

Robert Breton, Supervisor
Town of Franklinville
Andrea L. Stanbro, Clerk

Heather Stevens, Councilman
Kim Palmatier, Councilman
John Tinelli, Councilman
Joseph Weaver, Councilman

DATE: January 10, 2023

RESOLUTION NUMBER: 1 YEAR: 2023

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

TITLE: Resolution Establishing the Annual Appointments, Salaries and Payment Schedule for the Year 2023;

WHEREAS, Various sections of Town Law authorize the Supervisor and Town Board to make annual appoints and establish salaries for town officers and employees; and

WHEREAS, The Town of Franklinville Town Board makes the following appointments, wages and determines how often each employee shall be compensated; now therefore be it

RESOLVED, That the Town Board makes the following appointments and salary schedules commencing January 1, 2023 and ending December 31, 2023 unless otherwise determined by law or authorized by Town Board resolution:

Position	Name	Wage	When	Timesheet Supervisor	Overtime	Paid
Supervisor/Budget Officer	Robert Breton	\$ 9,500.00	Annually		-	Monthly
Councilman	John Tinelli	\$ 3,000.00	Annually		-	Monthly
Councilman	Kim Palmatier	\$ 3,000.00	Annually		-	Monthly
Councilman	Heather Stevens	\$ 3,000.00	Annually		-	Monthly
Councilman	Joseph Weaver	\$ 3,000.00	Annually		-	Monthly
Town Clerk	Andrea Stanbro	\$ 27,000.00	Annually		-	Biweekly
Code Enforcement Officer	Lonnie W. Farrington	\$ 8,600.00	Annually		-	Monthly
Assistant to the Code Enforcement Officer	Kay Farrington	\$ 1.00	Annually		-	Annually
Building Safety Inspector	Kay Farrington	\$ 1.00	Annually		-	Annually
Assistant to the Building Safety Inspector	Lonnie Farrington	\$ 1.00	Annually		-	Annually
Supervisor's Bookkeeper	Diane Finch	\$ 14,500.00	Annually		-	Monthly
Registrar	Andrea Stanbro	\$ 600.00	Annually		-	Biweekly
Deputy Supervisor	Kim Palmatier	\$ 300.00	Annually		-	Monthly
Deputy Town Clerk 1	Caitlyn Carson	\$ 17.00	Hourly	R. Breton	-	Biweekly
Deputy Town Clerk 2	Loretta Close	\$ 17.00	Hourly	R. Breton	-	Biweekly
Cemetery Sexton		\$ 5,000.00	Annually		-	Monthly
Cemetery Laborer	Rick Balderas	\$ 17.00	Hourly	C. Easton	-	Biweekly
Cemetery Clerk	Andrea Stanbro	\$ 1,500.00	Annually		-	Biweekly

Justice 1	Wayne Holden	\$ 9,700.00	Annually		-	Monthly
Justice 2	Larry Graham	\$ 9,000.00	Annually		-	Monthly
Court Clerk	Loretta Close	\$ 17.00	Hourly	R. Breton	-	Biweekly
Assistant Court Clerk	Kathryn A. Hatch	\$ 17.00	Hourly	R. Breton	-	Biweekly
Constable	Timothy J. Chase	\$ 17.00	Hourly	R. Breton	-	Biweekly
Constable	Kimberly A. Chase	\$ 17.00	Hourly	R. Breton	-	Biweekly
Dog Control Officer	Kay Farrington	\$ 13,725.00	Annually		-	Monthly
Assistant Dog Control Officer	Lonnie W. Farrington	\$ 1.00	Annually		-	Annually
Highway Superintendent	Scott D. Stanbro	\$ 56,500.00	Annually		-	Biweekly
Deputy Highway Superintendent	Randy Hatch	\$ 550.00	Annually	S. Stanbro	-	Annually
CDL Driver 1 (P/T)	Robert C. Reece	\$ 24.44	Hourly	S. Stanbro	\$ 36.66	Biweekly
CDL Driver 2	Randy Hatch	\$ 24.44	Hourly	S. Stanbro	\$ 36.66	Biweekly
CDL Driver 3	Emil Westfall	\$ 21.71	Hourly	S. Stanbro	\$ 32.57	Biweekly
CDL Driver 4	David Kurowski	\$ 24.44	Hourly	S. Stanbro	\$ 36.66	Biweekly
Town Hall Custodian	Rebecca Merkle	\$ 14.20	Hourly	R. Breton	-	Biweekly
Maintenance Worker	Lonnie W. Farrington	\$ 28.00	Hourly	R. Breton	-	Biweekly

