

At a regular meeting of the Town Board of the Town of Carroll, Chautauqua County, held on the 10<sup>th</sup> day of January, 2018, at 6:30 PM in the Town hall, Frewsburg, N.Y. there were:

PRESENT

- Councilman Ekstrom
- Councilman Dahlgren
- Councilwoman Ekstrom
- Councilman Fenton
- Supervisor Greenwood

Recording Secretary, Tenneil L. Stelmack, Town Clerk

Also Present:

Dan Sisson, Jim Curtis, Trudy and Dave Bloomquist, Susan Rowley, Paul Yeskey, Debbie and Bill Nelson, John and Karen Davis, Laurie Sorg, Trish Sission, Anna and Travis Gifford, Don Sparling, Poly Hanson, Ellie Rodman, Russ Payne, Sue Bush, Brad Long, Bennetts, Bev Wiltsie, Reed Bjork, Tom Allison, Elaine Crossley, Gordy Danielson, Dave Rublee, Janelle Swan, Mose Hostelter, Lyons, Mahonys.

Supervisor Laura Greenwood opened the meeting with a pledge to the flag.

Motion made by Councilwoman P. Ekstrom and 2nd by Councilman T. Ekstrom accept the minutes of the last meeting, this motion was carried.

Motion made by Councilman Ken Dahlgren to pay the audited monthly bills, a second from Councilwoman P. Ekstrom, carried. The audited bills are as follows:

- GENERAL 2018-01 1# thru #20 in the amount of \$12,202.59
- HIGHWAY 2018-01 1# thru #12 in the amount of \$14111.03
- WATER 2018-01 1# thru #10 in the amount of \$2543.30

Motion was granted to the floor:

Polly Hanson- 109 Dodge Rd- DEC has announced an extension for public letters pertaining to the SeaLand Dump until February 12, 2018. Carroll Concerned Citizen will have all information on their website. A list of emails from anyone requesting information pertaining to SeaLand was circulated to collect. Granted a legislative hearing from the DEC, a judge will be there, held at the High School Auditorium on Feb 7, 2018 @6:00PM. Polly is available by phone number to be contacted for any information.

J. Curtis- Congratulates Laura and Tom on their new elected positions. Frewsburg Rest Home acknowledged our local PD for National Law Enforcement Week and Jim thanks them for the generous gifts of a cookie platter. Old PD computer has been cleaned out by the County Sheriff Department and given to the Historical Society. PD is actively checking for parking and seasonal road violators.

T. Allison- Highway department has been very busy with plowing. Tom and Dan have discussed the heat in the police dept. It is over 25 years old, heat was off in Historical Society, in turn they cannot have the water turned on. Replacement of the heater through Jamestown Heating and Air for \$2,250.00 -given the permission to purchase the heater. Road Sweeper- received 3 prices on 3 models. The middle of the road model- 6 horse powerless then the next one up. The next grade up is a Boche Brand. Trade in at \$15,000, \$38,654 to order broom. Sweep twice in spring before any surface treatment and twice after, 1 year warranty. This item has been budgeted. Motion to purchase- 1<sup>st</sup> T. Ekstrom, 2<sup>nd</sup> T. Fenton, Carried.

D. Sission- 1 frozen meter and a couple houses froze up. Need to set a meeting with water committee in February to discuss tank work, DEC issues and have not heard back on the 50,000.

Don Sparling- Four lost dogs, one to impound.

Al Gustafson- lots of paperwork. Permits issued since 2006 we are the second highest this year coming in at 78 numbers of permits issued. The highest was issuing 87 last year (2016).

Close regular meeting to enter into organizational meeting.

**Organizational Meeting**

Supervisor Greenwood stated she has reviewed the Town’s current Procurement Policy and Investment Policy.

As Supervisor of the Town of Carroll I request that this Organizational Meeting for the year 2018 be adopted as follows:

The second Wednesday of each month shall be designated as the regular Town Board Meeting, to start at **6:30 PM, with Council to go over bills at 6:00 PM.**

**ADMINISTRATION OF OATH**

Town Clerk Administers Oath to Highway Superintendent, Thomas Allison Town Council, Patty Ekstrom, Thomas Fenton

**APPOINTMENT OF OFFICERS**

- A. Personnel Appointments for 2017-18
  - 1. Registrar of Vital Statistics- Tenneil Stelmack
  - 2. Deputy Clerk, Deputy Registrar- Janelle Swan and Nicole Conklin

- 3. Deputy Town Supervisor- Thomas Fenton
- 4. Deputy Highway Superintendent- Michael Walker
- 5. Accountant – Bahghat and Laurito-Bahghat CPAs
- 6. Collector of Taxes – Tenneil Stelmack
- 7. Fair Housing Officer- Town Clerk
- 8. Co-Historians- Barb Cessna & June Burgett
- 9. Planning Board- Bryan Rondeau- Term through 12/31/2024
- 10. Zoning Board of Appeals- Janet Black- Term through 12/31/2022

