

January 3, 2011

Resolution #4 Establishment of position of Deputy Court Clerk

Councilperson Ryan Miller moved the adoption of the Resolution establishing the position of Deputy Court Clerk and Councilperson Timothy Neilans seconded the motion.

Be it hereby enacted by the Town Board for the Town of Albion. Resolution duly adopted by the following vote:

Councilperson Ryan Miller, aye	Councilperson Clifford Thom, aye
Supervisor Judith Koehler, aye	Councilperson Timothy Neilans, aye
Councilperson Matthew Passarell, aye	

Resolution #5 Establishment of position of Bookkeeper to the Supervisor

Councilperson Matthew Passarell moved the adoption of the Resolution establishing the position of Bookkeeper to the Supervisor and Councilperson Clifford Thom seconded the motion.

Be it hereby enacted by the Town Board for the Town of Albion. Resolution duly adopted by the following vote:

Councilperson Ryan Miller, aye	Councilperson Clifford Thom, aye
Supervisor Judith Koehler, aye	Councilperson Timothy Neilans, aye
Councilperson Matthew Passarell, aye	

Resolution #6 Establishment of position of Secretary to the Supervisor

Councilperson Timothy Neilans moved the adoption of the Resolution establishing the position of Secretary to the Supervisor and Councilperson Matthew Passarell seconded the motion.

Be it hereby enacted by the Town Board for the Town of Albion. Resolution duly adopted by the following vote:

Councilperson Ryan Miller, aye	Councilperson Clifford Thom, aye
Supervisor Judith Koehler, aye	Councilperson Timothy Neilans, aye
Councilperson Matthew Passarell, aye	

Resolution #7 Establishment of position of Budget Officer

Councilperson Clifford Thom moved the adoption of the Resolution establishing the position of Budget Officer and Councilperson Timothy Neilans seconded the motion.

Be it hereby enacted by the Town Board for the Town of Albion. Resolution duly adopted by the following vote:

Councilperson Ryan Miller, aye	Councilperson Clifford Thom, aye
Supervisor Judith Koehler, aye	Councilperson Timothy Neilans, aye
Councilperson Matthew Passarell, aye	

Resolution #8 Establishment of position of Water/Sewer Superintendent

Councilperson Clifford Thom moved the adoption of the Resolution establishing the position of Water/Sewer Superintendent and Councilperson Matthew Passarell seconded the motion.

Be it hereby enacted by the Town Board for the Town of Albion. Resolution duly adopted by the following vote:

Councilperson Ryan Miller, nay	Councilperson Clifford Thom, aye
Supervisor Judith Koehler, aye	Councilperson Timothy Neilans, aye
Councilperson Matthew Passarell, aye	

Resolution #9 Establishment of position of Water/Sewer Clerk

Councilperson Timothy Neilans moved the adoption of the Resolution establishing the position of Water/Sewer Clerk and Councilperson Clifford Thom seconded the motion.

Be it hereby enacted by the Town Board for the Town of Albion. Resolution duly adopted by the following vote:

Councilperson Ryan Miller, aye	Councilperson Clifford Thom, aye
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Supervisor Judith Koehler, aye
Councilperson Matthew Passarell, aye

Councilperson Timothy Neilans, aye

Resolution #10 Establishment of position of Attorney for the Town

Councilperson Matthew Passarell moved the adoption of the Resolution establishing the position of Attorney for the Town and Councilperson Timothy Neilans seconded the motion.

Be it hereby enacted by the Town Board for the Town of Albion. Resolution duly adopted by the following vote:

Councilperson Ryan Miller, aye
Supervisor Judith Koehler, aye
Councilperson Matthew Passarell, aye

Councilperson Clifford Thom, aye
Councilperson Timothy Neilans, aye

Resolution #11 Establishment of position of Town Attorney

Councilperson Clifford Thom moved the adoption of the Resolution establishing the position of Town Attorney and Councilperson Matthew Passarell seconded the motion.

