

January 5, 2016

At 7:00 pm, Supervisor Gayle Ashbery called to order the 2016 organizational meeting of the Town Board of the Town of Carlton. Present were the following Board members: Councilman John Fitzak, Councilman James Shoemaker, Councilman Marcus Coville and Councilman Dana Woolston.

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

Roll call and the Pledge of Allegiance were done.

Under new Business Mr. Shoemaker spoke regarding the Budget officer, he stated that by law the only person that can be Budget officer on the Board is The Supervisor. Discussion followed. Gayle stated that she will call Jack Welsh to confirm and the Budget officer position will be re-addressed at the next monthly Board meeting.

A motion by Mr. Shoemaker to approve the appointments listed on Attachment #1 was seconded by Mr. Coville and carried.

A motion by Mr. Woolston to appoint David Bertch to the Planning Board of Appeals for a 7 year term was seconded by Mr. Fitzak and carried.

A motion by Mr. Woolston to appoint Ann Fitzak to the Zoning Board of Appeals for a 5 year term was seconded by Mr. Shoemaker and carried. Mr. Fitzak abstained.

A motion by Mr. Shoemaker to appoint Lynda Woolston, Code Enforcement Officer was seconded by Mr. Coville and carried. Mr. Woolston abstained.

A motion by Mr. Shoemaker to appoint Lynda Woolston, Zoning Enforcement Officer was seconded by Mr. Coville and carried. Mr. Woolston abstained.

The salaries for Elected Officers were approved, motion by Mr. Coville second by Mr. Fitzak and carried. Roll call vote, Woolston-Aye, Coville- Aye, Fitzak- Aye, Shoemaker-Nay and Ashbery- Aye. (Attachment #2)

The salaries for Appointed Officials were approved, motion by Mr. Coville second by Mr. Fitzak and carried. Roll call vote, Woolston-Aye, Coville- Aye, Fitzak- Aye, Shoemaker- Nay and Ashbery- Aye. (Attachment #2)


The wages for part time and hourly employees and mileage were approved, motion by Mr. Coville second by Mr. Fitzak and carried. Roll call vote, Woolston-Aye, Coville-Aye, Fitzak- Aye, Shoemaker- Aye and Ashbery- Aye. (Attachment #2)

The Highway Department schedule of Benefits and wages was approved, motion By Mr. Coville second by Mr. Woolston and carried. ( Attachment #3)

A motion by Mr. Coville to set the 2016 Town Board meetings for the second Tuesday of every month beginning January 12, 2016 at 7:00pm was seconded by Mr. Shoemaker and carried.

A motion by Mr. Coville to set the 2016 Workshop meetings for the 4<sup>th</sup> Thursday of every month beginning January 28, 2016 at 6:30pm was seconded by Mr. Fitzak and carried.

A motion by Mr. Coville to adjourn was seconded by Mr. Shoemaker and carried.



Karen Narburgh, Town Clerk

Appointments for 2016 by Carlton Town Board

|                             |                            |
|-----------------------------|----------------------------|
| Bank                        | Five Star Bank             |
| Newspaper                   | Batavia Daily News         |
| Deputy Supervisor           | Dana Woolston              |
| Registrar                   | Karen Narburgh             |
| Deputy Registrar            | Carol Smith                |
| Court Clerk                 | Kim Niehaus                |
| Historian                   | Lysbeth Hoffman            |
| Assessors Assistant         | Monica London              |
| Accountant/ Payroll         | Baldwin Business Solutions |
| Planning & Zoning Board Sec | Kim Niehaus                |
| Deputy Highway Supt.        | John Olles                 |
| Deputy Water Supt.          | Kurt VanWycke              |
| Town Genealogist            | Hollis Ricci-Canham        |
| Water Superintendent        | David Krull                |
| Water Clerk                 | Karen Narburgh             |

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Planning Board of Appeals- 7 Year Term    David Bertch

