

January 4, 2018
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. Swearing in of newly elected officials – Justice Gary Moore
8. Motion to approve agenda
9. Resolution of Appointments
10. Resolution – Funds Transfers (Wire) Five Star Bank
11. Wage Increase for part-time highway employees – Michael Neidert
12. Executive Session

1-4-18 - Organizational Meeting

Please sign in:

1.

Kim Ransley

2.

3.

4.

5.

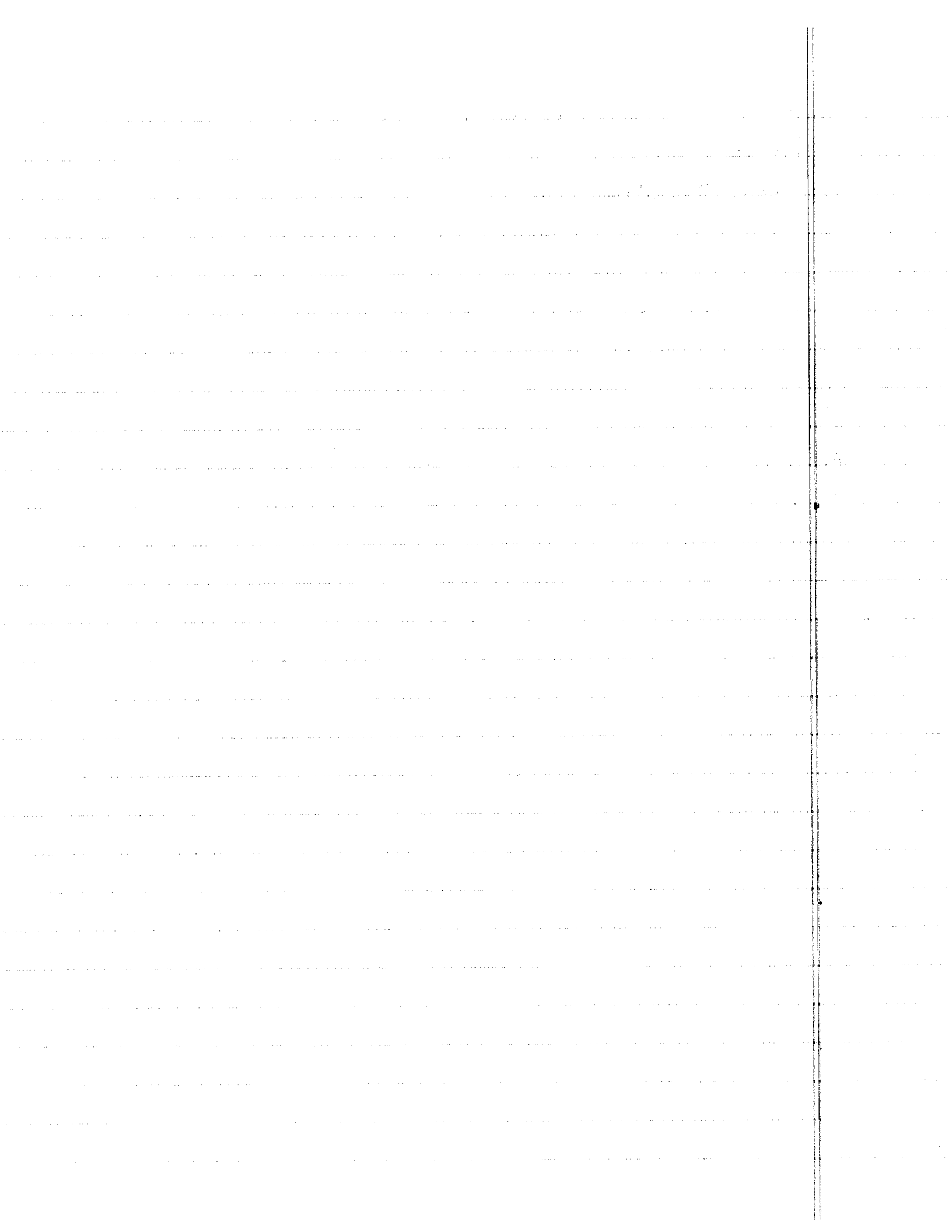
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7.

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10.



January 4, 2018

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 were Councilperson Darlene Benton Councilperson Matthew Passarell, Supervisor Richard Remley and Councilperson Jake Olles. Absent was Councilperson Arnold Allen.

