

TOWN OF CARROLLTON

ORGANIZATIONAL MEETING

Municipal Complex

641 Main Street

January 01, 2026 12:00pm

Limestone, NY 14753

Present: Supervisor Jay Little, Councilwoman Diane Benjamin, Councilman Adam Dowd, Councilman Jeff Case, Councilman Lynn Case, Town Clerk Julie Carlson, Bookkeeper Diane Frick, Hwy Superintendent Mike Fox. **Not Present:** CWO/S Maintenance Rick Dixon, CEO Ben McDonnell, DCO John Balcarczyk, Assessor Christopher Holewinski, PB Chair Wendy Johnston.

OATHES OF OFFICE

The Oaths of Office for incoming Elected Officials, and incoming and reappointed Officials.

Supervisor Little called the January 2026 Organizational Meeting to order following the Pledge of Allegiance.

Resolution 1-2026 Appointments for 2026

On a motion of Lynn Case 2nd by Councilman Adam Dowd the following resolution was ADOPTED. All voting: AYES- Council: D. Benjamin, J. Case, L. Case, A. Dowd, Supv. J. Little. NAYS- none.

Resolved that the following appointed positions and terms are approved:

Town Clerk/Tax Collector-Julie Carlson-2 year

Registrar-Julie Carlson-2 year

Bookkeeper-Diane Frick-2 year

Deputy Registrar-Diane Frick-2 year

Budget Director-Diane Frick-1 year

Dog Control Officer-John Balcarczyk-1 year

Code Enforcement/Building Inspector-Donald (Ben) McDonnell-1 year

Civil Defense Director-Chief Larry Carlson-1 year

Town Attorney-not appointed

Historian-not appointed

Deputy Supervisor:

Supervisor Jay Little requested Councilwoman Diane Benjamin to be the Deputy Supervisor for the Town of Carrollton. Councilwoman Diane Benjamin accepted.

Resolution 02-2026: Deputy Supervisor

On a motion of Adam Dowd, 2nd by Councilman Lynn Case the resolution was ADOPTED. All Voting: AYES- Council: L. Case, A. Dowd, J. Case, D. Benjamin, Supv. J. Little. NAYS- none.

Resolved that Councilwoman Diane Benjamin is appointed to fill the duties as the Town of Carrollton Deputy Supervisor.

Resolution 03-2026 The Town Board adopted the 2026 Fiscal Budget with a 3% increase in pay to the elected, hourly and salary positions.

On a motion made by Councilwoman Diane Benjamin, 2nd by Councilman Adam Dowd the resolution was ADOPTED. AYES- Council: L. Case, A. Dowd, J. Case, D. Benjamin, Supv. J. Little. NAYS- none.

Resolved the following positions are approved to receive an increase in pay as adopted in the 2026 Fiscal Budget.

Salary:

Supervisor \$10,715.00, Deputy Supervisor \$4,224.00, Board Members \$2,916.00 each, Bookkeeper \$29,946.00, Town Clerk \$33,764.00, Highway Superintendent \$59,863.00, Tax Collector \$4,201.00, Budget Director \$1,000.00 and budget assistants split \$1,000.00, Justices each \$11,686.00, Dog Control Officer \$3,531.00, Town Assessor \$11,309.00, CEO/Building Inspector \$9,018.00, Registrar \$828.00, Certified Sewer Plant Operator \$7,383.00, Sewer 1 Bookkeeper \$492.00, Sewer 1 Clerk \$3,872.00, Sewer 2 Bookkeeper \$821.00, Sewer 2 Clerk \$3,872.00, Water Bookkeeper \$568.00, Water Clerk \$3,872.00.

Hourly:

Water Certified Operator/Sewer/Maintenance/Cemetery \$26.32, Water/Sewer/Cemetery/Maintenance \$18.54, Hwy Dept. Deputy Superintendent \$24.95, Hwy Employees \$24.45 each, Court Clerk \$18.54.

