

**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: 31 YEAR: 2026

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

**Resolution Designating the FOIL Appeals Officer for the Town of Franklinville for 2026**

**WHEREAS**, the New York State Freedom of Information Law ("FOIL"), Public Officers Law §87 requires that the Town designate Records Access Officers to coordinate the Town's response to public record requests; and

**WHEREAS**, Public Officers Law §89(4)(b) further requires that a municipality designate an Appeals Officer who shall be authorized to hear and determine administrative appeals from any denial of access to records under FOIL; and

**WHEREAS**, the Town Board of the Town of Franklinville wishes to designate such FOIL Appeals Officer for the year 2026;

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Franklinville does hereby designate:

**FOIL Appeals Officer:**

**Town Attorney, Frank W. Miller, Esq.**, Hancock Estabrook, LLP)

to serve as the FOIL Appeals Officer for the Town of Franklinville for the 2026 calendar year; and

**BE IT FURTHER RESOLVED**, that all FOIL appeals shall be directed in writing to the FOIL Appeals Officer at the address on file with the Town Clerk, and a copy of this designation shall be posted publicly and included with the Town's FOIL procedures.

**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

Age Terry McClory, Councilman

Age Mike Forward, Councilman

CERTIFIED:

And L Santo  
Andrea Stanbro, Clerk, Town of Franklinville

**Catharyn Campbell, Supervisor**  
**Town of Franklinville**  
**Andrea Stanbro, Clerk**

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**Dave Furman, Councilman**

DATE: January 13, 2026

RESOLUTION NUMBER: 32 YEAR: 2026

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

**TITLE: Authorization of Town Credit Card Use and Internal Controls – 2026**

**WHEREAS**, the Town of Franklinville maintains credit card accounts to allow authorized personnel to make necessary and timely purchases for official Town business; and

**WHEREAS**, the New York State Office of the State Comptroller recommends that municipalities adopt clear policies governing credit card use to ensure safeguarding of public funds, internal controls, and proper accountability; and

**WHEREAS**, the Town Board wishes to designate authorized cardholders and establish rules governing allowable use for the 2026 fiscal year;

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Franklinville hereby authorizes the following individuals to be issued Town credit cards:

- **Town Clerk**
- **Highway Superintendent**
- **Town Supervisor**

and said cards shall be issued through **Bank of America**; and

**BE IT FURTHER RESOLVED**, that credit cards shall be used **only for official Town business**, and only for purchases **within approved budget appropriations**, and **no charge or purchase shall exceed available budgeted funds**; and

**BE IT FURTHER RESOLVED**, that the Town Supervisor and Town Clerk shall ensure that:

1. All credit card statements are submitted with **detailed receipts** for auditing;
2. No personal or unapproved expenditures are permitted;
3. All credit cards are secured and monitored to prevent unauthorized use;
4. Any lost or stolen card shall be reported and canceled immediately;
5. Credit cards shall be returned to the Town upon employee separation or as directed by the Town Board.

**BE IT FURTHER RESOLVED**, that this authorization may be amended or revoked at any time 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 13 day of January the year 2026 the ayes and nays take and recorded below:

AR Catharyn Campbell, Supervisor

AR Sharon Hahn, Deputy Supervisor

AR Dave Furman, Councilman

AR Terry McClory, Councilman

AR Mike Forward, Councilman

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

**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: 33 YEAR: 2026

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

**TITLE: Reaffirmation of the Town of Franklinville Fee Schedule for 2026**

**WHEREAS**, the Town of Franklinville charges certain fees related to services and permits including, but not limited to, Town Clerk fees, dog licensing, marriage licensing, community building rentals, zoning and planning applications, and cemetery services; and

**WHEREAS**, such fees ensure proper administration, processing, documentation, and enforcement of Town services and regulations; and

**WHEREAS**, the Town Board has reviewed the existing schedule of fees currently in effect and finds that said schedule remains fair, reasonable, and appropriate for the 2026 fiscal year;

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Franklinville does hereby **reaffirm and adopt** the existing Town of Franklinville Fee Schedule for the calendar year 2026, **with no changes**; and

**BE IT FURTHER RESOLVED**, that a copy of the current fee schedule shall be maintained in the office of the Town Clerk, posted publicly on the Town's official website and communication platforms, and made available upon request.

**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<sup>th</sup> day of January the year 2026; 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 Stanbro  
Andrea Stanbro, Clerk,  
Town of Franklinville

## Town of Franklinville Permit Fee Schedule - 2026

**PLEASE NOTE: PERMIT FEES ARE DOUBLED IF BUILDING IS STARTED BEFORE GETTING A PERMIT.**

Single Family Dwelling - Including accessory structures constructed simultaneously. These dwellings include but are not limited to a house, hunting cabin and seasonal cabin. (New homes that are occupied year-round shall also pass 3<sup>rd</sup> party blower door test and are required to receive Certificate of Occupancy.)

FEE -----\$200 + .05 per sq ft

Single Family Attached Garage – Built and attached to an existing building.