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 10th day of January in the year 2023, the ayes and nays take and recorded below:

Aye Robert Breton, Supervisor
Aye Heather Stevens, Councilman
Aye Kim Palmatier, Deputy Town Supervisor
NIA John Tinelli, Councilman
Aye Joseph Weaver, Councilman

CERTIFIED:

Andrea L. Stanbro

Andrea L. Stanbro, Clerk
Town of Franklinville

Robert J. Breton, Supervisor
Town of Franklinville
Andrea L. Stanbro, Clerk

Heather Stevens, Councilman
Kim Palmatier, Deputy Supervisor
John Tinelli, Councilman
Joseph Weaver, Councilman

DATE: January 10, 2023

RESOLUTION NUMBER: 2 YEAR: 2023

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

TITLE : **Resolution Establishing the Dates of Official Meetings of the Franklinville Town Board for the year 2023;**

WHEREAS, Section 62 and 63 of the Town Law requires the Town Board to establish by resolution the time and place of regular meetings of the Town Board; and

WHEREAS, no further notice of regular meetings to board members or the clerk are required, except that this notice is required to be provided to the news media and the public pursuant to the Open Meetings Law; now therefore be it

RESOLVED, that the following dates and times shall hereby be established as the regular meetings of the Franklinville Town Board for the year 2023:

Regular Town Board Meeting: Second Tuesday of Each Month, January through December, at 7:00 p.m. at the Town Hall, 11 Park Square, Franklinville, New York;

Workshop Meeting: Second Tuesday of Each Month, January through December, at 6:30 p.m. at the Town Hall, 11 Park Square, Franklinville, New York.

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 10th day of January in the year 2023, the ayes and nays take and recorded below:

A/R Robert J. Breton, Supervisor

A/R Heather Stevens, Councilman

A/R Kim Palmatier, Deputy Supervisor

N/A John Tinelli, Councilman

A/R Joseph Weaver, Councilman

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

Robert J. Breton, Supervisor
Town of Franklinville
Andrea L. Stanbro, Clerk

Heather Stevens, Councilman
Kim Palmatier, Deputy Supervisor
John Tinelli, Councilman
Joseph Weaver, Councilman

DATE: January 10, 2023

RESOLUTION NUMBER: 3 YEAR: 2023

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

TITLE : **Resolution Establishing Rules of Order and Procedure for Official Meetings of the Franklinville Town Board; Referred to as "RULES OF ORDER"**

WHEREAS, Section 63 of the Town Law provides that a Town Board may determine the rules of its procedure and establishes certain procedures that may not be altered except by resolution of the Town Board; now therefore be it

RESOLVED, that the following Rules of Order be hereby adopted pursuant to Section 63 of the Town law:

Town of Franklinville
Rules of Order

GENERAL RULES

1. The supervisor, when present, shall preside at the meeting of the Town Board. In the absence of the supervisor, the deputy supervisor shall preside. In the absence of the supervisor and deputy supervisor, the other members of the town board present shall designate one of their members to act as temporary chairman of the meeting. If the supervisor returns, he or she shall commence presiding at the meeting. This rule applies to public hearings and any other official meetings of the Town Board.
2. A majority of the town board shall constitute a quorum for the transaction of business, but a lesser number may adjourn.
3. The vote upon every question shall be taken by the ayes and noes, and the names of the members present and their votes shall be entered in the minutes.
4. Every act, motion or resolution shall require for its adoption the affirmative vote of a majority of all the members of the town board except in such instances where a larger number of affirmative votes are required by these Rules of Order.
5. The town board may determine the rules of its procedure, and the supervisor may, from time to time, appoint one or more committees, consisting of members of the board, to aid and assist the board in the performance of its duties.
6. The supervisor may offer or second a resolution or a motion.
7. Petitions and Requests from the Floor:

- a. The Supervisor and Town Board may allow any member of the audience to speak to the Supervisor and Town Board during the period of the meeting identified on the agenda as "Petitions and Requests from the Floor."
 - b. Any such person wishing to speak to the Town Board shall state their name, address and topic they wish to address.
 - c. Persons speaking to the town board shall address to the town board and not to other members of the audience in the form of a debate.
 - d. Each person shall be limited to four minutes of public comment, unless a majority of the Town Board present, by motion, grants additional time in increments of two minutes.
 - e. The Supervisor or chairman of the meeting shall immediately suspend, and may cause the removal of, any person using inappropriate, hateful, derogatory and/or vulgar language of any type.
 - f. No member of the public shall engage in any demonstration, booing, hand clapping or otherwise disrupt the formality of a town board meeting.
 - g. Rule number seven and all subsections shall apply to the procedures of public comment during public hearings and any other special or committee meetings of the Town of Franklinville.
 - h. The Clerk shall cause the information presented by members of the audience speaking to the town board to appear in the official minutes in their entirety.
8. Debate shall not begin on a resolution, local law, or otherwise debatable motion until it has been moved by a town board member and seconded by another town board member.
9. With the exception of any action and/or motion deemed to be procedural in nature (i.e. motions to approve minutes, approval of abstracts and vouchers, motions to enter executive session, motions to adjourn and any other motions that shall be deemed procedural in nature), all resolutions, local laws and otherwise debatable motions shall be dated, appropriately titled and numbered. The Town Clerk shall cause the dated, appropriately titled and numbered actions to be chronologically sorted by year.
10. Actions and Procedures:
 - a. All actions, resolutions and local laws to be considered by the town board at a regular or special meeting shall be available to each town board member at least twenty-four (24) hours in advance of the meeting;
 - b. This rule shall not apply to typical procedural actions such as motions to approve minutes, approval of abstracts and vouchers, motions to enter executive session, motions to adjourn and any other motions that shall be deemed procedural in nature;
 - c. Any board member wishing to take action or resolution of an issue shall provide the resolution to the town clerk or supervisor so that the resolution shall be available to all other board members at least twenty-four hours in advance of the meeting where it may be considered;
 - d. A vote of four-fifths of board members shall be necessary to bring a resolution into immediate consideration;
 - e. Any resolution being considered by immediate consideration shall be considered during the *immediate requests* portion of the agenda;
 - f. When a question is under debate, no motion shall be entertained unless for a recess, to table the motion under debate or to amend the motion under debate, none of which motions are amendable or debatable;
 - g. No motion shall be made to offer any amendment to an amendment already before the town board on any proposition.
11. Order of Agenda:
 - a. Pledge of Allegiance
 - b. Roll Call
 - c. Approval of Minutes

- d. Public Hearing (if scheduled)
- e. Approval of Abstracts
- f. Petitions & Requests from Floor
- g. Reports from Department Heads
 - i. Highway Superintendent
 - ii. Cemetery Sexton
 - iii. Code Enforcement Officer
 - iv. Dog Control Officer
 - v. Supervisor
 - vi. Town Clerk
 - vii. Justices
- h. Communications
- i. Committee Reports
- j. Reports from Board Members
- k. Old Business
- l. Immediate Requests
- m. New Business
- n. Adjournment

12. A four-fifths vote of the town board members shall be required to suspend these rules of order.

13. If for any reason the Rules of Order of the Town of Franklinville conflict with the statutory law, the statutory law shall take precedence.

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 10th day of January in the year 2023, the ayes and nays take and recorded below:

AY Robert J. Breton, Supervisor

AY Heather Stevens, Councilman

AY Kim Palmatier, Deputy Supervisor

N/A John Tinelli, Councilman

AY Joseph Weaver, Councilman

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

Robert J. Breton, Supervisor
Town of Franklinville
Andrea L. Stanbro, Clerk

Heather Stevens, Councilman
Kim Palmatier, Deputy Supervisor
John Tinelli, Councilman
Joseph Weaver, Councilman

DATE: January 10, 2023

RESOLUTION NUMBER: 4 YEAR: 2023

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

TITLE : **Resolution Delegating the powers and duties of administration and supervision of the town and special districts functions to the Supervisor and shall be performed on behalf of the Town Board;**

WHEREAS, Town Law section 29 (16) provides that the supervisor shall have and exercise any other power or duty expressly conferred or imposed upon him or her by law and such powers and duties of administration and supervision of town or special or improvement district functions as shall be provided by resolution of the town board, to be performed on behalf of such board; and

WHEREAS, this resolution provides the Supervisor the authority to act within his or her duties as prescribed by law on behalf of the Town Board; now therefore be it

RESOLVED, that the Supervisor shall be authorized to have and exercise the powers and duties conferred or imposed upon the position by law on behalf of the Town Board.

