

January 6, 2014
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. Letter of Interest from Issac Robinson – Planning Board Vacancy
10. FYI: Regular Board Meeting – January 13, 2014 at 7:00 pm.
11. Executive Session

6-Jan-14

Town of Albion Organizational Meeting

Please sign in:

1. KEVIN PARKER

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2. DAN STRUB

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

Meeting called to order at 7:00 pm.

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

Present was Councilperson Daniel Poprawski, Councilperson Richard Remley, Supervisor Matthew Passarell, Councilperson Jake Olles and Councilperson Todd Sargent.

Supervisor Matthew Passarell: I need a motion to approve the agenda.

Motion was made Councilperson Richard Remley and was seconded by Councilperson Daniel Poprawski approving the agenda as published and submitted. Motion carried by the following vote:

Councilperson Daniel Poprawski, aye	Councilperson Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, aye
Councilperson Todd Sargent, aye	

Supervisor Matthew Passarell: We will now go through the resolutions of appointments.

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 Cheryl Staines is hereby appointed to the position of Historian at a salary of \$450.00 a year. Motion was made by Councilperson Daniel Poprawski and was seconded by Councilperson Todd Sargent authorizing the adoption of this. Resolution duly adopted by the following vote:

Councilperson Daniel Poprawski, aye	Councilperson Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, aye
Councilperson Todd Sargent, aye	

Resolution 2 Town Constable

Be it resolved that Phil McKenna is hereby appointed Town Constable at a salary of \$150.00 per year. Motion was made by Councilperson Richard Remley and was seconded by Councilperson Todd Sargent authorizing the adoption of this resolution. Resolution duly adopted by the following vote:

Councilperson Daniel Poprawski, aye	Councilperson Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, aye
Councilperson Todd Sargent, aye	

Resolution 3 Bookkeeper to the Supervisor

Be it resolved that Baldwin Business Services is hereby appointed as bookkeeper to the Supervisor and will serve at the pleasure of the Board and will receive a yearly salary of \$3,000.00. Motion was made by Councilperson Daniel Poprawski and was seconded by Councilperson Jake Olles authorizing the

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adoption of this. Resolution duly adopted by the following vote:

Councilperson Daniel Poprawski, aye	Councilperson Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, aye
Councilperson Todd Sargent, aye	

Resolution 4 Budget Officer

Be it resolved that Thomas Baldwin is hereby appointed Budget Officer and will serve at the pleasure of the Board and will receive a yearly salary of \$1,000.00.

Motion was made by Councilperson Daniel Poprawski and was seconded by Councilperson Todd Sargent authorizing the adoption of this. Resolution duly adopted by the following vote:

Councilperson Daniel Poprawski, aye	Councilperson Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, aye
Councilperson Todd Sargent, aye	

Resolution 5 Town Clerk Deputy

Be it resolved that Sara Stirk is hereby appointed to serve as Deputy Town Clerk at a salary of \$14.21 per hour.

Motion was made by Councilperson Jake Olles and was seconded by Councilperson Richard Remley authorizing the adoption of this. Resolution duly adopted by the following vote:

Councilperson Daniel Poprawski, aye	Councilperson Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, aye
Councilperson Todd Sargent, aye	

Resolution 6 Registrar of Vital Statistics

Be it resolved that Sarah M. Basinait is hereby appointed Registrar of Vital Statistics at a salary of \$3,000.00 per year.

Motion was made by Councilperson Richard Remley and was seconded by Councilperson Todd Sargent authorizing the adoption of this. Resolution duly adopted by the following vote:

Councilperson Daniel Poprawski, aye	Councilperson Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, aye
Councilperson Todd Sargent, aye	

Resolution 7 Accounting Firm

Be it resolved that Baldwin Business Services is hereby appointed as accounting firm and will serve at the pleasure of the Board at a yearly salary of \$9,100.00.