Be it hereby enacted by the Town Board for the Town of Albion. Resolution duly adopted by the following vote:

Councilperson Ryan Miller, aye
Supervisor Judith Koehler, aye
Councilperson Matthew Passarell, aye

Councilperson Clifford Thom, aye
Councilperson Timothy Neilans, aye

Resolution #12 Establishment of position of Deputy Town Supervisor

Councilperson Timothy Neilans moved the adoption of the Resolution establishing the position of Deputy Town Supervisor and Councilperson Matthew Passarell seconded the motion.

Be it hereby enacted by the Town Board for the Town of Albion. Resolution duly adopted by the following vote:

Councilperson Ryan Miller, aye
Supervisor Judith Koehler, aye
Councilperson Matthew Passarell, aye

Councilperson Clifford Thom, aye
Councilperson Timothy Neilans, aye

Resolution #13 Establishment of position of Deputy Highway Superintendent

Councilperson Ryan Miller moved the adoption of the Resolution establishing the position of Deputy Highway Superintendent and Councilperson Clifford Thom seconded the motion.

Be it hereby enacted by the Town Board for the Town of Albion. Resolution duly adopted by the following vote:

Councilperson Ryan Miller, aye
Supervisor Judith Koehler, aye
Councilperson Matthew Passarell, aye

Councilperson Clifford Thom, aye
Councilperson Timothy Neilans, aye

Resolution #14 Establishment of position of Code Enforcement Officer II

Councilperson Timothy Neilans moved the adoption of the Resolution establishing the position of Code Enforcement Officer II and Councilperson Matthew Passarell seconded the motion.

Be it hereby enacted by the Town Board for the Town of Albion. Resolution duly adopted by the following vote:

Councilperson Ryan Miller, aye
Supervisor Judith Koehler, aye
Councilperson Matthew Passarell, aye

Councilperson Clifford Thom, aye
Councilperson Timothy Neilans, aye

Resolution #15 Establishment of position of Director of Finance

Councilperson Timothy Neilans moved the adoption of the Resolution establishing the position of Director of Finance and Councilperson Clifford Thom seconded the motion.

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Be it hereby enacted by the Town Board for the Town of Albion. Resolution duly adopted by the following vote:

Councilperson Ryan Miller, aye	Councilperson Clifford Thom, aye
Supervisor Judith Koehler, aye	Councilperson Timothy Neilans, aye
Councilperson Matthew Passarell, aye	

Supervisor Judith Koehler: We need to do the appointments for 2011.

Whereas, the Town of Albion Town 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 #16 Historian

Be it resolved that Cheryl Staines is hereby appointed to the position of Historian at a salary of \$450.00 per year.

Motion was made by Councilperson Matthew Passarell and seconded by Councilperson Clifford Thom authorizing the adoption of this resolution. Resolution duly adopted by the following vote:

Councilperson Ryan Miller, aye	Councilperson Clifford Thom, aye
Supervisor Judith Koehler, aye	Councilperson Timothy Neilans, aye
Councilperson Matthew Passarell, aye	

Resolution #17 Town Constable

Be it resolved that Philip McKenna is appointed Town Constable at a salary of \$100.00 per year contingent upon his acceptance.

Motion was made by Councilperson Timothy Neilans and seconded by Councilperson Matthew Passarell authorizing the adoption of this resolution. Resolution duly adopted by the following vote:

Councilperson Ryan Miller, aye	Councilperson Clifford Thom, aye
Supervisor Judith Koehler, aye	Councilperson Timothy Neilans, aye
Councilperson Matthew Passarell, aye	

Resolution #18 Bookkeeper to the Supervisor

Be it resolved that Baldwin Business Services is hereby appointed as bookkeeper to the Supervisor at a salary of \$3,000.00/yr. Resolution duly adopted by the following vote:

Motion was made by Councilperson Clifford Thom and seconded by Councilperson Matthew Passarell authorizing the adoption of this resolution. Resolution duly adopted by the following vote:

Councilperson Ryan Miller, aye	Councilperson Clifford Thom, aye
Supervisor Judith Koehler, aye	Councilperson Timothy Neilans, aye
Councilperson Matthew Passarell, aye	

Resolution #19 Budget Officer

Be it resolved that Thomas Baldwin is appointed Budget Officer at a salary of \$1,000.00 per year.