**OTHER APPOINTMENTS- SALARIES**

Town Attorney – Paul V. Webb Jr. – Erickson, Webb, Scolton& Hajdu (Attorney of Record)  
 Records Management Officer – Tenneil Stelmack  
 Freedom of Information Officer – Tenneil Stelmack

Town Supervisor	\$6,000.00
Town Bookkeeper	contractual
Councilmen (4) @1600	\$6,400.00
Justices (2) @ 5500	\$11,000.00
Court Clerk	\$6,500.00
Highway Supt.	\$63,210.00
Water Supervisor	\$58,050.00
Police Chief	\$30,000.00
Fire Inspector	\$2596.00
Animal Control Officer (2)	\$3,215.00
Town Clerk	\$32,000.00
Reg. of Vital Statistics	\$390.00
Records Management Ofc	\$1,460.00
Code Enforcement Ofc	\$6,790.00
Highway MEO/ Deputy Super.	\$23.08 per hr
Highway MEO's	\$22.83 per hr
MEO's starting after 12/1/2013 will fall into a 5 year step program	
Year 1 \$15.00 Year 2 \$17.00 Year 3 \$19.00 Year 4 \$20.00 Year 5 full rate	
Laborer	up to \$15.00 per hr

Part-time employees

Youth Director	\$5,200.00 per yr.
Life Guards	\$10.40 per hr
Cleaners	\$10.40 per hr
Court Assistant	\$10.40 per hr
Assistant Animal Control Officer	\$10.40 per hr.

Police Officers:

Part time Police Officer, Troy Kennely	\$16.00 per hr.
Part time Police Officer, Garrett Jackson	\$15.25 per hr.

Officers will be paid by-weekly. There shall be no reimbursement for days lost for jury duty without prior approval from the Town Board. When the police officers are required for Grand Jury cases or other duty, they will be reimbursed at the payroll rate per hour and not more than an 8 hour day.

Animal Control Officer, Donald Sparling shall file a monthly report with the Town Board and be paid a mileage rate of .545 cents per mile for the use of his vehicle on Town business.

Salaries of the Town Council and Supervisor will be paid on a monthly basis unless otherwise specified.

**DESIGNATIONS**

1. Bank Depository – M & T Bank – Foote Avenue, Jamestown Branch or the Falconer Branch
2. Official Newspaper – Post Journal

**AUTHORIZATIONS**

1. Official Bank Signatory – Laura S. Greenwood or Thomas Fenton
2. Certifier of Payrolls – Laura S. Greenwood
3. Authorization for the Town Supervisor to:
  - a. approve attendance at conferences, conventions, workshops, etc. for members of town staff when funds are budgeted.
  - b. approve budget transfers as per Bahghat and Laurito-Bahghat CPAs
  - c. to accept resignations on behalf of the Town Board.
4. Authorization to establish a Town Clerk petty cash account in the amount of \$50.00 to be overseen by Tenneil Stelmack.

**OTHER ITEMS**

1. Holidays with pay for FULL TIME employees will be as follows: New Year’s Day, Presidents’ Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Election Day, Veterans’ Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve Day, and Christmas Day. Overtime will be paid after a 40 hour week.

- 2. Bookkeeper is to be notified when sick leave is taken.
- 3. The Town Clerk’s office will be closed in addition to the current holidays, Martin Luther King Jr. day, Election Day and the PM of any primary and registration days.
- 4. The Town Clerk’s Office Hours:  
Monday, Tuesday, Thursday, Friday 9:00 AM to 4:30 PM  
Wednesday- Closed  
During Tax collection the office will be open Mondays until 6:00 PM  
Spring/Summer (May through Sept) hours are the same except- Friday 9-NOON.

The 2<sup>nd</sup> and 4<sup>th</sup> Saturday of the month, 9:00 AM – NOON

5. Vacation time: 1 through 5 years	5 days
6 through 10 years	10 days
11 through 15 years	15 days
16 through 20 years	20 days
21 and over	25 days

6. Highway Superintendent to be authorized to obtain bids on oil, bituminous etc. and to spend no more than \$1500.00 for small tools in 2016.

7. Supervisor Greenwood will act as the Town of Carroll fiscal officer and funds shall be invested in CD’s or Treasury bills or any savings account at the discretion of the Supervisor. The Supervisor will be authorized to sign any written agreement with the bank wherein they pledge securities etc.

8. The Supervisor shall be authorized to pay all bills in connection with labor when presented for recreation programs, senior citizens, water district, highway, custodian, deputy clerks and all utility and insurance bills.

