

Catharyn Campbell, Supervisor
Town of Franklinville
Andrea Stanbro, Clerk

Sharon Hahn, Deputy Supervisor
Mike Forward, Councilman
Terrance McClory, Councilman
Dave Furman, Councilman

DATE: January 13, 2026

RESOLUTION NUMBER: 1 YEAR: 2026

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

TITLE: Resolution Establishing the Annual Appointments, Salaries and Payment Schedule for the Year 2026;

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, 2026 and ending December 31, 2026 unless otherwise determined by law or authorized by Town Board resolution:

Position	Name	Wage	When	Timesheet Supervisor	Overtime	Paid
Supervisor	Catharyn Campbell	\$ 10,070.00	Annually		-	Monthly
Budget Officer	Catharyn Campbell	\$ 2,930.00	Annually			Monthly
Councilman	Sharon Hahn	\$ 3,300.00	Annually		-	Monthly
Councilman	Terry McClory	\$ 3,300.00	Annually		-	Monthly
Councilman	Dave Furman	\$ 3,300.00	Annually		-	Monthly
Councilman	Mike Forward	\$ 3,300.00	Annually		-	Monthly
Town Clerk	Andrea Stanbro	\$ 30,337.00	Annually		-	Biweekly
Code Enforcement Officer / Zoning Officer	Ben McDonnell	\$ 9,116.00	Annually		-	Monthly
Supervisor's Bookkeeper	Diane Finch	\$ 16,741.00	Annually		-	Monthly
Registrar	Andrea Stanbro	\$ 636.00	Annually		-	Biweekly
Deputy Supervisor	Sharon Hahn	\$ 300.00	Annually		-	Monthly
Deputy Town Clerk 1	Elizabeth Balcom	\$ 17.50	Hourly	C. Campbell	-	Biweekly
Deputy Town Clerk 2	Loretta Close	\$ 17.50	Hourly	C. Campbell	-	Biweekly
Cemetery Sexton	Cleon Easton	\$ 5,000.00	Annually		-	Monthly
Cemetery Laborer	Todd Hansen	\$ 19.00	Hourly	Easton/S. Stanbro		
Cemetery Laborer	Rick Balderas	\$ 19.00	Hourly	Easton/S. Stanbro	-	Biweekly
Cemetery Clerk	Andrea Stanbro	\$ 1,685.00	Annually		-	Biweekly
Justice 1	Wayne Holden	\$ 9,896.00	Annually		-	Monthly
Justice 2	Larry Graham	\$ 9,180.00	Annually		-	Monthly
Court Clerk	Loretta Close	\$ 19.00	Hourly	C. Campbell	-	Biweekly
Assistant Court Clerk	Kathryn A. Hatch	\$ 17.50	Hourly	C. Campbell	-	Biweekly

Constable	Tim Chase	\$ 21.00	Hourly	C. Campbell	-	Biweekly
Constable	Kim Scurr	\$ 21.00	Hourly	C. Campbell	-	Biweekly
Dog Control Officer	Samantha Smith	\$ 5000.00	Annually		-	Monthly
Assistant Dog Control Officer	Javan Tanner	\$ 500.00	Annually		-	Annually
Highway Superintendent	Scott D. Stanbro	\$ 64,428.00	Annually		-	Biweekly
Deputy Highway Superintendent	Randy Hatch	\$ 650.00	Annually	S. Stanbro	-	Annually
CDL Driver 1 (P/T)	Robert C. Reece	\$ 28.33	Hourly	S. Stanbro	\$ 42.49	Biweekly
CDL Driver 2	Randy Hatch	\$ 28.33	Hourly	S. Stanbro	\$ 42.49	Biweekly
CDL Driver 3	Emil Westfall	\$ 28.33	Hourly	S. Stanbro	\$ 42.49	Biweekly
CDL Driver 4	Eric Daugherty	\$ 24.62	Hourly	S. Stanbro	\$ 36.93	Biweekly
Laborer (Temp)	Timothy Hutter	\$ 21.55	Hourly	S. Stanbro	\$ 32.32	Biweekly
Town Hall Custodian	Rebecca Merkle	\$ 16.00	Hourly	C. Campbell	-	Biweekly
Maintenance/Laborer	Lonnie Farrington	\$ 26.00	Hourly	S. Stanbro		ON Call Biweekly

