

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: 35 YEAR: 2026

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

TITLE: Resolution Adopting a Social Media, Website, and Electronic Communication Policy

WHEREAS, the Town of Franklinville utilizes its official website, electronic mailing services, and social media platforms to disseminate information to residents and the public; and

WHEREAS, the Town's official Facebook page is maintained as a one-way informational platform, with public commenting disabled, to ensure accurate, timely, and consistent communication; and

WHEREAS, the Town uses Constant Contact as an electronic communication tool to distribute newsletters, alerts, and official notices; and

WHEREAS, communications disseminated through these platforms may constitute official Town records subject to the Freedom of Information Law (FOIL), records retention requirements, and other applicable laws; and

WHEREAS, the Town Board desires to formally adopt a policy governing the use, administration, retention, and oversight of these platforms to protect the Town, ensure transparency, and maintain public trust; now therefore be it

RESOLVED, that the Town Board of the Town of Franklinville hereby adopts the Social Media, Website, and Electronic Communication Policy, attached hereto as Attachment A and made a part of this resolution; and be it further

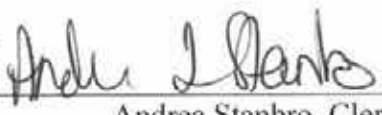
RESOLVED, that this policy shall apply to all official Town-authorized electronic communication platforms, including but not limited to the Town website, the Town's official Facebook page, and Constant Contact or any successor electronic mailing service; and be it further

RESOLVED, that the Town Clerk, in coordination with the Town Supervisor, shall oversee administration of the policy, including records retention and FOIL compliance; and be it further

RESOLVED, that the Town Board reserves the right to amend this policy by resolution as necessary to reflect changes in law, technology, or municipal operations.

RESOLVED, that we, the Franklinville Town Board hereby reviews and approves the Resolution adopting a social media, website and electronic communication policy. The resolution as stated above is hereby adopted by a majority vote of the 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:

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

CERTIFIED: 
Andrea Stanbro, Clerk,
Town of Franklinville

ATTACHMENT A
****TOWN OF FRANKLINVILLE**

SOCIAL MEDIA, WEBSITE, AND ELECTRONIC COMMUNICATION POLICY**

1. Purpose

The purpose of this policy is to establish guidelines for the Town's official electronic communications to ensure transparency, accuracy, professionalism, and compliance with New York State law.

2. Official Platforms

Official Town communication platforms include:

- The Town of Franklinville official website
- The Town of Franklinville official governmental page
- Constant Contact electronic mailing service

Only platforms authorized by the Town Board or Supervisor shall be considered official.

3. Nature of Communication

All Town-controlled digital platforms are informational in nature and are intended to provide:

- Meeting notices and schedules
- Public information and announcements
- Emergency or time-sensitive notices
- General municipal updates

These platforms are not intended for public comment, debate, or discussion.

4. Facebook Comment Policy

Public commenting is disabled on the Town's official Facebook page. This is a content-neutral policy intended to:

- Ensure compliance with Open Meetings Law
- Prevent inadvertent FOIL or records violations
- Maintain orderly, accurate communication

Residents are encouraged to contact the Town directly via phone, email, mail, or in-person attendance at public meetings.

5. Constant Contact Communications

Constant Contact may be used to distribute:

- Town newsletters
- Meeting reminders
- Public notices and alerts

Subscription is voluntary. Distribution lists shall be managed by authorized Town personnel only.

6. Records Retention & FOIL

All content published through official platforms may constitute public records and shall be retained in accordance with:

- New York State Archives retention schedules
- Applicable FOIL requirements

FOIL requests shall be handled by the designated FOIL Officer.

7. Administration & Security

The Town Supervisor and Town Clerk (or their designees) are authorized to:

- Manage content and posting authority
- Control administrative access and passwords
- Ensure continuity of access and record retention

Passwords and administrative credentials shall be maintained securely.

8. Accessibility

The Town shall make reasonable efforts to ensure electronic content is accessible, including readable formatting and alternative text where practicable.

9. Policy Enforcement

Any misuse of Town electronic communication platforms may result in revocation of posting privileges or other action permitted by law.

