

**Town of Carroll
Town Board
2020 Organizational Meeting
Friday, January 3, 2019**

1. Call to Order

Supervisor Payne calls meeting to order
Supervisor Payne leads Pledge of Allegiance

2. Public Statements, Questions on Organizational Meeting

3. Organizational Meeting

Supervisor Payne 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 2020 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

*Motion made by: _____ Seconded by: _____
To accept the following*

Personnel Appointments for 2020

1. Registrar of Vital Statistics- Susan Rowley
2. Deputy Clerk, Deputy Registrar- Julie Burkett
3. Assistant Clerk – Darla Rissel Not accepted
4. Court Clerk – To Be Determined
5. Deputy Town Supervisor- Kenneth Dahlgren
6. Deputy Highway Superintendent- Michael Walker
7. Accountant – Bahghat and Laurito-Bahghat CPAs
8. Collector of Taxes – Susan Rowley
9. Fair Housing Officer- Town Clerk
10. Co-Historians- Barb Cessna & Susan Richards
11. Planning Board- Sherry Jacobson- Term through 12/31/2020, Tracy Magnuson – Term through 12/31/2026

OTHER APPOINTMENTS- SALARIES

Motion made by: _____ Seconded by: _____

To accept the following

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 \$6,273.00

Town Bookkeeper contractual

Councilmen (4) @1600 \$6,400.00

Justices (2) @ 5665 \$11,330.00

Court Clerk \$9,000.00

Highway Supt. \$65,107.00

Water Supervisor \$58,050.00

Police Chief \$30,000.00

Fire Inspector \$2884.00

Animal Control Officer \$4,200.00

Town Clerk \$33,000.00

Reg. of Vital Statistics \$402.00

Records Management Ofc \$1,549.00

Code Enforcement Ofc \$7,416.00

Highway MEO/ Deputy Super. \$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 \$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 Kennely \$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.

DESIGNATIONS

Motion made by: _____ *Seconded by:* _____
To accept the following

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

AUTHORIZATIONS

Motion made by: _____ *Seconded by:* _____
To accept the following

1. Official Bank Signatories – Russell Payne, Kenneth Dahlgren, Patty Ekstrom
2. Certifier of Payrolls – Susan Rowley
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 Susan Rowley

OTHER ITEMS

Motion made by: _____ *Seconded by:* _____
To accept the following

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 – 9:00 AM to 6:00 PM
Tuesday, Thursday, Friday - 9:00 AM to 4:30 PM
Wednesday- 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:

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 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).

CODE OF ETHICS

Motion made by: _____ *Seconded by:* _____
To accept the following

Adoption of the Town Code of Ethics in effect during the previous year.
Ethics Board in 2020 will be evaluating and advising on needed revisions to present to town board.

COMMITTEE APPOINTMENTS

Motion made by: _____ *Seconded by:* _____
To accept the following

Standing Committees are as follows:

Highway, Streets, Sidewalks, Lighting, Landfill: T. Allison, Chair, Jim Mitchener, T. Fenton, P. Webb

Election: Town Board

Insurance: Ken Dahlgren, Chair, Patty Ekstrom, S. Rowley

Public Safety/Civil Defense & Welfare: Chief Bill Nelson, Chair, T. Fenton, D. Sisson, T. Allison

Water: T. Fenton- Chair, R. Payne, D. Sisson, Brad Long, Tim Eklund

Town Hall & Buildings: Tom Allison, Chair, Jim Mitchener, R. Payne, Dan Sisson

Employee Committee – Labor Management: R. Payne, Chair, J. Mitchener, D. Sisson, P. Ekstrom, S. Rowley

Records Management: K. Dahlgren-Chair, R. Payne, S. Rowley

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

Grants Committee: R. Payne, Chair, J. Black, K. Dahlgren, B Cessna, K. Davis

Board of Ethics: Kelly Norrod, Chair, Mel McGinnis, Ron Lemon, Brian Gustafson, Rachel Roushey

Comprehensive Planning Committee: K. 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, Tammy Nelson, Sue Rowley, Polly Hansen, Kelly Norrod, Judy DiGregorio

BOARD MEETING DATES FOR 2020

Motion made by: _____ *Seconded by:* _____

To accept the following

- January 3, 2020 – Organizational meeting
- January 15, 2020
- February 12, 2020
- March 11, 2020
- April 8, 2020
- May 13, 2020
- June 10, 2020
- July 8, 2020
- August 12, 2020
- September 9, 2020
- October 14, 2020
- November 11, 2020
- December 9, 2020
- December 30, 2020 (Final Meeting)

Motion to accept entire organizational agenda a presented.

Motion made by: _____ *Seconded by:* _____

To accept the following

PUBLIC QUESTIONS

ADJOURNMENT