

TOWN OF CARROLLTON
MONTHLY MEETING
August 20th, 2019 5:30PM

MUNICIPAL COMPLEX

640 MAIN STREET

LIMESTONE, NY 14753

Present: Supervisor Ralph Bottone, Councilman James Rounsville, Councilman Jay Little, Councilman David Frederick, Town Clerk Julie Carlson, CEO John Helgager, Rick Dixon Water/Sewer/Maintenance, Book Keeper Ivy Spry, Hwy Superintendent Mike Fox. Town Justice System-Jillian Koch, Joe Crowley.

Guest: Town Resident-Don Jacoby, Ben Slotman of MDA.

Supervisor Bottone called the Meeting to order at 5:30PM, followed by the Pledge of Allegiance.

Motion made by Councilman Little, seconded by Councilman Frederick to pay bills presented. All voting yes, Motion carried.

2019 Bills Presented

- Capital \$11,498.00 v#6-7
- General \$35,779.94 v#154-197
- Highway \$ 60,829.13 v#70-87
- Sewer 1 \$ 276.66 v#10
- Sewer 2 \$ 2,626.14 v#62-71
- Water \$ 1,215.91 v#56-64
- Total \$112,225.78**

Checks Received:

\$ 363.00 Town Clerk's Acct-July Sales
14,964.00 Justice Michael Soper-Fines Collected for July
18,097.00 Justice Joseph Crowley-Fines Collected for July
1,132.00 Rents collected for Complex & garage
65.19 Cinta's Reimbursement of returned merchandise
67,576.78 Catt. County-sales tax 2nd qtr
\$102,197.97 Total

Monthly Reports: The Town Clerk, Town Justices, Supervisor, Highway and Code Enforcement Reports were distributed and reviewed.

Jillian Koch, assistance to the Town Justice Department-distributed a letter and contract explaining she has been approached by Joe Crowley, to assist in records management, and help to apply for a JCAP grant, listing what she is preparing and submitting on the 2019 JCAP Application. The proposal for the grant writing service is \$2,000.00 for work performed on or before October 31, 2019.

Motion made by Councilman Frederick, seconded by Councilman Little to approve Jillian Koch, as grant writer for the Town Justice System. Agreeing to pay \$2000.00 using the Town Justice Contractual for this service. All voting yes, Motion carried.

Jillian Koch also reported that she has currently caught up the backlogs of the tickets and has brought in a \$40,000 increase since 2017.

Hwy Superintendent: Mike Fox provided his monthly report. The Board addressed the County Line Stone overdue bill from 2018. They reviewed with Mike how the agreement with down with D&H Excavating that provided the quote. The Board agreed after reviewing the written quote that it is indicating it includes the stone. The Board is still standing to not pay County Line Stone and to have Eric Firkel, Town Attorney continue on with this case.

Ben Slotman, MDA Project Engineer-Capital WWTP Project-provided the H& K payment Application #5 for the Wastewater Treatment Plant and Pump Station Improvements in the amount of \$12,571.40, and J.D. Northrup

Construction, payment application #9 Final for the Sludge Removal and Bank Stabilization in the amount of \$9,162.30 to be reviewed and approved.

Motion made by Councilman Little, seconded by Councilman Rounsville to approve and authorize payment to H & K Services Application #5 in the amount of \$12,571.40. All voting yes, Motion carried.

Motion made by Councilman Rounsville, seconded by Councilman Little to approve and authorize payment to J.D. Northrup Construction Application #9 Final in the amount of \$9,162.30. All voting yes, Motion carried.

Rick Dixon-Water/Sewer Department provided the Board with information to become a member of the NY Rural Water Association. The annual fee is \$318.00 per year for 51-250 customers for Water and Wastewater Systems. The Board Agreed to join after getting advice from Ben Slotman, MDA Project Engineer.

