

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: 1 YEAR: 2024

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

TITLE: **Resolution Establishing the Annual Appointments, Salaries and Payment Schedule for the Year 2024;**

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, 2024 and ending December 31, 2024 unless otherwise determined by law or authorized by Town Board resolution:

Position	Name	Wage	When	Timesheet Supervisor	Overtime	Paid
Supervisor/Budget Officer	Catharyn Campbell	\$ 9,500.00	Annually		-	Monthly
Councilman	Sharon Hahn	\$ 3,180.00	Annually		-	Monthly
Councilman	Terry McClory	\$ 3,180.00	Annually		-	Monthly
Councilman	Heather Stevens	\$ 3,180.00	Annually		-	Monthly
Councilman	Joseph Weaver	\$ 3,180.00	Annually		-	Monthly
Town Clerk	Andrea Stanbro	\$ 28,620.00	Annually		-	Biweekly
Code Enforcement Officer / Zoning Officer	Lance Jobe	\$ 8,600.00	Annually		-	Monthly
Supervisor's Bookkeeper	Diane Finch	\$ 15,480.00	Annually		-	Monthly
Registrar	Andrea Stanbro	\$ 600.00	Annually		-	Biweekly
Deputy Supervisor	Sharon Hahn	\$ 300.00	Annually		-	Monthly
Deputy Town Clerk 1	Elizabeth Balcom	\$ 17.00	Hourly	C. Campbell	-	Biweekly
Deputy Town Clerk 2	Loretta Close	\$ 17.00	Hourly	C. Campbell	-	Biweekly
Cemetery Sexton	Cleon Easton	\$ 5,000.00	Annually		-	Monthly
Cemetery Laborer	Rick Balderas	\$ 18.00	Hourly	C. Easton	-	Biweekly
Cemetery Clerk	Andrea Stanbro	\$ 1,590.00	Annually		-	Biweekly
Justice 1	Wayne Holden	\$ 9,700.00	Annually		-	Monthly
Justice 2	Larry Graham	\$ 9,000.00	Annually		-	Monthly
Court Clerk	Loretta Close	\$ 18.00	Hourly	C. Campbell	-	Biweekly
Assistant Court Clerk	Kathryn A. Hatch	\$ 17.00	Hourly	C. Campbell	-	Biweekly
Constable	Timothy Chase	\$ 20.00	Hourly	C. Campbell	-	Biweekly
Constable		\$ 20.00	Hourly	C. Campbell	-	Biweekly

Dog Control Officer	Samantha Smith	\$ 14,050.00	Annually		-	Monthly
Assistant Dog Control Officer	Javan Tanner	\$ 500.00	Annually		-	Annually
Highway Superintendent	Scott D. Stanbro	\$ 59,000.00	Annually		-	Biweekly
Deputy Highway Superintendent	Randy Hatch	\$ 650.00	Annually	S. Stanbro	-	Annually
CDL Driver 1 (P/T)	Robert C. Reece	\$ 25.94	Hourly	S. Stanbro	\$ 38.91	Biweekly
CDL Driver 2	Randy Hatch	\$ 25.94	Hourly	S. Stanbro	\$ 38.91	Biweekly
CDL Driver 3	Emil Westfall	\$ 23.89	Hourly	S. Stanbro	\$ 35.84	Biweekly
CDL Driver 4	Harley Butler	\$ 23.21	Hourly	S. Stanbro	\$ 34.82	Biweekly
Town Hall Custodian	Rebecca Merkle	\$ 15.00	Hourly	C. Campbell	-	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 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
Town of Franklinville

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: 2 YEAR: 2024

MOVED BY: Mr. Weaver SECOND BY: Mrs.

TITLE : **Resolution Establishing the Dates of Official Meetings of the Franklinville Town Board for the year 2024;**

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 2024:

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 9 day of January in the year 2024, the ayes and nays take and recorded below:

[Signature] Catharyn Campbell, Supervisor

[Signature] Heather Stevens, Councilman

[Signature] Terrance McClory, Councilman

[Signature] Sharon Hahn, Deputy Supervisor

[Signature] Joseph Weaver, Councilman

CERTIFIED: [Signature]

Andrea L. Stanbro, Clerk
Town of Franklinville

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: 3 YEAR: 2024

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

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 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
Town of Franklinville

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: 4 YEAR: 2024

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

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 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
Town of Franklinville

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: 5 YEAR: 2024

MOVED BY: Mr. McClory 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 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

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 New 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.

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: 6 YEAR: 2024

MOVED BY: Mr. McClory 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 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
Town of Franklinville

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 9th, 2024

RESOLUTION NUMBER: 7 YEAR: 2024

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

TITLE : **Resolution Establishing the Official Depositories for the Town of Franklinville for the year 2024:**

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 2024:

Cattaraugus County Bank – January through December 2024 for Certificates of Deposit and Loans
Community Bank, NA – January through December 2024 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 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

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 9th 2024

RESOLUTION NUMBER: 8 YEAR: 2024

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

TITLE : **Resolution Establishing the Official Newspaper of Record for the Town of Franklinville for the year 2024:**

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 Herald Courier be designated as the official newspaper(s) of the Town of Franklinville for the year 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 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

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 9th 2024

RESOLUTION NUMBER: 9 YEAR: 2024

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 \$0.67 per mile for the year 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 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

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 9th, 2024

RESOLUTION NUMBER: 10 YEAR: 2024

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 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