Stipends:

Planning Board Chairperson \$100.00 per meeting attended

Planning Board Secretary \$50.00 per meeting attended

Planning Board Regular Members \$25.00 each per meeting attended

Resolution 04-2026: Establishing Rules of Order and Procedure for Official Meeting of the Carrollton Town Board: Referred to as ‘Rules of Order’:

On a motion by Councilman Adam Dowd, 2nd by Councilwoman Diane Benjamin this resolution was ADOPTED. All Voting: AYES: D. Benjamin, J. Case, L. Case, A. Dowd, Supv. J. Little. NAYS: none.

Whereas, Section 63 of the Town Law provides that a Town Board may determine the rules of its procedure and establishes certain procedures that may not be altered except by the resolution of the Town Board; now therefore be it

Resolved that the following Rules of Order be hereby adopted pursuant to Section 63 of the Town Law:

Town of Carrollton Rules of Order

General Rules:

1. The Supervisor, when present, shall preside at the meeting of the Town Board. In the absence of the supervisor, the deputy supervisor shall preside. In the absence of the supervisor and the deputy supervisor, the other members of the town board present shall designate one to their members to act as temporary chairman of the meeting. If the supervisor returns, he shall commence presiding at the meeting. This rule applies to public hearing and any other official meetings of the Town Board.
2. A majority of the town board shall constitute a quorum for the transaction of business, but a lesser number may adjourn.
3. The vote upon every question shall be taken by the ayes and nays, and the names of the members present and their votes shall be entered in the minutes.
4. Every act, motion or resolution shall require for its adoption the affirmative vote of a majority of all the members of the town board except in such instances where a larger number of affirmative votes are required by these Rules of Order.
5. The town board may determine the rules of its procedure, and the supervisor may, from time to time, appoint one or more committees, consisting of members of the board, to aid and assist the board in the performance of its duties.
6. The supervisor may offer or second a resolution or a motion.
7. Petitions and Requests from the Floor:
 - a. The Supervisor and Town Board may allow any member of the audience to speak to the Supervisor and Town Board during the period of the meeting identified on the agenda as “Petitions and Requests from the Floor.”
 - b. Any such person wishing to speak to the Town Board shall state their name, address, and topic they wish to address.
 - c. Persons speaking to the town board shall address to the town board and not to other members of the audience in the form of a debate.
 - d. Each person shall be limited to four minutes of public comment, unless the Town Supervisor or chairman of the meeting grants additional time in increments of town minutes.
 - e. The Supervisor or chairman of the meeting shall immediately suspend, and may cause the removal of, any person using inappropriate, hateful, derogatory, and/or vulgar language of any type.
 - f. No member of the public shall engage in any demonstration, booing, hand clapping or otherwise disrupt the formality of a town board meeting.
 - g. Rule number seven and all subsections shall apply to the procedures of committee meetings of the Town of Carrollton.

- h. The Clerk shall cause the information presented by members of the audience speaking to the town board to appear in the official minutes.
- 8. Debate shall not begin on a resolution, local law, or otherwise debatable motion until it has been moved by a town board member and seconded by another town board member.
- 9. With the exception of any action and/or motion deemed to be procedural in nature (i.e. motions to approve minutes, approval of vouchers, motions to enter executive session, motions to adjourn and any other motions that shall be deemed procedural in nature), all resolutions, local laws and otherwise debatable motions shall be dated, appropriately titled and numbered. The Town Clerk shall cause the dated, appropriately titled and numbered actions to chronologically sorted by year.
- 10. Actions and Procedures:
 - a. All actions, resolutions, and local laws to be considered by the town board at a regular or special meeting shall be available to the town board member at least twenty-four (24) hours in advance of the meeting;
 - b. This rule shall not apply to typical procedural actions such as motions to executive session, motions to adjourn and any other motions that shall be deemed procedural in nature;
 - c. Any board member wishing to take action or resolution of an issue shall provide the resolution to the town clerk or supervisor so that the resolution shall be available to all other board members at least forty-eight hours in advance of the meeting where it may be considered;
 - d. A vote of four-fifths of board members shall be necessary to bring a resolution into immediate consideration;
 - e. Any resolution into immediate consideration shall be considered during the new business/immediate requests portion of the agenda;
 - f. F. When a question is under debate, no motion shall be entertained unless for a recess, to table the motion under debater or to amend the motion under debate, none of which motions are amendable or debatable;
 - g. Not motion shall be made to offer any amendment to an amendment already before the town board on any proposition.
- 11. Order of Agenda:
 - a. Call meeting to order
 - b..Pledge of Allegiance
 - c. Review Vouchers/ Pay Bills
 - d. Approval of Minutes
 - e. Correspondence
 - f. Reports from department heads
 - g. Committee Reports
 - h. Open Forum (Petitions & Requests from the Floor)
 - i. Old Business
 - j. New Business/ Immediate Requests
 - k. Executive Session (if needed)
 - l. Adjournment