FEE -----\$25 + .05 per sq ft

Single Family Full Basement – Utility Use – fee separate of dwelling.

FEE -----\$25 + .02 per sq ft

Single Family Full Basement – Dwelling Use, but fee is separate of dwelling.

FEE -----\$25 + .05 per sq ft

Modular Manufactured Home – A house that is built off-site and delivered.

FEE -----\$150 + .05 per sq ft

Multiple Family Dwelling – **Cost per unit.**

FEE -----\$200 + .05 per sq ft

Multiple Family Attached Garage – **Cost per unit.** Built and attached to an existing building.

FEE separate of dwelling -----\$25 + .05 per sq ft

Multiple Family Full Basement – **Cost per unit.** Utility Use.

FEE separate of dwelling -----\$25 + .05 per sq ft

Multiple Family Full Basement – **Cost per unit.** Dwelling Use.

FEE separate of dwelling -----\$25 + .05 per sq ft

Garage, Workshop, Pole Barn – Four-sided structure, not a dwelling or open to the public for business.

FEE -----\$100 + .05 per sq ft

Truss Placard – All buildings with truss type construction are required by the State to have a truss placard displayed on building.

FEE -----\$50

Accessory Structure – A structure over 144 sq ft, Car Port, Pavilion, and similar type structures. Not a four-sided structure. This structure is meant to store goods and not for dwelling use.

FEE-----\$50

Open Deck – Under 200 sq ft.

FEE -----\$40

Covered Deck – Under 200 sq ft

FEE -----\$60

Open Deck – Over 200 sq ft

FEE -----\$80

Covered Deck – Over 200 sq ft

FEE -----\$100

Remodeling / Additions

Structural Change (walls, foundation, etc.). FEE -----\$40

Increase of Living Space (conditioned space) FEE -----\$50 + .05 per sq ft

Increase of Non-Living Space FEE -----\$40 + .05 per sq ft

Re-Roofing – Building cannot have more than 2 layers of shingles.

FEE -----\$25

Demolition – Material must be removed from site within 30 days and cannot be buried.

FEE -----\$50

Solid Fuel burning appliances –

FEE -----\$25

Portable Camper – See Zoning Law - Permit required over 6 months.

FEE -----\$20

Change of Use – From non-residential (example: shed, barn, garage) to a residential dwelling (example: house, cabin, or any dwelling a person or persons will be living or sleeping in). In addition, an engineered stamped blueprint that is approved by the Code Enforcement Officer / Building Safety Inspector will be required regardless of the size of the structure.

FEE -----\$200+.05 per sq ft

Systems Upgrade or Change – HVAC, Generator, Plumbing, Electrical. Electrical requires 3<sup>rd</sup> party inspection and then immediately following installation approved by Building Inspector / CEO.

FEE -----\$50

Swimming Pool – Must meet NYS installation regulations.

Above Ground FEE -----\$50

In Ground FEE -----\$100

|                                                                                                                                                                                                                                   |                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| New or Replacement of 911 Address Sign -<br>FEE -----                                                                                                                                                                             | \$40                                              |
| Solid Fuel Burning Appliance -<br>FEE -----                                                                                                                                                                                       | \$50                                              |
| Construction of Masonry / Class A Chimney -<br>FEE -----                                                                                                                                                                          | \$50                                              |
| Operating Permit – Examples – Event, food trucks.<br>FEE -----                                                                                                                                                                    | \$100                                             |
| Telecommunication Tower Installation -<br>FEE -----                                                                                                                                                                               | \$500                                             |
| Telecommunication Tower Add-on -<br>FEE -----                                                                                                                                                                                     | \$250/each                                        |
| Extension –<br>FEE -----                                                                                                                                                                                                          | Equal to 50% of the original building permit fee. |
| Solar Panel Installation -<br>Residential – System rated with DC capacity of 25kw or less. Requires 3 <sup>rd</sup> party electrical<br>inspection approved by Code Enforcement Officer / Building Safety Inspector.<br>FEE ----- | \$250                                             |
| Commercial - Refer to NYS Codes.<br>FEE -----                                                                                                                                                                                     | \$500                                             |
| All Other Permits – For example fence, signs, ramps, stairs, etc. See rules for installation.<br>FEE -----                                                                                                                        | \$25                                              |
| Industrial Building Code Enforcement/Building Inspection<br>FEE.....                                                                                                                                                              | \$0.24 per sq ft<br>(of building construction)    |

\*\*\*\*\*FEE SCHEDULES ARE SET BY THE TOWN BOARD AND UPDATED AS NEEDED.

Violations and Fines may apply if use or occupancy occurs prior to Compliance or Occupancy Certificate being issued.

Starting construction without review will incur a fee of 2 times the cost of the permit.