Motion was made by Councilperson Daniel Poprawski and was seconded by Councilperson Todd Sargent authorizing the adoption of this. Resolution duly adopted by the following vote:

Councilperson Daniel Poprawski, aye	Councilperson Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, aye
Councilperson Todd Sargent, aye	

Resolution 8 Election Inspector Fees

Be it resolved as follows:

Primary Day: 11:30AM – 9:30PM at \$9.30 per hour – 10 hours - \$93.00

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Registration Day: 12:00PM – 9:00PM at \$45.00 per day.
Election Day: 5:30AM – 9:30PM at \$9.30 per hour – 16 hours - \$148.80
School Attendance at \$25.00

Motion was made by Councilperson Daniel Poprawski and was seconded by Councilperson Richard Remley authorizing the adoption of this. Resolution duly adopted by the following vote:

Councilperson Daniel Poprawski, aye	Councilperson Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, aye
Councilperson Todd Sargent, aye	

Resolution 9 Assessment Review Board

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

Chairman.....\$300.00
Members (4)..\$175.00

Motion was made by Councilperson Richard Remley and was seconded by Councilperson Daniel Poprawski authorizing the adoption of this. Resolution duly adopted by the following vote:

Councilperson Daniel Poprawski, aye	Councilperson Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, aye
Councilperson Todd Sargent, aye	

Resolution 10 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 \$8.00 per hour.

Motion was made by Councilperson Daniel Poprawski and was seconded by Councilperson Todd Sargent authorizing the adoption of this. Resolution duly adopted by the following vote:

Councilperson Daniel Poprawski, aye	Councilperson Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, aye
Councilperson Todd Sargent, aye	

Resolution 11 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.

Motion was made by Councilperson Richard Remley and was seconded by Councilperson Jake Olles authorizing the adoption of this. Resolution duly adopted by the following vote:

Councilperson Daniel Poprawski, aye	Councilperson Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, aye
Councilperson Todd Sargent, aye	

Resolution 12 Water/Sewer Superintendent

Be it resolved that Jed Standish is appointed to the position at a salary of \$20,908.00 per year.

Motion was made by Councilperson Richard Remley and was seconded by Councilperson Jake Olles authorizing the adoption of this. Resolution duly adopted by the following vote:

Councilperson Daniel Poprawski, aye	Councilperson Richard Remley, aye
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Supervisor Matthew Passarell, aye
Councilperson Todd Sargent, aye

Councilperson Jake Olles, aye

Resolution 13 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 Jake Olles and was seconded by Councilperson Richard Remley authorizing the adoption of this. Resolution duly adopted by the following vote:

Councilperson Daniel Poprawski, aye
Supervisor Matthew Passarell, aye
Councilperson Todd Sargent, aye

Councilperson Richard Remley, aye
Councilperson Jake Olles, aye

Resolution 14 Voting Delegates to the Association of Towns

Be it resolved that Councilperson Anthony (Jake) Olles is hereby appointed Delegate to the Association of Towns and the alternate to service in this capacity will be Supervisor Matthew Passarell.

Motion was made by Councilperson Daniel Poprawski and was seconded by Councilperson Todd Sargent authorizing the adoption of this. Resolution duly adopted by the following vote:

Councilperson Daniel Poprawski, aye
Supervisor Matthew Passarell, aye
Councilperson Todd Sargent, aye

Councilperson Richard Remley, aye
Councilperson Jake Olles, aye

Resolution 15 Water/Sewer Clerk

Be it resolved that Sarah M. Basinait is hereby appointed to the position at a salary of \$7,679.00 per year.

Motion was made by Councilperson Jake Olles and was seconded by Councilperson Daniel Poprawski authorizing the adoption of this. Resolution duly adopted by the following vote:

Councilperson Daniel Poprawski, aye
Supervisor Matthew Passarell, aye
Councilperson Todd Sargent, aye

Councilperson Richard Remley, aye
Councilperson Jake Olles, aye

Resolution 16 Elected Officials Salaries

Be it resolved the following salaries of these elected officials:

Board Members Each.....\$3,704.00

Town Clerk.....\$34,920.00

Supervisor.....\$5,750.00

Highway Superintendent....\$53,740.00

Justices...(2) @ \$ 16,480.00 each

Motion was made by Councilperson Daniel Poprawski and was seconded by Councilperson Richard Remley authorizing the adoption of this. Resolution duly adopted by the following vote:

Councilperson Daniel Poprawski, aye
Supervisor Matthew Passarell, aye
Councilperson Todd Sargent, aye

Councilperson Richard Remley, aye
Councilperson Jake Olles, aye

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Resolution 17 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.

