

**TOWN OF CARROLLTON**  
**ORGANIZATIONAL MEETING**  
**January 08, 2019 4:00pm**

**MUNICIPAL COMPLEX**

**640 MAIN STREET**

**LIMESTONE, NY 14753**

**Present:** Supervisor James Stoddard, Councilman Ralph Bottone, Councilman Jim Rounsville, Town Clerk Julie Carlson, Bookkeeper Mary Rhodes. Highway Superintendent Mike Fox. Not Present: Water/Sewer/Rentals Clerk Rosemary Fowler, Water/Sewer/ Maintenance Rick Dixon, Councilman Brian Jacoby.

Supervisor Stoddard called the January 2019 Organizational Meeting to order following the Pledge of Allegiance.

**Motion** made by Councilman Bottone, 2<sup>nd</sup> by Councilman Rounsville to Accept Budget for Fiscal Year 2019. All voting yes, Motion carried.

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

**Motion** made by Councilman Rounsville, 2<sup>nd</sup> by Councilman Little to use Five Star Bank as the official Town Bank for 2019. All voting yes, Motion carried.

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

**Motion** made by Supervisor Stoddard, 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 Supervisor Stoddard, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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 Little, 2<sup>nd</sup> by Councilman Rounsville to accept the Annual Appointments and Salaries from the General fund as budgeted for 2019 and appoint the following positions:

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

Deputy Supervisor-Councilman Ralph Bottone-1 yr.

Town Book Keeper- Mary Rhodes-1 year

Town Clerk- Julie Carlson-2 yrs.

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

Registrar of Vital Statistics-Julie Carlson -2 yrs.

Deputy Registrar of Vital Statistics-Rosemary Fowler-2yrs.

Dog Control Officer- Dustin Bottone-1 yr.

Deputy Dog Control Officer-Ralph Bottone-1 yr.

CEO/Building Inspector-John Helgager-6 months' probation

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/Little  
219/186- Rounsville  
Municipal Complex & Repairs- Bottone/Stoddard  
Seneca Nation- Bottone  
Planning & Zoning Board- All  
Building & Code Enforcement- Stoddard  
Complex Manager-Stoddard  
Youth Soccer Program-Jacoby

**Committees:**

Planning Board-Colleen Dixon-reappointed term beginning 01/01/2019 and ending -12/31/2023

Zoning Board -Planning Board acting as Zoning as needed.

**Complex Rentals:**

**Motion** made by Councilman Rounsville, 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

All voting yes, Motion carried.

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

***Respectfully Submitted,  
Julie Carlson –Town Clerk***