

Town of Carroll
Town Board Minutes
January 2021 Regular Meeting 6:30pm
January 2021 Organizational Meeting
Wednesday, January 13, 2021

The January Monthly Meeting of the Town of Carroll was held on the 13th day of January 2021 at 6:30 p.m., at the Fireman's Blue Building, Station 2, 25 Hazzard Street, Frewsburg, New York, with the following board members present:

Supervisor Russell Payne
Councilwoman Patty Ekstrom
Councilman Thomas Fenton
Councilman Thomas Allison
Councilman Kenneth Dahlgren

Others in attendance were: Water Supervisor Daniel Sisson, Highway Superintendent James Mitchener, Police Chief William Nelson, District 16th Legislator John Davis, attending from the Assessor's Office Laurie Sorg, and Town Clerk Susan Rowley. Residents in attendance were Cory Lauffenburger, Ed Nazario, Summer Frew, Meghan Povingham, Brooklyn McCosco, Alex Lingenfelter, Sam Walsh, Anjolie Sanfilippo, Courtney Boardman, Haleigh Anderson, Austin Anderson, Brendan Randall.

As COCID-19 restrictions were being followed, and this meeting was open to public attendance. Everyone signed in, temperatures were taken and documented, and every person in attendance had to fill out a COVID questionnaire before being allowed past the sign in table. Town of Carroll Police Department handled all COVID restrictions. This meeting was put on Face Book Live for any other residents wanting to view the meeting.

At 6:30pm Supervisor Russell Payne called the January 2021 meeting to order and led everyone in the Pledge of Allegiance to the Flag.

Supervisor Payne stated as Supervisor of the Town of Carroll he requests the Organizational Meeting for the year 2021 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.**

Personnel Appointments for 2021

Town Attorney — Paul V. Webb Jr. — Erickson, Webb, Scolton & Hajdu (Attorney of Record)

Records Management Officer — Susan Rowley

Freedom of Information Officer — Susan Rowley

Town Supervisor	\$6,400.00
Town Bookkeeper (BLB)	Contractual
Councilmen (4) @ \$1600	\$6,400.00
Justices (2) @ \$5578.50	\$11,557.00
Court Clerk	\$9,450.00
Highway Supt.	\$66,409.00
Water Supervisor	\$63,434.00
Police Chief	\$30,600.00
Fire Inspector	\$2,942.00
Animal Control Officer	\$4,584.00
Town Clerk	\$37,000.00
Reg. of Vital Statistics	\$500.00
Records Management Officer	\$1,600.00
Code Enforcement Officer	\$9,058.00
Highway MEO/ Deputy Supr.	\$24.58 per hr
Highway MEO's	\$23.83 per hr

*MEO's starting after 12/1/2013 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 Rate \$14.00 up to \$17.00 per hr.

Part-time employees

Youth Director	\$7,800.00 per yr
Life Guards	\$12.50 per hr.
Cleaners	\$12.50 per hr.
Court Assistant	\$12.50 per hr.
Assistant Animal Control Officer	\$12.50 per hr.
Assistant Clerk	\$14.00 per hr.
Highway Department Clerk	\$14.00 per hr.

Police Officers:

Part-time Police Officer, Troy Kennelly \$16.50 per hr.

Part-time Police Officer, Garrett Jackson \$16.50 per hr.

Part-time Police Officer, Michael Anderson \$16.50 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, Nick Cusimano shall file a monthly report with the Town Board and be paid a mileage rate of .575 cents per mile for the use of his vehicle on Town business.

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

1. Bank Depository —M & T Bank — Foote Avenue, Jamestown Branch or the Falconer Branch
 2. Official Newspaper — Jamestown Post Journal
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1. Official Bank Signatories — Russell Payne, Kenneth Dahlgren,
 2. Certifier of Payrolls — Susan Rowley
 3. Authorization for the Town Supervisor to:
 - a. approve attendance at conferences, conventions, training seminars, 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 Susan Rowley.
 5. Effective January 13, 2020, Judge Robert Gray of the Town of Carroll Justice Court appointed Town Clerk Susan Rowley to act as Deputy Court Clerk which would effectively allow her to collect fees and/or fines for the Town of Carroll Court, and help with other Court related matters as designated by the Town of Carroll Justice Court with an annual budgeted stipend of \$1500.00.
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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 (BLB) is to be properly 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 - 9:00 AM to 6:00 PM
Tuesday, Thursday, Friday - 9:00 AM to 4:30 PM
Wednesday- April-December Closed
Spring/Summer (May through Sept) hours are the same except- Friday 9-NOON.
The 4th Saturday of the month, 9:00 AM — NOON
5. Vacation time:

I 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 2021.
7. Supervisor Payne 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. Authorization to establish the mileage rate at the current IRS rates .575
10. 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)

A current Code of Ethics is being established by the Town's Board of Ethics Committee.

Ethics Board in 2020 will be evaluating and advising on needed revisions to present to town board.

Standing Committees are as follows:

Highway, Streets, Sidewalks, Lighting, Landfill: **Thomas Allison Chair**, Jim Mitchener, Thomas Fenton, Paul Webb

Election: Town Board

Insurance: **Ken Dahlgren, Chair**, Russ Payne, Susan Rowley

Public Safety/Civil Defense & Welfare: **Chief Bill Nelson Chair**, Tom Fenton, Dan Sisson, Tom Allison

Water: **Tom Fenton- Chair**, Russ Payne, Dan Sisson, Brad Long, Tim Eklund

Town Hall & Buildings: **Tom Allison Chair**, Jim Mitchener, Russell Payne, Dan Sisson

Employee Committee — Labor Management: **Russell Payne Chair**, Jim Mitchener, Dan Sisson, Patty Ekstrom, Susan Rowley

Records Management: **Ken Dahlgren, Chair**, Russell Payne, Susan Rowley

Parks/ Recreation Committee: **Patty Ekstrom, Chair** Kim Dilts, Jim Mitchener, Russ Payne, Allison Russell

Grants Committee: **Russell Payne Chair**, Janet Black, Ken Dahlgren, Barb Cessna, Karen Davis

Board of Ethics: **Tim Burkett, Chair**, Mel McGinnis, Ron Lemon, Brian Gustafson, Phil Roushey

Comprehensive Planning Committee: **Ken Dahlgren, Chair**, Trudy Bloomquist, Polly Hansen, Randy Sitler, Jason Bussman

Business District Planning Committee: Tracy Magnuson, Dan Terhune, Chuck Weber, Pat Fuller, Ken Dahlgren

Agriculture Committee: Jack Jones III, Ben Gauger

Economic Development/Tourism: To Be Determined

Community Engagement Committee: Russ Payne, Karen Davis, Ken Dahlgren, Sherry Jacobson, Susan Rowley, Polly Hansen, Kelly Norrod, Judy DiGregorio

Meeting Dates for 2021 were established as follows:

January 13, 2021- (**Organizational Meeting**)
January 13, 2021
February 10, 2021
March 10, 2021
April 14, 2021
May 12, 2021
June 9, 2021
July 14, 2021
August 11, 2021
September 8, 2021
October 13, 2021
November 10, 2021
December 8, 2021
December 30, 2021 (**Final Meeting**)

A Motion to accept entire organizational agenda as presented was made by Patty Ekstrom and seconded by Thomas Fenton. All in Favor, Carried.

The Town of Carroll 2021 Organizational Meeting was adjourned at 6:42 PM.

Supervisor Payne also stated as for the State of New York Unified Court System, the Town of Carroll Justice Court must annually provide their court records to the Town Board and the Town Board members must be examined and audited such records, in which then should be documented in the minutes of the Town Board before March 1, 2021.

As per Article 3 section 30 of the General Municipal Law, Baghat Laurito & Baghat has confirmed the submission of the 2018 AUD for the Town of Carroll. The report is on file at the Town Hall, and we are awaiting the confirmation and the acceptance of that report with the State Comptroller's Office. Over the past 10 years, the AUD's have not been filed in a timely manner. BLB is currently working on the 2019 AUD, and it will be submitted as soon as it is completed. At that time, the Town will be up to date with having the yearly reports submitted in a timely fashion.

Supervisor Payne offered comments from the floor, hearing none.

Public statements, announcements, and questions:

Supervisor Payne requested a motion to accept the December 2020 meeting minutes. Motion was made by Councilman Kenneth Dahlgren, with a second by Councilwoman Patty Ekstrom. All in favor, Carried.