Motion was made by Councilperson Daniel Poprawski and was seconded by Councilperson Richard Remley authorizing the adoption of this. Resolution duly adopted by the following vote:

Councilperson Daniel Poprawski, aye	Councilperson Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, aye
Councilperson Todd Sargent, aye	

Resolution 18 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 Richard Remley and was seconded by Councilperson Daniel Poprawski authorizing the adoption of this. Resolution duly adopted by the following vote:

Councilperson Daniel Poprawski, aye	Councilperson Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, aye
Councilperson Todd Sargent, aye	

Resolution 19 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.

Motion was made by Councilperson Jake Olles and was seconded by Councilperson Richard Remley authorizing the adoption of this. Resolution duly adopted by the following vote:

Councilperson Daniel Poprawski, aye	Councilperson Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, aye
Councilperson Todd Sargent, aye	

Resolution 20 Town Clerk's Office Hours

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

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

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

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

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

Motion was made by Councilperson Daniel Poprawski and was seconded by Councilperson Todd Sargent authorizing the adoption of this. Resolution duly adopted by the following vote:

Councilperson Daniel Poprawski, aye	Councilperson Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, aye
Councilperson Todd Sargent, aye	

Resolution 21 Mileage

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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 \$.56 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.

Motion was made by Councilperson Daniel Poprawski and was seconded by Councilperson Richard Remley authorizing the adoption of this. Resolution duly adopted by the following vote:

Councilperson Daniel Poprawski, aye	Councilperson Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, aye
Councilperson Todd Sargent, aye	

Resolution 22 Monthly Meeting

Be it resolved that the monthly meetings shall be held on the second Monday of the month at 7:00PM 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.

Motion was made by Councilperson Daniel Poprawski and was seconded by Councilperson Richard Remley authorizing the adoption of this. Resolution duly adopted by the following vote:

Councilperson Daniel Poprawski, aye	Councilperson Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, aye
Councilperson Todd Sargent, aye	

Resolution 23 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.

Motion was made by Councilperson Daniel Poprawski and was seconded by Councilperson Richard Remley authorizing the adoption of this. Resolution duly adopted by the following vote:

Councilperson Daniel Poprawski, aye	Councilperson Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, aye
Councilperson Todd Sargent, aye	

Resolution 24 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.

Motion was made by Councilperson Daniel Poprawski and was seconded by Councilperson Todd Sargent authorizing the adoption of this. Resolution duly adopted by the following vote:

Councilperson Daniel Poprawski, aye	Councilperson Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, aye
Councilperson Todd Sargent, aye	

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Resolution 25 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, 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.

Motion was made by Councilperson Daniel Poprawski and was seconded by Councilperson Todd Sargent authorizing the adoption of this. Resolution duly adopted by the following vote:

Councilperson Daniel Poprawski, aye	Councilperson Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, aye
Councilperson Todd Sargent, aye	

Resolution 26 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 Tuesday before the Board meeting and before close of business on that day. All vouchers must be itemized, starting dates, event, item purchased, mileage, food, etc. 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.

Motion was made by Councilperson Daniel Poprawski and was seconded by Councilperson Todd Sargent authorizing the adoption of this. Resolution duly adopted by the following vote:

Councilperson Daniel Poprawski, aye	Councilperson Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, aye
Councilperson Todd Sargent, aye	

Resolution 27 Board Minutes

Minutes will be emailed to the Board members ten (10) working days after the meeting. Once minutes are approved the Town Clerk will send them to be posted on the website.

Motion was made by Councilperson Daniel Poprawski and was seconded by Councilperson Todd Sargent authorizing the adoption of this. Resolution duly adopted by the following vote:

Councilperson Daniel Poprawski, aye	Councilperson Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, aye
Councilperson Todd Sargent, aye	

Resolution 28 Attorneys for the Town

Be it resolved that John Gavenda is hereby appointed. 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 or the Supervisor. Attorney Gavenda may call on an as-needed basis.

Motion was made by Councilperson Richard Remley and was seconded by Supervisor Matthew Passarell authorizing the adoption of this. After discussion by the Town Board this resolution was tabled.

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Motion was made by Councilperson Richard Remely and was seconded by Councilperson Daniel Poprawski authorizing tabling this. Motion to table adopted by the following vote:

Councilperson Daniel Poprawski, aye	Councilperson Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, nay
Councilperson Todd Sargent, aye	

Resolution 29 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.

