

Organizational Meeting

Supervisor Smith stated she has reviewed the Town's current Procurement Policy and Investment Policy.

As Supervisor of the Town of Carroll I request that this Organizational Meeting for the year 2019 be adopted as follows:

The second Wednesday of each month shall be designated as the regular Town Board Meeting, to start at **6:30 PM, with Council to go over bills at 6:00 PM.**

APPOINTMENT OF OFFICERS

A. Personnel Appointments for 2019

1. Registrar of Vital Statistics- Tenneil Stelmack
2. Deputy Clerk, Deputy Registrar- Crystal Gibson
3. Deputy Town Supervisor- Thomas Fenton
4. Deputy Highway Superintendent- Michael Walker
5. Accountant – Bahghat and Laurito-Bahghat CPAs
6. Collector of Taxes – Tenneil Stelmack
7. Fair Housing Officer- Town Clerk
8. Co-Historians- Barb Cessna & Susan Richards
9. Planning Board- Josh Eckert, term through 12/31/2025
10. Assistant Dog Control Officer- Kathy Cusimano

OTHER APPOINTMENTS- SALARIES

Town Attorney – Paul V. Webb Jr. – Erickson, Webb, Scolton & Hajdu (Attorney of Record)

Records Management Officer – Tenneil Stelmack

Freedom of Information Officer – Tenneil Stelmack

Town Supervisor \$6,090.00

Town Bookkeeper contractual

Councilmen (4) @1600 \$6,400.00

Justices 2 @ 5665 \$11,330.00

Court Clerk \$8,000.00

Highway Supt. \$65,107.00

Water Supervisor \$58,050.00

Police Chief \$25,000.00

Fire Inspector \$2,800.00

Animal Control Officer \$3,263.00

Town Clerk \$36,414.00

Reg. of Vital Statistics \$402.00

Records Management Ofc \$1,504.00

Code Enforcement Ofc \$7,200.00

Highway MEO/ Deputy Super. \$23.08/hr. plus \$0.75/hr. differential

Highway MEO's \$23.08/hr

MEO's starting after 12/1/2013 will fall into a 5 year step program

Year 1 \$15.00 Year 2 \$17.00 Year 3 \$19.00 Year 4 \$20.00 Year 5 full rate

Laborer up to \$15.00/hr

Part-time employees

Youth Director \$7,800.00/yr.

Life Guards \$11.10/ hr

Cleaners \$11.10/ hr

Court Assistant \$11.10/ hr

Assistant Animal Control Officer \$11.10/ hr.

Clerk II \$11.10/hr

Police Officers:

Part time Police Officer, Troy Kennelly \$16.00/ hr.

Part time Police Officer, Garrett Jackson \$15.50/ hr.

Part time Police Officer, Cody Catalano \$15.50/ hr.

-Officers will be paid by-weekly. There shall be no reimbursement for days lost for jury duty without prior approval from the Town Board. When the police officers are required for Grand Jury cases or other duty, they will be reimbursed at the payroll rate per hour and not more than an 8 hour day.

-Animal Control Officer, Nicholas Cusimano shall file a monthly report with the Town Board

-Mileage rate for all business travel made by employees using their own personal vehicle will be consistent with the 2019 IRS Standard Mileage Rate of .58 cents per mile.

-Salary of the Town and Supervisor will be paid on a monthly basis unless otherwise specified.

-Salaries of the Town Council will be paid on a quarterly basis

DESIGNATIONS

1. Bank Depository – M & T Bank – Foote Avenue, Jamestown Branch or the Falconer Branch

2. Official Newspaper – Post Journal

AUTHORIZATIONS

1. Official Bank Signatory – Laura S. Greenwood or Thomas Fenton

2. Certifier of Payrolls – Laura S. Smith

3. Authorization for the Town Supervisor to:

a. approve attendance at conferences, conventions, workshops, etc. for members of town staff when funds are budgeted.

b. approve budget transfers as per Bahghat and Laurito-Bahghat CPAs

c. to accept resignations on behalf of the Town Board.