12. A four-fifths vote of the town board members shall be required to suspend these rules of order.

13. If for any reason the Rules of Order of the Town of Carrollton conflict with the statutory law shall take precedence.

The resolution as stated above is hereby adopted by a majority vote of the Town of Carrollton Town Board at an official meeting held on the 1st day of January in the year 2026.

Resolution 05-2026: Investment Policy

On a motion made by Councilwoman Diane Benjamin, 2nd by Councilman Lynn Case the following resolution was ADOPTED. All voting: AYES- Council: D. Benjamin, J. Case, L. Case, Supv. J. Little. NAYS- none.

Resolved that the Investment Policy be approved as presented:

Investment Policy

The objectives of the investment policy of this Local Government are to minimize risk, to ensure that investments mature when the cash is required to finance operations; and to insure a competitive rate of return. In accordance with this policy, the chief fiscal officer is hereby authorized to invest all funds in:

Certificates of Deposits issued in a bank or trust company authorized to do business in New York State: Savings Accounts or Money Market Accounts held in a bank or trust company authorized to do business in New York State. The Following banks are designated by the Town of Carrollton as official depositories: Five Star Bank.

Collateral:

All deposits shall be fully secured by insurance of the Federal Deposit Insurance Corporation or by obligations of New York state or obligations of the United States or obligations of federal agencies, the principal and interest of which are guaranteed by the United States or obligations of New York State local governments. All Banks designated as official depositories must file proof of a three-party custody agreement.

The Town Board of the Town of Carrollton shall review and approve the investment policy, at least annually and if practicable at the organizational meeting and members shall review and amend, if necessary, these investment policies.

The provisions of these investment guidelines shall take effect prospectively, and shall not invalidate the prior selection of any Custodial Bank or prior investment.

Resolution 06-2026: Official Bank

On a motion made by Councilwoman Diane Benjamin, 2nd by Councilman Lynn Case this resolution was ADOPTED. All voting: AYES- Council: D. Benjamin, J. Case, L. Case, A. Dowd, Supv. J. Little. NAYS- none. Resolved to use Five Star Bank as the official Depository Bank for 2026.

Resolution 07-2026: Investment Policy Authorization

On a motion made by Councilwoman Diane Benjamin, 2nd by Councilman Jeff Case this resolution was ADOPTED. All voting: AYES- Council: D. Benjamin, A. Dowd, J. Case, L. Case, Supv. J. Little. NAYS- none. Resolved for the Investment Policy and authorization for Supervisor Jay Little to invest town funds and monies pursuant to it, using Five Star Bank as the Designation of Depositories.

Resolution 08-2026: Bookkeeper Banking Authorization

On a motion made by Councilman Adam Dowd, 2nd by Councilman Lynn Case this resolution was ADOPTED. All voting: AYES- Council: D. Benjamin, A. Dowd, J. Case, L. Case, Supv. J. Little. NAYS- none. Resolved to authorize Diane Frick, Town of Carrollton Bookkeeper to open and close any deposit or checking account(s) and perform online banking transactions for General, Water, Sewer, Highway and Capital Accounts in the name of this municipality effective immediately.

Resolution 09-2026: Deputy Supervisor Authorization

On a motion made by Councilman Adam Dowd, seconded by Councilman Lynn Case this resolution was ADOPTED. All voting: AYES- Council: A. Dowd, D. Benjamin, J. Case, L. Case, Supv. J. Little. NAYS- none. Resolved to authorize Town of Carrollton Deputy Supervisor Diane Benjamin to be an authorized signature in the name of this municipality.