Motion was made by Councilperson Daniel Poprawski and was seconded by Councilperson Richard Remley authorizing the adoption of this. Resolution duly adopted by the following vote:

Councilperson Daniel Poprawski, aye	Councilperson Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, aye
Councilperson Todd Sargent, aye	

Resolution 30 Fair Housing Officer

Be it resolved that Councilperson Todd Sargent is Fair Housing Officer for the 2014 year.

Motion was made by Councilperson Jake Olles and was seconded by Councilperson Richard Remley authorizing the adoption of this. Resolution duly adopted by the following vote:

Councilperson Daniel Poprawski, aye	Councilperson Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, aye
Councilperson Todd Sargent, aye	

Resolution 31 Building and Grounds: Operation and Maintenance

Be it resolved that Councilperson Daniel Poprawski will chair and Code Enforcement Officer Daniel Strong will serve on this committee for the 2014 years. Additionally, all building maintenance issues shall be directed to Councilperson Poprawski.

Motion was made by Councilperson Richard Remley and was seconded by Councilperson Todd Sargent authorizing the adoption of this. Motion carried by the following vote:

Councilperson Daniel Poprawski, aye	Councilperson Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, aye
Councilperson Todd Sargent, aye	

Resolution 32 Water Committee

Be it resolved that Supervisor Matthew Passarell, Councilperson Anthony (Jake) Olles, Highway Superintendent Jed Standish, and Town Clerk Sarah M. Basinait will serve on this committee for the 2014 year.

Motion was made by Councilperson Richard Remely and was seconded by Councilperson Todd Sargent authorizing the adoption of this. Motion carried by the following vote:

Councilperson Daniel Poprawski, aye	Councilperson Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, aye
Councilperson Todd Sargent, aye	

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Resolution 33 Highway Department Liaison

Be it resolved that Councilperson Anthony (Jake) Olles will serve as liaison to the Highway Department for the 2014 year.

Motion was made by Councilperson Todd Sargent and was seconded by Councilperson Daniel Poprawski authorizing the adoption of this. Motion carried by the following vote:

Councilperson Daniel Poprawski, aye	Councilperson Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, aye
Councilperson Todd Sargent, aye	

Resolution 34 Deputy Supervisor

Be it resolved that Councilperson Anthony (Jake) Olles 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 Richard Remley and was seconded by Councilperson Todd Sargent authorizing the adoption of this. Resolution duly adopted by the following vote:

Councilperson Daniel Poprawski, aye	Councilperson Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, nay
Councilperson Todd Sargent, aye	

Resolution 35 Emergency Preparedness Committee

Be it resolved that Councilperson F. Richard Remley will chair this committee and Code Enforcement Officer Daniel Strong will serve on this committee and they 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 and all other involved agencies.

Motion was made by Councilperson Daniel Poprawski and was seconded by Councilperson Todd Sargent authorizing the adoption of this. Resolution duly adopted by the following vote:

Councilperson Daniel Poprawski, aye	Councilperson Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, aye
Councilperson Todd Sargent, aye	

Resolution 36 Liaison to Town of Albion Planning Board

Be it resolved that F. Richard Remley shall be the liaison to the Town of Albion Planning Board.

Motion was made by Councilperson Daniel Poprawski and was seconded by Councilperson Todd Sargent authorizing the adoption of this. Resolution duly adopted by the following vote:

Councilperson Daniel Poprawski, aye	Councilperson Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, aye
Councilperson Todd Sargent, aye	

Resolution 37 Liaison to Town and County

Be it resolved that Councilperson Todd Sargent 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 Daniel Poprawski and was seconded by Councilperson Richard Remley authorizing the adoption of this. Resolution duly adopted by the following vote:

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Councilperson Daniel Poprawski, aye
Supervisor Matthew Passarell, aye
Councilperson Todd Sargent, aye

Councilperson Richard Remley, aye
Councilperson Jake Olles, aye

Supervisor Matthew Passarell: Next item is a letter from Isaac Robinson. We will move this to the 13th meeting. I would like a motion to go into executive session.

Motion was made by Councilperson Jake Olles and was seconded by Councilperson Richard Remely to enter executive Session at 7:46 pm for the discussion of a specific personnel policy. Motion carried by the following vote:

Councilperson Daniel Poprawski, aye
Supervisor Matthew Passarell, aye
Councilperson Todd Sargent, aye

Councilperson Richard Remley, aye
Councilperson Jake Olles, aye