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 10th day of January in the year 2023, the ayes and nays take and recorded below:

Aye Robert J. Breton, Supervisor
Aye Heather Stevens, Councilman
Aye Kim Palmatier, Deputy Supervisor
N/A John Tinelli, Councilman
Aye Joseph Weaver, Councilman

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

Robert J. Breton, Supervisor
Town of Franklinville
Andrea L. Stanbro, Clerk

Heather Stevens, Councilman
Kim Palmatier, Deputy Supervisor
John Tinelli, Councilman
Joseph Weaver, Councilman

DATE: January 10, 2023

RESOLUTION NUMBER: 5 YEAR: 2023

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

TITLE : Resolution Authorizing the Supervisor to Invest Town of Franklinville Monies pursuant to law and investment policy;

WHEREAS, New York State General Municipal Law Section thirty-nine (39) requires each local government to adopt, by resolution, a comprehensive, written investment policy; and

WHEREAS, The Investment Policy shall detail the Town of Franklinville's required rules and guidelines regarding investing, monitoring and reporting all moneys and other financial resources available for investment by the Town of Franklinville; and

WHEREAS, The Supervisor, being the chief fiscal officer of the Town, be authorized to invest all funds of the Town in accordance with this policy and all applicable laws and other policies that the Town Board may adopt; and

WHEREAS, The Town of Franklinville shall adopt by resolution any amendments to this Investment Policy and shall approve it annually at an official meeting of the Town Board; now therefore be it

RESOLVED, That the Town of Franklinville does hereby authorize the supervisor to invest monies of the Town of Franklinville pursuant to the attached Investment Policy and any applicable law.

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 10th day of January in the year 2023, the ayes and nays take and recorded below:

Aye Robert J. Breton, Supervisor
Aye Heather Stevens, Councilman
Aye Kim Palmatier, Deputy Supervisor
N/A John Tinelli, Councilman
Aye Joseph Weaver, Councilman

CERTIFIED: Andrea L. Stanbro

Andrea L. Stanbro, Clerk
Town of Franklinville

TOWN OF FRANKLINVILLE INVESTMENT POLICY

SECTION 1. The Supervisor/Chief Fiscal Officer of the Town of Franklinville is authorized to invest all moneys and other financial resources available for investment in (a) certificates of deposit issued by a bank authorized to do business in the State of New York; (b) time deposit accounts in a bank authorized to do business in the State of York; and (c) savings or exchange fund accounts in a bank authorized to do business in the State of New York.

SECTION 2. Any officer or employee responsible for the collection and/or disbursement of moneys shall act as responsible custodians of the public trust and shall avoid any transaction that may impair public confidence in the Town of Franklinville to govern effectively.

SECTION 3. Any officer or employee responsible for the collection and/or disbursement of moneys shall deposit such funds in negotiable order of withdrawal accounts within the time period specified by law.

SECTION 4. All moneys and other financial resources available for investment by the Town of Franklinville shall be deposited only in the official depositories as designated by Town Board resolution.

SECTION 5. All investments made by the Town of Franklinville pursuant to this investment policy shall comply with the following: (a) certificates of deposit or amounts on deposit shall be fully secured by insurance of the Federal Deposit Insurance Corporation (FDIC) or by obligations of the State of New York or obligations of the United States of America in an amount equal to or great than the principal and interest amount of the deposit; (b) Collateral shall be delivered to the Town of Franklinville or a custodial bank with which the Town of Franklinville has entered into a custodial agreement; (c) The market value of collateral shall at all times equal or exceed the principal amount of the Certificate of Deposit or deposit; (d) Written contracts shall be required for the purchase of all certificates of deposit; (e) Written contracts shall be required with all custodial banks.

SECTION 6. The Town of Franklinville shall review this Investment Policy annually, and it shall have the power to amend the policy at any time.

SECTION 7. This Investment Policy shall not conflict with any section of New York State law, and all officers and employees of the Town of Franklinville shall be aware that any and all applicable sections of New York State law remain in full force and effect.

SECTION 8. Any Investment Policy previously adopted by the Town of Franklinville shall be deemed repealed.

SECTION 9. This Investment Policy of the Town of Franklinville shall take effect immediately.

