

August 11, 2015

At 7:00 pm, Supervisor Gayle Ashbery called to order the regular monthly meeting of the Town Board of the Town of Carlton. Present were the following Board members: Councilman Robin Lake, Councilman James Shoemaker and Councilman Marcus Coville. Councilman Dana Woolston was excused.

Also present were Dave Krull, Highway Supt. and Kathy Bogan, Town Attorney.

Following roll call and the Pledge of Allegiance, The minutes of July 14, 2015 were approved, motion by Mr. Shoemaker second by Mr. Coville and carried.

The Supervisor's report was approved, motion by Mr. Lake second by Mr. Shoemaker and carried.

The Town Clerk's report was approved, motion by Mr. Shoemaker second by Mr. Coville and carried.

The Code/ Zoning Officer's report was approved, motion by Mr. Shoemaker second by Mr. Coville and carried.

Judge Russell's report was approved, motion by Mr. Lake second by Mr. Shoemaker and carried

Judge Hurley's report was approved, motion by Mr. Shoemaker second by Mr. Lake and carried.

Dave Krull gave an update on Highway and Water Departments activities. Mr Krull also introduced newly hired Paul Bouchey to the board.

Mr. Krull stated that the water project has been taking extra time as cable lines were in the way of the line so Pilon Construction has been digging out around the lines. Mr. Krull also stated that Pilon verbally agreed to do the add on work but a contract was never signed. The work will get done but do not know when that will be. Another set back is that we needed to provide the 4 inch meters to go in the Transit Rd pit and they are taking longer that expected to get.

The Fire Company responded to 20 calls with a total of 298 man hours. At the end of June the Fire Company was at a total of 133 fire calls with 2,081 man hours for the year. Andrew Niederhofer also stated that the fire company will be holding a Chicken BBQ August 15<sup>th</sup>.

General Fund vouchers for \$5,651.00 were approved for payment, motion by Mr. Shoemaker second by Mr. Lake and carried.

Highway Fund vouchers for \$18,211.56 were approved for payment, motion by Mr. Shoemaker second by Mr. Lake and carried.

Water Fund vouchers for \$ 76,154.98 were approved for payment, motion by Mr. Lake second by Mr. Coville and carried.

Under old business, Kathy Bogan spoke regarding the proposed Nepotism Law.

Eileen Wiethrich stated that if the request to hire a family member of a direct supervisor is brought to the board before the person is hired, it would be a good system of checks and balances to be sure the person is actually qualified for the job.

A motion by Mr. Lake to pass the proposed Nepotism Law was seconded by Mr. Shoemaker and carried.

A motion by Mr. Coville to appoint Dana Woolston as Deputy Town Supervisor, was seconded by Mr. Shoemaker and carried.

Andrew Niederhofer wondered if the appointed Supervisor for Paul Bouchey would make Supervisor pay? Kathy Bogan stated there will be no extra pay for this position.

The new sign for the Town building was approved and will get ordered.

General Fund Transfers for \$1,766.00  
Highway Fund Transfers for \$ 43,608.00  
Water Fund Transfers for \$8,686.00  
Capital Projects Transfers for \$ 712,978  
Kenyonville Cemetery Transfers for \$15.00  
were approved, motion by Mr. Lake second by Mr. Coville and carried.

A motion by Mr. Shoemaker to approve the contract with Williamson Law book for the support for the water billing program was seconded by Mr. Lake and carried.

Mrs. Ashbery requested that the budget sheets get returned to her by August 28<sup>th</sup> so that on September 8<sup>th</sup> the budget meetings can be set.

Mrs. Ashbery stated that there will be no August workshop meeting.

Dave Krull stated that Mrs. Hoffman requested that water be run to the Kenyonville cemetery.

Mr. Krull stated that Pat Rheinhold, State DOT regional engineer, has been in contact with him regarding the 13 miles of state road that the Town of Carlton plows. She informed him they are looking at taking back some of the plowing on Rt. 18. It will cut us back approximately \$40,000.

Kathy Bogan would like to review the Contract with the State to see what can be done as we have already committed to buy the salt for those roads.

Mr. Krull also stated that he received a call from Steve Hawley's office with complaints that they have received regarding campers getting hung up on the turn in Kuckville on Lakeside Rd. Mr. Hawley's office contacted the State to request that they put a sign up so that people know where to turn into Lakeside Park. The State replied that the Town of Carlton can put up a sign as they have no room on their right of way

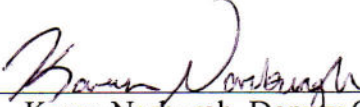
Mr. Krull stated that he knows about the bump on Platten Rd., and they still need to finish and put the top on it.

Eileen Wiethrich inquired if we have any standing regulations on wind turbines. Mr. Shoemaker stated that we have regulations on wind turbines but it does not cover a commercial project like the APEX project. Kathy Bogan stated she would have to look into our regulations

Executive session

A motion by Mr. Lake to accept the Colby Lawsuit Settlement and to authorize the Supervisor to sign all the settlement papers was seconded by Mr. Coville and carried.

At 8:21 pm, a motion by Mr. Shoemaker to adjourn was seconded by Mr. Lake and carried.