RESOLVED, 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 13th day of January the year 2024 the ayes and nays take and recorded below:

Aye Catharyn Campbell, Supervisor
Aye Sharon Hahn, Deputy Supervisor
Aye Dave Furman, Councilman
Aye Terry McClory, Councilman
Aye Mike Forward, Councilman

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

Catharyn Campbell, Supervisor
Town of Franklinville
Andrea L. Stanbro, Clerk

Sharon Hahn, Deputy Supervisor
Mike Forward, Councilman
Terrance McClory, Councilman
Dave Furman, Councilman

DATE: January 13, 2026

RESOLUTION NUMBER: 2 YEAR: 2026

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

TITLE: Resolution Establishing the Dates of Official Meetings of the Franklinville Town Board for the year 2026:

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

WHEREAS, notice of regular meetings to Town Board members and the Town Clerk is not required once established by resolution, but notice to the news media and the public is required pursuant to the New York State Open Meetings Law;

NOW, THEREFORE, BE IT RESOLVED, that the regular meetings of the Town Board of the Town of Franklinville for the calendar year 2026 shall be held as follows:

Regular Town Board Meeting:

- **Second Tuesday of each month**, January through December
- **7:00 p.m.**
- **Town Hall – 11 Park Square, Franklinville, NY**

Audit of Claims / Pay Bills:

- **Second Tuesday of each month**, January through December
- **6:30 p.m.**
- **Town Hall – 11 Park Square, Franklinville, NY**

BE IT FURTHER RESOLVED, that if any regular meeting date falls on a legal holiday, the meeting shall be held on the next business day at 7:00 p.m. at the Town Hall, unless otherwise rescheduled by resolution of the Town Board with proper public notice pursuant to the Open Meetings 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 13th day of January in the year 2026, the ayes and nays take and recorded below:

Aye Catharyn Campbell, Supervisor

Aye Mike Forward, Councilman

Aye Terrance McClory, Councilman

Aye Sharon Hahn, Deputy Supervisor

Aye Dave Furman, 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
Mike Forward, Councilman
Terrance McClory, Councilman
Dave Furman, Councilman

DATE: January 13, 2024

RESOLUTION NUMBER: 3 YEAR: 2026

MOVED BY: Mr. McClory SECOND BY: Mr. Furman

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 New York State Town Law authorizes the Town Board to 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 are hereby adopted as the official procedural rules of the Town Board of the Town of Franklinville:

GENERAL RULES

1. Presiding Officer

The Supervisor shall preside at Town Board meetings. In the Supervisor's absence, the Deputy Supervisor shall preside. If both are absent, the Town Board members present shall designate one of their members to serve as Chair until the Supervisor returns. This applies to all public hearings and official Town Board meetings.

2. Quorum

A majority of the Town Board shall constitute a quorum for the transaction of business. A lesser number may adjourn.

3. Recorded Vote

Every vote shall be taken by ayes and nays, and the names of the members and their votes recorded in the minutes.

4. Majority Vote Required

Except where otherwise required by law or these Rules, official actions require the affirmative vote of a majority of all Town Board members.

5. Committees

The Supervisor may appoint committees of Town Board members to assist the Board in its duties.

6. Supervisor May Move or Second

The Supervisor may offer or second a motion or resolution.

Public Participation

7. Petitions and Requests from the Floor

- a. Speakers must be recognized by the Supervisor or presiding officer.
- b. Speakers must state their name, municipality of residence, and the topic of comment.
- c. Remarks must be addressed to the Town Board, not the audience.
- d. Comments shall be limited to **three (3) minutes**, unless extended by majority vote in

two-minute increments.