Motion was made by Councilperson Timothy Neilans and seconded by Councilperson Ryan Miller authorizing the adoption of this resolution. Resolution duly adopted by the following vote:

Councilperson Ryan Miller, aye	Councilperson Clifford Thom, aye
Supervisor Judith Koehler, aye	Councilperson Timothy Neilans, aye
Councilperson Matthew Passarell, aye	

Resolution #20 Town Clerk Deputy

Resolved that Sara Stirk is hereby appointed to serve as Deputy Town Clerk at a salary of \$13.80 per hour.

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Motion was made by Councilperson Timothy Neilans and seconded by Councilperson Matthew Passarell authorizing the adoption of this resolution. Resolution duly adopted by the following vote:

Councilperson Ryan Miller, aye	Councilperson Clifford Thom, aye
Supervisor Judith Koehler, aye	Councilperson Timothy Neilans, aye
Councilperson Matthew Passarell, aye	

Resolution #21 Registrar of Vital Statistics

Be it resolved that Sarah M. Basinait is hereby appointed Registrar of Vital Statistics at a salary \$1,236.00/year.

Motion was made by Councilperson Clifford Thom and seconded by Councilperson Matthew Passarell authorizing the adoption of this resolution. Resolution duly adopted by the following vote:

Councilperson Ryan Miller, aye	Councilperson Clifford Thom, aye
Supervisor Judith Koehler, aye	Councilperson Timothy Neilans, aye
Councilperson Matthew Passarell, aye	

Resolution #22 Accounting Firm

Be it resolved that Baldwin Business Services is hereby appointed as accounting firm at a cost of \$9,100.00/year.

Motion was made by Councilperson Timothy Neilans and seconded by Councilperson Matthew Passarell authorizing the adoption of this resolution. Resolution duly adopted by the following vote:

Councilperson Ryan Miller, aye	Councilperson Clifford Thom, aye
Supervisor Judith Koehler, aye	Councilperson Timothy Neilans, aye
Councilperson Matthew Passarell, aye	

Resolution #23 Secretary to the Supervisor

Be it resolved that Millennium Roads is contracted to provide secretarial services to the Supervisor at a cost of \$6,600.00 per year.

Motion was made by Councilperson Matthew Passarell and seconded by Councilperson Timothy Neilans authorizing the adoption of this resolution. Resolution duly adopted by the following vote:

Councilperson Ryan Miller, aye	Councilperson Clifford Thom, aye
Supervisor Judith Koehler, aye	Councilperson Timothy Neilans, aye
Councilperson Matthew Passarell, aye	

Resolution #24 Interior Building Temperature

Whereas the Town of Albion wants to conserve energy both for the benefit of the taxpayers and the environment, NOW, THEREFORE, BE IT RESOLVED, that the minimum interior temperature for public buildings shall be the maximum interior temperature for public buildings, namely 68 degrees Fahrenheit, and that, to the extent possible, thermostats are set back either manually or automatically to 60 degrees when the building is not occupied.

Motion was made by Councilperson Timothy Neilans and seconded by Councilperson Clifford Thom authorizing the adoption of this resolution. Resolution duly adopted by the following vote:

Councilperson Ryan Miller, nay	Councilperson Clifford Thom, aye
Supervisor Judith Koehler, aye	Councilperson Timothy Neilans, aye
Councilperson Matthew Passarell, aye	

Resolution #25 Election Inspector Fees

Be it resolved as follows:

Primary Day-----12 Noon – 9:00 p.m. at \$9.30/hour

Registration Day-----12 Noon – 9:00 p.m. at \$45.00

Election Day-----6:00 a.m. – 9:00 p.m. at \$9.30/hour for 16 hours- \$148.80

School Attendance----at \$10.00

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Motion was made by Councilperson Clifford Thom and seconded by Councilperson Matthew Passarell authorizing the adoption of this resolution. Resolution duly adopted by the following vote:

Councilperson Ryan Miller, nay	Councilperson Clifford Thom, aye
Supervisor Judith Koehler, aye	Councilperson Timothy Neilans, aye
Councilperson Matthew Passarell, aye	

Resolution #26 Assessment Review Board

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

Chairman----- at \$300.00/year

Members(4)----- at \$175.00/year

Motion was made by Councilperson Timothy Neilans and seconded by Councilperson Matthew Passarell authorizing the adoption of this resolution. Resolution duly adopted by the following vote:

Councilperson Ryan Miller, aye	Councilperson Clifford Thom, aye
Supervisor Judith Koehler, aye	Councilperson Timothy Neilans, aye
Councilperson Matthew Passarell, aye	

Resolution #27 Zoning Board Salaries

Be it resolved that the Chairman of the Zoning Board shall receive \$350.00/yr., Zoning Board members will receive \$250.00/yr. and a secretary is appointed to the Zoning Board at an hourly rate of \$7.50.

Motion was made by Councilperson Clifford Thom and seconded by Councilperson Ryan Miller authorizing the adoption of this resolution. Resolution duly adopted by the following vote:

Councilperson Ryan Miller, aye	Councilperson Clifford Thom, aye
Supervisor Judith Koehler, aye	Councilperson Timothy Neilans, aye
Councilperson Matthew Passarell, aye	

Resolution #28 Planning Board Salaries

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

Motion was made by Councilperson Timothy Neilans and seconded by Councilperson Matthew Passarell authorizing the adoption of this resolution. Resolution duly adopted by the following vote:

Councilperson Ryan Miller, aye	Councilperson Clifford Thom, aye
Supervisor Judith Koehler, aye	Councilperson Timothy Neilans, aye
Councilperson Matthew Passarell, aye	

Resolution #29 Water/Sewer Superintendent

Be it resolved that Jed Standish is appointed to the position at a salary of \$18,792.00/year.

Motion was made by Councilperson Clifford Thom and seconded by Supervisor Judith Koehler authorizing the adoption of this resolution. Resolution defeated by the following vote:

<i>Councilperson Ryan Miller, nay</i>	<i>Councilperson Clifford Thom, nay</i>
<i>Supervisor Judith Koehler, nay</i>	<i>Councilperson Timothy Neilans, nay</i>
<i>Councilperson Matthew Passarell, nay</i>	

Resolution #30 Official Newspaper

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

Motion was made by Councilperson Timothy Neilans and seconded by Councilperson Matthew Passarell authorizing the adoption of this resolution. Resolution duly adopted by the following vote:

Councilperson Ryan Miller, aye	Councilperson Clifford Thom, aye
Supervisor Judith Koehler, aye	Councilperson Timothy Neilans, aye
Councilperson Matthew Passarell, aye	

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Resolution #31 Voting Delegates to the Association of Towns

Be it resolved that Councilperson Timothy Neilans is hereby appointed Delegate to the Association of Towns and the alternate to serve in this capacity will be Supervisor Judith Koehler.

Motion was made by Councilperson Clifford Thom and seconded by Councilperson Ryan Miller authorizing the adoption of this resolution. Resolution duly adopted by the following vote:

Councilperson Ryan Miller, aye Councilperson Clifford Thom, aye
Supervisor Judith Koehler, aye Councilperson Timothy Neilans, aye
Councilperson Matthew Passarell, aye

Resolution #32 Water/Sewer Clerk

Be it resolved that Sarah M. Basinait is hereby appointed to the position at a salary of \$6,589/year.