9. Committee Appointments  
Standing Committees are as follows:

Highway, Streets, Sidewalks, Lighting, Landfill: T. Allison, Chair ; T. Ekstrom, T. Fenton, P. Webb  
Election: Town Board

Insurance: Todd Ekstrom, Chair, Patty Ekstrom, T. Stelmack

Civil Defense & Welfare: T. Ekstrom, Chair; Chief Tim Wright, T. Fenton, Dan Sisson

Water T. Fenton- Chair, L. Greenwood, D. Sisson, Brad Long

Town Hall & Buildings: L. Greenwood, Chair; T. Allison, K. Dahlgren

Park: L. Greenwood, Chair ; T. Allison, P Ekstrom, T. Stelmack

Employee Committee – Labor Management : T. Ekstrom, Chair ; T. Allison, D. Sisson, L. Greenwood, T. Stelmack

Records Management: K. Dahlgren-Chair; L. Greenwood, T. Stelmack

Recreation Committee: Patty Ekstrom, Chair; William & Louise Hair, Jim Hale

Grant Committee: T. Stelmack, L. Greenwood, J. Black, K. Dahlgren, B Cessna

10. Board Meeting Dates for 2018

- January 10, 2018
- February 14, 2018
- March 14, 2018
- April 11, 2018
- May 9, 2018
- June 13, 2018
- July 11, 2018
- August 8, 2018
- September 12, 2018
- October 10, 2018
- November 12, 2018
- December 12, 2018
- December 26, 2018 (? Final Meeting)

11. Authorization to establish the mileage rate at the current IRS rates .545

12. Adoption of the Town Code of Ethics in effect during the previous year.

13. Establishment of fee for photocopying under Freedom of Information: the charge for Photocopying under Freedom of Information is established at \$.25 per photocopy (sheet size up to 9 x 14 inches).

Supervisor Greenwood stated she has reviewed the Town’s current Procurement Policy and Investment Policy. The motion to accept the organizational agenda as presented by, (motion P. Esktrom, 2<sup>nd</sup> K. Dahlgren, carried) John Davis- Sworn in on Jan 2, 2018 as County Legislator. Met with Vince Horrigan and George Boroleo and had conversations about the process with SeaLand. Discussed our towns thoughts and they are looking for information on this topic. They are aware of local laws and are supportive of the TOC at the local level.

Laurie Sorg- see attachment

K. Dahlgren- Comprehensive Plan meeting Thursday Feb 1, 2018 @ 7:00pm, special meeting early Feb to release next date from the appellate division.

P. Hanson- asks we do all of this ASAP, we have timelines and we are about 45 years overdue with our comprehensive plan adoption.

T. Fenton- Glad to be here and agree to do my part.

T. Ekstrom- Nothing

P. Ekstrom- Concerned neighbor, Craig Himes is asking for Child at play sign to be placed.

Discussion on this matter-

T. Allison- Children at play signs are not recommended, gives children thought it is okay to play in the road.

P. Ekstrom- Same situation on Scott or Page Rd, explains it appears cars are traveling faster than they are actually traveling.

T. Allison- have the PD patrol this area closely, bus stop ahead signs

J. Curtis- offers signage ideas but cannot help with which signs to be chosen

Public Safety committee- ? Post all secondary roads at 45 MPH, would be a difficult accomplishment and has to go through the state.

Supervisor Greenwood- appoint Nicole Conklin in addition to Janelle Swan as deputy clerk and to help purge records allowable by law.

T. Allison- Asks for a board resolution to have shared services with the County as it stands. Motion 1<sup>st</sup> T. Fenton, 2<sup>nd</sup> P. Ekstrom, carried.

Supervisor Greenwood- Thanks everyone and asks for any suggestions. In the upcoming meetings we will have an agenda done and out to the board one week before the upcoming meeting. Any information anyone would like on the agenda needs to be to Tenneil, Town Clerk, by no later than the Monday before the one week mark of the next meeting.

New booker- pay bills, detailed monthly reports to board monthly, less cost, all civil service reporting.

Ask the board to all work together as one. Bring things the public as a board, all issues will be communicated as a board.

L. Greenwood address Bill Nelson- Civil Service made a provisional appointment and the test will be posted next week, take your test, approximately the second week in March. We will receive an active list of those who took the Chief test and the board will then appoint and interview from the top three test scores.

Laura suggest when the list comes out the board interviews those three people, then a second committee with conduct interviews all working together to make a recommendation.

S. Moller- No report provided

Concerned Citizen- Parking in Frewsburg is out of hand and dangerous on water and Main Street. J. Curtis responds tickets are being issued.

K. Dahlgren- parking situation is better than it has been in recent years.

L. Greenwood- provides board with information packet on executive session. See attached.....

P. Hanson- asks if an executive session will be on an agenda. L. Greenwood says executive session cannot be published. You can say anticipated but if everyone doesn't agree you can go.

Motion to go into executive session to discuss employment history of a particular person. 1<sup>st</sup> T. Fenton, 2<sup>nd</sup>, L. Greenwood, carried

Motion to adjourn meeting adjourn 8:40 pm L. Greenwood, 2<sup>nd</sup> T. Fenton.

Executive session Start 8:50 pm

Motion to adjourn executive session at 9:25 pm Motion by L. Greenwood, 2<sup>nd</sup> T. Fenton.

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Tenneil L. Stelmack