Supervisor Payne requested a motion be made for authorization to pay the remaining December 2020 and January 2021 Monthly Bills. Motion was made by Councilman Thomas Allison, with a second by Councilman Thomas Fenton. All in favor, Carried.

Bills approved for January 2021:

General Fund	\$ 8,341.71	Vouchers 1-22
Water Fund	\$ 4,832.70	Vouchers 1-10
Highway Fund	\$ 5,751.48	Vouchers 1-12
Trust & Agency	\$13,448.00	Vouchers 1-3

Town Issues:

Supervisor Payne requested a motion to amend the 2021 Annual Budget to reflect that on page 19 of the Annual Budget, under schedule of salaries of Town Officials in where the name of Timothy Wright be amended to properly read to the name of Tamara Kinne-Gustafson. Motion was made by Councilwoman Patty Ekstrom, seconded by Councilman Thomas Fenton. All in Favor, Carried.

New Business:

Supervisor Payne is seeking a motion to update the Town of Carroll Code of Ethics which will include the following scope and articles per the attachment that has been provided. Supervisor read a letter from Committee Chairman, Mr. Timothy Burkett. **Attachment 1**

Supervisor Payne requested a motion to accept Chairman Burkett's proposal for the Town of Carroll Ethic's Committee. A motion was made by Councilman

Thomas Fenton, seconded by Councilwoman Patty Ekstrom. All in Favor, Carried.

Supervisor Payne requested authorization to accept Budget Transfers for January 2021 for BLB. Supervisor Payne requested a motion be made to accept the budget transfer. A motion was made by Council and Second by Council. All in favor, Carried.

A motion was made by Councilman Thomas Fenton, a Second by Councilwomen Patty Ekstrom. All in favor, Carried.

Old Business:

No old Business to report

Personnel Issues:

In reference to the newly planned and budgeted, newly created position of Code Enforcement Assistant, he is pleased to report that the Town of Carroll must, according to the New York State Civil Service Law, must submit a new position duty statement to the Chautauqua County Personnel Director of Human Resources prior to the hiring of the selected candidate to the aforementioned position. The information will be completed by Code Enforcement Officer, Alan Gustafson and duly signed and submitted to the Mayville office for their approval.

Departments and Officer's Reports:

Supervisor Payne stated that the Monthly Supervisor's Financial report from BLB, and the Monthly clerk's report have been submitted to the Board.

Police Chief, William Nelson.

Chief Nelson submitted a copy of his report to the board, and it has been added as an attachment.

He stated that as we are moving towards our NYS Police Reform deadline, which is April 1, there will be a Town of Carroll stakeholder's meeting on January 19, at 6:30pm, which will also be on Facebook live so that anyone interested may attend the meeting and participate. The town Facebook page

has a survey that residents may fill out. This will give you a chance to answer that survey and be a part of the program and it will give you input on how law enforcement is conducted in the Town of Carroll and New York State. The Town has had a very good amount of response to the survey, as the Town was third in the county as to participation. He thanked the residents for their participation in this survey.

Attachment 2

Highway Superintendent James Mitchener:

The Department has been out over a dozen times in the last months, even though there has been less snowfall, there has been the issue of icy roads. The Highway department has taken delivery of 140 ton, and have another 180 ton of salt being delivered, so we are using about the same amount of salt for the year. They have taken down the Christmas Decorations, and they have lost another 3 flags, and the wreaths at the Library will need to be replaced, so we will have to make some decisions on Christmas decorations for the Town for next year. The Highway Department new pick-up truck has been delivered, and they are waiting for the radios to be installed to put it into service.

Water Department Supervisor Dan Sisson:

The Water Department has been busy doing maintenance of the pump houses and throughout the shop. He stated this past week they have cleaned up all the Hydrants along Warren Road, using the Town's Excavator and he thanked Highway Superintendent Mitchener for sharing that with the Water Department. He met with resident, Mr. Scholeno, and he has accepted the path for the new road up to the new water tank, and he is working with the Town Attorney, Paul Webb to get the paperwork to have that officially accepted. He stated that the water projects that the Town is currently working on Tank and Water Line projects designed, which is a \$2.6 Million project. He is currently setting up a meeting with the USDA, to see what funding might be available. There is money in reserve to assist paying for the design, and he is asking for the Town Board's input on this project.