Robert J. Breton, Supervisor
Town of Franklinville
Andrea L. Stanbro, Clerk

Heather Stevens, Councilman
Kim Palmatier, Deputy Supervisor
John Tinelli, Councilman
Joseph Weaver, Councilman

DATE: January 10, 2023

RESOLUTION NUMBER: 6 YEAR: 2023

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

TITLE : **Resolution Authorizing the Substitution of the Supervisors Annual Report with the Annual Update Document submitted to the NYS Comptroller;**

WHEREAS, Town Law section 29 (10-a) allows the town board by resolution to do the following: in lieu of preparing the report required by subdivision ten of this section, the town board may determine, by resolution, that the supervisor shall submit to the town clerk, within the time period prescribed in section thirty of the general municipal law, a copy of the report to the state comptroller required by section thirty of the general municipal law, providing, however, that if the time for the filing of the annual report has been extended by the state comptroller as provided in the said statute, then the time for submitting a copy of the report to the town clerk similarly shall be extended; and

WHEREAS, the town clerk shall cause either a summary of such report to be published within ten days after receipt thereof in a form approved by the state comptroller or a notice that a copy of such report is on file in the town clerk's office and is available for public inspection and copying, in the official newspaper and in such other newspapers as the town board may direct; now therefore be it

RESOLVED, that the town board authorizes that the supervisors annual report be substituted with the Annual Update Document (AUD) that the Town must transmit to the Office of the State Comptroller by March 1st of each 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 10th day of January in the year 2023, the ayes and nays take and recorded below:

Aye Robert J. Breton, Supervisor
Aye Heather Stevens, Councilman
Aye Kim Palmatier, Deputy Supervisor
N/A John Tinelli, Councilman
Aye Joseph Weaver, Councilman

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

Robert J. Breton, Supervisor
Town of Franklinville
Andrea L. Stanbro, Clerk

Heather Stevens, Councilman
Kim Palmatier, Deputy Supervisor
John Tinelli, Councilman
Joseph Weaver, Councilman

DATE: January 10, 2023

RESOLUTION NUMBER: 7 YEAR: 2023

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

TITLE : **Resolution Establishing the Official Depositories for the Town of Franklinville for the year 2023:**

WHEREAS, Town Law section 64(1) requires the town board to determine by resolution the official designation of banks or trust companies in which all town officers shall deposit all money coming into their hands by virtue of their town offices, as well as the security to be given to the depository for the protection of town funds; and

WHEREAS, All town funds must be secured by Federal Deposit Insurance Corporation insurance limits and further secured by a pledge of eligible securities as per the Town of Franklinville Investment Policy; now therefore be it

RESOLVED, that the following institutions be official depositories of the Town of Franklinville for the year 2023:

Cattaraugus County Bank – January through December 2023 for Certificates of Deposit and Loans
Community Bank, NA – January through December 2023 for Checking and Savings accounts

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 10 day of January in the year 2023, the ayes and nays take and recorded below:

Aye Robert J. Breton, Supervisor
Aye Heather Stevens, Deputy Supervisor
Aye Kim Palmatier, Councilman
N/A John Tinelli, Councilman
Aye Joseph Weaver, Councilman

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

Robert J. Breton, Supervisor
Town of Franklinville
Andrea L. Stanbro, Clerk

Heather Stevens, Councilman
Kim Palmatier, Deputy Supervisor
John Tinelli, Councilman
Joseph Weaver, Councilman

DATE: January

RESOLUTION NUMBER: 8 YEAR: 2023

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

TITLE : **Resolution Establishing the Official Newspaper of Record for the Town of Franklinville for the year 2023;**

WHEREAS, Town Law section 64(11) authorizes town boards to designate an official newspaper(s) of the town; now therefore be it

RESOLVED, that the Olean Times Herald and the Mercury Gazette be designated as the official newspaper(s) of the Town of Franklinville for the year 2023.

