

2012-01

At a regular meeting of the Town Board of the Town of Carroll, Chautauqua County held on the 11th day of January, 2012 at 6:30 Pm in the Town Hall, 5 W. Main St. Frewsburg, NY, there were

PRESENT:

Supervisor Jones

Councilwoman Lingenfelter

Councilman Ekstrom

Absent: Councilman Dahlgren

Recording Secretary, Laura S. Smith, Town Clerk

Also present, P. Harvey, D. Sisson, D. Dutchess, T. Allison, A. Gustafson, Gary Nelson, T. Downey, H. Whitford, M. Kyler, K. Kyler, T Erlandson, T. Moore

Supervisor Jones opened the meeting with the pledge to the Flag.

Supervisor Jones submitted his Supervisor's report for the month.

Acting Chief Dutchess, Code Enforcement Al Gustafson and Laura Smith, Town Clerk, all submitted reports for the month.

Supervisor Jones moved that Thomas Moore be appointed to the Town Council, term to end 12/31/2012 replacing Carl Middleton, who resigned effective 12/31/2011. Motion seconded by Councilwoman Lingelfelter, roll call vote as follows:

Supervisor Jones, aye, Councilman Dahlgren, absent, Councilwoman Lingenfelter, aye, Councilman Ekstrom, aye. 3 ayes, no nays, 1 absent, motion carried.

Motion made by Councilman Ekstrom to accept the minutes of the last meeting as submitted, seconded by Councilman Moore, carried

Motion made by Councilwoman Lingenfelter to pay the audited monthly bills seconded by Councilman Ekstrom, carried, those bills are as follows:

GENERAL: 2012-1 #1 thru #27 in the amount of \$19922.17

HIGHWAY: 2012-1 #1 thru #12 in the amount of \$7137.77

WATER : 2012-1 #1 thru #10 in the amount of \$4610.77

Police Officer Dutchess reported that his department has received the yearly DWI reimbursement money from Chautauqua County. The anticipated revenue for this money was \$1000.00 in 2011, and the actual amount that was sent was \$7876.00.

Motion made by Councilwoman Lingenfelter to deposit \$6876.00 of the DWI money into the police car reserve account. Motion seconded by Councilman Ekstrom, roll call vote as follows:

Supervisor Jones, aye, Councilman Dahlgren, absent, Councilman Moore, aye, Councilwoman Lingenfelter, aye, Councilman Ekstrom, aye. 4 ayes, no nays, 1 absent, motion carried.

Motion made by Councilman Moore to accept the County Shared services program as it now stands, seconded by Councilwoman Lingenfelter, roll call vote as follows:

Supervisor Jones, aye, Councilman Dahlgren, absent, Councilman Moore, aye, Councilwoman Lingenfelter, aye, Councilman Ekstrom, aye. 4 ayes, no nays, 1 absent, motion carried.

Tom Allison, Highway Superintendent stated that his department has been trimming trees with Falconer as a part of the shared services program.

Dan Sisson, Water Supervisor aired that the DEC has awarded contracts for the well 5 project and that should be getting under way in April.

The Department had their annual Water Inspection by the County and all turned out very well.

Mr. Sisson called for a water committee meeting for Monday, January 16 at 2:00 at the Water Department Office on Wahlgren Rd.

Motion made by Supervisor Jones to allow the Water Department to purchase a 2012, 3500 Pickup truck with dual wheels, off of the Chautauqua County Bid program.

Total cost of the 2012-- \$32630.00

Trade allowance of the 2008 F350- \$18511.00

Total difference \$14119.00

Motion seconded by Councilwoman Lingenfelter, roll call vote as follows:

Supervisor Jones, aye, Councilman Dahlgren, absent, Councilman Moore, aye, Councilwoman Lingenfelter, aye, Councilman Ekstrom, aye. 4 ayes, no nays, 1 absent, motion carried.

Code Officer Gustafson reported a slow month for permits. He has been doing office work and fire inspections. He also reported that the Dollar General was changing their front lights today.

Tom Erlandson gave a report on the County Legislature (on file), and told of how he will address the Town Board every month.

Supervisor Jones named a committee including, Laura Smith, Himself, Todd Ekstrom, and Daryl Dutchess, to start thinking and talking about the direction of the police department, because Mr. Dutchess is considering retirement in the next few months.

Supervisor Jones spoke with Attorney Paul Webb concerning George and Doug Anderson, and litigation that the DEC is taking against them. There will be documents coming soon that need to be signed. This is all to verify the amounts of gravel that were purchased in 2011 by the town from Doug Anderson.

Motion made by Councilwoman Lingenfelter' to allow the Town Supervisor to sign the agreement for 2012 for Assessing Services with the Town of Busti. Seconded by Councilman Ekstrom, roll call vote as follows, Supervisor Jones, aye, Councilman Dahlgren, absent, Councilman Moore, aye, Councilwoman Lingenfelter, aye, Councilman Ekstrom, aye. 4 ayes, no nays, 1 absent, motion carried.

Motion made by Councilman Moore to authorize Denee' Green, bookkeeper to attend Municipal Bookkeeping training in March. The cost of the training is \$85.00 plus mileage and lodging. This training is near Rochester, NY. Motion seconded by Councilman Ekstrom, motion carried.

Motion made by Councilwoman Lingenfelter to allow the Supervisor to sign the agreement (on file) between the Highway and Water Departments, in regards to Bradley Long's employment with both departments. Motion seconded by Councilman Ekstrom, motion carried.

