

**Town of Carroll**  
**Town Board Minutes**  
**December Regular Meeting 6:30pm**  
**Wednesday, December 16, 2020**

The December Monthly Meeting of the Town of Carroll was held on the 16th day of December 2020 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  
Councilman/Deputy Supervisor Kenneth Dahlgren  
Councilwoman Patty Ekstrom  
Councilman Thomas Fenton  
Councilman Thomas Allison

Others in attendance were: Water Supervisor Daniel Sisson, Highway Superintendent, James Mitchener, Police Chief William Nelson, Code Enforcement Officer Alan Gustafson, and Town Clerk Susan Rowley. Residents in attendance were Tim and Julie Burkett, Mark and Kaylee Constantino, Betsy Dahlgren, and Dan Oaks.

As COVID-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 6:31pm Supervisor Russell Payne called the December 2020 meeting to order and led everyone in the Pledge of Allegiance to the Flag.

**Public statements, announcements and questions:**

Supervisor Payne read a letter from Mr. and Mrs. Ronald Gabalski  
**Attachment 1**

Supervisor Payne requested a motion to accept the November 2020 meeting minutes, and November 2020 Special Meeting minutes. Motion was made by Councilwoman Patty Ekstrom, seconded by Councilman Thomas Allison. All in Favor, Carried.

Supervisor Payne requested a motion to pay the 2020 December Town of Carroll Bills. A motion was made by Councilwoman Patty Ekstrom and seconded by Councilman Kenneth Dahlgren. All in Favor, Carried.

**Bills approved for December 2020:**

General Fund	\$ 22,384.76	Vouchers 425-490
Water Fund	\$ 106,598.63	Vouchers 200-233
Highway	\$ 21,342.12	Vouchers 195-224
Trust & Agency	\$ 13,314.36	Vouchers 27-29

**Town Issues:**

No New Town Issues to report.

**New Business:**

No New Business to report.

**Old Business:**

No Old Business to report

**Personnel Issues:**

Supervisor Payne announced that Timothy Burkett has been named as the Chairman of the Town of Carroll Ethics Board and will begin meeting soon with the Ethics board.

**Departments and Officer's Reports:**

Supervisor Payne stated that the Monthly Supervisor's Financial report from BLB, and the Monthly Town 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. **Attachment 2**

He also thanked the Children's Safety Village for use of the Speed Trailer that the police department used in September and October to remind motorists what the Speed limits are. He addressed the speed zone on Main Street and does recommend that the 45-speed zone be set back to the bridge, also adding this would need to be a State recommendation.

### **Highway Superintendent James Mitchener:**

Superintendent Mitchener the Highway Department has been busy cleaning up debris from the November 15<sup>th</sup> storm, and spending many hours grinding up debris. He stated that they have been busy putting up the Christmas flags, and stated that they are beginning to show wear and is asking the board to find a way to replace them, and they are needing to be replaced. He thanked resident Tim Wright for donating the Christmas Tree that is on display at the Library. The Highway Department has been busy mowing roadsides and preparing for winter weather. He stated that during budget talks he mentioned the need of a new brush chipper, and they are looking into pricing a new one, and going to bid soon for a new one. The town of Poland is interested in purchasing the town's current Brush Chipper.

The Speed limit has been lowered to 50 MPH on Frew Run and Ivory Road. A letter was received from New York State Department of Transportation Drew E. Rogers. **Attachment 3**

Superintendent Mitchener stated he has received a request from C&R Construction to install a new street light at the end of White Drive. The town has no street lights on that street at all, there is a pole there and he agrees that there is a need for a light as that area is very dark. He needs board approval to install a new light on White Drive.

Councilman Kenneth Dahlgren made a motion to allow Highway Superintendent James Mitchener to contact National Grid to install a new Street Light on White Drive. Councilman Thomas Allison seconded the motion. All in Favor, Carried.