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Zoning Board of Appeals- 5 Year Trem    Ann Fitzak

### Salaries of Elected Officials for 2016

|                           |             |
|---------------------------|-------------|
| Supervisor:               | \$9,743.00  |
| Councilperson:            | \$3,059.50  |
| Justice Russell           | \$9,443.50  |
| Justice Hurley:           | \$9,443.50  |
| Town Clerk/Tax Collector: | \$32,046.00 |
| Highway Superintendent:   | \$45,236.00 |

### Salaries for the Following Appointed Officials for 2016

|                       |                            |
|-----------------------|----------------------------|
| Water Superintendent: | \$16,824.00                |
| Water Clerk:          | \$13,714.00                |
| Registrar:            | \$530.00                   |
| Historian:            | \$952.00                   |
| Deputy Supervisor:    | \$1,147.00                 |
| Park Lawn Caretaker:  | \$4,600.00- 6 pays May-Oct |

### Wages for the Following Positions for 2016

|                                    |                                  |
|------------------------------------|----------------------------------|
| Planning Board Chairman:           | \$30.00- per meeting             |
| Planning Board:                    | \$25.00- each member per meeting |
| County Planning Board Rep:         | \$30.00- per meeting             |
| Zoning Board Chairman:             | \$30.00- per meeting             |
| Zoning Board:                      | \$25.00- each member per meeting |
| Constable:                         | \$16.00 per summons              |
| Grievance Board:                   | \$75.00- each member per day     |
| Town Hall Cleaner:                 | Per contract                     |
| Justice Clerk:                     | \$13.80 per hour                 |
| Deputy Water Clerk:                | \$11.95 per hour                 |
| Deputy Town Clerk- 1 <sup>st</sup> | \$11.95 per hour                 |
| Deputy Town Clerk- 2 <sup>nd</sup> | \$15.50 per hour                 |
| Assessor Assistants:               | \$11.95 per hour                 |
| Election Inspectors:               | \$ 9.95 per hour                 |
| Deputy Zoning Officer:             | \$11.95 per hour                 |
| Planning/Zoning Board Clerk:       | \$11.95 per hour                 |
| Mileage:                           | \$ .54 per mile                  |



|                                |                  |
|--------------------------------|------------------|
| Motor Equipment Operator:      | \$21.31 per hour |
| Laborer:                       | \$12.99 per hour |
| Part Time:                     | \$15.60 per hour |
| Deputy Highway Superintendent: | \$21.83 per hour |
| Deputy Water Superintendent:   | \$21.83 per hour |
| New Hire (2015)                | \$19.81 per hour |

-Benefits for Full Time Employees:

Allowance for Shoe/for M.E.O.'s \$100.00 per year  
 Allowance for Clothes/for M.E.O.'s \$300.00 per year

-Longevity Pay:

-To be paid in the first payroll in December for completed years of service as listed below.

|                         |                         |
|-------------------------|-------------------------|
| 10 to 14 years \$225.00 | 15 to 19 years \$340.00 |
| 20 to 24 years \$450.00 | 25 to 29 years \$565.00 |
| 30 to 34 years \$680.00 | 35 years & up \$800.00  |

Paid Vacation after completion:

1 year = 1 week  
 2 to 8 years = 2 weeks  
 9 to 15 years = 3 weeks  
 16 years and up = 4 weeks

Paid allowance of :

12 Sick days per year  
 5 Personal days per year  
 1 Extra floating Holiday

Accumulate-

-180 Days of sick time, Maximum unused personal days can be used for Accumulated sick time

- Cap on Health Insurance of \$7,900.00 per year
- Report at year-end of accrued sick time

-Updated Employee Handbook

Paid Holidays- New Years, Memorial Day, Good Friday, July 4<sup>th</sup>,  
 Labor Day, Election Day, Veterans Day, Thanksgiving Day,  
 Friday after Thanksgiving, Christmas