Motion was made by Councilperson Ryan Miller and seconded by Councilperson Matthew Passarell authorizing the adoption of this resolution. Resolution duly adopted by the following vote:

Councilperson Ryan Miller, aye Councilperson Clifford Thom, aye
Supervisor Judith Koehler, aye Councilperson Timothy Neilans, nay
Councilperson Matthew Passarell, aye

Resolution #33 Elected Officials Salaries

Be it resolved the following the salaries of these elected officials:

Board Members Each-----\$3,396.00
Town Clerk-----\$28,506.00
Supervisor-----\$5,382.00
Highway Superintendent-----\$46,170.00
Justices-----\$14,000.00

Motion was made by Councilperson Timothy Neilans and seconded by Councilperson Matthew Passarell authorizing the adoption of this resolution. Resolution duly adopted by the following vote:

Councilperson Ryan Miller, aye Councilperson Clifford Thom, aye
Supervisor Judith Koehler, aye Councilperson Timothy Neilans, aye
Councilperson Matthew Passarell, aye

Resolution #34 Investment of Town Funds

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

Motion was made by Councilperson Matthew Passarell and seconded by Councilperson Ryan Miller authorizing the adoption of this resolution. Resolution duly adopted by the following vote:

Councilperson Ryan Miller, aye Councilperson Clifford Thom, aye
Supervisor Judith Koehler, aye Councilperson Timothy Neilans, aye
Councilperson Matthew Passarell, aye

Resolution #35 Bank Depositories

Be it resolved that First Niagara is designated as depository of funds for the Town of Albion. This also authorizes First Niagara Bank in addition to the Tax Collector to collect taxes.

Motion was made by Councilperson Timothy Neilans and seconded by Councilperson Ryan Miller authorizing the adoption of this resolution. Resolution duly adopted by the following vote:

Councilperson Ryan Miller, aye Councilperson Clifford Thom, aye
Supervisor Judith Koehler, aye Councilperson Timothy Neilans, aye
Councilperson Matthew Passarell, aye

Resolution #36 Town Official Bond

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Resolution #45 Attorneys for the Town

Be it resolved that John Gavenda is hereby appointed at a salary of \$175.00 per hour. Attorney Gavenda is to be used for all routine matters. Daniel Spitzer (or his designee) of Hodgson Russ are appointed for special services only, including bond issues, etc. Hodgson Russ may only be consulted with prior approval from Attorney Gavenda, the Supervisor or the Deputy Supervisor. Attorney Gavenda may call on an as-needed basis. Colleen O'Connell is also hereby appointed as special counsel.

Motion was made by Councilperson Clifford Thom and seconded by Councilperson Ryan Miller authorizing the adoption of this resolution. Resolution duly adopted by the following vote:

Councilperson Ryan Miller, aye	Councilperson Clifford Thom, aye
Supervisor Judith Koehler, aye	Councilperson Timothy Neilans, aye
Councilperson Matthew Passarell, aye	

Resolution #46 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 Town Supervisor.

Motion was made by Councilperson Timothy Neilans and seconded by Councilperson Clifford Thom authorizing the adoption of this resolution. Resolution duly adopted by the following vote:

Councilperson Ryan Miller, aye	Councilperson Clifford Thom, aye
Supervisor Judith Koehler, aye	Councilperson Timothy Neilans, aye
Councilperson Matthew Passarell, aye	

Resolution #47 Fair Housing Officer

Be it resolved that Councilperson Timothy Neilans is Fair Housing Officer for the 2011 year.

Motion was made by Councilperson Ryan Miller and seconded by Councilperson Matthew Passarell authorizing the adoption of this resolution. Resolution duly adopted by the following vote:

Councilperson Ryan Miller, aye	Councilperson Clifford Thom, aye
Supervisor Judith Koehler, aye	Councilperson Timothy Neilans, aye
Councilperson Matthew Passarell, aye	

Resolution #48 Building and Grounds: Operation and Maintenance

Be it resolved that Councilperson Clifford Thom will chair and Code Enforcement Officer Daniel Strong will serve on this committee for the 2011 year. Additionally, all building maintenance issues shall be directed to Councilperson Thom.