Resolution 10-2026: Official Newspaper

On motion made Councilwoman Diane Benjamin, 2nd by Councilman Lynn Case this resolution was ADOPTED. All voting: AYES-Council: J. Case, A. Dowd, L. Case, Supv. J. Little. NAYS- none. Resolved to name the Olean Times Herald as the Town's official newspaper.

Resolution 11-2026: Mileage Reimbursement

On a motion made by Councilman Jeff Case, 2nd by Councilman Lynn Case this resolution was ADOPTED. All Voting: AYES- Council: D. Benjamin, J. Case, A. Dowd, L. Case, Supv. J. Little. NAYS-none. Resolved the Town of Carrollton mileage reimbursement for personal vehicles used for Town related business is .50 per mile.

Resolution 12-2026: Cell Phone Contractual Allowance

On a motion made by Councilwoman Diane Benjamin, 2nd by Councilman Lynn Case this resolution was ADOPTED. All Voting: AYES- Council: D. Benjamin, J. Case, A. Dowd, L. Case, Supv. J. Little. NAYS-none.

Resolved to set the monthly cell phone reimbursement of \$30.00 each to the following employees-Justice Michael Soper, Justice Joseph Crowley, Court Clerk Terri Wedge, CWO/Sewer Maintenance Rick Dixon to approve payout as budgeted contractual for 2026 Fiscal Year.

Resolution 13-2026: Meal Reimbursement

On a motion made by Councilwoman D. Benjamin, 2nd by Councilman Lynn Case this resolution was ADOPTED. All Voting: AYES- Council: D. Benjamin, J. Case, A. Dowd, L. Case, Supv. J. Little. NAYS-none.

Resolved to set a \$40.00 meal reimbursement per person per day, including gratuities, excluding alcoholic beverages for any Municipality classes/seminars that require being away from home on scheduled days of session. Receipts must be turned in for reimbursements.

Resolution 14-2026: Procurement Policy

On a motion made by Councilman Lynn Case, 2nd by Councilwoman Diane Benjamin this resolution was ADOPTED. All Voting: AYES- Council: D. Benjamin, J. Case, A. Dowd, L. Case, Supv. J. Little. NAYS-none. Resolved to amend the current Procurement Policy, 1) Spending limit for each department head is \$1,000.00 without Board approval. 2)\$1,001-\$5,000 requires oral request to Board and written/fax quotes from 2 vendors. 3)Greater than \$5,000 -\$9,999.00 requires written request for a proposal and written /fax quotes from 3 vendors. 4) \$10,000 and up requires written Bid Advertisement to Public.

Resolution 15-2026: Clerk Petty Cash Fund

On a motion made by Councilman Adam Dowd, 2nd by Councilwoman Diane Benjamin this resolution was ADOPTED. All Voting: AYES- Council: D. Benjamin, J. Case, A. Dowd, L. Case, Supv. J. Little. NAYS-none.

Resolved to set the Town Clerk Petty Cash fund for \$150.00 General Fund/Water/ Sewer 1 and 2.

Resolution 16-2026: Returned Check Fee

On a motion made by Councilwoman Diane Benjamin, 2nd by Councilman Adam Dowd this resolution was ADOPTED. All Voting: AYES- Council: D. Benjamin, J. Case, A. Dowd, L. Case, Supv. J. Little. NAYS-none. Resolved to set the Returned Check Fee at \$35.00.

Resolution 17-2026: Monthly Meeting Date and Time

On a motion made by Councilman Little, 2nd by Councilwoman Diane Benjamin this resolution was ADOPTED. All Voting: AYES- Council: D. Benjamin, J. Case, A. Dowd, L. Case, Supv. J. Little. NAYS-none. Resolved to set the Monthly Board Meetings on the 3rd Tuesday of each Month at 6:00PM.

