

TOWN OF CARROLLTON
ORGANIZATIONAL MEETING
January 08, 2018 4:00pm

MUNICIPAL COMPLEX

640 MAIN STREET

LIMESTONE, NY 14753

Present: Supervisor James Stoddard, Councilman Ralph Bottone, Councilman Brian Jacoby, Councilman Jim Rounsville, Town Clerk Julie Carlson, Bookkeeper Mary Rhodes. Highway Superintendent Mike Fox. Shane Firkel, Attorney at Law - Dana Fogle & Eric Firkel. Not Present: Water/Sewer/Rentals Clerk Rosemary Fowler Water/Sewer/ Maintenance Rick Dixon.

Supervisor Stoddard called the January 2018 Organizational Meeting to order following the Pledge of Allegiance.

Motion made by Councilman Bottone, 2nd by Councilman Rounsville to Accept Budget for Fiscal Year 2018. All voting yes, Motion carried.

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

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

Motion made by Councilman Rounsville, 2nd by Councilman Bottone to use Five Star Bank as the official Town Bank for 2018. All voting yes, Motion carried.

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

Motion made by Councilman Bottone, 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. All voting yes, Motion carried.

Motion made by Councilman Rounsville, 2nd by Councilman Bottone for the Investment Policy and authorization for Supervisor James Stoddard 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, 2nd by Councilman Rounsville 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 Bottone, 2nd by Councilman Rounsville to set the Petty Cash fund for \$150.00 for General Fund and \$50.00 for Water/Sewer Fund to be used by Town Clerk and Water/Sewer Clerk. All Voting yes, Motion carried.

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

Motion made by Councilman Bottone, 2nd by Councilman Rounsville to set the Monthly Board Meetings on the 3rd Tuesday of the Month at 4PM. All voting yes, Motion carried.

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

Motion made by Councilman Rounsville, 2nd by Councilman Bottone 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 Jacoby to pay Monthly Payroll distributions on the last Thursday of each month. All voting yes, Motion carried.

Motion made by Councilman Jacoby, 2nd by Councilman Bottone 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 Bottone, 2nd by Councilman Rounsville 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 Jacoby, 2nd by Councilman Bottone to accept the Annual Appointments and Salaries from the General fund as budgeted for 2018 and appoint the following positions:

Budget Director- Mary Rhodes, Supervisor James Stoddard -1yr.

Deputy Supervisor-Councilman Ralph Bottone-1 yr.

Water/Sewer/Rental Clerk-Rosemary Fowler-1yr.

Dog Control Officer- Dustin Bottone-1 yr.

Deputy Dog Control Officer-Ralph Bottone-1 yr.

CEO/Building Inspector-John Helgager-1yr.

Civil Defense Director- Mike Soper-1yr.

Town Historian- Joe Bottone-1 yr.

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

All voting yes, Motion carried.

Liaison for:

Water & Sewer Matters- Stoddard

Highway Dept.- Stoddard/Jacoby

219/186- Rounsville

Municipal Complex & Repairs- Jacoby/Stoddard

Seneca Nation- Bottone

Planning & Zoning Board- Bottone

Building & Code Enforcement-Bottone/Stoddard

Complex Manager-Stoddard

Youth Soccer Program-Jacoby

Committees:

Planning Board-1 vacant position-not determined

Zoning Board of Appeals-3 vacant positions-not determined

Complex Rentals:

Motion made by Councilman Rounsville, 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

All voting yes, Motion carried.

Motion made by Councilman Bottone, 2nd by Councilman Rounsville to adjourn meeting at 4:30PM. All voting yes, Motion carried.

*Respectfully Submitted,
Julie Carlson –Town Clerk*