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

Motion was made by Councilperson Matthew Passarell and was seconded by Councilperson Darlene Benton approving the agenda with the changes. Motion carried by the following vote:

Councilperson Darlene Benton, aye	Councilperson Matthew Passarell, aye
Supervisor Richard Remley, aye	Councilperson Jake Olles, aye
Councilperson Arnold Allen, absent	

Supervisor Richard Remley: We will now have 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 Ian Mowatt is hereby appointed to the position of Historian at a salary of \$450.00 per year.

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

Councilperson Darlene Benton, aye	Councilperson Matthew Passarell, aye
Supervisor Richard Remley, aye	Councilperson Jake Olles, aye
Councilperson Arnold Allen, absent	

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 Jake Olles and was seconded by Councilperson Darlene Benton authorizing the adoption of this resolution. Resolution duly adopted by the following vote:

Councilperson Darlene Benton, aye	Councilperson Matthew Passarell, aye
Supervisor Richard Remley, aye	Councilperson Jake Olles, aye
Councilperson Arnold Allen, absent	

Resolution 3 Deputy Supervisor

Be it resolved that Councilperson Matthew Passarell 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 Darlene Benton and was seconded by Councilperson Jake Olles authorizing the adoption of this resolution. Resolution duly adopted by the following vote:

Councilperson Darlene Benton, aye	Councilperson Matthew Passarell, aye
Supervisor Richard Remley, aye	Councilperson Jake Olles, aye
Councilperson Arnold Allen, absent	

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 are 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.

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

Councilperson Darlene Benton, aye	Councilperson Matthew Passarell, aye
Supervisor Richard Remley, aye	Councilperson Jake Olles, aye
Councilperson Arnold Allen, absent	

Resolution 5 Water/Sewer Superintendent

Be it resolved that Michael Neidert is appointed to the position at a salary of \$21,325.00 per year.

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

Councilperson Darlene Benton, aye	Councilperson Matthew Passarell, aye
Supervisor Richard Remley, aye	Councilperson Jake Olles, aye
Councilperson Arnold Allen, absent	

Resolution 6 Water/Sewer Clerk

Be it resolved that Sarah Basinait is hereby appointed to the position at a salary of \$7,988.00 per year.

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

Councilperson Darlene Benton, aye	Councilperson Matthew Passarell, aye
Supervisor Richard Remley, aye	Councilperson Jake Olles, aye
Councilperson Arnold Allen, absent	

Resolution #7 Registrar of Vital Statistics

Be it resolved that Sarah Basinait is hereby appointed Registrar of Vital Statistics at a salary of \$3,184.00 per year.

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

Councilperson Darlene Benton, aye	Councilperson Matthew Passarell, aye
Supervisor Richard Remley, aye	Councilperson Jake Olles, aye
Councilperson Arnold Allen, absent	

Resolution #8 Town Clerk Deputy

Be it resolved that Miranda Allen is hereby appointed to serve as Deputy Town Clerk at a salary of \$14.81 per hour.

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

Councilperson Darlene Benton, aye	Councilperson Matthew Passarell, aye
Supervisor Richard Remley, aye	Councilperson Jake Olles, aye
Councilperson Arnold Allen, absent	

Resolution #9 Town Clerk's Office Hours

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

January 4, 2018

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 Matthew Passarell and was seconded by Councilperson Jake Olles authorizing the adoption of this resolution. Resolution duly adopted by the following vote:

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

Councilperson Matthew Passarell, aye
Councilperson Jake Olles, aye

Resolution #10 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 Matthew Passarell and was seconded by Councilperson Jake Olles authorizing the adoption of this resolution. Resolution duly adopted by the following vote:

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

Councilperson Matthew Passarell, aye
Councilperson Jake Olles, aye

Resolution #11 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.

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

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

Councilperson Matthew Passarell, aye
Councilperson Jake Olles, aye

Resolution #12 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 Matthew Passarell and was seconded by Councilperson Jake Olles authorizing the adoption of this resolution. Resolution duly adopted by the following vote:

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

Councilperson Matthew Passarell, aye
Councilperson Jake Olles, aye

Resolution #13 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 Darlene Benton and was seconded by Councilperson Jake Olles authorizing the adoption of this resolution. Resolution duly adopted by the following vote:

Councilperson Darlene Benton, aye Councilperson Matthew Passarell, aye
Supervisor Richard Remley, aye Councilperson Jake Olles, aye
Councilperson Arnold Allen, absent

Resolution #14 Bookkeeper to the Supervisor

Be it resolved that EFPR Solutions be appointed as bookkeeper to the Supervisor for 2018.

