

At a special meeting of the Town Board of the Town of Carroll, Chautauqua County held on the 30<sup>th</sup> day of December, 2015 at 5:00 pm in the Town Hall, 5 W. Main St. Frewsburg, NY, there were

PRESENT:

Supervisor Jones

Councilman Ekstrom

Councilwoman Lingenfelter

Recording Secretary, Laura S. Greenwood, Town Clerk

ABSENT Councilman Dahlgren

Councilwoman Ekstrom

Also present:

D. Sisson, T. Wright, T. Allison

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

Motion made by Councilwoman Lingenfelter to pay the audited monthly bills seconded by Councilwoman Ekstrom, carried.

Motion made by Councilwoman Lingenfelter to allow the Water Department to purchase a membership to 64Seconds, a water system mapping company, for a cost of \$1500.00 per year. Also permission to purchase one ipad that they will need to utilize this system. Motion seconded by Councilman Ekstrom, motion carried.

The dog control officer position and salary in 2016 will likely be split between Don Sparling and Pat Harvey.

Adjournment motion made at 5:20 by Councilwoman Lingenfelter, seconded by Councilman Ekstrom, motion carried.

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Laura S. Greenwood, Town Clerk

At a regular meeting of the Town Board of the Town of Carroll, Chautauqua County held on the 13<sup>th</sup> day of January, 2016 at 6:30 pm in the Town Hall, 5 W. Main St. Frewsburg, NY, there were

PRESENT:

Supervisor Jones

Councilman Ekstrom

Councilman Dahlgren

Councilwoman Lingenfelter

Councilwoman Ekstrom

Recording Secretary, Laura S. Greenwood, Town Clerk

Also present:

L. Sorg, D. Sisson, D. Sparling, Chief Wright, P. Harvey, T. Allison, A. Gustafson, Betsy Dahlgren.

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

|  |            |
|--|------------|
| GENERAL: 2016-1 #1 thru #27 in the amount of | \$11869.58 |
| HIGHWAY: 2016-1 #1 thru #8 in the amount of  | \$17993.04 |
| WATER: 2016-1 #1 thru #12 in the amount of   | \$5817.05  |

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Supervisor Jones granted privilege to the floor, no one spoke.

Chief Wright reported a good month, and that the newly ordered radios should be coming soon. This coming Thursday and Friday, our Officers will be attending a survival training in Buffalo.

Tom Allison, Highway Superintendent stated that his new plow truck is in, and he has to travel to Watertown this Friday to look at the truck.

Dan Sisson, Water Supervisor aired that there will be a new motor coming on Tuesday for well 5. The department recently located a water leak in the Warren Road Trailer Park. They have repaired that leak.

The Water Department was not awarded the office for small cities grant that we recently applied for, but there are more coming up in July.

Dan stated that he would like to schedule a water committee meeting in February sometime.

Councilwoman Lingenfelter asked Mr. Sisson what the status is with Brad Long, and if he has continued his NYS Water certification or if he has sent in his \$15 check to the county, to sign up for the Spring Civil Service Test. Mr. Sisson stated that as far as he knows, there has been no more work done or anything sent to NYS Health for the certification, and he wasn't aware that Brad had sent his check to the County either. Council suggested that the Town send the \$15, so that he is sure to be on the list to take the Civil Service test in April, and that Mr. Long will reimburse the Town the \$15.

Mrs. Lingenfelter asked Dan what the clothing bill was for in last month's bills. He said that it was for clothing allowance for him and Brad for 2016.

Code Officer Al Gustafson, submitted his report, and has completed 4 fire inspections. He will follow up with Ellis Hallenbeck about the stuff that he is leaving out front of his building on and near the sidewalk.

Laurie Sorg submitted the Assessor's report and notified residents that the state has started sending out tax freeze checks. She isn't sure in what order, or what the rhyme and

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reason to the sending of the checks is. Homeowners in towns and school districts, who have stayed under the tax cap will receive checks.

Supervisor Jones will soon call a public safety committee meeting to talk about parking on both sides of town streets, especially in the snowy months. Plows and school buses are having quite a difficult time on Center St and some of the side streets.

Ken Dahlgren will reserve the school for the Easter Egg Hunt on 3/26/2016 at 11am

Councilman Ekstrom reported that the insurance claim that was recently filed, from the ice/water damage last winter. The insurance check will be in the amount of \$29,405.01 to cover 1/3 of the cost of the new roof, and then to repair the damages to the building.

Councilwoman Lingenfelter asked if all of the retirees were paid up on their insurance. Laura Greenwood stated that most everyone is paid up to date, and more specifically, Tom Fenton is paid up to the end of the year.

Council will be at the Town Hall to audit the Supervisors books, on 1/27/2016. The books will be there at 4PM.

Motion made by Councilman Dahlgren to allow the Supervisor to sign the contract with Busti, for annual assessing services, seconded by Councilwoman Ekstrom, roll call vote as follows;

Supervisor Jones, aye, Councilman Dahlgren, aye, Councilwoman Ekstrom, Aye, Councilwoman Lingenfelter, aye, Councilman Ekstrom, aye. 5 Ayes, no nays, motion carried.

The Town Clerk has forwarded the Time Warner franchise renewal to Paul Webb for his review.

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 2016 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.              | 61,510.00   |
| Water Supervisor           | 55,350.00   |
| Police Chief               | 29,000.00   |
| Fire Inspector             | 2596.00     |
| Animal Control Officer (2) | 3,215.00    |
| Town Clerk                 | 34,353.00   |
| 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. | \$22.48 per hr |
|----------------------------|----------------|

|               |                |
|---------------|----------------|
| Highway MEO's | \$22.23 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 9.00 per hr

Cleaners 9.00 per hr

Court Assistant 9.00 per hr

Assistant Animal Control Officer 9.00 per hr.

Police Officers:

Officer James Curtis, \$16.00 per hour. Part time Police Officer, Garrett Jackson, \$15.00 per hour, Officer Justin Lingenfelter, \$13.10 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.

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 .54 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

**Karina Sposato to be re-appointed to the Planning Board, term to end 12/31/2022**

**Trudy Bloomquist to be re-appointed to the ZBA term to end 12/31/2020**

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 2016.

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, \$22.48 per hour

Standing Committees are as follows:

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

Election: Town Board

Insurance: Todd Ekstrom, Chair, Patty Ekstrom, Laura Greenwood

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

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

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

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

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

Grant Committee: L. Greenwood, M. Lingenfelter, J. Black, K. Dahlgren, B Cessna

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 .54 cents per mile



2016-08

the motion to accept the organizational agenda as presented by, Councilwoman Lingenfelter, seconded by Councilman Ekstrom, roll call vote as follows;

Supervisor Jones, aye, Councilman Dahlgren, aye, Councilwoman Ekstrom, Aye, Councilwoman Lingenfelter, aye, Councilman Ekstrom, aye. 5 Ayes, no nays, motion carried.

Adjournment motion made by Councilwoman Ekstrom at 7:20 PM, seconded by Councilwoman Lingenfelter, motion carried

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Laura S. Greenwood, Town Clerk