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 10th day of January in the year 2023, the ayes and nays take and recorded below:

Aye Robert J. Breton, Supervisor
Aye Heather Stevens, Councilman
Aye Kim Palmatier, Deputy Supervisor
N/A John Tinelli, Councilman
Aye Joseph Weaver, Councilman

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

Robert J. Breton, Supervisor
Town of Franklinville
Andrea L. Stanbro, Clerk

Heather Stevens, Councilman
Kim Palmatier, Deputy Supervisor
John Tinelli, Councilman
Joseph Weaver, Councilman

DATE: Jan

RESOLUTION NUMBER: 9 YEAR: 2023

MOVED BY: Mr Weaver SECOND BY: Mrs Stevens

TITLE : **Resolution Establishing Reasonable Amount of Mileage Reimbursement:**

WHEREAS, Pursuant to Town Law Section 116, the Town Board is authorized to establish a reasonable amount that specified officers and employees of the town may be reimbursed for the use of their personal vehicle in performance of their official duties; and

WHEREAS, Any Town officer or employee wishing to be reimbursed for mileage must submit to the Supervisor the reason for the travel, how it relates to their official duties, the approximate mileage and be approved prior to travel; now therefore be it

RESOLVED, That the Town Board hereby establishes the mileage reimbursement rate of \$0.655 per mile for the year 2023.

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 10th day of January in the year 2023, the ayes and nays take and recorded below:

Aye Robert J. Breton, Supervisor
Aye Heather Stevens, Councilman
Aye Kim Palmatier, Deputy Supervisor
N/A John Tinelli, Councilman
Aye Joseph Weaver, Councilman

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

Robert J. Breton, Supervisor
Town of Franklinville
Andrea L. Stanbro, Clerk

Heather Stevens, Councilman
Kim Palmatier, Deputy Supervisor
John Tinelli, Councilman
Joseph Weaver, Councilman

DATE: January 10, 2023

RESOLUTION NUMBER: 10 YEAR: 2023

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

TITLE : **Resolution Authorizing a Mileage Reimbursement Form to be used by Employees requiring Reimbursement for Travel:**

WHEREAS, Pursuant to Town Law section 116, the Town Board is authorized to establish a reasonable amount that specified officers and employees of the town may be reimbursed for the use of their personal vehicle in performance of their official duties; and

WHEREAS, The Town Board has established a record log for miles traveled known as the "Town of Franklinville Mileage Reimbursement Form"; now therefore be it

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

- 1.) The "Town of Franklinville Mileage Reimbursement Form" shall be completed by each employee intending to seek reimbursement for mileage traveled in their personal vehicle in performance of their official duties;
- 2.) Prior to the employee travel, the employee must receive verbal or written approval from the supervisor; employees may email, write or call the supervisor and indicate the reason for travel, how it relates to official duties and approximate mileage;
- 3.) If employee travel is regularly scheduled (i.e. monthly meetings, etc.), the supervisor may provide blanket approval for the year provided, however, that the employee must complete the mileage reimbursement form for each trip and travel reimbursement requested.

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 10th day of January in the year 2023, the ayes and nays take and recorded below:

Aye Robert J. Breton, Supervisor
Aye Heather Stevens, Councilman
Aye Kim Palmatier, Deputy Supervisor
N/A John Tinelli, Councilman
Aye Joseph Weaver, Councilman

CERTIFIED:

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

Robert J. Breton, Supervisor
Town of Franklinville
Andrea L. Stanbro, Clerk

Heather Stevens, Councilman
Kim Palmatier, Deputy Supervisor
John Tinelli, Councilman
Joseph Weaver, Councilman

DATE: January

RESOLUTION NUMBER: 11 YEAR: 2023

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

TITLE : **Resolution Establishing Health Insurance "Buyout" Amount for 2023:**

WHEREAS, The Town of Franklinville currently offers health insurance to eligible employees holding the full-time positions identified below:

1. Town Clerk
2. Town Highway Superintendent
3. Commercial Driver – 1, 2 and 3; and now therefore be it

RESOLVED, any eligible employee repudiating the town provided health insurance plan shall be offered an annual cash payment of \$3,000.00 for an employee previously enrolled or who could be enrolled for family coverage, \$2,500 for an employee previously enrolled or who could be enrolled in two-person or adult and child/ren coverage, \$1,500 for an employee previously enrolled or who could be enrolled in single coverage; and be it further

RESOLVED, payment shall be made on employee's regularly established pay date annually on the first pay date in December; and be it further

RESOLVED, that the collective bargaining agreement between the Town and eligible highway employees shall be the superseding regulation for those employees; and be it further

RESOLVED, that any employee departing service with the Town for any reason shall receive a partial, pro-rated payment if the terms of this resolution remain in effect at time of departure; this resolution shall terminate and be deemed expired on December 31, 2023.

