

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: 9 YEAR: 2026

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

TITLE: Resolution Establishing Reasonable Mileage Reimbursement Rates for Officers and Employees in 2026

WHEREAS, pursuant to Town Law §116, the Town Board is authorized to establish a reasonable mileage reimbursement rate for officers and employees using personal vehicles while performing official duties on behalf of the Town; and

WHEREAS, the Internal Revenue Service annually sets a standard mileage reimbursement rate to reflect average vehicle operation costs, and New York State municipalities commonly adopt this rate to ensure administrative consistency and tax compliance; and

WHEREAS, Town officers and employees shall submit documentation of the date, destination, purpose of travel, and mileage, and shall obtain authorization from the Supervisor prior to reimbursement approval; now therefore be it

RESOLVED, that the Town Board hereby establishes the mileage reimbursement rate for authorized Town business at the 2026 IRS standard mileage rate of 72.5 cents per mile, and further authorizes that the

Town reimbursement rate shall automatically adjust to reflect any mid-year amendment to the IRS rate upon notice to the Town Board; and be it further

RESOLVED, that when the Dog Control Officer or Code Enforcement Officer is engaged in shared services with another municipality, and Franklinville is not the sole beneficiary of the travel, the reimbursement rate shall be \$0.40 per mile for such shared-service mileage; and be it further

RESOLVED, that all reimbursements shall comply with internal controls, board-approved budgets, and the Town's travel and expense reimbursement policies.

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

Mike Mike Foward, Councilman

Dave 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: 10 YEAR: 2026

MOVED BY: M.C. Campbell SECOND BY: Mr. McClory

TITLE: Resolution Authorizing the Use of the Town of Franklinville Mileage Reimbursement Form For Employee Travel Reimbursement

WHEREAS, Town Law §116 authorizes the Town Board to establish rules and procedures under which Town officers and employees may be reimbursed for use of their personal vehicles while performing official duties; and

WHEREAS, the Town Board seeks to ensure proper documentation, internal controls, and accountability associated with mileage reimbursement requests; now therefore be it

RESOLVED, that the Town Board hereby adopts the Town of Franklinville Mileage Reimbursement Form as the required document for all mileage reimbursement requests submitted by Town officers or employees; and be it further

RESOLVED, that employees intending to request mileage reimbursement shall, prior to travel, receive verbal or written approval from the Supervisor confirming that the travel is (1) necessary for official Town business and (2) within the scope of the employee's duties; and be it further

RESOLVED, that when employee travel is regularly scheduled (e.g., recurring meetings, statutory functions), the Supervisor may issue a single advance authorization for that recurring travel for the calendar year, provided that the employee continues to complete the Mileage Reimbursement Form for each instance of travel; and be it further

RESOLVED, that reimbursement shall not be issued without a properly completed Mileage Reimbursement Form including date, destination, purpose of travel, miles traveled, and employee certification, reviewed and approved by the Supervisor in accordance with established reimbursement rates and budgetary authorization.

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

MF Mike Forward, Councilman

DF 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: 11 YEAR: 2026

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

TITLE: RESOLUTION REAPPOINTING BOARD OF ASSESSMENT REVIEW MEMBER(S) AND AUTHORIZING STIPEND COMPENSATION

WHEREAS, the Town of Franklinville Board of Assessment Review (BAR) was duly established pursuant to Real Property Tax Law §523; and

WHEREAS, one member's term expired on September 30, 2025 and requires reappointment; and

WHEREAS, the Town Board wishes to affirm the standing appointments of all current BAR members and formally establish compensation for 2026; now therefore be it

RESOLVED, that the following individuals are hereby appointed and/or confirmed as members of the Board of Assessment Review for the following terms:

Name	Appointment Action	Term Start	Term End
Heather Stevens (Chair)	Confirmed	Oct. 1, 2025	Sept. 30, 2029
Christine Leavor	Confirmed	Oct. 1, 2023	Sept. 30, 2028
Karen Butinski	Confirmed	Oct. 1, 2025	Sept. 30, 2029
Thomas O'Brien	Reappointed	Oct. 1, 2025	Sept. 30, 2030

RESOLVED, that the Town Clerk, Andrea L. Stanbro, or her designee, is hereby appointed as Clerk to the Board of Assessment Review, as needed; and be it further

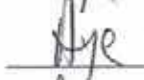
RESOLVED, that each BAR member and the Clerk shall receive a stipend of \$75.00 annually, payable upon completion of Grievance Day services.

