

**Catharyn Campbell, Supervisor**  
**Town of Franklinville**  
Andrea L. Stanbro, Clerk

**Sharon Hahn, Deputy Supervisor**  
**Heather Stevens, Councilman**  
**Terrance McClory, Councilman**  
**Joseph Weaver, Councilman**

DATE: January 9, 2024

RESOLUTION NUMBER: 11 YEAR: 2024

MOVED BY: Mrs. Stevens SECOND BY: Mrs. Hahn

TITLE : **Resolution Reappointing expired members; also Authorizing Payment for members of the Board of Assessment Review and its Clerk;**

**WHEREAS,** The following are appointees to the Town of Franklinville Board of Assessment Review:

Heather Stevens (reappointed 01/09/2024, Term begins 10/01/2024 expires 09/30/2029);  
Craig Balcer (appointed 5/11/2023, Term begins 10/01/2022 expires 09/30/2027);  
Christine Leavor - (appointed 1/9/24, Term begins, 10/1/23 expires 9/30/9/30/28);  
Position Empty - (appointed, Term begins, expires);

Mrs. Andrea L. Stanbro (or her designee), Clerk; and

**WHEREAS,** The members and the clerk are paid a stipend for their service; now therefore be it

**RESOLVED,** That each member of the Board of Assessment Review and the Clerk be paid a stipend of \$50.00 annually upon completion of assessment grievance day.

The resolution as stated above is hereby adopted by a majority vote of the Town of Franklinville Town Board at an official meeting held on the 9th day of January in the year 2024, the ayes and nays take and recorded below:

Aye Catharyn Campbell, Supervisor  
Aye Sharon Hahn, Deputy Supervisor  
Aye Terrance McClory, Councilman  
Aye Heather Stevens, Councilman  
Aye Joseph Weaver, Councilman

CERTIFIED: Andrea L. Stanbro  
Andrea L. Stanbro, Clerk  
Town of Franklinville

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**Heather Stevens, Councilman**  
**Terrance McClory, Councilman**  
**Joseph Weaver, Councilman**

DATE: January 9, 2024

RESOLUTION NUMBER: 12 YEAR: 2024

MOVED BY: Mr. Weaver SECOND BY: Mr. McClory

TITLE : **Resolution Reappointing expired term and Authorizing Payment for Members and Clerk of the Zoning Board of Appeals;**

**WHEREAS,** The following are appointees to the Town of Franklinville Zoning Board of Appeals for a five year term:

Mr. Chairman Craig Balcer – term ending December 31, 2027  
Mr. David Polsinelli – term ending December 31, 2026  
Mr. Dwight Coords – term ending December 31, 2026  
Mrs. Kelly Loverdi – term ending December 31, 2025  
Mrs. Jennifer Tinelli – reappointed 01/09/2024 ending December 31, 2029  
Mrs. Caitlyn Carson – Secretary to the ZBA; and

**WHEREAS,** The members and the clerk are paid a stipend for their service; now therefore be it

**RESOLVED,** That each member of the Zoning Board of Appeals receive a stipend of \$25.00 per meeting and the Clerk receive a stipend of \$50.00 per meeting arranged, attended and minutes completed.

The resolution as stated above is hereby adopted by a majority vote of the Town of Franklinville Town Board at an official meeting held on the 9th day of January in the year 2024, the ayes and nays take and recorded below:

Aye Catharyn Campbell, Supervisor  
Aye Sharon Hahn, Deputy Supervisor  
Aye Terrance McClory, Councilman  
Aye Heather Stevens, Councilman  
Aye Joseph Weaver, Councilman

CERTIFIED: Andrea L. Stanbro  
Andrea L. Stanbro, Clerk  
Town of Franklinville

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**Heather Stevens, Councilman**  
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**Joseph Weaver, Councilman**

DATE: January 9, 2024

RESOLUTION NUMBER: 13 YEAR: 2024

MOVED BY: Mrs. Stevens SECOND BY: Mr. Weaver

TITLE : **Resolution Establishing a Time Sheet for Hourly Town Employees and Adoption of the 2024 Payroll Calendar:**