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

Councilperson Darlene Benton, aye Councilperson Matthew Passarell, aye
Supervisor Richard Remley, aye Councilperson Jake Olles, aye
Councilperson Arnold Allen, absent

Resolution #15 Budget Officer

Be it resolved that Supervisor Richard Remley is hereby appointed as Budget Officer.

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

Councilperson Darlene Benton, aye Councilperson Matthew Passarell, aye
Supervisor Richard Remley, aye Councilperson Jake Olles, aye
Councilperson Arnold Allen, absent

Resolution #16 Supervisor Monthly Report Auditing

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

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

Councilperson Darlene Benton, aye Councilperson Matthew Passarell, aye
Supervisor Richard Remley, aye Councilperson Jake Olles, aye
Councilperson Arnold Allen, absent

Resolution #17 Accounting Firm

Be it resolved EFPR Solutions is hereby appointed as accounting firm and will serve at the pleasure of the Board.

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

Councilperson Darlene Benton, aye Councilperson Matthew Passarell, aye
Supervisor Richard Remley, aye Councilperson Jake Olles, aye
Councilperson Arnold Allen, absent

Resolution #18 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 Friday 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. 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.

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

Councilperson Darlene Benton, aye	Councilperson Matthew Passarell, aye
Supervisor Richard Remley, aye	Councilperson Jake Olles, aye
Councilperson Arnold Allen, absent	

Resolution #19 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 Darlene Benton and was seconded by Councilperson Jake Olles authorizing the adoption of this resolution. Resolution duly adopted by the following vote:

Councilperson Darlene Benton, aye	Councilperson Matthew Passarell, aye
Supervisor Richard Remley, aye	Councilperson Jake Olles, aye
Councilperson Arnold Allen, absent	

Resolution #20 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 Matthew Passarell and was seconded by Councilperson Jake Olles authorizing the adoption of this resolution. Resolution duly adopted by the following vote:

Councilperson Darlene Benton, aye	Councilperson Matthew Passarell, aye
Supervisor Richard Remley, aye	Councilperson Jake Olles, aye
Councilperson Arnold Allen, absent	

Resolution #21 Bank Depositories

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

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

Councilperson Darlene Benton, aye	Councilperson Matthew Passarell, aye
Supervisor Richard Remley, aye	Councilperson Jake Olles, aye
Councilperson Arnold Allen, absent	

Resolution #22 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 Darlene Benton and was seconded by Councilperson Matthew Passarell authorizing the adoption of this resolution. Resolution duly adopted by the following vote:

Councilperson Darlene Benton, aye	Councilperson Matthew Passarell, aye
Supervisor Richard Remley, aye	Councilperson Jake Olles, aye

Councilperson Arnold Allen, absent

Resolution #23 Election Inspector Fees

Be it resolved as follows:

- Primary Day: 11:30AM – 9:30PM at \$10.40 per hour – 10 hrs. - \$104.00
- Registration Day: 12:00PM – 9:00PM at \$10.40 per hour – 9 hrs. - \$93.60
- Election Day: 5:30AM – 9:30PM at \$10.40 per hour – 16 hrs.- \$166.40
- School Attendance at \$25.00

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

- Councilperson Darlene Benton, aye
- Supervisor Richard Remley, aye
- Councilperson Arnold Allen, absent
- Councilperson Matthew Passarell, aye
- Councilperson Jake Olles, aye

Resolution #24 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 Matthew Passarell and was seconded by Councilperson Jake Olles authorizing the adoption of this resolution. Resolution duly adopted by the following vote:

- Councilperson Darlene Benton, aye
- Supervisor Richard Remley, aye
- Councilperson Arnold Allen, absent
- Councilperson Matthew Passarell, aye
- Councilperson Jake Olles, aye

Resolution #25 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 \$9.70 per hour.

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

- Councilperson Darlene Benton, aye
- Supervisor Richard Remley, aye
- Councilperson Arnold Allen, absent
- Councilperson Matthew Passarell, aye
- Councilperson Jake Olles, aye

Resolution # 26 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 Matthew Passarell and was seconded by Councilperson Darlene Benton authorizing the adoption of this resolution. Resolution duly adopted by the following vote:

- Councilperson Darlene Benton, aye
- Supervisor Richard Remley, aye
- Councilperson Arnold Allen, absent
- Councilperson Matthew Passarell, aye
- Councilperson Jake Olles, aye

Resolution # 27 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.

