

January 3, 2022
Town of Albion Organizational Meeting

Agenda

1. Call Meeting to Order
2. Pledge of Allegiance
3. Exit Message
4. FYI: Remind residents to sign attendance sheet
5. Roll Call
6. Public Comment
7. Motion to approve agenda
8. Resolution of Appointments
9. Executive Session

January 3, 2022

Albion Town Board regular meeting held in the Town hall, 3665 Clarendon Rd.

Meeting called to order at 5:00 pm.

Pledge of Allegiance was said and the exit message was given.

Present were Councilperson Darlene Benton, Councilperson Sandra Bensley, Supervisor Richard Remley, Councilperson Terry Wilbert and Councilperson Arnold Allen.

Supervisor Richard Remley: I need a motion to accept the agenda.

Motion was made by Councilperson Terry Wilbert and was seconded by Councilperson Darlene Benton to approve the agenda as submitted. Motion carried by the following vote:

Councilperson Darlene Benton, aye

Councilperson Sandra Bensley, aye

Supervisor Richard Remley, aye

Councilperson Terry Wilbert, aye

Councilperson Arnold Allen, aye

Supervisor Remley: We will now review the appointments and consent to all or if someone has a question on one, we can move that to a non-consent item.

Whereas, the Town of Albion Board desires a high degree of Professionalism, Fairness, and Customer Service. We appoint the following personnel to the indicated positions and institute the following procedures:

Resolution 1 Historian

Be it resolved that Ian Mowatt is hereby appointed to the position of Historian at a salary of \$459.00 per year.

Resolution 2 Town Constable

Be it resolved that Phil McKenna is hereby appointed Town Constable at a salary of \$150.00 per year.

Resolution 3 Deputy Supervisor

Be it resolved that Darlene Benton is hereby appointed as the Deputy Supervisor, and she will act in the capacity as Supervisor as the need arises.

Resolution 4 Attorneys for the Town

Be it resolved that James Bell is hereby appointed Attorney for the Town. Mr. Bell is to be used for all routine matters. Mr. Daniel Spitzer (or his designee) of Hodgson Russ is appointed for special services only, including bond issues, etc. Hodgson Russ may only be consulted with prior approval from Attorney Bell or the Supervisor. Attorney Bell may call on an as-needed basis.

Resolution 5 Water/Sewer Superintendent

Be it resolved that Michael Neidert is appointed to the position at a salary of \$22,944.00 per year.

Resolution #6 Deputy Highway Superintendent

Resolved that Joseph Navarra will be the Deputy Highway Superintendent to act in the absence of the Highway Superintendent at a yearly salary of \$750.00.

Resolution 7 Water/Sewer Clerk

Be it resolved that Sarah Basinait is hereby appointed to the position at a salary of \$8,473.00 per year.

Resolution #8 Registrar of Vital Statistics

Be it resolved that Sarah Basinait is hereby appointed Registrar of Vital Statistics at a salary of \$3,479.00 per year.

Resolution #9 Town Clerk Deputy

Be it resolved that Hannah Hinkley is hereby appointed to serve as Deputy Town Clerk at a salary of \$15.55 per hour.

Resolution #10 Town Clerk's Office Hours

Be it resolved that the Clerk's hours are as follows:

Monday 8:30AM-11:00AM and 12:00PM-4:00PM

Tuesday 8:30AM-11:00AM and 12:00PM-4:00PM

Thursday 8:30AM-11:00AM and 12:00PM-4:00PM

Friday 8:30AM-11:00AM and 12:00PM-4:00PM

Resolution #11 Monthly Meeting

Be it resolved that the monthly meetings shall be held on the second Monday of the month at 5:00 PM except if otherwise published and that all Department heads are asked to attend. If necessary, a second meeting shall be held on the fourth Monday of the month.

Resolution #12 Board Minutes

Be it resolved that the Board minutes will be emailed to the Board members ten (10) working days after the meeting. Once minutes are approved, they shall be sent to the website for posting on said site.

Resolution #13 Department Reports

Be it resolved that each Department head (Town Clerk, Assessor, Highway Superintendent, and Code Enforcement Officer) shall present to the Board before or at the start of the monthly meeting a detailed written report outlining significant accomplishments for the month and to report any issues that the Board should be aware of. Issues (personal matters, etc.) should be discussed in executive session. Such matters shall be documented and presented to the Board in a separate report. All department reports shall be recorded in the meeting minutes, both the written version and online.