- e. Disruptive conduct, including abusive, vulgar, hateful, or intimidating language, may result in suspension of speaking privileges and/or removal, pursuant to the Open Meetings Law.
- f. No demonstrations including clapping, shouting, or other disturbances shall be permitted.
- g. These standards apply to all public hearings and special meetings.
- h. The Clerk shall record in the minutes the **general subject matter** of comments, **not verbatim commentary**, except as directed by the Supervisor.

Motions & Legislative Action

- 8. Debate shall not begin on any debatable item unless moved and seconded.
- 9. All resolutions, local laws, and debatable motions shall be:

- Dated
- Appropriately titled
- Numbered
- Maintained chronologically by year by the Town Clerk

10. Procedural Requirements

- a. All resolutions and actions for consideration shall be provided to each Board Member **at least 24 hours in advance** of the meeting.
 - b. This rule does not apply to routine procedural motions such as approval of minutes, vouchers, entering executive session, or adjournments.
 - c. Any Board Member submitting a resolution must ensure it is provided to the Clerk or Supervisor **24 hours in advance**.
 - d. A **four-fifths** vote is required to introduce a resolution for **immediate consideration**.
 - e. Such resolutions shall be considered under "Immediate Requests."
 - f. When a question is under debate, only the following motions are in order:
 - Recess
 - Table
 - Amend
- None of these motions is debatable or amendable.
- g. No amendment shall be made to an amendment already under consideration.

Order of Agenda

- 11. The general order of business shall be as follows:
 - a. Pledge of Allegiance
 - b. Roll Call
 - c. Approval of Minutes
 - d. Approval of Abstracts
 - e. Public Hearings (if scheduled)
 - f. Petitions & Requests from Floor
 - g. Reports from Department Heads
 - h. Highway Superintendent
 - i. Cemetery Sexton
 - j. Code Enforcement Officer
 - k. Dog Control Officer
 - l. Town Clerk
 - m. Justices
 - n. Supervisor
 - o. Communications
 - p. Committee Reports

- q. Reports from Board Members
- r. Old Business
- s. New Business
- t. Public Hearings (if scheduled)
- u. Adjournment

Modification & Legal Compliance

- 12. A four-fifths vote of the Town Board shall be required to suspend these Rules of Order.
- 13. Where these Rules conflict with State law, **State law shall control.**

ADOPTION

This resolution was adopted by a majority vote of the Franklinville Town Board at a duly convened meeting on the 13th day of January, 2026, and the ayes and nays were recorded as follows:

Aye Catharyn Campbell, Supervisor
Aye Sharon Hahn, Deputy Supervisor
Aye Terrance McClory, Councilman
Aye Mike Forward, Councilman
Aye Dave Furman, 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
Mike Forward, Councilman
Terrance McClory, Councilman
Dave Furman, Councilman

DATE: January 13, 2026

RESOLUTION NUMBER: 4 YEAR: 2026

MOVED BY: Mr. McClory SECOND BY: Mr. Furman

TITLE: Resolution Delegating the Administrative and Supervisory Duties of Town and Special District Functions to the Supervisor

WHEREAS, New York State Town Law §29(16) provides that the Town Supervisor shall have and exercise such powers and duties of administration and supervision of Town and special or improvement district functions as may be delegated by resolution of the Town Board; and

WHEREAS, the Town Board desires to delegate such powers and duties to the Supervisor as permitted by law to ensure efficient administration and supervision of Town operations;

NOW, THEREFORE, BE IT RESOLVED, that the Town Supervisor shall have and exercise all powers and duties of administration and supervision of Town and special or improvement district functions as are conferred or imposed upon the office by law, to be performed on behalf of and subject to oversight by the Town Board; and be it further

RESOLVED, that this delegation of powers is not intended to limit or restrict the Town Board's authority under New York State Town Law but to provide for the efficient daily operation of Town functions under the direction of the Supervisor.