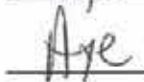
The resolution as stated above is hereby adopted by a majority vote of the Town of Franklinville Town Board at an official meeting held on the 13th day of January in the year 2026.
the ayes and nays take and recorded below:

[Signature] Catharyn Campbell, Supervisor

[Signature] Sharon Hahn, Deputy Supervisor

 Terrance McClory, Councilman

 Mike Forward, Councilman

 Dave Furman, Councilman

CERTIFIED: 
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: 12 YEAR: 2026

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

RESOLUTION APPOINTING A ZONING BOARD OF APPEALS MEMBER, CONFIRMING CURRENT MEMBERS, AND AUTHORIZING STIPEND COMPENSATION

WHEREAS, the Zoning Board of Appeals of the Town of Franklinville is duly established pursuant to Town Law §267; and

WHEREAS, a vacancy exists on the Zoning Board of Appeals due to the prior resignation of **Jennifer Tinelli**, which resignation was previously accepted by the Town Board; and

WHEREAS, the Town Board desires to fill said vacancy for the remainder of the unexpired term; and

WHEREAS, the Town Board also wishes to confirm the current membership of the Zoning Board of Appeals and establish stipend compensation for the 2026 calendar year;

NOW, THEREFORE, BE IT RESOLVED, that the following individuals are hereby appointed and/or confirmed as members of the Zoning Board of Appeals for the terms indicated below:

Name	Appointment Action	Term Start	Term End
Russ Hatch, Chairman	Confirmed	January 1, 2023	December 31, 2027
David Polsinelli	Confirmed	January 1, 2022	December 31, 2026
Dwight Coords	Confirmed	January 1, 2022	December 31, 2026
Kelly Loverdi	Reappointed	January 1, 2026	December 31, 2030
George Duncan	Appointed to fill vacancy	January 13, 2026	December 31, 2029

BE IT FURTHER RESOLVED, that **Loretta Close** is hereby confirmed as Secretary to the Zoning Board of Appeals, as needed; and be it further

BE IT FURTHER RESOLVED, that the following stipend compensation is hereby authorized for services rendered during the 2026 calendar year:

Position	Compensation
ZBA Members	\$25.00 per meeting attended
ZBA Chairman	\$50.00 per meeting attended
ZBA Secretary	\$75.00 per meeting arranged, attended, and minutes completed

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately.

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 2020, 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: And 2 Blank
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: 13 YEAR: 2026

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

TITLE: Resolution Establishing a Time Sheet for Hourly Town Employees and Adoption of the 2026 Payroll Calendar

WHEREAS, the Town Board must ensure accurate time and attendance records for all hourly employees as required by law and State Comptroller internal control standards; and

WHEREAS, it is necessary that all hours worked be properly documented, approved, and submitted in a timely manner prior to payroll processing; now therefore be it

RESOLVED, that the Town Board hereby establishes the following rules:

1. The Town of Franklinville Employee Time Sheet, attached hereto and made part of this resolution, shall be completed by each hourly Town employee each pay period, except highway department employees who use a timekeeping system supervised by the Highway Superintendent.
2. Each employee shall sign and date their completed time sheet at the close of each pay period and submit it to the Supervisor for approval. Completed forms may be submitted to the Town Clerk for inclusion in the Supervisor's payroll review.
3. The first full pay period for 2026 shall begin Sunday, December 21, 2025 and end Saturday, January 3, 2026, with a pay date of Thursday, January 8, 2026, as shown on the attached 2026 Payroll Calendar.
4. Hourly employees shall be paid bi-weekly, on the Thursday following the end of the pay period, unless modified due to holidays or Town Board action with proper notice.
5. Employees paid monthly shall be paid on the first pay date of each month, except for January in which salaries must first be approved by Town Board resolution at the annual reorganizational meeting.

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:

[Signature] Catharyn Campbell, Supervisor

[Signature] Sharon Hahn, Deputy Supervisor

[Signature] Terrance McClory, Councilman

[Signature] Mike Forward, Councilman

AP Dave Furman, Councilman

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

**Town of Franklinville
Employee Time Sheet**

Employee Name: _____ Title: _____

Pay Period From: _____ To: _____

Week 1	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date							
Hours							

Week 2	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date							
Hours							

Total Hours for Pay Period: _____

I hereby certify that I have worked on the dates reported above for the number of hours indicated:

Signed: _____

Date: _____

Supervisor Approval that Employee Shall Be Paid at Rate Authorized by Town Board:

Signed: _____

Date: _____

NOTE: This form is to be used by all hourly employees. Submit time sheet to Supervisor with original signature at the completion of the pay period.

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: 14 YEAR: 2026

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

TITLE: **Resolution Reappointing Scott D. Stanbro as Highway Superintendent**

WHEREAS, the Town Board of the Town of Franklinville has duly adopted a Local Law making the office of Highway Superintendent an appointive office pursuant to Town Law §24; and

WHEREAS, the position of Highway Superintendent is a full-time salaried position that is not eligible for overtime compensation and not represented by any labor union bargaining unit; and

WHEREAS, the Town Board wishes to continue Mr. Stanbro's appointment for the 2026 calendar year; now therefore be it

RESOLVED, that the Town Board of the Town of Franklinville hereby reappoints Scott D. Stanbro, of Franklinville, New York, to the position of Highway Superintendent, effective January 1, 2026, to serve at the pleasure of the Town Board and in accordance with all applicable laws and Town policies.