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 10th day of January in the year 2023, the ayes and nays take and recorded below:

Aye Robert J. Breton, Supervisor
Aye Heather Stevens, Councilman
Aye Kim Palmatier, Deputy Supervisor
N/A John Tinelli, Councilman
Aye Joseph Weaver, Councilman

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

Robert J. Breton, Supervisor
Town of Franklinville
Andrea L. Stanbro, Clerk

Heather Stevens, Councilman
Kim Palmatier, Deputy Supervisor
John Tinelli, Councilman
Joseph Weaver, Councilman

DATE: January 10, 2023

RESOLUTION NUMBER: 12 YEAR: 2023

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

TITLE : **Resolution 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 (appointed 05/11/2021, expires 05/11/2026);
Mrs. Karen Fenner - Butinski (appointed 1/14/2020, expires 9/30/2024);
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 10th day of January in the year 2023, the ayes and nays take and recorded below:

Aye Robert J. Breton, Supervisor
Aye Heather Stevens, Councilman
Aye Kim Palmatier, Deputy Supervisor
N/A John Tinelli, Councilman
Aye Joseph Weaver, Councilman

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

Robert J. Breton, Supervisor
Town of Franklinville
Andrea L. Stanbro, Clerk

Heather Stevens, Councilman
Kim Palmatier, Deputy Supervisor
John Tinelli, Councilman
Joseph Weaver, Councilman

DATE: January 10, 2023

RESOLUTION NUMBER: 13 YEAR: 2023

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

TITLE : **Resolution 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. Kenneth DeLong – term ending December 31, 2026
Mrs. Kelly Loverdi – term ending December 31, 2025
Mrs. Jennifer Tinelli – term ending December 31, 2023
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 10 day of January in the year 2023, the ayes and nays take and recorded below:

Aye Robert J. Breton, Supervisor
Aye Heather Stevens, Councilman
Aye Kim Palmatier, Deputy Supervisor
N/A John Tinelli, Councilman
Aye Joseph Weaver, Councilman

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

Robert J. Breton, Supervisor
Town of Franklinville
Andrea L. Stanbro, Clerk

Heather Stevens, Councilman
Kim Palmatier, Deputy Supervisor
John Tinelli, Councilman
Joseph Weaver, Councilman

DATE: January 10, 2023

RESOLUTION NUMBER: 14 YEAR: 2023

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

TITLE : Resolution Establishing a Time Sheet for Hourly Town Employees and Adoption of the 2023 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 2023 shall begin on Sunday, December 25, 2022 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 10th day of January in the year 2023, the ayes and nays take and recorded below:

AYE Robert J. Breton, Supervisor
AYE Heather Stevens, Councilman
AYE Kim Palmatier, Deputy Supervisor
NA John Tinelli, Councilman
AYE Joseph Weaver, Councilman

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

Town of Franklinville - 2023 Bi-Weekly Pay Periods

Pay#	Pay Period Begins on Sunday and Ends Saturday		Timesheet Due by Saturday - End of Shift	Pay Date - Thursday
1	12/25/22		01/07/23	01/12/23
2	01/08/23		01/21/23	01/26/23
3	01/22/23		02/04/23	02/09/23
4	02/05/23		02/18/23	02/23/23
5	02/19/23		03/04/23	03/09/23
6	03/05/23		03/18/23	03/23/23
7	03/19/23		04/01/23	04/06/23
8	04/02/23		04/15/23	04/20/23
9	04/16/23		04/29/23	05/04/23
10	04/30/23		05/13/23	05/18/23
11	05/14/23		05/27/23	06/01/23
12	05/28/23		06/10/23	06/15/23
13	06/11/23		06/24/23	06/29/23
14	06/25/23		07/08/23	07/13/23
15	07/09/23		07/22/23	07/27/23
16	07/23/23		08/05/23	08/10/23
17	08/06/23		08/19/23	08/24/23
18	08/20/23		09/02/23	09/07/23
19	09/03/23		09/16/23	09/21/23
20	09/17/23		09/30/23	10/05/23
21	10/01/23		10/14/23	10/19/23
23	10/15/23		10/28/23	11/02/23
23	10/29/23		11/11/23	11/16/23
24	11/12/23		11/25/23	11/30/23
25	11/26/23		12/09/23	12/14/23
26	12/10/23		12/23/2023	12/28/2023

27 12/24/23 1/06/2024 1/06/2024 24/11/2024

See 2022 calendar on reverse for date reference * Denotes early pay due to a holiday

Employees paid monthly receive their check on the first pay period of the month