

2015-01

At a regular meeting of the Town Board of the Town of Carroll, Chautauqua County held on the 14<sup>th</sup> day of January, 2015 at 6:30 pm in the Town Hall, 5 W. Main St. Frewsburg, NY, there were

PRESENT:

Supervisor Jones

Councilman Dahlgren

Councilwoman Ekstrom

Councilwoman Lingenfelter

ABSENT:

Councilman Ekstrom

Recording Secretary, Laura S. Smith, Town Clerk

Also present T. Wright, C. Felt, D. Sisson, A. Gustafson, Laurie Sorg, R. Lemon, T. Allison

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

Supervisor Jones submitted his Supervisor's report for the month. Code Enforcer Al Gustafson, submitted his report for the month.

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

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

GENERAL: 2015-1 #1 thru #29 in the amount of \$12730.26

HIGHWAY: 2015-1 #1 thru #14 in the amount of \$28545.92

WATER: 2015-1 #1 thru #8 in the amount of \$2205.71

Supervisor Jones granted privilege the floor, no one spoke

Chief Wright presented Investigator Felt with a plaque, thanking him for his 11 years of service to the Town of Carroll Police Department. Mr. Felt resigned at the end of 2014

Highway Superintendent Allison thanked the PD for their efforts in enforcing the no parking on the side of roadways during the plowing season.

Tom mentioned that the new pick up would be here around 2-9-15

Dan Sisson, Water Supervisor reported that there was a water committee meeting held last week.

Councilwoman Lingenfelter made a motion to allow the Water Department to put an RFP in the paper for engineering services, seconded by Councilman Ekstrom, roll call vote as follows;

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

Motion made by Councilman Dahlgren to allow the Water Department to trade the zero turn mower for a trade difference of \$3289.00, seconded by Councilwoman Lingenfelter, roll call vote as follows; Supervisor Jones, aye, Councilman Dahlgren, Aye, Councilwoman Ekstrom, absent, Councilwoman Lingenfelter, aye, Councilman Ekstrom, aye, 4 ayes no nays one absent, 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 2015 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	contractual
Councilmen (4) @1600	6,400.00
Justices (2) @ 5500	11,000.00
Court Clerk	6,500.00
Highway Supt.	60,510.00
Water Supervisor	54,350.00
Police Chief	29,000.00
Fire Inspector	2596.00
Animal Control Officer	3,215.00
Town Clerk	33,353.00
Reg. of Vital Statistics	390.00
Records Management Ofc	1,460.00
Code Enforcement Ofc	6,790.00

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.	\$21.94 per hr
Highway MEO's	21.69 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 8.75 per hr

Cleaners 8.75 per hr

Court Assistant 8.75 per hr

Assistant Animal Control Officer 8.75 per hr.

Police Officers:

**Appointment: James Curtis**

Officer James Curtis, \$16.00 per hour. Part time Police Officer, Garrett Jackson, \$15.00 per hour. 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.

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 56 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.

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 \$10.29 per hr.

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

The Town Clerk to be appointed as Fair Housing Officer

**Polly Hanson to be re-appointed to the Planning Board, term to end 12/31/2021**

**Randy Sherrick to be re-appointed to the ZBA term to end 12/31/2019**

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.

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 1:00-4:30 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 2015.

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 – Michael Walker, \$21.94 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: Todd Ekstrom, Chair, Patty Ekstrom, Laura. Smith

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

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

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

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

Employee Committee – Labor Management : T. Ekstrom, 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, Mike Bolender

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 57.5 cents per mile

the motion to accept the organizational agenda as presented by, Councilman Dahlgren , second from Councilman Ekstrom, Roll Call vote:

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

Supervisor Jones asked Ken Dahlgren where we stand on the comprehensive plan process. Mr. Dahlgren stated that he is ready to move forward, and that he has been waiting for a response from the planning board, after contacting a couple of the members, to come to him with a good time to meet.

Councilman Ekstrom aired that he toured the Keywell facility recently and that it is a very nice facility. The town hopes to help the IDA and Keywell to find a business that could be a good fit for that building. The town isn't interested in it, only to help to find perspective businesses that could move in to there, bringing growth to our community.

Motion made by Councilwoman Lingenfelter to allow the Supervisor to sign the yearly agreement for assessing services with the Town of Busti, seconded by Councilman Ekstrom, roll call vote as follows;

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

Motion made by Councilman Dahlgren to stay with SMEC rather than signing up on the municipal energy program, seconded by Councilwoman Lingenfelter, roll call vote as follows;

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

The bookkeeper, Kevin Honey, will have the Supervisor's books here on 1/29/2015 at 5:00 PM for council to review, audit and sign.

Adjournment motion made by Councilwoman Lingenfelter at 7:10, seconded by Councilman Ekstrom, motion carried.

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Laura S. Smith, Town Clerk