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:

AP Catharyn Campbell, Supervisor

AP Sharon Hahn, Deputy Supervisor

AP Terrance McClory, Councilman

AP Heather Stevens, Councilman

AP 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: 15 YEAR: 2026

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

TITLE: Resolution Establishing Certain Town Board Committees for the Year 2026 and Setting Scopes of Responsibilities

WHEREAS, Town Law §63 authorizes the Town Board and the Supervisor to appoint committees composed of Town Board members to evaluate Town matters and provide recommendations to the full Board; and

WHEREAS, the establishment of committees promotes accountability, transparency, division of workload, and specialized review of Town operations; now therefore be it

RESOLVED, that the Town Board hereby establishes the following Town Board Committees for the calendar year 2026:

Committee	Members
Cemetery Committee	Councilman Dave Furman & Councilman Terrance McClory
Case Lake Park Committee	Deputy Supervisor Sharon Hahn & Councilman Mike Forward
Personnel Committee	Supervisor Catharyn Campbell & Councilman Terrance McClory
Highway & Buildings Committee	Councilman Terrance McClory & Councilman Dave Furman
Local Law Review Committee	Supervisor Catharyn Campbell & Deputy Supervisor Sharon Hahn
Website & Communications Committee	Supervisor Catharyn Campbell & Councilman Mike Forward
Grants Committee	Deputy Supervisor Sharon Hahn & Councilman Mike Forward

RESOLVED, that the Committee Scopes of Responsibilities shall be as written in Appendix A, attached hereto and made a part of this resolution; and be it further

RESOLVED, that committees are advisory only and shall not supervise employees, authorize any expenditure, or bind the Town in any manner; and be it further

RESOLVED, that all committee recommendations shall be brought before the Town Board for approval before any Town action is taken; and be it further

RESOLVED, that committee appointments are valid for the 2026 calendar year and may be revised at any time by Town Board resolution.

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 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 Stanbro
Andrea Stanbro, Clerk,
Town of Franklinville

APPENDIX A — Committee Scopes of Responsibilities

Town Board Committees – 2026

General Rules for All Committees

- Advisory only — no independent authority to direct staff or expend funds
- Information gathering, review, and recommendation duties only
- All actions require full Board approval
- Regular reporting to Town Board at monthly meetings

Cemetery Committee

- Evaluate cemetery maintenance, equipment, and long-range planning needs
- Review and recommend adjustments to fees and policies
- Coordinate with Sexton on project priorities
-

Case Lake Park Committee

- Review park needs, rules, signage, and infrastructure
- Recommend seasonal improvements and resident feedback solutions
- Assist in special event planning logistics
(Work orders continue through Supervisor/Highway Superintendent)

Personnel Committee

- Review job descriptions, policies & onboarding procedures
- Recommend training, compliance, and staffing needs
(Not involved in daily personnel management)

Highway & Buildings Committee

- Review building maintenance and capital needs
- Assist in equipment planning and CHIPS prioritization
(No authority over Highway operations or staff direction)

Local Law Review Committee

- Review Town Code for clarity and compliance
- Research legislative updates
- Assist Attorney in drafting needed revisions

Website & Communications Committee

- Ensure proper posting of notices and public documents
- Evaluate website organization, accessibility & communication practices
- Review compliance with FOIL & ADA requirements

Grants Committee

- Research grant/funding opportunities
- Assist in gathering documentation for grant preparation
- Recommend potential funding opportunities to the Board

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Dave Furman, Councilman

DATE: January 13, 2026

RESOLUTION NUMBER: 16 YEAR: 2026

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

TITLE : Resolution Authorizing Supervisor to Purchase Basic Membership and Website Development & Maintenance Services from Southern Tier West Regional Planning and Development Board

WHEREAS, Southern Tier West Regional Planning and Development Board provides critical municipal support services including regional planning assistance, website hosting, GIS services, and municipal communications infrastructure; and

WHEREAS, Southern Tier West has agreed to develop, host, and maintain a website for joint municipal use and benefit of the Town of Franklinville, including municipal email services; and

RESOLVED, that the Town Board hereby authorizes the Supervisor to enter into and maintain an annual Basic Membership with Southern Tier West Regional Planning and Development Board, which includes Website Development and Maintenance, Municipal Email Services, and GIS Program Access, at a cost of **\$1,550.00** per year, budget permitting; and be it further

RESOLVED, that the Supervisor is authorized to sign supporting documents and renewals necessary to effectuate this agreement; and be it further

RESOLVED, that this resolution is intended to serve as authorization for annual renewal of said membership and website services, unless amended or rescinded by Town Board action.

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: 17 YEAR: 2026

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

TITLE: Resolution Reappointing Donald "Ben" McDonnell as Code Enforcement Officer and Zoning Officer for the Year 2026

WHEREAS, Donald (Ben) McDonnell has previously been appointed to serve as the Town of Franklinville Code Enforcement Officer and Zoning Officer/Zoning Inspector; and

WHEREAS, the Town Board of the Town of Franklinville desires to continue his appointment for the 2026 calendar year; now therefore be it

RESOLVED, that the Town Board hereby reappoints Donald (Ben) McDonnell to the positions of Code Enforcement Officer and Zoning Officer/Zoning Inspector for the period January 1, 2026 through December 31, 2026, at the compensation established in the 2026 adopted Town budget; and be it further

RESOLVED, that such reappointment shall be subject to all applicable New York State laws, continuing education requirements, and Town policies.

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