Animal Control Officer Nicholas Cusimano was absent, and a report was not available.

Code Enforcement Officer Alan Gustafson was absent

Laurie Sorg-Assessor's Office :

Ms. Sorg stated that the Assessor's office is in their exemption mode at the current time, looking to renew the Agricultural exemptions, religious exemptions, Veteran's exemptions-they will need a copy of the Veteran's DD214 and apply by July 1st, if the Veteran has a service-connected disability that will also be considered, this exemption is offered for the Town and County and School taxes in the Frewsburg area. Also, anyone turning 65 in 2021, will need to apply for the Enhanced STAR exemption by March 1st, if your household income is less than \$90, 550, excluding IRA distributions. Also the Governor has suspended the Aged Exemption, which is residents 65 and older who earn less than \$22,000 per year due to COVID, so if you had an aged exemption last year, they would get the exemption again this year. This will exclude anyone who has passed on or changed the title on their house. If you are 65 or older and your income is less than \$22,000 per year, you need to meet with the Assessor's office to fill out an application for this program. There has been a lot of confusion about the Enhanced Star Program, two years ago regulations were changed. Two years ago, anyone on the program had to fill out a form with their Social Security information, authorizing New York State to fill out to check that information. Those not filling out tax returns, the state will send you a letter, be sure to fill out this information and return it to the state so your Enhanced Star exemption will be recognized by New York State. Ms. Sorg will be in the Town offices on January 28 and February 25 from 9am to Noon to assist with any applications or renewals that need to be done.

Ms. Volpe, the Town Assessor's submitted the Assessor's January Report to the board, and it has been added as an attachment.

Attachment 3

Supervisor Payne stated that the Town Historian, Barb Cessna's Annual Report has been submitted and is attached.

Attachment 4

County Legislator of the 16th District, John Davis:

Legislator Davis stated that he continues to attend the county meetings each month, either via Zoom or in person, depending on COVID restrictions. We are soon entering the season again for reentering the election process, and Legislator Davis wants the district to know that he again is seeking District 16 Legislator. He stated if the residents have any questions or concerns for him, he welcomes them to reach out to him at any time.

Ken Dahlgren: Councilman Dahlgren wanted to express his thanks to everyone for all the well wishes over the past few weeks and he wanted to remind everyone to wear their masks.

Patty Ekstrom: Councilwoman Ekstrom stated that she received a phone call from resident Alaina Wittington, a student who is a member of the Leo Club. She stated that the Leo's Club wanted to come to help clean the Town Park in March or April and she has already been in touch with Supervisor Payne. She wanted to thank Alaina, the Leo's Club, and the Lion's Club for all the volunteering they do at the Town Park.

Councilwoman Ekstrom stated that she also reached out to our accountants, BLB, concerning how things are going with the new administration. BLB stated that everything is going wonderfully and there is a lot of open transparency and great communication with Supervisor Payne and Town Clerk Rowley. They will be giving the Town the ledger for the entire year, with the reconciliation and to use that when auditing the Clerk's books, which is the first year it has been received and to use that when the board audits the clerk's books. She thanked BLB, and Supervisor Payne and Clerk Rowley for all they have done.

Tom Allison: Councilman Allison wanted to wish everyone the best with COVID if you have had it or if you come down with it.

Tom Fenton: Councilman Fenton had nothing to report.

Supervisor Payne: Supervisor Payne stated that on behalf of the Town Board and Staff of the Town, he wanted to express his deepest sympathies to the family of Councilman Kenneth Dahlgren for the loss of his mother, Ann Dahlgren.

Supervisor Payne stated that the Town Clerk's 2020 Books are in his office and available for the Town Board to audit at their convenience. He asked that the Board please stop in the Town Hall and audit them at their convenience.

Supervisor Russell Payne requested a motion to adjourn the meeting at 7:05pm. Councilwoman Patty Ekstrom made the motion; Councilman Thomas Allison seconded the motion. All in favor. Carried.

Respectfully Submitted,

Susan Rowley
Town of Carroll Clerk