

2023 ORGANIZATIONAL MEETING

Town Attorney - Michael Panebianco - Lewis & Lewis Law Firm (**Attorney of Record - Contractual**)

Freedom of Information Officer — Susan Rowley

Town Supervisor	\$6,400.00
Town Bookkeeper (BLB)	Contractual
Councilmen (4) @ \$1,600	\$6,400.00
Justices (2) @ \$7,000	\$14,000.00
Court Clerk	\$9,450.00
Highway Superintendent	\$70,000.00
Water Supervisor	\$72,100.00
Police Chief	\$31,212.00
Fire Inspector	\$3,001.00
Animal Control Officer	\$4,584.00
Town Clerk	\$39,000.00
Reg. of Vital Statistics	\$1500.00
Records Management Officer	\$2,100.00
Code Enforcement Officer	\$9,239.00
Highway MEO/ Deputy Supr.	\$26.58 per hr.
Highway MEO's	\$25.58 per hr.

Records Management Officer — Susan Rowley

*MEO's starting after 12/1/2013 fall into a 3-year step program

Year 1 \$18.00 Year 2 \$21.00, Year 3 (full rate) \$27.58

Laborer Rate \$14.00 up to \$17.00 per hr.

Part-time employees

Youth Director	\$3,978.00 per year
Life Guards	\$14.20 per hr.
Cleaners/Custodial Staff	\$14.20 per hr.
Court Assistant	\$14.20 per hr.
Assistant Animal Control Officer	\$14.20 per hr.
Assistant Town Clerk	\$18.00 per hr.
Highway Department Clerk	\$18.00 per hr.
Water Department Clerk	\$18.00 per hr.
Code Enforcement Clerk	\$18.00 per hr.

Police Officers:

Part-time Police Officer, Troy Kennelly \$21.00 per hr.

Part-time Police Officer, Andy Caruso \$21.00 per hr.
Part-time Police Officer, Michael Anderson \$21.00 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 court related duties, 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 **\$62.5** cents per mile (recognized State of NY rate) 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.

A Motion to accept the above designations was made by _____ and seconded by _____

1. Bank Depository - M & T Bank - Foote Avenue, Jamestown Branch and/or Falconer Branch
2. Official Newspaper — Jamestown Post Journal

Motion made by to accept the above Authorizations was made by _____ and seconded by _____

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, Laurito and 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 1, 2023, Judge Robert Gray of the Town of Carroll Justice Court has 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. Clerk Rowley has met all the training criteria and qualifications as prescribed by New York State Unified Court System which requires a 12-hour course to be eligible for said services.

**A Motion to accept the following items was made by _____
and seconded by _____**

1. Holidays with pay for **FULL TIME** employees will be as follows: New Year's Day, Presidents' Day, Good Friday, Memorial Day, Juneteenth, 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. The 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- **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 products, salt etc. and to spend no more than \$1500.00 for small tools in 2023.
7. Supervisor Payne will act as the Town of Carroll Chief Financial Officer and funds shall be invested in CD's or Treasury Bonds 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 for the Town of Carroll.
9. Authorization to establish the mileage rate at the current IRS rates **\$62.5** cents per mile.
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).
- 11.

Standing Town Committees are as follows:

Highway, Streets, Sidewalks, Lighting, Landfill: **Mike Walker - Chair**, Russ Payne, Attorney Michael Panebianco, Tim Burkett

Election: Town Board Members

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

Public Safety/Civil Defense & Welfare: **Chief Bill Nelson - Chair**, , Dan Sisson, (Water Dept.), Russ Payne, Brad Long, Tim Eklund, Dalton Anthony

Town Hall & Buildings: John Barber, **Mike Walker - Chair**, Russell Payne, Dan Sisson

Employee Committee - Labor Management: **Russell Payne - Chair**, Mike Walker, Dan Sisson, Chief Bill Nelson, Susan Rowley

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

Parks/ Recreation Committee: **John Barber - Chair**, Kim Dilts, Mike Walker, Russ Payne, Dalton Anthony, Rachel Roushey

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

Board of Ethics: Phil Roushey, Mel McGinnis, Ron Lemon, Brian Gustafson, (Vacancy)

Planning Board (7 Year Term): **Randy Sitler - Chair**, Josh Eckert, Polly Hanson, Jason Bussman, Nick Niles, Sherry Jacobson, Dan Terhune, Nick Niles

Zoning Board of Appeals: Trudy Blomquist – Chair, Janet Black, Randy Wiltsie, Tracy Magnuson, Dan Terhune

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

Agriculture Committee: Jack Jones III, Ben Gauger, Jacob Hostetler

Economic Development/Tourism: (To Be Determined)

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

A Motion to accept the aforementioned Committee Appointments was made by _____ and seconded _____.