**WHEREAS**, The Town Board is required to track the days and hours worked by town employees designated as hourly; and

**WHEREAS**, Town employees are accountable to the Board and the taxpayer, and it is imperative that a record of days and hours worked be kept and approval be given prior to the employee being paid for any work; now therefore be it

**RESOLVED**, that the following rules be hereby established by the Town Board:

- 1.) The attached page, known as the "Town of Franklinville Employee Time Sheet" shall be maintained by each town employee designated as an hourly employee by the Town Board, except for those employees of the highway department who have an established time keeping system supervised by the Highway Superintendent;
- 2.) Each employee shall sign and date the time sheet upon the completion of the pay period and submit it to the Supervisor; employees may leave completed time sheets with Town Clerk and request they be put in the Supervisor's mailbox;
- 3.) Pursuant to the attached payroll calendar, the first full pay period for the year 2024 shall begin on Sunday, December 24, 2023 and end on Saturday, January 06, 2024 for a pay date of January 11, 2024.
- 4.) Employees will be paid on the first Thursday following the completion of the pay period;
- 5.) Employees paid monthly shall be paid on the first pay date of the month, with the possible exception of January pays since the Town Board must approve the yearly salaries at the first Board meeting of the year.

The resolution as stated above is hereby adopted by a majority vote of the Town of Franklinville Town Board at an official meeting held on the 9<sup>th</sup> day of January in the year 2024, the ayes and nays take and recorded below:

[Signature] Catharyn Campbell, Supervisor  
[Signature] Sharon Hahn, Deputy Supervisor  
[Signature] Terrance McClory, Councilman  
[Signature] Heather Stevens, Councilman  
[Signature] Joseph Weaver, Councilman

CERTIFIED: [Signature]  
Andrea L. Stanbro, Clerk  
Town of Franklinville



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**Heather Stevens, Councilman**  
**Terrance McClory, Councilman**  
**Joseph Weaver, Councilman**

DATE: January 9, 2024

RESOLUTION NUMBER: 14 YEAR: 2024

MOVED BY: Mr. Weaver SECOND BY: Mr. McClory

TITLE : **Resolution Re-Appointing Scott D. Stanbro to the position of Highway Superintendent;**

**WHEREAS**, A local law of the Town of Franklinville established that the office of Highway Superintendent shall be an appointive office; and

**WHEREAS**, the position of Town Highway Superintendent is a salaried position and shall not be eligible for overtime compensation or membership in a labor union bargaining unit; now therefore be it

**RESOLVED**, that the Town of Franklinville hereby re-appoints Scott D. Stanbro of Franklinville, New York to the position of Highway Superintendent of the Town of Franklinville retro-actively effective as of January 1, 2024.

The resolution as stated above is hereby adopted by a majority vote of the Town of Franklinville Town Board at an official meeting held on the 9<sup>th</sup> day of January in the year 2024, the ayes and nays take and recorded below:

Aye Catharyn Campbell, Supervisor  
Aye Sharon Hahn, Deputy Supervisor  
Aye Terrance McClory, Councilman  
Aye Heather Stevens, Councilman  
Aye Joseph Weaver, Councilman

CERTIFIED: Andrea L. Stanbro  
Andrea L. Stanbro, Clerk  
Town of Franklinville

**Catharyn Campbell, Supervisor**  
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**Joseph Weaver, Councilman**

DATE: January 9, 2024

RESOLUTION NUMBER: 15 YEAR: 2024

MOVED BY: Mrs. Stevens SECOND BY: Mr. Weaver

TITLE : **Resolution Establishing Certain Town Board Committees for the Year 2024:**

**WHEREAS**, Town Law section 63 authorizes the Supervisor to appoint committees of town board members to perform certain tasks, provide recommendations to town board and to create/review/establish reports; now therefore be it

**RESOLVED**, that the following committees be established for the year 2024:

- a. CEMETERY – Weaver, McClory
- b. CASE LAKE PARK – Stevens, Weaver
- c. PERSONNEL – Campbell, Hahn
- d. HIGHWAY/BUILDINGS – Weaver, McClory
- e. LOCAL LAW REVIEW – Campbell, Stevens, Hahn
- f. WEBSITE - Stevens, Hahn
- g. GRANTS – Hahn, Campbell

The resolution as stated above is hereby adopted by a majority vote of the Town of Franklinville Town Board at an official meeting held on the 9th day of January in the year 2024, the ayes and nays take and recorded below:

Aye Catharyn Campbell, Supervisor  
Aye Sharon Hahn, Deputy Supervisor  
Aye Terrance McClory, Councilman  
Aye Heather Stevens, Councilman  
Aye Joseph Weaver, Councilman

CERTIFIED: \_\_\_\_\_

Andrea L. Stanbro  
Andrea L. Stanbro, Clerk  
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**Joseph Weaver, Councilman**

DATE: January 9, 2024

RESOLUTION NUMBER: 16 YEAR: 2024

MOVED BY: Mr. McClory SECOND BY: Mrs. Stevens

TITLE : **Resolution Authorizing Supervisor to Purchase Basic Membership from Southern Tier West Regional Planning and Development Board and the cost of website development and maintenance from same;**

**WHEREAS**, Southern Tier West Regional Planning and Development Board offers services to municipalities within its territory that may be purchased;

**WHEREAS**, Southern Tier West has agreed to develop and maintain a website to be shared with the Village of Franklinville;

**WHEREAS**, the Village has agreed to pay half of the cost of the membership and website maintenance yearly and will provide payment to STW directly; and therefore;

**RESOLVED**, that the Town Supervisor be authorized to become a member of and purchase membership and website maintenance from the Southern Tier West Regional Planning and Development Board annually.

Basic Membership and website maintenance \$455 per year.

The resolution as stated above is hereby adopted by a majority vote of the Town of Franklinville Town Board at an official meeting held on the 9th day of January in the year 2024, the ayes and nays take and recorded below:

Aye Catharyn Campbell, Supervisor  
Aye Sharon Hahn, Deputy Supervisor  
Aye Terrance McClory, Councilman  
Aye Heather Stevens, Councilman  
Aye Joseph Weaver, Councilman

CERTIFIED: Andrea L. Stanbro  
Andrea L. Stanbro, Clerk  
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**Joseph Weaver, Councilman**

DATE: January 9, 2024

RESOLUTION NUMBER: 17 YEAR: 2024






MOVED BY: Mrs. Hahn SECOND BY: Mrs. Stevens


TITLE : **Resolution Authorizing Re-Appointment of Code Enforcement Officer, Lance Jobe for the year 2024.**

**WHEREAS**, Lance Jobe has previously been appointed to serve as the Town of Franklinville Town Code Enforcement Officer as of April 17, 2023; and

**RESOLVED**, that the Town Supervisor is hereby authorized and directed to re-appoint Lance Jobe for the services relating to his duties as Town Code Enforcement officer for the period covering January 1, 2024 through December 31, 2024.

The resolution as stated above is hereby adopted by a majority vote of the Town of Franklinville Town Board at an official meeting held on the 09 day of January in the year 2024, the ayes and nays take and recorded below:

 Catharyn Campbell, Supervisor  
 Sharon Hahn, Deputy Supervisor  
 Terrance McClory, Councilman  
 Heather Stevens, Councilman  
 Joseph Weaver, Councilman

CERTIFIED:   
Andrea L. Stanbro, Clerk  
Town of Franklinville

**Catharyn Campbell, Supervisor**  
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**Andrea L. Stanbro, Clerk**

**Sharon Hahn, Deputy Supervisor**  
**Heather Stevens, Councilman**  
**Terrance McClory, Councilman**  
**Joseph Weaver, Councilman**

DATE: January 9, 2024

RESOLUTION NUMBER: 18 YEAR: 2024

MOVED BY: Mr. McClory SECOND BY: Mrs. Stevens

TITLE : **Resolution Authorizing Re-Appointment of Zoning Inspector, Zoning officer, Lance Jobe for the year 2024**

**WHEREAS**, Lance Jobe has previously been appointed to serve as the Town of Franklinville Town Zoning Officer, Zoning Inspector as of June 13, 2023; and

**RESOLVED**, that the Town Supervisor is hereby authorized and directed to re-appoint Lance Jobe for the services relating to his duties as Town Zoning Officer, Zoning Inspector for the period covering January 1, 2024 through December 31, 2024.

The resolution as stated above is hereby adopted by a majority vote of the Town of Franklinville Town Board at an official meeting held on the 9 day of January in the year 2024, the ayes and nays take and recorded below:

Aye Catharyn Campbell, Supervisor  
Aye Sharon Hahn, Deputy Supervisor  
Aye Terrance McClory, Councilman  
Aye Heather Stevens, Councilman  
Aye Joseph Weaver, Councilman

CERTIFIED: Andrea L. Stanbro  
Andrea L. Stanbro, Clerk  
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**Terrance McClory, Councilman**  
**Joseph Weaver, Councilman**

DATE: January 9, 2024

RESOLUTION NUMBER: 19 YEAR: 2024

MOVED BY: Mr. Weaver SECOND BY: Mr. McClory

TITLE : **Resolution Authorizing the Supervisor to Execute Contract with The Law Firm of Frank W. Miller, Esq. Hancock Estabrook, LLP for Legal Services on behalf of the Town Board for the year 2024;**

**WHEREAS**, The Franklinville Town Board wishes to contract for general municipal legal services, and Frank Miller, principal attorney at The Law Firm of Frank W. Miller, Esq. Hancock Estabrook, LLP will be providing legal services; and

**RESOLVED**, that the Franklinville Town Board authorize and direct the Supervisor to execute an agreement with The Law Firm of Frank W. Miller, Esq. Hancock Estabrook, LLP effective January 1, 2024 and ending December 31, 2024 with the following contractual stipulations:

- Town agrees to pay The Law Firm of Frank W. Miller, PLLC an amount of \$225.00 an hour for attorney time, the amount of \$185 and hour for associates' time as soon as possible upon the receipt of an invoice;
- Attorney will invoice Town for payment once annually (annual bill must be received by 5<sup>th</sup> of December or as soon as practicable);
- Certain circumstances may require Attorney to be unable to represent Town and/or perform necessary legal work, and may recommend outside counsel;
- Contract may be terminated by either party at any time with two weeks notice.

The resolution as stated above is hereby adopted by a majority vote of the Town of Franklinville Town Board at an official meeting held on the 9<sup>th</sup> day of January in the year 2024, the ayes and nays take and recorded below:

Aye Catharyn Campbell, Supervisor  
Aye Sharon Hahn, Deputy Supervisor  
Aye Terrance McClory, Councilman  
Aye Heather Stevens, Councilman  
Aye Joseph Weaver, Councilman

CERTIFIED:

Andrea L. Stanbro  
Andrea L. Stanbro, Clerk  
Town of Franklinville

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**Town of Franklinville**  
**Andrea L. Stanbro, Clerk**

**Sharon Hahn, Deputy Supervisor**  
**Heather Stevens, Councilman**  
**Terrance McClory, Councilman**  
**Joseph Weaver, Councilman**

DATE: January 9, 2024

RESOLUTION NUMBER: 20 YEAR: 2024

MOVED BY: Mrs. Stevens SECOND BY: Mr. Weaver

TITLE : **Resolution Authorizing Supervisor to Contract for Special Counsel Legal Services;**

**WHEREAS**, The Town of Franklinville may require, from time to time, the legal services of an attorney for labor union negotiation, collective bargaining, various contractual issues, legal issues; now therefore be it

**RESOLVED**, the Supervisor be authorized to contract with the following for the aforementioned services for a one year term beginning on January 1, 2024 and terminating on December 31, 2024:

**Frank W. Miller, Esq.**  
**Hancock Estabrook, LLP**

1800 AXA Tower I  
100 Madison Street | Syracuse, New York 13202  
Phone: 315.565.4560 | Fax: 315.565.4660  
Email: [fmiller@hancocklaw.com](mailto:fmiller@hancocklaw.com) | [www.hancocklaw.com](http://www.hancocklaw.com)

The resolution as stated above is hereby adopted by a majority vote of the Town of Franklinville Town Board at an official meeting held on the 9<sup>th</sup> day of January in the year 2024, the ayes and nays take and recorded below:

Aye Catharyn Campbell, Supervisor  
Aye Sharon Hahn, Deputy Supervisor  
Aye Terrance McClory, Councilman  
Aye Heather Stevens, Councilman  
Aye Joseph Weaver, Councilman

CERTIFIED:

Andrea L. Stanbro

Andrea L. Stanbro, Clerk  
Town of Franklinville