

**TOWN OF CARROLLTON**  
**ORGANIZATIONAL MEETING**  
**January 02, 2020 5:00pm**

**MUNICIPAL COMPLEX**

**640 MAIN STREET**

**LIMESTONE, NY 14753**

**Present:** Supervisor Robert Rinfrette, Councilman Ralph Bottone, Councilman Jay Little, Councilman Dan Newbury, Town Clerk Julie Carlson, Bookkeeper Keli Rounsville.  
**Not Present:** W/S Maintenance Rick Dixon, Hwy Superintendent Mike Fox, Councilman Jim Rounsville.

Supervisor Rinfrette called the January 2020 Organizational Meeting to order following the Pledge of Allegiance.

**Motion** made by Councilman Bottone, 2<sup>nd</sup> by Councilman Newbury to Accept Budget for Fiscal Year 2020. All voting yes, Motion carried.

**Motion** made by Councilman Little, 2<sup>nd</sup> by Councilman Bottone to approve General Fund wages as budgeted. All voting yes, Motion carried.

**Motion** made by Councilman Bottone, 2<sup>nd</sup> by Councilman Little to name the Olean Times Herald as the Towns official newspaper. All voting yes, Motion carried.

**Motion** made by Councilman Bottone, 2<sup>nd</sup> by Councilman Little to use Five Star Bank as the official Town Bank for 2020. All voting yes, Motion carried.

**Motion** made by Councilman Newbury, 2<sup>nd</sup> by Councilman Bottone to set the Mileage Reimbursement at .50 per mile. All voting yes, Motion carried.

**Motion** made by Councilman Little, 2<sup>nd</sup> by Councilman Bottone to set the monthly cell phone reimbursement of \$30.00 each to employees that have been approved and budgeted to have this included in their contractual. All voting yes, Motion carried.

**Motion** made by Councilman Bottone, 2<sup>nd</sup> by Councilman Newbury to set a \$40.00 meal reimbursement per person per day, including gratuities, excluding alcoholic beverages for any Municipality classes/seminars that require being away from home on scheduled days of session. Receipts must be turned in for reimbursements. All voting yes, Motion carried.

**Motion** made by Councilman Newbury, 2<sup>nd</sup> by Councilman Little for the Investment Policy and authorization for Supervisor Robert Rinfrette to invest town funds and monies pursuant to it, using Five Star Bank as the Designation of Depositories. All voting yes, Motion carried.

**Motion** made by Councilman Bottone, seconded by Councilman Newbury to remove Mary Rhodes from Town of Carrollton Accounts including online banking, open and closing any accounts in the name of this municipality effective immediately. All voting yes, Motion carried.

**Motion** made by Supervisor Rinfrette, seconded by Councilman Little to authorize Keli Rounsville, Town of Carrollton Book Keeper to open and close any deposit or checking account(s) and perform online banking transactions General, Water, Sewer, Highway Town Clerk, Capital Accounts in the name of this municipality effective immediately. All Voting yes, Motion carried.

**Motion** made by Councilman Little, seconded by Councilman Newbury to remove Ralph Bottone from all Town of Carrollton Accounts including online banking, open and closing any accounts in the name of this municipality. All voting yes, Motion carried.

**Motion** made by Councilman Little, seconded by Councilman Bottone to authorize Town of Carrollton Supervisor Robert Rinfrette to open and close any deposit or checking account(s) and perform online banking transactions General, Water, Sewer, Highway, Town Clerk, Capital Accounts in the name of this municipality. All voting yes, Motion carried.

**Motion** made by Supervisor Rinfrette, seconded by Councilman Newbury to authorize Town of Carrollton Deputy Supervisor Jay Little to be an authorized signature in the name of this municipality. All voting yes, Motion carried.

**Motion** made by Supervisor Rinfrette, 2<sup>nd</sup> by Councilman Newbury to accept the current Procurement Policy as is, reserving the right to amend or otherwise change by further Resolution and make sure it is for all departments. All voting yes, Motion carried.

**Motion** made by Councilman Newbury, 2<sup>nd</sup> by Councilman Little to set the Petty Cash fund for \$150.00 General Fund for Town Clerk Use and \$50.00 for Water/Sewer Fund and Water/Sewer Department Use. All Voting yes, Motion carried.

**Motion** made by Councilman Bottone, 2<sup>nd</sup> by Councilman Newbury to set the Returned Check Fee at \$35.00. All voting Yes, Motion carried.

**Motion** made by Councilman Bottone, 2<sup>nd</sup> by Councilman Newbury to set the Monthly Board Meetings on the 3rd Tuesday of each Month at 4:30PM. All voting yes, Motion carried.

**Motion** made by Councilman Bottone, 2<sup>nd</sup> by Councilman Newbury to follow accordingly to the Rules of Order and Meeting Agenda (Resolution 07-14). All voting yes, Motion carried.

**Motion** made by Supervisor Rinfrette, 2<sup>nd</sup> by Councilman Little to set the bi-weekly Paycheck Distribution time for 9am on Thursday. All voting yes, Motion carried.

**Motion** made by Councilman Bottone, 2<sup>nd</sup> by Supervisor Rinfrette to approve Quick Books Program for the Town Book Keeper to use the Town of Carrollton Credit card for monthly payroll services.

**Motion** made by Supervisor Rinfrette, 2<sup>nd</sup> by Councilman Little to pay Monthly Payroll distributions on the last Thursday of each month. All voting yes, Motion carried.

**Motion** made by Councilman Newbury, 2<sup>nd</sup> by Councilman Little to pay the Tax Collector salary in three installments- January, February and March during tax collecting season. All voting yes, Motion carried.

**Motion** made by Councilman Little, 2<sup>nd</sup> by Councilman Bottone to Delegate the Powers and Duties of Administration to the Supervisor for Town and Special Districts on behalf of the Town Board. All voting yes, Motion carried.

**Motion** made by Councilman Little, 2<sup>nd</sup> by Councilman Newbury to accept the Annual Appointments and Salaries from the General fund as budgeted for 2020 and appoint the following positions:

Budget Director- Supervisor Robert Rinfrette-1yr.

Deputy Supervisor-Councilman Jay Little

Town Book Keeper- Keli Rounsville -1 yr.

Temporary Book Keeper-Mary Rhodes- (training new Book Keeper)

Town Clerk- Julie Carlson-2 yrs.

Water/Sewer/Rental Clerk-Julie Carlson-2yr.

Registrar of Vital Statistics-Julie Carlson -2 yrs.

Deputy Registrar of Vital Statistics-Keli Rounsville-2yrs.

Dog Control Officer- Dustin Bottone-1 yr.

Deputy Dog Control Officer-Ralph Bottone-1 yr.

CEO/Building Inspector-Lance Jobe-1 yr.

Civil Defense Director- Mike Soper-1yr.

Town Historian- to be determined-

Town Attorney-Shane Firkel, Attorneys at Law -1 yr.

**All voting yes, Motion carried.**

**Liaison for:**

Water & Sewer Matters- Newbury

Highway Dept.- Little/Bottone

219/I86- Rounsville/Rinfrette

Municipal Complex & Repairs- Newbury

Complex Manager-Newbury

Seneca Nation- Bottone

Planning & Zoning Board- Bottone/Newbury

Building & Code Enforcement- Bottone/Little

Youth Soccer Program-Newbury

**Committees:**

Planning Board-Vacancies: 4 yr. term 01/2020-12/31/2024

2 yr. term to complete ending 12/31/2022.

Zoning Board -Planning Board acting as Zoning as needed.

**Complex Rentals:**

**Motion** made by Councilman Little, 2<sup>nd</sup> by Councilman Bottone to set the following rates for the Municipal Complex add-ons for Complex Tenants.

Monthly Phone Rental Rate: \$25.00 per month

Monthly Mail Box Rate: \$5.00 per month

One Time Security Deposit-\$amount of room to be rented.

All voting yes, Motion carried.

**Motion** made by Councilman Little, 2<sup>nd</sup> by Councilman Newbury to adjourn meeting at 6:15PM.

All voting yes, Motion carried.

*Respectfully Submitted,*

*Julie Carlson –Town Clerk*