January 11, 2023- (**Organizational Meeting**)

January 11, 2023- (**Regular Meeting**)

February 8, 2023

March 8, 2023

April 12, 2023

May 10, 2023

June 14, 2023

July 12, 2023

August 9, 2023

September 13, 2023

October 11, 2023

November 8, 2023

December 13, 2023

December 27, 2023 (**Final Meeting**)

A Motion was made to accept the aforesaid 2023 Board Meeting Dates by _____ and seconded by _____.

A Motion to accept entire organizational agenda as presented and was made by _____ and seconded by _____.

**The Town of Carroll
Town Board Meeting**

**Wednesday, January 11, 2023
6:30 PM - Town Hall**



CALL TO ORDER:

Supervisor Payne calls meeting to order.

Supervisor Payne leads in the Pledge of Allegiance.

1. PUBLIC STATEMENTS, ANNOUNCEMENTS & QUESTIONS:

a. Letters/Communications by Supervisor Payne (Organizational Minutes for 2023)

b. The Town of Carroll welcomes public comment by all. We ask that you stand and state your name and keep your comments brief (3 minutes or less) as a courtesy to the business nature of the meeting and other time constraints. If you wish to have an interactive conversation with the board and/or Town Supervisor regarding a specific matter or concern, it would be greatly appreciated if you request to be placed on the agenda and provide an outline of the matter you wish to discuss at least one week prior to the meeting. You may do this by contacting the Supervisor or the Town Clerk at (716) 569-5365. Thank you for your kind consideration on this matter.

c. Presentation by Dennis Ryan regarding Great Lakes Energy Hub (Vac-Air Ste)

2. AUTHORIZATION - MEETING MINUTES APPROVAL FOR DECEMBER 2022.

Motion _____ 2nd on Motion _____ Carried

3. AUTHORIZATION - PAYMENT OF MONTHLY BILLS FOR JANUARY 2023

Motion _____ 2nd on Motion _____ Carried

4. AUTHORIZATION FOR THE APPROVAL OF BUDGET TRANSFERS FOR DECEMBER OF 2022

Motion _____ 2nd on Motion _____ Carried

5. TOWN ISSUES:

a. The PILOT PROGRAM between the Frewsburg Housing Limited Partnership, which as tabled at the December Board Meeting, will no longer be an issue as Frewsburg Housing Limited Partnership has obtained alternative funding via HUD and will no longer be seeking a PILOT program via the Town of Carroll. In light of that recent notification, I hereby make a motion to reject the PILOT PROGRAM which had been previously proposed.

Motion _____ 2nd on Motion _____ Carried

6. NEW BUSINESS:

7. PERSONNEL:

(a) Resignations/Retirements/Leaves of Absence:

Motion _____ 2nd on Motion _____ Carried

(b) **Appointments:**

Motion _____ 2nd on Motion _____ Carried

8. CONTRACTS/AGREEMENTS/BIDS:

9. DEPARTMENTAL / OFFICERS REPORTS:

Monthly Supervisor's Financial Report: Received from BLB

Monthly Town Clerk's Report: Received from Town Clerk Rowley

Police Chief (William Nelson):

Highway Superintendent (Mike Walker):

Water Department Supervisor (Dan Sisson):

Animal Control Officer (Nick Cusimano):

Code Enforcement Officer (Al Gustafson):

Assessor's Office (Tara Darts):

Town Attorney (Michael Panebianco):

County Legislator, District 16 (John Davis):

10. TOWN COUNCIL REPORTS:

- **Ken Dahlgren**
- **Dalton Anthony**

- Tim Burkett
- John Barber

11. TOWN SUPERVISOR:

ADJOURNMENT:

Motion _____ 2nd on Motion _____ Carried