Superintendent Mitchener is working on a Town of Carroll Highway Department COVID contingency plan in the case he or his Deputy becomes sick or needs to quarantine. He plans to put a color zone on the website that will show how many employees are available, with a priority list of essential roads so residents will be aware of when their location will be plowed. He is asking that the board passes a resolution stating that the town employee requirements changes from the current requirements, according to the Municipal Town Highway Law, be changed to read that a town employee need to be a town resident, to read that a town employee need to be a state resident. At this time the department has only one employee who is a town resident, and if that person was to become sick or needs to quarantine, they would need to be replaced by someone who would be allowed to take that position. He is working on a Highway Department COVID Contingency plan.

Supervisor Payne requested a motion to adopt a Town-Wide Policy which, in the case of an unexpected sickness, injury or absence, a chain of command protocol would be established within each Town Department to allow for a smooth and orderly decision-making process during these unforeseen emergency situations. A command structure within each Town Department will be created by the appropriate Department Head and posted prominently within each Department. The chain of command for all Town of Carroll Departments will read that if the Department head or deputy becomes injured or ill, a chain of command will be established allowing the Employee placed in charge, to be a New York State resident, replacing the current town requirement of that employee be a town resident. Councilwoman Patty Ekstrom made the motion and it was seconded by Councilman Thomas Fenton. All in Favor, Carried.

Superintendent Mitchener requested the board go into Executive Session to discuss a matter involving the Highway Department.

Supervisor Payne requested a motion to close the regular meeting to go into Executive Session. Councilwoman Patty Ekstrom and seconded by Councilman Thomas Fenton. All in Favor, Carried.

A motion was made to bring the December 2020 regular meeting of the Town of Carroll Board back to order was made by Councilwoman Patty Ekstrom and seconded by Councilman Kenneth Dahlgren. All in Favor, Carried.

**Water Department Supervisor Dan Sisson:**

Water Supervisor Sisson requested that residents try to keep any fire hydrants close to their homes clear of snow. He also requested to go to bid to replace the departments 2016 Ford pick up truck with a new truck. Supervisor Payne requested a motion to put the Water Department out to bid, A motion was made by Councilwoman Patty Ekstrom, seconded by Councilman Tom Allison, All in Favor, Carried.

**Animal Control Officer Nicholas Cusimano: Absent**

**Code Enforcement Officer Alan Gustafson:** The Code office is working on getting the new software set up and working along with the tablet that was purchased for that purpose. He plans to beginning using the new software at the beginning of the year. Code Officer Gustafson stated that there is an opening on the Zoning Board of Appeals and he wanted to remind Supervisor Payne and the board that a new member has been suggested and needs to be appointed.

Supervisor Payne stated that 71 Ivory Street has been purchased and will be renovated very soon.

**Lisa Volpe -Assessor's Office: Absent**

**Councilman Ken Dahlgren:** Stated that there needs to be a committee to come together to discuss the new Code Department appointment and what the hours and pay rate of the position will entail.

**Councilwoman Patty Ekstrom:** Councilwoman Ekstrom suggested that the board meet on December 30 at 4pm to sign December final bills to be paid.

**Councilman Thomas Allison:** Nothing

**Tom Fenton:** Councilman Fenton requested a motion be made for the purchase of town owned land.

ON MOTION DULY MADE Councilman Allison and seconded by Councilman Dahlgren to accept an offer from John Dietrick of Diamond Builders Corp. to purchase the property on 233 North Pearl Street, Frewsburg, NY 14738 -Tax

Parcel Identification Number 406.17-1-14 for the sum of \$5,000.00, together with any costs associated with the purchase. Said resolution was unanimously passed. This resolution is subject to permissive referendum and will take effect after thirty (30) days from the date of notice, unless a petition has been duly filed requesting a referendum.

**Supervisor Payne:**

Supervisor Payne stated he had a request to call a meeting of the water committee to discuss the rates of the Water Department as residents have been complaining. The meeting will be set for the first of the year, the members of the committee will be contacted.

The next meeting will be January 13, 2021 at 6:30pm that will also include the Organizational Meeting.

Supervisor Russell Payne requested a motion to adjourn the meeting at 7:39pm. Councilman Kenneth Dahlgren made the motion; Councilwoman Patty Ekstrom seconded the motion. All in favor. Carried.

Respectfully Submitted,

Susan Rowley  
Town of Carroll Clerk