John Helgager-Code Enforcement- provided information on Bldg. Fire Prevention and Code Enforcement and State Energy Conservation Construction Code. He also reported he is still working on the Paton Drive issue with the Court. He stated that there is no zoning outside of the Hamlet and he is working with the Planning/Zoning Board. He as Code Enforcement can issue a Special Use Permit. He discussed that Operating Permit /Fire Inspections are mandated by State. He stated there is no official list of businesses with Public Assembly or Public Occupancy/Usage. He encourages the Town to implement this.

John also requested the Board to agree to pay ½ of costs for him to attend the State mandated continuing education program, hosted by the Western Southern Tier Building Officials held on Sept. 9-11 in Mayville, NY. Village of Allegany is paying \$137.50, so Carrollton would pay \$137.50. The Board said they would let him know. John requested the payment by 8/27/19.

Bob Wood-Planning Board Chairman- expressed to the Board the need to for a Secretary for the Planning Board. The Board asked if one of the Planning Board Members could do this duty until the position could be filled.

Ivy Spry-Complex/Rentals- stated that she updated all the lease agreements. Cattco is lease is through 2/2020. Parts R Us needs to renew their lease, and provide Liability Insurance.

Siemens sent their proposal of \$4,345.63 for removing and replacing of a Daikin wall mount A/C Unit for the Computer Room. The Board said they need to discuss and come back with other options to cool the room.

Ivy Spry-Book Keeper-stated she has been reviewing the CD's and accounts and wants authorization to move the Cemetery ones at Northwest Bank to Five Star Bank.

Motion made by Councilman Little, seconded by Councilman Frederick authorizing the Book Keeper and Supervisor to transfer the accounts from Northwest Bank in Bradford, PA to Five Star Bank in Allegany, NY. All voting yes, Motion carried.

Ivy reported she is working on Direct Deposit for all the Town Employees; however, it will take a couple months to get it up and running. She will include information to each employee with their paycheck.

A Training for Sexual Harassment is scheduled for October 4th, 2019 at 9am in the Board Meeting Room. This is mandated to anyone who is employed by the Town of Carrollton.

John Smith-Parts R Us-Rental- reviewed with Ivy the checks he has written showing what he has accounted for in rental payments. He agreed to research further to show proof of all payments. He also requested to move his dumpster, still keep on his property. He is setting up to have a U-Haul Business if everything goes as planned. He reassured the Board everything would still be within his space he rents.

Cemetery-Clerk Julie Carlson updated the Board on the Survey for the Limestone Cemetery. It has been completed and everything is marked.

Complex Signage- The Board requested Rick Dixon to order signs saying that the vehicles will be towed at own expense.

Town Liaison's - The Board reorganized to continue throughout end of year. Water/Sewer, Code Enforcement, and Seneca Nation-Ralph Bottone; Highway-Jay Little; 86/Rte 219-Jim Rounsville; Complex Repairs and Manager-David Frederick; Youth Soccer-Brian Jacoby.

Assessor Position: The position is a 5-year term is due to be filled by September 30th, 2019. Sue Putt has indicated she may not be interested. The Board is looking into other alternatives, and accepting applications at this time.

Motion made by Councilman Frederick, seconded by Councilman Little to go into Executive Session for Personnel Issues with Ivy Spry and Rick Dixon. All voting yes, Motion carried.

Motion made by Councilman Frederick, seconded by Councilman Rounsville to adjourn Executive Session. All voting yes, Motion carried.

Motion made by Supervisor Bottone, seconded by Councilman Frederick to set Ivy Spry-Book Keeper salary at \$23,675.00, using \$18.97 per hour at 1,248 hrs. per year (24 hours per week). She is to be in office on Fridays, and can otherwise set her own hours and work from home. The Board also requested she work in office when Town Clerk is able to notify her in advance of being out of office. All voting yes, Motion carried.

Motion made by Councilman Frederick, seconded by Councilman Little for Rick Dixon to be paid hourly and overtime if needed for Cemetery burials. All voting yes, Motion carried.

Motion made by Councilman Frederick, seconded by Councilman Little to adjourn meeting.

Respectfully Submitted~~ Julie Carlson-Town Clerk