***TOWN OF CARROLLTON***

***Monthly Meeting***

***April 18th, 2023***

***Work Session 4:30PM Open Meeting 5:00PM***

**Municipal Complex 640 Main Street Limestone, NY 14753**

**Present:** Supervisor Bob Rinfrette, Councilman Dan Newbury, Councilman Bob Burkett, Councilman Jay Little, Councilman Lynn Case, Bookkeeper Diane Frick, Town Clerk Julie Carlson, Hwy Superintendent Mike Fox, CWO/S1&2 Maintenance Ricky Dixon, CEO/Building/Electrical Inspector Lance Jobe, PB Chair Wendy Johnston**. Residents:** Tyler Robinson, Ian Clark, John & Bonnie Spry, Sharon Snyder. **Not in Attendance:** Town Attorney Eric Firkel.

**Work Session**

Supervisor Rinfrette called the Work Session to order @4:30PM to review and sign the monthly vouchers.

**Monthly Meeting**

Supervisor Rinfrette called the Meeting to order at 5:00PM, followed by the Pledge Allegiance.

**Motion** made by Councilman Burkett, 2nd by Councilman Newbury to accept March Monthly Meeting Minutes as written. Rinfrette-aye, Newbury-aye, Burkett-aye, Little-aye, Case-aye. Motion carried.

**Motion** made by Councilman Burkett, 2nd by Councilman Little to pay bills presented. Rinfrette-aye, Newbury-aye, Burkett-aye, Little-aye, Case-aye. Motion carried.

**2023 Bill Presented:**

* General $ 47,239.36 v#71-91
* Highway $ 13,286.23 v#32-44
* Sewer 1 $ 659.45 v#7-8
* Sewer 2 $ 2,024.50 v#31-38
* Water $ 1,350.17 v#25-29

 Capital $ -0-

 **Total $ 64,559.71**

**Checks Received:**

 **$** 2,387.25 Town Clerk's Acct-March Sales

 13,372.00 Justice Michael Soper-Fines Collected for March

 8,918.00 Justice Joseph Crowley-Fines Collected for March

 2,936.00 Rents Collected

 184.70 Us Treasury overpayment for 4th Qtr.

 4,831.00 refund for overcharge -Fluid Kinetics (fund G1990.4)

 142.86 Catt. County Restitution payment -3/1/2023

 30,000.00 JCAP Grant (03/27/2023 electronic deposit)

 500.00 NYS Municipal WC Alliance c/o Wright Insurance-2022 Loyalty Awards

 **Total $63,271.81**

**Correspondence: 1)** Houghton College-June 8th, 2023 28th Annual Local Government Conference **2)** NYS Agriculture and Markets 03/20/2023 Municipal Shelter Inspection -location Olean SPCA, 4 unsatisfactory findings, will do reinspection in 30 days. **3**)NYS DOT 03/22/2023 Project to start no later than 07/1/23 Bridge Replacement, route 219 over Nichols Run Creek, Town of Carrollton, and Project to start 04/03/2023 Highway Reconstruction US Rt 219, Town of Carrollton, Seneca Nation of Indians Allegany-Oakgrove Construction, Inc. is prime contractor. 4) Email of change of rates with Verizon, Clerk Carlson reviewed why prices went up so much, changed the plan to lower monthly charges from Verizon Freedom Business Local at Sewer Plant.

**Monthly Written Reports:** Reviewed Town Justice, Hwy Superintendent, Town Clerks, and Planning Board.

**Town Clerks Report: Clerk Carlson: 1)** Rental Income to date $8,510. **2)Water/Sewer Billing:** Bills went out April 5 -180 bills mailed -Total due for billing $25,356.00 total bills in arrears for year $8019.89

**3)** **Sewer 1:** 93 accounts billed $$451.00 for the year $41 per month/11 months=$41,943.00 total amount of open accounts is $33,646.00 to date. **4)**Tax Collectors End of Year Report: $127,116.28 Unpaid Taxes returned to County April 1st, 2023. Clerk Carlson noted resident stop by asking about a Nuisance Permit from the Town for beavers building dams and backing water into basement home, advised resident to go to DEC, that Town does not issue them, but would bring up the issue to the Town Board at the meeting. Board stated DEC is who he would contact.

**Book Keeper Diane Frick: 1)** Attended NYS Retirement Training Session at Olean BOCES center on Friday, April 14th. **2)** Complete Payroll Company will be taking over the payroll for next pay in April. **3)** ARPAreport due at end of April for expenses to date. **4)** Annual Audit on Justices-waiting to hear back from NYS Justice System as to who can perform the Audit. **5)**PERMA Case-still continuing to work out issues. **6)**Cemetery CD-matured on 04/18/2023. **7)** Tammy Davies-accountant met on 4/3& 4/6. Did to Capital Account back to zero balance. However, she will not be continuing, due to work load. **8)**Betsy Matz has agreed to meet and review the work that needs to be addressed before getting into the AUD’s to be completed. **9)**Will be contacting Linda Twigg to get back the items she has that she needed to try working on the 2019 AUD. **10)** Request of Executive Session for Personnel/Human Resource issues at end of meeting.

**Highway Superintendent Fox:** **1)** Reviewed March Monthly report that was provided-Equipment repairs, plow/sanded, pine tree down-removed it. Cutting Brush on Parkside Drive. 2) GPS-program-met with STW John Mayer- they are all set to start locating with the it. 3) Albany meeting for Highway Superintendents-went to ensure the CHIPS funding. 4) Town wide Clean up day is May 20th, 8am-12pm. 4) Barry Shields is officially retired. He was very reliable and never missed a call in in his 15 years of employment with the Town.