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

Councilperson Darlene Benton, aye	Councilperson Matthew Passarell, aye
Supervisor Richard Remley, aye	Councilperson Jake Olles, aye
Councilperson Arnold Allen, absent	

Resolution #28 Voting Delegates to the Association of Towns

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

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

Councilperson Darlene Benton, aye	Councilperson Matthew Passarell, aye
Supervisor Richard Remley, aye	Councilperson Jake Olles, aye
Councilperson Arnold Allen, absent	

Resolution #29 Elected Officials Salaries

Be it resolved the following salaries of these elected officials:

Board Members Each.....	\$3,854.00
Town Clerk.....	\$37,800.00
Supervisor.....	\$5,982.00
Highway Superintendent....	\$57,029.00
Justices.....	\$17,841.00 each

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

Councilperson Darlene Benton, aye	Councilperson Matthew Passarell, aye
Supervisor Richard Remley, aye	Councilperson Jake Olles, aye
Councilperson Arnold Allen, absent	

Resolution #30 Court Clerk

Be it resolved that Denise Cornick is hereby appointed as Court Clerk to Justice Gary Moore at a salary of \$45,787.00 for 2018.

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

Councilperson Darlene Benton, aye	Councilperson Matthew Passarell, aye
Supervisor Richard Remley, aye	Councilperson Jake Olles, aye
Councilperson Arnold Allen, absent	

Resolution #31 Court Clerk

Be it resolved that Alyssa Swanger is hereby appointed as Court Clerk to Justice Joseph Fuller at an hourly salary of \$14.08 for 2018.

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

Councilperson Darlene Benton, aye	Councilperson Matthew Passarell, aye
Supervisor Richard Remley, aye	Councilperson Jake Olles, aye
Councilperson Arnold Allen, absent	

Resolution #32 Code Enforcement Officer

January 4, 2018

Be it resolved that Daniel Strong is hereby appointed as Code Enforcement Officer at a salary of \$47,940.00 for 2018.

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

Councilperson Darlene Benton, aye	Councilperson Matthew Passarell, aye
Supervisor Richard Remley, aye	Councilperson Jake Olles, aye
Councilperson Arnold Allen, absent	

Resolution #33 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 Darlene Benton and was seconded by Councilperson Matthew Passarell authorizing the adoption of this resolution. Resolution duly adopted by the following vote:

Councilperson Darlene Benton, aye	Councilperson Matthew Passarell, aye
Supervisor Richard Remley, aye	Councilperson Jake Olles, aye
Councilperson Arnold Allen, absent	

Resolution #34 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 \$.545per 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 Matthew Passarell and was seconded by Councilperson Jake Olles authorizing the adoption of this resolution. Resolution duly adopted by the following vote:

Councilperson Darlene Benton, aye	Councilperson Matthew Passarell, aye
Supervisor Richard Remley, aye	Councilperson Jake Olles, aye
Councilperson Arnold Allen, absent	

Resolution #35 Fair Housing Officer

Be it resolved that Councilperson Arnold Allen is Fair Housing Officer for the 2018 year.

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

Councilperson Darlene Benton, aye	Councilperson Matthew Passarell, aye
Supervisor Richard Remley, aye	Councilperson Jake Olles, aye
Councilperson Arnold Allen, absent	

Resolution #36 Building and Grounds: Operation and Maintenance

Be it resolved that Councilperson Arnold Allen will chair and Councilperson Jake Olles will serve on this committee for the 2018 year. Additionally, all building maintenance issues shall be directed to Code Enforcement Officer Daniel Strong.

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

Councilperson Darlene Benton, aye	Councilperson Matthew Passarell, aye
Supervisor Richard Remley, aye	Councilperson Jake Olles, aye
Councilperson Arnold Allen, absent	

January 4, 2018

Resolution #37 Water Committee

Be it resolved that Councilperson F. Richard Remley, Highway Superintendent Michael Neidert and Councilperson Matthew Passarell will serve on this committee for the 2018 year.

Motion was made by Councilperson Darlene Benton and was seconded by Councilperson Arnold Allen authorizing the adoption of this resolution. Resolution duly adopted by the following vote:

Councilperson Darlene Benton, aye	Councilperson Matthew Passarell, aye
Supervisor Richard Remley, aye	Councilperson Jake Olles, aye
Councilperson Arnold Allen, absent	

Resolution #38 Highway Department Liaison

Be it resolved that Supervisor F. Richard Remley will serve as liaison to the Highway Department for the 2018 year.