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: 36 YEAR: 2026

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

TITLE: RESOLUTION AUTHORIZING THE APPROPRIATION OF UNAPPROPRIATED GENERAL TOWNWIDE FUND BALANCE FOR HIGHWAY GARAGE WINDOW PURCHASE

WHEREAS, the Town of Franklinville has identified the need to replace and purchase windows for the Town Highway Garage in order to maintain the facility, improve efficiency and support safe Highway operations; and

WHEREAS, budget line A 5132.200 – Machinery and Equipment (General Townwide) exists within the adopted Town budget but requires additional funding to accommodate this purchase; and

WHEREAS, the Town has sufficient unappropriated General Townwide fund balance available to fund this one-time expenditure without increasing the tax levy; and

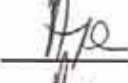
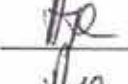
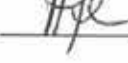
WHEREAS, the Town Board is authorized pursuant to Town Law §113 to make budget modifications during the fiscal year; now therefore be it

RESOLVED, that the Town Board of the Town of Franklinville hereby authorizes the appropriation of \$3,098.28 from the unappropriated General Townwide fund balance; and be it further

RESOLVED, that budget line A 5132.200 – Machinery and Equipment (General Townwide) is hereby increased by \$3,098.28 for the purpose of a highway equipment purchase; and be it further

RESOLVED, that the Town Clerk and Town Bookkeeper are authorized and directed to make all necessary accounting entries to give effect to this resolution.

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:

 Catharyn Campbell, Supervisor
 Sharon Hahn, Deputy Supervisor
 Terrance McClory, Councilman
 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 Stanbro, Clerk

Sharon Hahn, Deputy Supervisor
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DATE: January 13, 2026

RESOLUTION NUMBER: 37 YEAR: 2026

MOVED BY: Ms Campbell SECOND BY: Mr. McClory

TITLE : Resolution Adopting Town Board Audit for Fiscal Year 2025;

WHEREAS, Town Law Section 123 does not require that the Town Board audit and examine the records of each town officer who engaged in the receipt and/or disbursement of moneys by January 20th of each year, however, the Town Board has elected to audit yearly; now therefore be it

RESOLVED, that the Town of Franklinville Town Board reviewed the supporting books, records, receipts, warrants, vouchers and cancelled checks or check images and other supporting documentation of each the Supervisor, Clerk (and tax collector) and Justices (2) on January 12, 2026; and be it further

RESOLVED, that the Town Board deems the attached documents titled:

- a. Appendix C – Checklist for Review of Chief Fiscal Officer's Records;
- b. Appendix D – Checklist for Review of Town Clerk's Records;
- c. Appendix E – Checklist for Review of Tax Collecting Officer's Records;
- d. Appendix F – Checklist for Review of Justice Courts Records;

be entered into the official minutes, and be kept on file in Clerk's office as part of the official record; and be it further

RESOLVED, that the Town Board, upon completion of its review, did not identify any issues of concern and/or alarm and has documented its review on the attached appendices; and be it further

RESOLVED, that the Town Board has fulfilled the requirement of Section 123 of Town Law for an annual audit and examination of the records of town officers receiving and/or dispersing monies for the Town of Franklinville for Fiscal Year 2025.

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 Dave Furman, Councilman
Aye Mike Forward, Councilman
Aye Sharon Hahn, Councilman
Aye Terry McClory, 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 15, 2026

RESOLUTION NUMBER: 38 YEAR: 2026

MOVED BY: Ms. Campbell SECOND BY: Mr. McClory

TITLE : Resolution Authorizing Hancock Estabrook, LLP to Commence a Declaratory Judgment Action Regarding Insurance Coverage;

WHEREAS, the Town of Franklinville is a named defendant in an active lawsuit currently pending against the Town; and

WHEREAS, the Town previously tendered defense and indemnification of the lawsuit to its insurance carrier in accordance with the applicable insurance policy; and

WHEREAS, the insurance carrier has issued a disclaimer of insurance coverage and has indicated its intent to withdraw from participation in the defense of the pending litigation; and

WHEREAS, the Town Board has determined that it is necessary and in the best interests of the Town to protect the Town's legal and financial interests by seeking a judicial determination of the insurance carrier's obligations, if any, to defend and indemnify the Town under the applicable policy; and

WHEREAS, Hancock Estabrook, LLP currently serves as legal counsel to the Town in this matter and is familiar with the facts, claims, and insurance issues involved;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Franklinville hereby authorizes and directs Hancock Estabrook, LLP to prepare, commence, and prosecute a declaratory judgment action against the Town's insurance carrier seeking a determination of coverage, including the insurer's duty to defend and indemnify the Town in connection with the pending lawsuit; and

BE IT FURTHER RESOLVED, that Hancock Estabrook, LLP is authorized to take all actions reasonably necessary or appropriate to pursue such declaratory judgment action on behalf of the Town; and

BE IT FURTHER RESOLVED, that the Town Supervisor is authorized to execute any documents necessary to effectuate this resolution, subject to review by counsel; and

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

AC 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