**CWO/Sewer Maintenance Rick Dixon**: **1)** Has not heard back from MOODY. **2)** Cemetery-bought saw, cut down 5 trees, millings were put down and had one burial in April. **3)** Water: selling water to Oakgrove Construction at 5cents per gallon. Will bill them once a month, will figure out and give to Clerk. **4)** Board asked about taking the Sewer Test for certification-Rick stated he still needs a letter from Jeff Shurilla stating he has been training under him, he cannot apply to take test until he has the letter. Diane Frick asked if this is something that the Town Clerk can type up for him, Rick stated that Jeff must write it stating what all he has been trained in, etc.

 \*\*Councilman Newbury left the meeting due to unplanned Special Meeting with the Catt. County Planning Board\*\*

**Planning Board-Chair Wendy Johnston: 1)** Questions as to having Minutes taken at the extra workshop sessions for working on the LUMP Book, was hoping Attorney Firkel would be present to answer questions. **2)** Board and Clerk Carlson suggested that they could set up sheet for sign in, saying who is attending for payment verification and just what was worked on. Does not have be detailed. **3)** Questioned about having the NYS requirement trainings for Sexual Harassment and Work Place Violence at a time feasible for people who work during day. Clerk Carlson stated she would check with our insurance company for any prerecorded videos. **4)** Flowers for the Town Planters-contacted STAYERS Greenhouse, they gave price of $400.00 for 6 planters. Board agreed on to go with Stayers this year.

Board directed to Clerk to have Maintenance Jerry Peterson water the plants as part of his routine for the Complex.

**28th Annual Training at Houghton College on June 8th, 2023.** PB Chair Wendy Johnston is interested in attending. Councilman Case stated he would need to take a vacation day to attend. No one else on Town Board showed interest at this time.

**Code Enforcement**-**CEO Lance Jobe:** 1) asked about the contract with Williamson Law. Clerk Carlson stated it is sitting in Supervisor Rinfrette’s mail box in Office to be signed. Board already authorized at March Meeting. **2)** Asked Board if they heard from Attorney Firkel as to the issues they met with him before that he was to take care of that is now in court. Board stated no they have not, were hoping he was going to be here. Board stated he could attend our meetings, just would not make it here until 6PM.

**Open Forum:**

Sharon Snyder resident at 573 Paton Drive questioned the parking on the street. Stated they took advantage of the recent good weather and has worked on cleaning up the property as directed by Court. The car port issue was addressed. CEO Jobe stated they need to have a building permit for the car port. She stated she did not know this, and would pass it along. CEO Jobe stated that he met with the owners when they submitted the application and he explained the process. At this time the permit was not issued, just an application submitted but not approved for permit, no payment received etc. Currently there is no permit for the one car port that is still standing.

Resident Tyler Robinson questioned the storm drain located at 597 Paton Drive. The top of it is broke. Hwy Superintendent Fox said he will look at it and repair it.

Residents present addressed the sidewalks throughout Hamlet, the Board stated the Town has a has a local law which was carried over at time of Village of Limestone dissolving that states the homeowner is responsible for upkeep of the sidewalks in front of their property. Clerk Carlson was directed to mail out reminders to the residents with sidewalks in front of their home or business that they are responsible for them. They need to be sweeping them and shoveling them to allow public use for walking. As far as replacement of walk, it falls on the homeowner for expense. The Local law can be reviewed for further details.

Tyler Robinson asked about the Fire Hydrants, what color and who to ask. Board stated the Fire Chief.

**Old Business:**

**Police Officer:** Resident Jeff Case asked the Board again about a Police Officer Position for the Town. Councilman Burkett stated that position is not feasible at this time. You have to take into consideration the wages, vehicle, fuel, insurance. These are not something that is built into our budget right now.

**641 Main Street (Old Municipal Building)-** The JCAP Grant was deposited into Town account on March 27th. Have 180 days to spend for court. Concerns of not having completed before time is up. Clerk Carlson stated she was pretty sure that you spend it within the time frame, if you do not have everything in place is not a problem. She explained there is paperwork to go along with the grant, you must provide information back to the state, proof of purchase/ payment information. All this must be recorded with the Book keeper. We do not get to keep what is not spent. All must be backed up.

Discussion of putting Building interior renovation back out to bid. Change of prices in the materials, Burkett said that prices have dropped quite a bit. Burkett said to send Specs, and previous advertisement to him and he will work on a new bid to put in paper.

**New Business:**

**Used Bucket Truck:** Superintendent Fox asked the Board about a purchase of a bucket truck for town on marketplace, is in Great Valley for $2000. He went and checked it out, does need some work, but then we would not have to do shared services for flags, etc. Board discussed what it all would need, and expenses. Board vote: Councilman Burkett-no, Case-no, Little-no, Supervisor Rinfrette-no. Councilman Newbury-not present.

**Executive Session:**

**Motion** made by Councilman Burkett, seconded by Councilman Little to enter Executive session with Diane Frick, Book Keeper for Personnel Issues. Rinfrette-aye, Newbury-absent, Burkett-aye, Little-aye, Case-aye Motion carried.

**Motion** made by Councilman Burkett, 2nd Councilman Little to adjourn Executive Session. Rinfrette-aye, Newbury-absent, Burkett-aye, Little-aye, Case-aye. Motion carried.

Councilman Burkett stated he would take care of issues that Rick Dixon addressed to them privately.

Councilman Burkett asked Clerk Carlson to work on scope of maintenance work at the complex. She stated she can however it is usually covered daily, but can review it.

**Motion** made by Councilman Little, 2nd by Councilman Burkett to adjourn the Monthly Meeting. Rinfrette-aye, Newbury-absent, Burkett-aye, Little-aye, Case-aye. Motion carried.

**Respectfully Submitted,**

 ***Julie Carlson-Town Clerk***