Resolution 18-2026: Paycheck Distribution

On a motion made by Councilman Jeff Case, 2nd by Councilman Lynn Case this resolution was ADOPTED. All voting: AYES-Council: D. Benjamin, J. Case, L. Case, A. Dowd, Supv. J. Little. NAYS-none. Resolved for the Bi-weekly Paycheck Distribution Day to be on Thursday and the Monthly Payroll Distributions is on the last bi-weekly pay Thursday of the month.

Resolution 19-2026: Tax Collector Salary Distribution

On a motion made by Councilman Lynn Case, 2nd by Councilwoman Diane Benjamin this resolution was ADOPTED. All voting: AYES-Council: D. Benjamin, J. Case, L. Case, A. Dowd, Supv. J. Little. NAYS-none. Resolved to pay the Tax Collector salary in three installments- January, February and March during tax collecting season.

Resolution 20-2026: Delegate the Powers and Duties of Administration

On a motion made by Councilman Lynn Case, 2nd by Councilman Adam Dowd this resolution was ADOPTED. All voting: AYES-Council: D. Benjamin, J. Case, L. Case, A. Dowd, Supv. J. Little. NAYS-none. Resolved to Delegate the Powers and Duties of Administration to the Supervisor for Town and Special Districts on behalf of the Town Board.
Be it further Resolved to Delegate the Powers and Duties of Administration to the Deputy Supervisor in absence of the Supervisor for the Town and Special Districts on behalf of the Town Board.

Resolution 21-2026: Town Credit Card Limit

On a motion made by Councilman Jeff Case, 2nd by Councilman Lynn Case this resolution was ADOPTED. All voting: AYES-Council: D. Benjamin, J. Case, L. Case, A. Dowd, Supv. J. Little. NAYS-none. Resolved the credit card limit will be raised to \$5,000.00 for CWO/Sewer/Maintenance Rick Dixon and Highway Superintendent Michael Fox. The Procurement Policy will continue to be followed accordingly.

Resolution 22-2026: Supervisor Approval and Signature prior to Payroll Processing

On a motion made by Councilwoman Diane Benjamin, 2nd by Councilman Lynn Case this resolution was ADOPTED. All voting: AYES-Council: D. Benjamin, J. Case, L. Case, A. Dowd, Supv. J. Little. NAYS-none. WHEREAS, the Town of Carrollton employs hour whose time cards must be reviewed and approved for payroll purposes; and
WHEREAS, it is necessary to designate authorized officials to sign and approve such time cards in order to ensure timely and accurate payroll processing; and
WHEREAS, the Town Board wishes to authorize both the Supervisor and, in the Supervisor's absence, the Deputy Supervisor to perform this function;
NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Carrollton hereby authorizes the Supervisor to review and sign all time cards for Town laborers; and
BE IT FURTHER RESOLVED, that in the absence or unavailability of the Supervisor, the Deputy Supervisor is hereby authorized to review and sign such time cards.

The Entire Town Board is included in any decision making or emergencies, however for each situation the immediate contacts are listed as follows:

Designated Liaisons:

Code Enforcement: Jay Little
Water & Sewer Matters- Jay Little, Jeff Case, Adam Dowd
Highway Dept.- Jay Little, Adam Dowd, Jeff Case, Lynn Case
Rt. 219/I86- Jay Little, Mike Fox
Municipal Complex & Repairs- Diane Benjamin, Jeff Case, Jay Little
Seneca Nation- Jay Little, Mike Fox
Planning & Zoning Board- Diane Benjamin, Jay Little
Cemetery-Jay Little

Committees:

Planning Board: tabled

Zoning Board: tabled

Complex Rentals:

Municipal Complex Rentals at 640 Main Street, Limestone, NY

Hourly rental rates for Gym \$25.00 per hour

Cafeteria Use: \$25.00 Hourly.

Motion by Councilwoman Diane Benjamin, 2nd by Councilman Adam Dowd to adjourn the 2026 Organizational Meeting at 2:00PM.

All Voting: AYES-Council: D. Benjamin, J. Case, L. Case, A. Dowd, Supv. J. Little. NAYS: none. Motion carried.

Respectfully Submitted,

Julie Carlson –Town Clerk