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 13th day of January in the year 2026 the ayes and nays take and recorded below:

Aye Catharyn Campbell, Supervisor
Aye Sharon Hahn, Deputy Supervisor
Aye Terrance McClory, Councilman
Aye Mike Forward, Councilman
Aye Dave Furman, 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
Mike Forward, Councilman
Terrance McClory, Councilman
Dave Furman, Councilman

DATE: January 13, 2024

RESOLUTION NUMBER: 5 YEAR: 2026

MOVED BY: Mr. Furman SECOND BY: Mr. Forward

TITLE: Authorizing the Supervisor to Invest Town Monies Pursuant to Law and the Town of Franklinville Investment Policy

WHEREAS, New York State General Municipal Law ("GML") §39 requires each local government to adopt, by resolution, a written, comprehensive investment policy detailing methods and procedures for investing, monitoring, and reporting all public funds; and

WHEREAS, the Supervisor, as the Chief Fiscal Officer of the Town of Franklinville, is responsible for the prudent investment of Town funds and for implementing the Town's approved Investment Policy;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board hereby adopts the attached **Town of Franklinville Investment Policy** and authorizes the Supervisor to invest Town monies in accordance with said Policy and applicable law, to be performed on behalf of and subject to oversight by the Town Board; and be it further

RESOLVED, that this policy shall be reviewed annually and any amendments shall be adopted by resolution of the Town Board.

RESOLVED, 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 13th day of January the year 2024 the ayes and nays take and recorded below:

A/R Catharyn Campbell, Supervisor

A/R Sharon Hahn, Deputy Supervisor

A/R Dave Furman, Councilman

A/R Terry McClory, Councilman

A/R Mike Forward, Councilman

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

TOWN OF FRANKLINVILLE
INVESTMENT POLICY**
(Adopted January 13, 2026)

SECTION 1 — Authorization

The Supervisor/Chief Fiscal Officer is authorized to invest all available Town monies in accordance with GML §§10 and 11, and this Policy, in the following permissible instruments:

- a. Certificates of deposit (CDs)
- b. Money market / savings accounts
- c. Time deposit accounts

All institutions must be authorized to do business in the State of New York and designated as official depositories by Town Board resolution.

SECTION 2 — Prudence

Officers and employees administering public funds shall exercise the prudent person standard, acting responsibly and avoiding activity that could impair public confidence.

SECTION 3 — Diversification and Monitoring

The Town shall monitor investments periodically to ensure necessary liquidity, safety, and yield. Bank statements, collateral reports, and interest earnings shall be reviewed monthly by the Supervisor and reported to the Town Board at least quarterly.

SECTION 4 — Deposit Requirements

All monies collected shall be deposited within the time period required by law into Town Board-designated depositories.

SECTION 5 — Collateralization and Custody

All deposits and investments shall be fully secured as required by GML §10, as follows:

- a. FDIC coverage or eligible obligations of the U.S. or New York State
- b. Collateral shall be held by a third-party custodial bank under a written custodial agreement
- c. The market value of collateral must at all times equal or exceed the principal plus interest
- d. Written contracts are required for all certificates of deposit and custodial relationships
- e. Collateral held by the bank issuing the CD shall not be permitted

SECTION 6 — Review and Amendments

This Policy shall be reviewed annually and may be amended at any time by Town Board resolution.

SECTION 7 — Compliance with Law

This Policy shall be interpreted in accordance with all applicable New York State laws.

SECTION 8 — Repealer

Any Investment Policy previously adopted by the Town of Franklinville is hereby repealed.

SECTION 9 — Effective Date

This Policy is effective immediately upon adoption.