Resolution #14 Holidays

Be it resolved that the holidays for the Town of Albion are as follows: New Year's Eve, New Year's Day, Martin Luther King Day, Presidents Day, close noon on Good Friday, Memorial Day, June 19th, Independence Day, Labor Day, Columbus Day, Election Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve and Christmas Day. If any one of the above holidays falls on a Saturday, then it shall be observed on the Friday before and if it falls on a Sunday then it shall be observed on the following Monday.

Resolution #15 Bookkeeper to the Supervisor

Be it resolved that EFPR Solutions be appointed as bookkeeper to the Supervisor for 2022.

Resolution #16 Budget Officer

Be it resolved that Supervisor Richard Remley is hereby appointed as Budget Officer at a salary of \$1,030.00/year.

Resolution #17 Supervisor Monthly Report Auditing

Be it resolved that each month that 2 Councilperson will review and sign that the Supervisor's monthly report.

Resolution #18 Accounting Firm

Be it resolved EFPR Solutions (Need agreement for services to be provided) is hereby appointed as accounting firm for 2021 and will serve at the pleasure of the Board.

Resolution #19 Presentation of Vouchers

Be it resolved that an abstract of all vouchers is required for approval of payment at the Town Board meetings. All vouchers must be presented to the Town Clerk's Office on the Thursday before the Board meeting by noon. All vouchers must be itemized, starting dates, event, item purchased, mileage, food, etc. No less than 3 board members in addition to the authorizing official must sign vouchers before they are voted on at the appropriate Town Board meeting. Documentation of adherence to purchasing policy shall be attached. If purchase was from State or County Bid, a copy of such shall be attached. Permission to exceed budgetary allocation must be received from the Board prior to purchase. Vouchers for food reimbursement must be itemized, with alcoholic beverages subtracted from the total. Also, no faxes of bills shall be accepted.

Resolution #20 Check Signing / ACH transfers / Inter-fund transfers

Be it resolved that all checks shall be signed by the Supervisor, with signatory powers also accorded the Deputy Supervisor in the absence of the Supervisor. All ACH transfers shall be made by the Supervisor or the Deputy Supervisor.

Resolution #21 Investment of Town Funds

Be it resolved that the Supervisor is authorized to invest any funds and all surplus funds that the Town may have in any legal investment at the highest rate of interest available to municipalities.

Resolution #22 Bank Depositories

Be it resolved that Five Star Bank is designated as depository of funds for the Town of Albion.

Resolution #23 Town Official Bond

Be it resolved that to satisfy Section 25 of the Town Law of New York which require certain officials to an undertaking, which may be in a form of a bond, and the proper bonding has been supplied; the cost of the undertaking shall be charged against the Town.

Resolution #24 Election Inspector Fees

Be it resolved as follows:

Primary Day: 05:30AM – 9:30PM at \$12.50 per hour – 16 hrs. - \$200.00
Registration Day: 12:00PM – 9:00PM at \$12.50 per hour – 9 hrs. - \$112.50
Election Day: 5:30AM – 9:30PM at \$12.50 per hour – 16 hrs.- \$200.00

School Attendance 3 hours at \$12.50 per hour - \$37.50

Resolution #25 Assessment Review Board

Be it resolved that that Assessment Review Board members shall receive as follows:

Chairman.....\$300.00

Members (4)...\$175.00

Resolution #26 Zoning Board Salaries

Be it resolved that the Chairman of the Zoning Board shall receive \$350.00 per year. Zoning Board will receive \$250.00 per year and a secretary is appointed to the Zoning Board at an hourly rate of \$15.00 per hour.

Resolution # 27 Planning Board Salaries

Be it resolved that the Chairman of the Planning Board shall receive \$1,000.00 per year, the Board Members will receive \$600.00 per year and a secretary is appointed at the salary of \$500.00 per year.

Resolution # 28 Official Newspaper

Be it resolved that the Batavia Daily News will be the Official Newspaper for the Town of Albion. The Lake Country Pennysaver and the Orleans Hub will be used for publishing supplemental public hearings notices and other notices as the Town Board deems appropriate.

Resolution #29 Voting Delegates to the Association of Towns

Be it resolved that Darlene Benton is hereby appointed Delegate to the Association of Towns and the alternate to service in this capacity will be Terry Wilbert.

Resolution #30 Elected Officials Salaries

Be it resolved the following salaries of these elected officials:

Board Members Each.....\$4,213.00

Town Clerk.....\$41,318.00

Supervisor.....\$6,540.00

Highway Superintendent....\$61,724.00

Justices.....\$19,501.00 each

Resolution #31 Court Clerk

Be it resolved that Denise Cornick is hereby appointed as Court Clerk to Justice Gary Moore at a salary of \$50,047.00 for 2022.