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**Dave Furman, Councilman**

DATE: January 13, 2026

RESOLUTION NUMBER: 34 YEAR: 2026

MOVED BY: Ms. Campbell SECOND BY: Mrs. Hahn

**TITLE: ADOPTION OF UPDATED TOWN OF FRANKLINVILLE CODE OF ETHICS**

**WHEREAS**, New York State General Municipal Law §806 requires municipalities to adopt a Code of Ethics establishing standards of conduct for officers and employees; and

**WHEREAS**, the Town Board has reviewed and updated the Town of Franklinville Code of Ethics to ensure clarity, compliance with State law, and promotion of public trust;

**NOW, THEREFORE, BE IT RESOLVED** that the Town Board of the Town of Franklinville hereby adopts the attached Town of Franklinville Code of Ethics dated January 13, 2026; and

**BE IT FURTHER RESOLVED** that upon adoption, the updated Code supersedes any prior Code of Ethics adopted by the Town; and

**BE IT FURTHER RESOLVED** that the Town Supervisor shall ensure distribution and acknowledgment of the Code to all officers and employees in compliance with Section 6.

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<sup>th</sup> 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

**\*\*TOWN OF FRANKLINVILLE**  
**CODE OF ETHICS\*\***  
*(Updated for 2026)*

**SECTION 1. Purpose and Authority**

Pursuant to New York State General Municipal Law ("GML") §806, the Town Board of the Town of Franklinville hereby adopts this Code of Ethics to establish standards of conduct for Town officers and employees.

This Code supplements and does not conflict with Article 18 of the GML or any other applicable law. Where a conflict occurs, State law shall govern.

**SECTION 2. Definitions**

**1. Officer or Employee**

Any officer or employee of the Town of Franklinville, whether paid or unpaid, including members of Town boards, commissions, committees, and agencies.

Volunteer firefighters and civil defense volunteers are not included unless serving as chief engineer or assistant chief engineer.

**2. Interest**

A direct or indirect pecuniary or material benefit that arises from a contract or matter involving the Town.

Terms used herein shall have the same meaning as in GML Article 18 where applicable.

**SECTION 3. Standards of Conduct**

**(a) Gifts**

No officer or employee shall solicit or accept gifts valued at **\$75.00 or more** under circumstances where the gift could reasonably be expected to influence them, be intended as a reward, or appear to influence official duties.

**(b) Confidential Information**

Confidential information acquired during official duties shall not be disclosed or used to further personal interests or the interests of others.

**(c) Representation Before One's Own Agency**

No officer or employee shall receive compensation for representing themselves or others before a Town agency over which they have jurisdiction or employment authority.

**(d) Contingent Fee Representation**

No compensation contingent on an agency decision may be accepted for services rendered before a Town agency.

**(e) Disclosure of Interest in Legislation or Actions**

Any officer or employee participating in discussion, review, recommendation, or decision-making on legislation or official actions shall publicly disclose on the record any direct or indirect interest in the matter.

**(f) Investments Creating Conflict**

No officer or employee shall hold an investment that conflicts with the proper discharge of their duties.

**(g) Outside Employment**

No private employment or services may be accepted when such employment creates a conflict with official duties or impairs performance.

**(h) Post-Employment Restrictions**

No former officer or employee shall represent private interests before a Town agency in any matter in which they personally participated or which was under active consideration during their Town service.

**SECTION 4. Disclosure in Land Use and Similar Applications**

All applicants before Town planning and zoning authorities shall comply with **GML §809** by disclosing any interest of a Town officer or employee in the application.

Intentional violations of §809 are punishable as a misdemeanor.

#### **SECTION 5. Preservation of Lawful Claims**

This Code does not prevent the lawful filing of claims, demands, or suits for personal injury, property damage, or other lawful benefits.

#### **SECTION 6. Distribution and Acknowledgement**

The Supervisor shall ensure that all officers and employees:

1. Receive a copy of this Code within **10 days** of adoption or the start of service.
2. Sign and return the **Code of Ethics Acknowledgement Form** (Attachment A) to the Town Clerk within **10 days** of receipt.

All acknowledgement forms shall be retained in accordance with the **NYS Records Retention Schedule (LGS-1)**.

#### **SECTION 7. Board of Ethics**

The Town Board may establish a local Board of Ethics pursuant to GML §808.

Until such board is established, the **Cattaraugus County Board of Ethics** is hereby designated and authorized to issue advisory ethics opinions for Town officers and employees.

#### **SECTION 8. Penalties**

Any intentional violation of this Code may result in discipline including counseling, reprimand, suspension, or removal from office or employment as provided by law.

#### **SECTION 9. Compliance with State Law**

All provisions of **GML Article 18** remain fully applicable.

Nothing in this Code authorizes conduct prohibited by law.

#### **SECTION 10. Repeal of Prior Policies**

Any previously adopted Code of Ethics is repealed upon the effective date of this Code.

#### **SECTION 11. Effective Date**

This Code shall take effect immediately upon adoption by resolution of the Town Board.

**Town of Franklinville  
Code of Ethics Acknowledgment Form**

I, \_\_\_\_\_, holding the position of \_\_\_\_\_, hereby acknowledge that I have received, read, and agree to comply with the **Town of Franklinville Code of Ethics** and applicable provisions of Article 18 of the New York State General Municipal Law.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Return to Town Clerk within 10 days per Section 6 of the Code.