

At a work session meeting of the Town Board of the Town of Carroll, Chautauqua County, held on the 15th day of August, 2017, at 6:00 PM in the Town hall, Frewsburg, N.Y. there were:

PRESENT

Councilwoman Ekstrom
Councilman Dahlgren
Councilman Ekstrom
Councilwoman Lingenfelter
Supervisor Jones
Anna Gifford

Recording Secretary, Tenneil L. Stelmack, Town Clerk

Also Present:

Supervisor Jack Jones calls the meeting to order at 6:00pm to discuss TOC swim program. Motion made by P. Ekstrom and 2nd by T. Ekstrom.

Sup. Jack Jones- According to his records:

2016 Lifeguards payroll- \$10,177.00

Anna Gifford- approx. \$5,200.00

Program- approx. \$15,000 total cost for the year

The total income for the 2016 swim program was \$4,534.00 and YTD is \$17,000.

Jack Jones ask Anna what her records show- she believe is should be approx. \$3,000 for each session, but states she handed over all of her records to the board.

P. Ekstrom states when Anna was called to obtain the records she did not cooperate easily so Lona was then asked. Lona turns money over to Laura and the rest of the money is collected by Anna and to be turned in. Anna gave all records she had to the board, all attendant sheet were turned in and one session was missing. A. Gifford states she it was never her requirement made to keep record of the money.

A. Gifford- Always would drop money in the drop box during closed hours of the town hall and never received any receipts.

P. Ekstrom states Jan, Feb, March 2016- records were missing (1st session). Anna destroyed the past paperwork including the 1st 2016 session.

J. Jones- States- Anna is not cooperative and attitude is not optimal.

P. Ekstrom- requests the attendance sheet and Anna states she gave this information to the board.

M. Lingenfelter- demands respect for the board from Anna.

P. Ekstrom- asks for 2013 and 2014- Anna state she was not employed by the TOC during this time.

A. Gifford- states she has never been required in the past to keep any records for the town. She feels her integrity is being questioned. Anna has always stayed within budget and never gone over until now because she is asking for a raise for the first time in five years. She makes all forms and paperwork on her own time and send out all information to parents and asks if this process can move forward and she agrees to keep better records in the future.

J. Jones- questions the money that Anna states x number of dollars are being brought in but J. Jones states his records do not correlate with Anna's reported numbers. Jack Jones questions where has the money gone? Kevin Honey has taken all clerk receipts books and bank statement and is currently performing an off-site audit to decide what deposits are what. Jack Jones does not believe according to Laura's records that swim money was ever deposited.

K. Dahlgren- States according to the Supervisor reports that the swim money was never deposited to the swim line account.

J. Jones – States he never received the increase in wage form by A. Gifford. J. Jones states he never received the request.

J. Jones- if town has to have a significant increase in the swim program, the program will be eliminated. He has to stay within .07% of a tax cap. The funds in the past have not been received as they currently are showing as deposited.

A. Gifford- suggests asking Laura to explain her processes. Jack Jones states some deposits are labeled a swim program deposit.

J. Jones- states in 2014 a total of \$8,016.00 were deposited.

A. Gifford- she was not employed in 2014 and the program was dwindling.

J. Jones- Kevin is going through the bank deposits currently. 2015- According to Jack deposits totaled \$3,280.00 for the year (according to what Jack sees on Laura's records). Many deposits are without a specification so Kevin is looking into that via clerk bank statements and receipt books to determine what the deposits were from. Now looking back Jack states Laura deposited seven different times depositing \$3,280.00 in 2015.

K. Dahlgren- asks Anna if each session was a few hundred dollars of check verse cash- Anna replied- she believes each session would bring in approx. a few hundred dollars in cash. Ken asks "So normally when you hand in cash it was for a few hundred dollars"? Lona handled cash in check as well at different times.

P. Ekstrom- Unfortunately, if we had your records, Anna, we could compare the records.

T. Stelmack- asks for clarification on the session verse classes and fiscal years verse budget year verbiage. Suggests making the fiscal year and the swim program to follow one another to create simplicity.

A. Gifford – 1st session September 23rd- Oct 28th, last one begin on May 5th.

P. Ekstrom – asks what is WSI certification and the cost to the town. Anna explains you need a water safety instructor in the water to run a session. A. Gifford has herself and maybe one other person, Allison Russell. A WSI person has to be present in order for class to take place. What is the difference between a lifeguard and a head guard? A lifeguard in the town must be 16 years of age a head guard is someone who has graduated and hold more responsibility. Minimum wage as of Jan 1, 2018 goes up to \$10.40 an hour which will reflect upon the wages paid to the guards.

J. Jones asks about what is the boards plan is moving forward for the program.

T. Ekstrom suggest going through with next session.

M. Lingenfelter- stresses the importance of record keeping to Anna and that future record keeping of all records are town records and to be kept at the town hall.

T. Stelmack- suggests having a sign-up night for swim lessons where parents will come to the town hall, sign their child up and pay before swim lessons begin. This will keep money and records at the town hall.

J. Jones- sign-up night for lessons. Move forward with this fiscal year.

P. Ekstrom- states Anna's budget is sustainably higher then what the program brings in on a yearly basis.

J. Jones- states Kevin Honey took all the bank statements and is looking through past records in attempt to determine what amount of money came in to the town from the swim program.

T. Stelmack- states she never receives a fiscal statement to know what money is applied to each specific line item after the money is given to the book keeper.

A. Gifford- asks to see the book keeper's monthly reports and show the money being deposited into the swim line.

Board- explains thing may not be labeled correctly and they are looking into this.

A. Gifford- asks how Patty Ekstrom how she can hold a position on the board and collect an hourly wage as an employee of the town for the summer program as rec councilor.

P. Ekstrom- says when she started it was a PSTA program and it was never thought about this subject matter.

J. Jones says P. Ekstrom would have to abstain from any voting of summer rec. decisions.

Board is looking into this matter and will look into any legal conflicts.

A. Gifford states it was never required of her to keep records and she feels her integrity was being questioned.

Motion to adjourn meeting by M. Lingenfelter and second by P. Ekstrom at 7:36 pm.

Tenneil L. Stelmack, Town Clerk

DRAFT