Resolution #32 Court Clerk

Be it resolved that Alyssa Swanger is hereby appointed as Court Clerk to Justice Joseph Fuller at an hourly salary of \$15.38 for 2022.

Resolution #33 Code Enforcement Officer

Be it resolved that Daniel Strong is hereby appointed as Code Enforcement Officer at a salary of \$52,400.00 for 2022.

Resolution #34 Travel

Be it resolved that Town personnel who may choose to travel to conventions, seminars, or other events dealing with Town business and thereby incur hotel stay or airline travel expenses shall require authorization from the Town Board prior to commencement of travel if compensation is requested.

Resolution #35 Mileage

Be it resolved that any Town Officer or employee who utilizes his/her vehicle in the furtherance of business pertaining to the Town of Albion, and thereby benefitting the Town of Albion, shall be compensated \$.58¢ per mile upon presentation of proof to the Town Clerk. Mileage to and from Town Board meetings is not a reimbursable expense for department heads and town board members.

Resolution #36 Fair Housing Office

Be it resolved that Sandra Bensley is Fair Housing Officer for the 2022 year.

Resolution #37 Building s and Grounds Maintenance

Be it resolved that Arnold Allen will chair and Terry Wilbert will serve on this committee for the 2022 year. Additionally, all building maintenance issues shall be directed to Code Enforcement Officer Daniel Strong.

Resolution #38 Water Committee

Be it resolved that Terry Wilbert will serve on this committee for the 2022 year.

Resolution #39 Highway Department Liaison

Be it resolved that Arnold Allen will serve as liaison to the Highway Department for the 2022 year.

Resolution #40 Emergency Preparedness Committee

Be it resolved that Sandra Bensley will chair this committee and shall be responsible for developing a town emergency plan consistent with the county's emergency preparedness plan and in cooperation with the Albion Fire Department.

Resolution #41 Liaison to Town of Albion Planning Board

Be it resolved that Darlene Benton shall be the liaison to the Town of Albion Planning Board.

Resolution #42 Liaison to Town and County

Be it resolved that Daniel Strong shall be the liaison to the Town of Albion Zoning Board and the County of Orleans Planning and Zoning Boards.

Resolution #43 Town Representative to the Village

Be it resolved that Darlene Benton and Sandra Bensley will serve as Town representatives to the Village for the purpose of ensuring better cooperation in joint municipal agreements and communication.

Resolution #44 Town Economic Development Committee

Be it resolved that Darlene Benton and Terry Wilbert will serve as Economic Development representatives of the Town for 2022.

Resolution #45 Payroll Provider

Be it resolved that EFPR Solutions will be the payroll provider to the Town of Albion for 2022.

Resolution #44 Direct Deposit

Be it resolved that all employee paychecks will be sent through direct deposit and paid on a biweekly basis.

Resolution #46 Reporting Hourly Employee Time

Be it resolved that Town representatives with hourly employees will report to Christine Taft, EFPR Solutions, time in total hours worked for the previous work week. This report shall be provided no later than each Friday unless otherwise communicated by the Supervisor.

Resolution #47 Town Engineer

Be it resolved that the MRB Group shall be the Town Engineer for 2022. The Town Engineer shall only be consulted by the Town Highway Superintendent, Code Enforcement Officer, Town Supervisor, Town Board or the Planning Board chairman. All other requests must be made through one of these individuals.

Resolution #48 Healthcare Bills

Be it resolved that regular monthly healthcare costs the Town pays for those covered employees will be paid monthly without requiring a Board resolution.

Motion was made by Councilperson Arnold Allen and was seconded by Councilperson Darlene Benton to approve the aforementioned appointments for 2022 with an addition to holidays, resolution #14, June 19, and change resolution #38 to Terry Wilbert. Motion carried by the following vote:

Councilperson Darlene Benton, aye
Supervisor Richard Remley, aye
Councilperson Arnold Allen, aye

Councilperson Sandra Bensley, aye
Councilperson Terry Wilbert, aye

Supervisor Richard Remley: I need a motion to close.

Motion was made by Councilperson Darlene Benton and was seconded by Councilperson Arnold Allen to close the meeting at 5:06 pm. Motion carried by the following vote:

Councilperson Darlene Benton, aye
Supervisor Richard Remley, aye
Councilperson Arnold Allen, aye

Councilperson Sandra Bensley, aye
Councilperson Terry Wilbert, aye