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

Councilperson Darlene Benton, aye	Councilperson Matthew Passarell, aye
Supervisor Richard Remley, aye	Councilperson Jake Olles, aye
Councilperson Arnold Allen, absent	

Resolution #39 Emergency Preparedness Committee

Be it resolved that Councilperson Arnold Allen 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 Matthew Passarell and was seconded by Councilperson Darlene Benton authorizing the adoption of this resolution. Resolution duly adopted by the following vote:

Councilperson Darlene Benton, aye	Councilperson Matthew Passarell, aye
Supervisor Richard Remley, aye	Councilperson Jake Olles, aye
Councilperson Arnold Allen, absent	

Resolution #40 Liaison to Town of Albion Planning Board

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

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

Councilperson Darlene Benton, aye	Councilperson Matthew Passarell, aye
Supervisor Richard Remley, aye	Councilperson Jake Olles, aye
Councilperson Arnold Allen, absent	

Resolution #41 Liaison to Town and County

Be it resolved that Code Enforcement Officer Daniel Strong 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 Matthew Passarell and was seconded by Councilperson Jake Olles authorizing the adoption of this resolution. Resolution duly adopted by the following vote:

Councilperson Darlene Benton, aye	Councilperson Matthew Passarell, aye
Supervisor Richard Remley, aye	Councilperson Jake Olles, aye
Councilperson Arnold Allen, absent	

Resolution #42 Town Representative to the Village

Be it resolved that Councilperson Jake Olles and Councilperson Matthew Passarell will serve as Town representatives to the Village for the purpose of ensuring better cooperation in joint municipal agreements and communication.

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

Councilperson Darlene Benton, aye	Councilperson Matthew Passarell, aye
Supervisor Richard Remley, aye	Councilperson Jake Olles, aye
Councilperson Arnold Allen, absent	

Resolution #43 Town Economic Development Committee

Be it resolved that Councilperson Darlene Benton will chair and Councilperson Jake Olles will serve as Economic Development representatives of the Town for 2018.

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

Councilperson Darlene Benton, aye	Councilperson Matthew Passarell, aye
Supervisor Richard Remley, aye	Councilperson Jake Olles, aye
Councilperson Arnold Allen, absent	

Resolution #44 Payroll Provider

Be it resolved that Complete Payroll will be the payroll provider to the Town of Albion for 2018.

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

Councilperson Darlene Benton, aye	Councilperson Matthew Passarell, aye
Supervisor Richard Remley, aye	Councilperson Jake Olles, aye
Councilperson Arnold Allen, absent	

Resolution #45 Direct Deposit

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

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

Councilperson Darlene Benton, aye	Councilperson Matthew Passarell, aye
Supervisor Richard Remley, aye	Councilperson Jake Olles, aye
Councilperson Arnold Allen, absent	

Resolution #46 Reporting Hourly Employee Time

Be it resolved that Town representatives with hourly employees will report to the Town Supervisor 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.

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

Councilperson Darlene Benton, aye	Councilperson Matthew Passarell, aye
Supervisor Richard Remley, aye	Councilperson Jake Olles, aye
Councilperson Arnold Allen, absent	

Resolution #47 Town Engineer

Be it resolved that Chatfield Engineers shall be the Town Engineer for 2018. 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.

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

Councilperson Darlene Benton, aye	Councilperson Matthew Passarell, aye
Supervisor Richard Remley, aye	Councilperson Jake Olles, aye
Councilperson Arnold Allen, absent	

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 Matthew Passarell and was seconded by Councilperson Darlene Benton authorizing the adoption of this resolution. Resolution duly adopted by the following vote:

Councilperson Darlene Benton, aye	Councilperson Matthew Passarell, aye
Supervisor Richard Remley, aye	Councilperson Jake Olles, aye
Councilperson Arnold Allen, absent	

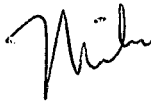
Supervisor Richard Remley: I need a motion to close.

Motion was made by Councilperson Matthew Passarell and was seconded by Councilperson Jake Olles to close the meeting at 7:23 pm. Motion carried by the following vote:

Councilperson Darlene Benton, aye	Councilperson Matthew Passarell, aye
Supervisor Richard Remley, aye	Councilperson Jake Olles, aye
Councilperson Arnold Allen, absent	

Memo

To: TOWN BOARD
From: MICHAEL NEIDERT
cc:
Date: December 27, 2017
Re: PART TIME HELP



My part time help is very valuable to me AND the town not only in work performed but in a cost savings to the town. These employees do everything the full time employees do and that includes giving up their private lives to help clear roads in the winter. In preparation for the organizational meeting in January I would like to present the following for consideration regarding part time help.

Pay increase from \$16.00/hr to \$18.00/hr

Paid double time for hours worked on Thanksgiving, Christmas and New Years

Paid time and one half for hours worked on any other town observed holiday

Although the part time employees are not in the Union I feel they should receive the same pay benefits as outlined above. I do have money in my budget to cover these increases for 2018.