Catharyn Campbell, Supervisor
Town of Franklinville
Andrea L. Stanbro, Clerk

Sharon Hahn, Deputy Supervisor
Mike Forward, Councilman
Terrance McClory, Councilman
Dave Furman, Councilman

DATE: January 13th, 2024

RESOLUTION NUMBER: 6 YEAR: 2025

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

TITLE: Resolution Authorizing the Substitution of the Supervisor's Annual Report with the Annual Update Document Submitted to the NYS Comptroller (Town Law §29(10-a))

WHEREAS, New York State Town Law §29(10) requires the Supervisor to prepare an annual financial report to the Town Board and to the public; and

WHEREAS, Town Law §29(10-a) permits the Town Board, by resolution, to authorize the Supervisor to submit, in lieu of such separate report, a copy of the annual financial report submitted to the State Comptroller pursuant to General Municipal Law §30, known as the Annual Update Document ("AUD"); and

WHEREAS, if the filing deadline of the AUD is extended by the State Comptroller, the deadline for submitting a copy of the AUD to the Town Clerk is likewise extended; and

WHEREAS, publication of a notice of the availability of such report for public inspection is required to ensure fiscal transparency;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Franklinville hereby authorizes that the Supervisor's annual financial report required under Town Law §29(10) be substituted with the Annual Update Document filed with the Office of the State Comptroller pursuant to General Municipal Law §30; and be it further

RESOLVED, that the Supervisor shall provide a copy of the AUD to the Town Board and Town Clerk upon submission to the Office of the State Comptroller, but no later than March 1st of each year, or such later deadline as may be authorized by the State Comptroller; and be it further

RESOLVED, that the Town Clerk shall publish a notice in the Town's official newspaper within ten (10) days of receipt stating that the AUD is on file in the Town Clerk's Office and available for public inspection and copying.

RESOLVED, 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 13 day of January the year 2022, the ayes and nays take and recorded below:

Aye Catharyn Campbell, Supervisor

Aye Sharon Hahn, Deputy Supervisor

Aye Dave Furman, Councilman

Aye Terry McClory, Councilman

Aye Mike Forward, Councilman

CERTIFIED:

Andrea Stanbro

Andrea Stanbro, Clerk,
Town of Franklinville

Catharyn Campbell, Supervisor
Town of Franklinville
Andrea L. Stanbro, Clerk

Sharon Hahn, Deputy Supervisor
Mike Forward, Councilman
Terrance McClory, Councilman
Dave Furman, Councilman

DATE: January 13, 2026

RESOLUTION NUMBER: 7 YEAR: 2026

MOVED BY: Mr. McClory SECOND BY: Mr. Forward

TITLE : **Resolution Establishing the Official Depositories for the Town of Franklinville for the year 2026:**

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 2025:

Cattaraugus County Bank – January through December 2026 for Certificates of Deposit and Loans
Community Bank, NA – January through December 2026 for Checking and Savings accounts and Loans

NYClass - Community Bank, NA – January through December 2026 for Savings accounts

RESOLVED, 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 13 day of January the year 2026, the ayes and nays take and recorded below:

Aye Catharyn Campbell, Supervisor

Aye Sharon Hahn, Deputy Supervisor

Aye Dave Furman, Councilman

Aye Terry McClory, Councilman

Aye Mike Forward, Councilman

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

Catharyn Campbell, Supervisor
Town of Franklinville
Andrea L. Stanbro, Clerk

Sharon Hahn, Deputy Supervisor
Mike Forward, Councilman
Terrance McClory, Councilman
Dave Furman, Councilman

DATE: January 13, 2024

RESOLUTION NUMBER: 8 YEAR: 2026

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

TITLE : **Resolution Establishing the Official Newspaper of Record for the Town of Franklinville for the year 2026:**

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 Arcade Herald be designated as the official newspaper(s) of the Town of Franklinville for the year 2026

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 13th 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 Mike Forward, Councilman
Aye Dave Furman, Councilman

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