4. Authorization to establish a Town Clerk petty cash account in the amount of \$50.00 to be overseen by Tenneil Stelmack.

5. Authorization to enter into the annual shared services agreement between the Carroll Highway Department and Chautauqua County

6. Agreement to spend Highway funds

7. Any items to be added to the monthly agenda must be received by the town clerk no later than one week prior to the board meeting or items will wait until the following month.

OTHER ITEMS

1. Holidays with pay for FULL TIME employees will be as follows: New Year's Day, Presidents' Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Election Day, Veterans' Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve Day, and Christmas Day. Overtime will be paid after a 40 hour week.

2. All hourly and salaried employees must have all sick, vacation, and comp time must be approved by department head or Town Supervisor. All time off must accompany a Leave Time Request form signed by appropriate Supervisor. This does not include Elected Officials

3. The Town Clerk's office will be closed in addition to the current holidays, Martin Luther King Jr. day, Election Day and the PM of any primary and registration

days.

4. The Town Clerk's Office Hours:

Monday thru Friday 9:00 AM to 4:30 PM (Lunch 12-1)

During Tax collection the office will be open Mondays until 6:00 PM

Spring/Summer (May through Sept) hours are the same except- Friday 9-NOON.

5. Vacation time: 1 through 5 years 5 days

6 through 10 years 10 days

11 through 15 years 15 days

16 through 20 years 20 days

21 and over 25 days

6. Highway Superintendent to be authorized to obtain bids on oil, bituminous

etc. and to spend no more than \$1500.00 for small tools in 2019.

7. Supervisor Smith will act as the Town of Carroll fiscal officer and

funds shall be invested in CD's or Treasury bills or any savings account at the discretion of the Supervisor. The Supervisor will be authorized to sign any written agreement with the bank wherein they pledge securities etc.

8. The Supervisor shall be authorized to pay all bills in connection with labor when presented for recreation programs, senior citizens, water district, highway, custodian, deputy clerks and all utility and insurance bills.

9. Committee Appointments

Standing Committees are as follows:

Highway, Streets, Sidewalks, Lighting, Landfill: T. Allison, Chair; T. Ekstrom, T. Fenton, P. Webb

Election: Town Board

Insurance: Todd Ekstrom, Chair, Patty Ekstrom, T. Stelmack

Civil Defense & Welfare: T. Ekstrom, Chair; Chief Bill Nelson, T. Fenton, Dan Sisson

Water T. Fenton- Chair, L. Smith, D. Sisson, Brad Long

Town Hall & Buildings: L. Smith, Chair; T. Allison, K. Dahlgren

Park: L. Smith, Chair; T. Allison, P Ekstrom, T. Stelmack

Employee Committee – Labor Management: T. Ekstrom, Chair; T. Allison, D. Sisson, L. Smith, T. Stelmack

Records Management: K. Dahlgren-Chair; L. Smith, T. Stelmack

Recreation Committee: Patty Ekstrom, Chair; William & Louise Hair, Jim Hale

Grant Committee: T. Stelmack, L. Smith, J. Black, K. Dahlgren, B Cessna

10. Board Meeting Dates for 2019

January 15, 2019

February 13, 2019

March 13, 2019

April 10, 2019

May 8, 2019

June 12, 2019

July 10, 2019

August 14, 2019

September 11, 2019

October 9, 2019

November 13, 2019

December 11, 2019

December 25, 2019 (? Final Meeting)

12. Adoption of the Town Code of Ethics in effect during the previous year.

13. Establishment of fee for photocopying under Freedom of Information: the charge for Photocopying under Freedom of Information is established at \$.25 per photocopy (sheet size up to 9 x 14 inches).

Supervisor Smith stated she has reviewed the Town's current Procurement Policy and Investment Policy.

The motion to accept the organizational agenda as presented by, motion 2nd