks with pay; 5 years' service shall receive three weeks with pay. Employees with over ten years' service receive four weeks' vacation with pay. Also, twelve days' sick leave is allowed each year. The twelve days sick leave may be accumulated up to 220 days for non-bargaining employees. Personal leave of 3 days shall be allowed each year.

Joseph Colern is re-appointed as the Affirmative Action Officer, ADA Officer and MS4 Officer.

The salary of Joseph Colern, the Building Inspector and Zoning Officer shall be set at \$80,048 for 2026. He shall submit monthly reports on all building permits issued.

Raymond Balcerzak is re-appointed as Assistant Building Inspector and Zoning Officer at \$33.08 per hour.

Barbara Blair is re-appointed as P/T Clerk to the Building Dept. at \$22.20 per hour.

Howard Diehl shall be Superintendent of Parks with a salary of \$19,241.

Howard Diehl shall be Superintendent of Transfer Station with a salary of \$10,802.

Tonya Klock is re-appointed as P/T Clerk to the Water Dept. at \$21.10 per hour.

Karin Dojnik is appointed as P/T Clerk at a rate of \$22.75 per hour.

Barbara Blair is re-appointed as P/T Clerk Typist at the Water Dept. at \$22.20 per hour.

The Court Clerk Brenda Barry for Town Justice Puleo will receive \$24.95 per hour.

The Court Clerk Jennifer Khan for Town Justice Pierce will receive \$22.50 per hour.

The Court Security Officers are re-appointed at a rate of \$36.12 per hour.

Supervisor Clark re-appoints Kerry Galuski as Bookkeeper full-time at an hourly rate of \$38.48 per hour.

Patricia King is re-appointed as Records Management Officer at no additional salary. Patricia King is re-appointed as Registrar of Vital Statistics at a salary of \$1,000.00 for 2026. Jennifer Ginter is re-appointed as Deputy Registrar of Vital Statistics at a salary of \$500.00 for 2026. All fees collected will be payable to the Town.

The Town Clerk re-appoints Jennifer Ginter as Deputy Town Clerk at \$26.75 per hour and Tara Grambo as second Deputy Town Clerk at \$24.95 per hour.

James Chisholm is re-appointed as P/T Assessor at a rate of \$37.89 per hour.

Doreen Schafer is re-appointed as Deputy Receiver of Taxes and Assessments at an hourly rate of \$26.75 per hour.

Judy Wollen is re-appointed as Recreation Supervisor, Senior Citizens PT at an hourly rate of \$22.35 per hour and Gail Wood is appointed as Recreation Attendant P/T at an hourly rate of \$20.10.

Emily Marks shall be appointed as Dog Control Officer for the year 2026 at a salary of \$10,410.

Joseph Colern, Gary Cervi, Ray Balcerzak and Emily Marks shall be re-appointed as Special Police.

Phyllis Todoro is re-appointed as Town Attorney & Town Prosecutor for 2026 at the salary of \$83,404.

Rosemary Bapst is re-appointed as Deputy Town Attorney for 2026 at the per diem of \$300 a night.

James Wyzykiewicz is re-appointed as Town Engineer at the salary of \$28,982 and MS4 Compliance Officer for 2026.

Tracy Petrocy is appointed as Website Administrator at \$20.00 a month.

Mike Cleary is re-appointed to a 7-year term on the Planning Board.

Michael Cirocco is designated Chairman of the Planning Board.

Barbara Blair is appointed Planning Board Secretary.

Shawn Pralow is re-appointed to a 5-year term on the Zoning Board of Appeals.

Harry Kwiek is designated Chairman of the Zoning Board of Appeals.

Robert C. Schafer and James Lembke are re-appointed as alternates on the Zoning Board of Appeals.

Jennifer Khan shall be appointed Zoning Board Secretary.

Bryant Zilke is designated Chairman of the Conservation Board.

Kim O'Rourke is re-appointed to a 6-year term on the Conservation Board.

Kerry Galuski is re-appointed Conservation Board Secretary.

Zoning, Planning & Conservation Board members and alternate shall be paid \$65.00 per meeting attended. The Chairman shall be paid \$70.00 per meeting attended.

Rosa McCabe is appointed as Chairman of the Assessment Board of Review.

Rosa McCabe is re-appointed to a 5-year term on the Assessment Board of Review.

Grievance day for the Assessment Board of Review will be set for June 2, 2026.

Sue Sudlik and Paul Schwiegerling shall be re-appointed to a 3-year term on the Library Board.

Donald Trzepacz Jr. is re-appointed as Disaster Coordinator with no extra pay.

Howard Diehl is re-appointed as Assistant Disaster Coordinator with no extra pay.

Wayne Clark is appointed the representative for the Worker's Compensation Group. Leroy Kupczyk is the alternate to the Worker's Compensation Group and Howard Diehl is the safety representative for the Workers Compensation Group.

Town of Elma Disaster Plan for 2026 accepted as is with no changes.

The Supervisor announced the following committees for 2026.

The first name shall be Chairman:

Sanitation	Kupczyk - Macaluso
Street Lighting	Kupczyk - Malczewski
Planning & Zoning	Nolan - Kupczyk
Subdivision & Highways	Macaluso - Nolan
Board and Clerk	Malczewski - Kupczyk
Assessment	Nolan - Malczewski
Finance & Audit	Malczewski - Nolan
Cap Imp & Parks	Kupczyk - Macaluso
Laws, Leg & Signs	Nolan - Malczewski
Youth Recreation	Nolan - Macaluso
Main, Grounds & Equip.	Kupczyk - Malczewski
Personnel	Clark - Kupczyk
Business	Malczewski - Nolan
Senior Rec, Water, Cable	Macaluso - Kupczyk
Fire & Police	Macaluso - Nolan