ORGANIZATIONAL MEETING OF THE TOWN OF DUNKIRK
JANUARY 6, 2026

The Annual Organizational Meeting of the Town Board of the Town of Dunkirk was held on Tuesday, January 6, 2026 at the TOWN HALL, 4737 Willow Road, Town of Dunkirk, New York with Supervisor Shari Miller presiding.

PRESENT
Supervisor Shari Miller
Councilwoman Jean Crane
Councilman Philp Leone
Councilman Robert Price

OTHERS PRESENT: Rebecca Yacklon, Town Clerk, Bradan Carmen, Linda Leone

Supervisor Miller opened the Organizational meeting up with the Pledge of Allegiance.

APPROVAL OF SALARIES FOR ELECTED OFFICIALS

Priscilla Penfold Town Supervisor	$13,642	per year
Town Justice (1)	$25,000	per year
Town Clerk	$56,430	per year
Town Councilman/Councilwoman (4)	$5,822	per year

DULY MOVED by Councilwoman Crane, seconded by Councilman Leone and carried unanimously.

APPROVE APOINTMENTS AND SALARIES AS FOLLOWS:

Jeffery Passafaro – Town Attorney	$18,000	per year
Ryan Mourer- Fire Inspector	$12,240	per year
Ryan Mourer- Zoning Officer	$7,210	per year
Ryan Mourer – Building Officer	$11,220	per year
Shari Miller - Budget Officer	$1,545	per year
Shari Miller- Public Works Director	$2,000	per year
Michael Schwertfager – Court Officer	$21.31	per hour
James Curtain – Court Officer	$21.31	per hour
Lisa Klajbor – Clerk to Justice	$20.40	per hour
Angela Joy – Clerk to Justice	$20.40	per hour
Jennifer Jakubowski - Deputy Town Clerk	$18.00	per hour
Jennifer Jakubowski - Secretary to Zoning	$18.00	per hour
Jennifer Jakubowski - Secretary to Planning	$18.00	per hour
Steven Haynes – Highway M.E.O	$26.27	per hour
William Rickard – Highway PT	$24.00	per hour

Kyle Damon- Disaster Coordinator	$280	per year
Nicole Welka – Dog Controller Officer	$190	per month
Rebecca Yacklon – Tax Collector	$5,150	per year
Rebecca Yacklon – Registrar of Vital	$824	per year
Linda Leone – Town Historian	$1,000	per year
Jean Crane – Deputy Supervisor	$3,645	per year

DULY MOVED by Councilman Price, seconded by Councilman Leone and carried unanimously.

PAYABLE ANNUALLY

Zoning Board, per member per item	$40.00	per item
Planning Board, per member per item	$40.00	per item
Board of Assessment, per member, per meeting	$75.00	per mtg.

DULY MOVED by Councilman Leone, seconded by Councilman Price and carried unanimously.

MILEAGE REIMBURSEMENT

DULY MOVED by Councilwoman Crane to allow all Town Officials .72.5 per **mile** (federal mileage rate) for official Town business in 2026. The motion was seconded by Councilman Leone and carried unanimously.

DULY MOVED by Councilman Leone that the Regular Meeting of the Town Board of the Town of Dunkirk be held on the third Tuesday of every month at 5:30 p.m. at the Town Hall, 4737 Willow Road, Town of Dunkirk, New York. The motion was seconded by Councilman Price and carried unanimously.

BONDING

DULY MOVED by Councilwoman Crane to authorize Bonding for all employees and appointments for 2026 up to $3,000,000. The motion was seconded by Councilman Price and carried unanimously.

DULY MOVED by Councilman Leone to **designate the Observer** as the official newspaper for the Town of Dunkirk for 2026. The motion was seconded by Councilman Price and carried unanimously.

DULY MOVED by Councilman Price to have the following depositories for the Town of Dunkirk for 2026:
Manufacturers & Traders Trust Co, Fredonia, New York
Community Bank Dunkirk, New York

The motion was seconded by Councilwoman Crane and carried unanimously.

TOWN PROCUREMENT POLICY

The Town Procurement Policy establishing internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of General Municipal Law Section 103 or any other law originally adopted September 8, 2012 and will remain in effect.

DULY MOVED by Councilman Leone, seconded by Councilman Price and carried unanimously.

APPOINTMENT OF DEPUTY SUPERVISOR FOR 2026

DULY MOVED by Supervisor Miller to appoint Councilwoman Jean Crane as Deputy Supervisor for the Town of Dunkirk for 2026. The motion was seconded by Councilman Leone and carried unanimously.

ABSTRACT OF AUDITED VOUCHERS END OF YEAR 2025

DULY MOVED by Councilman Leone to approve the abstract of audited vouchers as presented by the Town Clerk on January 6, 2026. The motion was seconded by Councilwoman Crane and carried.

Shorewood Capital	$1,268.00
General Fund	$21,215.51
Highway Fund	$997.47
Vineyard Light	$249.97
Plaza 59	$3,508.46
ELRSD	$6,242.00
Shorewood Water	$623.52
Trust & Agency	$2,165.78

APPROVE OFFICIALS LIST FOR 2026

DULY MOVED by Councilwoman Crane to approve the Town of Dunkirk Officials List for 2026. The motion was seconded by Councilman Price and carried unanimously.

APPOINT TOWN HISTORIAN FOR 2026

Supervisor Miller made a motion to appoint Linda Laeon as Town Historian for the 2026 year. The motion was seconded by Councilwoman Crane and carried. Councilman Leone abstained.

REAPPOINT KENNETH TARNOWSKI TO ZONING BOARD

Supervisor Miller made a motion to reappoint Kenneth Tarnowski for another 5-year term, to the Zoning Board of Appeals. The motion was seconded by Councilman Price and carried.

REAPPOINT THOMAS TARNOWSKI TO ZONING BOARD

Supervisor Miller made a motion to reappoint Thomas Tarnowski for another 5-year term, to the Zoning Board of Appeals. The motion was seconded by Councilman Price and carried.

SYNCHRONET QUOTE

Supervisor Miller made a motion to accept the quote from SynchroNet for a Lenovo ThinkBook 16" Touchscreen Notebook and a Lenovo Dock station at a cost not to exceed $1,700.00 for the Town Supervisor. The motion was seconded by Councilman Leone and carried unanimously.

Town Clerk Yacklon received a Thankyou from former Supervisor Priscilla Penfold.

AJOURNMENT

DULY MOVED by Councilman Leone, seconded by Councilwoman Crane to adjourn the meeting at 4:25 P.M. The motion carried unanimously.

Respectfully Submitted,

Rebecca Yacklon
Town Clerk