Supervisor Jones stated he 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 2012 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.**

Appointments:

The following salaries to be paid as follows:

Town Supervisor	\$6,000.00
Town Bookkeeper	8,400.00
Councilmen (4) @1600	6,400.00
Justices (2) @ 4750	9,500.00
Court Clerk	5,075.00
Highway Supt.	55,376.00
Water Supervisor	49,730.00
Police Officer Dutchess	25,893.00
Fire Inspector	2444.00
Animal Control Officer	3,167.00
Town Clerk	30,523.00
Reg. of Vital Statistics	365.00
Records Management Ofc	1,360.00
Code Enforcement Ofc	6,399.00

Salaries of the Town Officers will be paid on a quarterly basis unless otherwise specified.

Town Supervisor will be paid monthly

Highway MEO/ Deputy Super.	\$20.49 per hr
Highway MEO's	20.24 per hr
MEO Trainee up to	15.00 per hr
Laborer up to	15.00 per hr

Part-time employees

Youth Director	5,200.00 per yr.
Life Guards	8.20 per hr
Cleaners	8.20 per hr
Court Assistant	8.20 per hr
Assistant Animal Control Officer	8.20 per hr.

Police Officers: Arthea Russo, and Dan Balon to be paid \$12.85 per hour, Police Officer Chris Felt, \$13.10 per hour. Officers will be paid by the 5th of the following month worked and if their time is not submitted, they will be paid the following month. 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.

Patrick Harvey, Animal Control Officer, and his assistant, Donald Sparling shall file a monthly report with the Town Board and be paid a mileage rate of 55.5 cents per mile for the use of his vehicle on Town business.

Code Enforcement Officer, Alan Gustafson, shall file a monthly report with the Town Board.

2012-06

June Burgett and Barbara Cessna be appointed as Historians with no salary but an expense allotment of \$500.00

Upon recommendation of the Town Clerk that Cynthia Brown be appointed as deputy clerk and deputy registrar of vital statistics at the rate of \$9.55 per hr. and Denee' Green be appointed as second Deputy Clerk

Paul V. Webb be appointed as Town Attorney at a salary of \$5000.00

The Town Clerk to be appointed as Fair Housing Officer

Denee' Green be appointed bookkeeper to the Supervisor

John Dale to be re-appointed to the Board of Assessment Review, term to end 9/30/2016

Josh Eckert to be re-appointed to the Planning Board, term to end 12/31/2018

Randall Wiltsie to be re-appointed to the ZBA term to end 12/31/2016

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, Christmas Day. Overtime will be paid after a 40 hour week.

Bookkeeper is to be notified when sick leave is taken.

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.

The Town Clerk's office will be open Monday through Friday 9:00 AM to 12:00 PM and 1:00 PM to 4:30 PM—During Tax collection the office will be open Wednesdays until 6:00 PM

Clerk's Office Spring/Summer (May through Sept) hours are M-Th- 9-NOON and 12:30-4:30 and Friday 9-NOON

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

Highway Superintendent to be authorized to obtain bids on oil, bituminous etc. and to spend no more than \$1500.00 for small tools in 2012.

Supervisor Jones 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.

Jamestown Post Journal will be named as newspaper for all legal advertising at the current rate submitted by them to date, \$.485 per line for the first insertion and \$.395 per line for additional insertions of same copy. Tabular matter or intricate composition will be \$.08 per line added to the initial insertion. These rates are established by the NYS Legislature in accordance with circulation.

Deputy Town Supervisor will be Michelle Lingenfelter

Deputy Highway Supt. and wage – Lester Eklund, \$20.49 per hour

Standing Committees are as follows:

Highway, Streets, Sidewalks, Lighting, Landfill: T. Allison, Chair ; T. Ekstrom, M. Lingenfelter, K. Dahlgren, P. Webb

Election: Town Board

Insurance: Tom Moore, Chair ; Todd Ekstrom, L. Smith

Civil Defense & Welfare: T. Ekstrom, Chair; D. Dutchess, J. Jones, Dan Sisson

Water J. Jones- Chair, M. Lingenfelter, D. Sisson, Brad Long, T. Fenton

Town Hall & Buildings: J. Jones, Chair ; T. Allison, T. Moore, M. Lingenfelter

Park: M. Lingenfelter, Chair ; T. Allison, P Ekstrom, T. Ekstrom, L. Smith

Employee Committee – Labor Management : T. Moore, Chair ; T. Allison, D. Sisson, M. Lingenfelter, L. Smith

Records Management: K. Dahlgren-Chair; J. Jones, Laura Smith

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

Grant Committee: L. Smith, M. Lingenfelter, J. Black, K. Dahlgren

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.

The rate for mileage reimbursement will be 55.5 cents per mile

Motion made by Councilwoman Lingenfelter to accept the organizational agenda as presented, second by Councilman Ekstrom Roll Call vote: Supervisor Jones, aye, Councilman Dahlgren, absent, Councilman Moore, aye, Councilwoman Lingenfelter, aye, Councilman Ekstrom, aye. 4 ayes, no nays, 1 absent, motion carried.

Supervisor Jones added that the Town of Kiantone passed and override on the 2% tax cap for the 2013 budget, and he would like council to think about the doing the same.

The Supervisor's books for 2011 will be available for council to review and sign, next Thursday, at the Town Hall from 12-5.

Supervisor Jones and council agreed to allow National Grid to do an energy audit.

Adjournment Motion made at 7:15 by Councilwoman Lingenfelter, seconded by Councilman Ekstrom, carried.

Laura S. Smith, Town Clerk