  
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Karen Narburgh, Deputy Clerk

**TOWN OF CARLTON**

**PLEASE MAKE THE FOLLOWING TRANSFERS AT YOUR 7/14/15 MEETING:**

**GENERAL FUND**

<i>Transfer From:</i>	A1990.4	Contingency	\$ 1,766.00
			<u>\$ 1,766.00</u>
<i>Transfer To:</i>	A1410.1A	Deputy Town Clerk Svc	\$ 500.00
	A3650.4	Demolotin Contractual	\$ 710.00
	A8810.4	Cemetery Contractual	\$ 156.00
	A9089.8	Clothing Allowance	\$ 400.00
			<u>\$ 1,766.00</u>

**HIGHWAY FUND**

<i>Transfer From:</i>	DA5148.1	Services for Other Gov't Svc	\$ 2,426.00
	DA5148.4	Services for Other Gov't Cont.	\$ 13,763.00
		<b>Unanticipated Revenue</b>	
	DAUB	Unexpended Balance	\$ 27,419.00
			<u>\$ 43,608.00</u>
<i>Transfer To:</i>	DA5112.1	Improvements Services	\$ 6,540.00
	DA5112.2	Capital Outlay	\$ 879.00
	DA5130.2	Machinery Equipment	\$ 20,000.00
	DA5142.1	Snow/Ice Removal Svc	\$ 2,426.00
	DA5142.4	Snow/Ice Removal Contr.	\$ 13,763.00
			<u>\$ 43,608.00</u>

**WATER FUND**

<i>Transfer From:</i>		<b>Unanticipated Revenue</b>	
	SW2144	Water Connections	\$ 2,200.00
	SWUB	Unexpended Balance	\$ 6,486.00
			<u>\$ 8,686.00</u>
<i>Transfer To:</i>	SW1990.4	Contingency	\$ 18.00
	SW8310.4	Admin. Contractual	\$ 8,668.00
			<u>\$ 8,686.00</u>

**CAPITAL PROJECTS**

<i>Transfer From:</i>		<b>Unanticipated Revenue</b>	
	H2-5731	BAN	\$ 712,978.00
			<u>\$ 712,978.00</u>
<i>Transfer To:</i>	H2-8310.4	Administrative Contractual	\$ 712,978.00
			<u>\$ 712,978.00</u>

**KENYONVILLE CEMETERY**

<i>Transfer From:</i>		<b>Unanticipated Revenue</b>	
	HUB	Unexpended Balance	\$ 15.00
			<u>\$ 15.00</u>
<i>Transfer To:</i>	H1990.4	Contingency	\$ 15.00
			<u>\$ 15.00</u>

# NEPOTISM POLICY OF THE TOWN OF CARLTON:

## EQUAL EMPLOYMENT OPPORTUNITY

The Town is committed to the full utilization of all human resources and to a policy of equal employment opportunity. It is our policy to recruit, hire, train, promote, transfer, and provide compensation without regard to race, age, color, religion, sex, sexual orientation, marital status, national origin, genetic predisposition or carrier status, physical or mental disability, veteran status or any other protected status.

### **Nepotism**

It is the policy of the Town of Carlton not to discriminate in its employment and personnel actions with respect to its employees and applicants on the basis of marital or familial status. Notwithstanding this policy, no person shall be appointed or employed in any position in the Town if such appointment or employment would cause the employee to be supervised by a relative or a relative member of the employee's household, either directly or through a chain of authority. Further, no person shall hold a position where he/she would be responsible for auditing or evaluating the work of a relative or a relative member of the employee's household. This section does not prohibit the appointment, in the competitive civil service, of an individual if (1) the individual is within reach for selection from an appropriate certified eligibility list and (2) an equally qualified alternative selection cannot be made from the certified eligibility list.

### **Definitions**

1. Relative: Includes individuals who are related by blood, marriage or adoption including the following: parent, child, spouse, brother, sister, grandparent, aunt, uncle, niece, nephew, grandchild, legal guardian, foster child, in-laws and step relationships.
2. Relative member of the employee's household: Includes individuals who are cohabiting with the employee as well as any individual related to the cohabitant by blood, marriage or adoption including the following: parent, child, spouse, brother, sister, grandparent, aunt, uncle, niece, nephew, grandchild, legal guardian, foster child, in-laws and step relationships.
3. Supervision: Shall mean any employee, regardless of job description or title, having authority (or practical power) in the interest of the employer to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, or discipline other employees, or responsibility to direct them, or to adjust their grievances, or effectively to recommend this action, if, in the connection with the foregoing, the exercise of this authority is not of a merely routine or clerical nature, but requires the use of independent judgment.

### **Exceptions Procedure**

Exceptions may be approved, by the Town Supervisor, for employment that would be for the benefit of the Town.

1. Whenever a department head proposes that the Town Board appoint an individual as an exception to this policy, s/he shall prepare a written request for approval of each appointment or continuation. This request, which shall include an alternative procedure for supervision, shall be submitted to his or her immediate supervisor for review and recommendation, through each higher supervisory level, to the Town Supervisor, for approval. Exceptions will only be permitted where there are unique circumstances and there is a benefit to the Town.
2. When two existing employees marry or begin cohabiting, and it has been determined that such relationship has the potential for creating adverse impact, the department head in conjunction with the Town Supervisor, shall make reasonable efforts to minimize problems of supervision, safety, security or morale through reassignment of duties, relocation or transfer. The proposed plan for accommodation shall be submitted to the Town Supervisor for approval.
3. The Town Supervisor, in consultation with the Town Attorney and the Town Board, shall have the final authority and responsibility for determining if a potential for adverse impact exists or does not exist, and deciding whether to approve the appointment or promotion of an applicant or employee who otherwise would not be appointed under this policy.

Moved by Resolution of the Town Board of the Town of Carlton dated August 12, 2015