Motion was made by Councilperson Timothy Neilans and seconded by Councilperson Ryan Miller authorizing the adoption of this resolution. Resolution duly adopted by the following vote:

Councilperson Ryan Miller, aye	Councilperson Clifford Thom, aye
Supervisor Judith Koehler, aye	Councilperson Timothy Neilans, aye
Councilperson Matthew Passarell, aye	

Resolution #49 Water Committee

Be it resolved that Supervisor Judith Koehler, Councilperson Timothy Neilans, Highway Superintendent Jed Standish and Town Clerk Sarah Basinait will serve on this committee for the 2011 year.

Motion was made by Councilperson Clifford Thom and seconded by Councilperson Matthew Passarell authorizing the adoption of this resolution. Resolution duly adopted by the following vote:

Councilperson Ryan Miller, aye	Councilperson Clifford Thom, aye
Supervisor Judith Koehler, aye	Councilperson Timothy Neilans, aye
Councilperson Matthew Passarell, aye	

Resolution #50 Highway Department Committee

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Be it resolved that Councilperson Ryan Miller will chair this committee for 2011 year.

Motion was made by Councilperson Clifford Thom and seconded by Councilperson Timothy Neilans authorizing the adoption of this resolution. Resolution duly adopted by the following vote:

Councilperson Ryan Miller, nay	Councilperson Clifford Thom, aye
Supervisor Judith Koehler, aye	Councilperson Timothy Neilans, aye
Councilperson Matthew Passarell, aye	

Resolution #51 Deputy Supervisor

Be it resolved that Councilperson Clifford Thom, Sr. is hereby appointed as the Deputy Supervisor, and he will act in the capacity as Supervisor as the need arises.

Motion was made by Councilperson Timothy Neilans and seconded by Councilperson Matthew Passarell authorizing the adoption of this resolution. Resolution duly adopted by the following vote:

Councilperson Ryan Miller, aye	Councilperson Clifford Thom, aye
Supervisor Judith Koehler, aye	Councilperson Timothy Neilans, aye
Councilperson Matthew Passarell, aye	

Resolution #52 Policy Committee

Be it resolved that Supervisor Judith Koehler will chair this committee and that the board shall move methodically toward the adoption of a policy and employee manual that reflects consistency and compliance with regulations and generally accepted practices. This committee shall have secretarial services, access to legal counsel and electronic policy document management support.

Motion was made by Councilperson Timothy Neilans and seconded by Councilperson Clifford Thom authorizing the adoption of this resolution. Resolution duly adopted by the following vote:

Councilperson Ryan Miller, aye	Councilperson Clifford Thom, aye
Supervisor Judith Koehler, aye	Councilperson Timothy Neilans, aye
Councilperson Matthew Passarell, aye	

Resolution #53 Emergency Preparedness Committee

Be it resolved the Councilperson Clifford Thom 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.

Motion was made by Councilperson Timothy Neilans and seconded by Councilperson Matthew Passarell authorizing the adoption of this resolution. Resolution duly adopted by the following vote:

Councilperson Ryan Miller, aye	Councilperson Clifford Thom, aye
Supervisor Judith Koehler, aye	Councilperson Timothy Neilans, aye
Councilperson Matthew Passarell, aye	

Resolution #54 Liaison to Town of Albion Planning Board

Be it resolved that Councilperson Timothy Neilans shall be the liaison to the Town of Albion Planning Board.

Motion was made by Councilperson Matthew Passarell and seconded by Councilperson Ryan Miller authorizing the adoption of this resolution. Resolution duly adopted by the following vote:

Councilperson Ryan Miller, aye	Councilperson Clifford Thom, aye
Supervisor Judith Koehler, aye	Councilperson Timothy Neilans, aye
Councilperson Matthew Passarell, aye	

Resolution #55 Liaison to Town and County

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

Motion was made by Councilperson Timothy Neilans and seconded by Councilperson Ryan Miller authorizing the adoption of this resolution. Resolution duly adopted by the following vote:

