

TOWN OF CARROLLTON
ORGANIZATIONAL MEETING
January 05, 2021 4:30PM

MUNICIPAL COMPLEX

640 MAIN STREET

LIMESTONE, NY 14753

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

Supervisor Rinfrette called the January 2021 Organizational Meeting to order following the Pledge of Allegiance.

Motion made by Councilman Bottone, 2nd by Councilman Little to Accept Budget for Fiscal Year 2021. All voting yes, Motion carried.

Motion made by Councilman Bottone, 2nd by Councilman Rounsville to approve General Fund wages as budgeted. All voting yes, Motion carried.

Motion made by Councilman Rounsville, 2nd by Councilman Little to name the Olean Times Herald as the Towns official newspaper. All voting yes, Motion carried.

Motion made by Councilman Little, 2nd by Councilman Newbury to use Five Star Bank as the official Town Bank for 2021. All voting yes, Motion carried.

Motion made by Councilman Little, 2nd by Councilman Rounsville to set the Mileage Reimbursement at .50 per mile. All voting yes, Motion carried.

Motion made by Councilman Little, 2nd by Councilman Rounsville 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. Justice J. Crowley, Justice M. Soper, Court Clerk T. Wedge, CWO Ricky Dixon. All voting yes, Motion carried.

Resolution No. 01-2021 Agreement to Spend Town Highway Funds-2021

Resolution introduced by Councilman James Rounsville, seconded by Councilman Dan Newbury to accept Shared Services Agreement between the Town of Carrollton and N.Y.S.D.O.T. for 2021.

Whereas, Pursuant to the provisions of Section 284 of the Highway Law, we agree that moneys levied and collected in the Town for the repair and improvement of Highways, and received from the State for State Aid for the repair and improvement of highways shall be expended as follows:

1. General Repairs. The sum of \$258,707.00 shall be set aside to be expended for primary work and general repairs upon 24.08 miles of town highways, including sluices, culverts and bridges having a span of less than five feet and boardwalks or renewals thereof.

Resolved, that The Town of Carrollton Board shall enter and execute this agreement stated above with N.Y.S.D.O.T for the 2021 year.

The resolution as stated above is hereby adopted by a majority vote of the Town of Carrollton Town Board an official meeting held on the 5th day of January 2021, the ayes, and nays take and recorded below:

AYES: Robert Rinfrette, Supervisor, Council Dan Newbury, Jay Little, Ralph Bottone, James Rounsville. NAYS: NONE.

Motion made by Councilman Newbury, 2nd by Councilman Bottone 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 Rounsville, 2nd by Councilman Newbury 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 Rounsville, seconded by Councilman Newbury to authorize Town of Carrollton Deputy Supervisor Jay Little to continue to be an authorized signature in the name of this municipality. All voting yes, Motion carried.

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

- 1) Spending limit –it is \$500.00, more than \$500.00 per department must have Board Approval;
- 2)\$1000-\$5000 requires oral request to Board and written/fax of quotes from 2 vendors.
- 3)Greater than \$5000, less than \$10,000 requires written request for a proposal and written/fax quotes from 3 vendors.
- 4)Greater than \$10,000, less than \$20,000 requires written request for proposal and written/fax quotes from 3 vendors for purchase and public works.

Motion made by Councilman Newbury, 2nd 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, 2nd by Councilman Newbury to set the Returned Check Fee at \$35.00. All voting Yes, Motion carried.

Motion made by Councilman Bottone, 2nd by Councilman Newbury to set the Monthly Board Meetings on the 3rd Tuesday of each Month at 5:00PM. All voting yes, Motion carried.

Motion made by Councilman Little, 2nd 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 Councilman Bottone, 2nd by Councilman Little to set the bi-weekly Paycheck Distribution time for 9am on Thursday. All voting yes, Motion carried.

Motion made by Councilman Rounsville, 2nd 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, 2nd 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, 2nd 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, 2nd by Councilman Newbury to accept the Annual Appointments and Salaries from the General fund as budgeted for 2021 and appoint the following positions:

Budget Director- Supervisor Robert Rinfrette-1 yr. \$1,093.00

Deputy Supervisor-Councilman Jay Little

Town Book Keeper- Keli Rounsville -1 yr. \$22,096.00

Dog Control Officer- Dustin Bottone-1 yr. \$150.00 monthly-adjusted from 2021 Budget wages

Deputy Dog Control Officer-Ralph Bottone-1 yr.

CEO/Building Inspector-Lance Jobe-1 yr. \$8,400.00

Civil Defense Director- Mike Soper-1 yr.

Town Historian- Kimberly Colley 1 yr.

Town Attorney-Shane Firkel, Attorneys at Law -1 yr. \$4,000.00

All voting yes, Motion carried.

Liaison for:

Water & Sewer Matters- Bottone/Little

Highway Dept.- Little/Newbury

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-1 Vacancies: term 01/2021-12/31/2025

Motion made by Councilman Little, seconded by Councilman Bottone to pay Planning Board Members as budgeted for 2021 when per attendance to the Planning Board Meetings, Public Hearings scheduled. Chairperson \$50.00, Secretary \$50.00 and additional members \$25.00 each. All voting yes, Motion carried.

Zoning Board of Appeals:

Robert Burkett: Chairperson term-01/2020-12/31/2024

Toby Colley-member term-01/2021-12/31/2025

Robin Rider-member-01/2021-12/31/2023

Complex Rentals:

\$4.50 per square foot per room

Hourly rates: \$25.00 per hour for Rec and Cafeteria use

Motion made by Councilman Little, 2nd 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, 2nd by Councilman Newbury to adjourn meeting at 6:00PM.

All voting yes, Motion carried.

Respectfully Submitted,

Julie Carlson –Town Clerk