

January 4, 2016
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. Swearing in of newly elected officials
7. Public Comment
8. Motion to approve agenda
9. Resolution of Appointments
10. Executive Session

4-Jan-16

Town of Albion Organizational Meeting

Please sign in:

PETE SIDARI

- | | |
|-----------|-----------|
| 1. _____ | 28. _____ |
| 2. _____ | 29. _____ |
| 3. _____ | 30. _____ |
| 4. _____ | 31. _____ |
| 5. _____ | 32. _____ |
| 6. _____ | 33. _____ |
| 7. _____ | 34. _____ |
| 8. _____ | 35. _____ |
| 9. _____ | 36. _____ |
| 10. _____ | 37. _____ |
| 11. _____ | 38. _____ |
| 12. _____ | 39. _____ |
| 13. _____ | 40. _____ |
| 14. _____ | 41. _____ |
| 15. _____ | 42. _____ |
| 16. _____ | 43. _____ |
| 17. _____ | 44. _____ |
| 18. _____ | 45. _____ |
| 19. _____ | 46. _____ |
| 20. _____ | 47. _____ |
| 21. _____ | 48. _____ |
| 22. _____ | 49. _____ |
| 23. _____ | 50. _____ |
| 24. _____ | 51. _____ |
| 25. _____ | 52. _____ |
| 26. _____ | 53. _____ |
| 27. _____ | 54. _____ |

January 4, 2016

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 Richard Remley, Supervisor Matthew Passarell and Councilperson Todd Sargent. Absent was Councilperson Jake Olles.

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

Motion was made by Councilperson Jake Olles and was seconded by Councilperson Richard Remley approving the agenda. Motion carried by the following vote:

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

Supervisor Matthew Passarell: Next will be 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 Richard Remley and was seconded by Councilperson Todd Sargent authorizing the adoption of this resolution. Resolution duly adopted by the following vote:

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

Resolution 2 Town Constable

Be it resolved that Phil McKenna is hereby appointed Town Constable at a salary of \$100.00 per year.

Motion was made by Councilperson Todd Sargent 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 Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, absent
Councilperson Todd Sargent, aye	

Resolution 3 Deputy Supervisor

Be it resolved that Councilperson Richard Remley 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 Todd Sargent 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 Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, absent
Councilperson Todd Sargent, aye	

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

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

Resolution 5 Water/Sewer Superintendent

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

Motion was made by Councilperson Todd Sargent 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 Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, absent
Councilperson Todd Sargent, aye	

Resolution 6 Water/Sewer Clerk

Be it resolved that Sarah Basinait is hereby appointed to the position at a salary of \$7,679.00 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 Darlene Benton, aye	Councilperson Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, absent
Councilperson Todd Sargent, aye	

Resolution #7 Registrar of Vital Statistics

Be it resolved that Sarah Basinait is hereby appointed Registrar of Vital Statistics at a salary of \$3,060.00 per year.

Motion was made by Councilperson Todd Sargent 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 Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, absent
Councilperson Todd Sargent, aye	

Resolution #8 Town Clerk Deputy

Be it resolved that Sara Stirk is hereby appointed to serve as Deputy Town Clerk at a salary of \$14.78 per hour.

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

Resolution #9 Town Clerk's Office Hours

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

January 4, 2016

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 Todd Sargent 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 Richard Remley, aye

Supervisor Matthew Passarell, aye

Councilperson Jake Olles, absent

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

Councilperson Darlene Benton, aye

Councilperson Richard Remley, aye

Supervisor Matthew Passarell, aye

Councilperson Jake Olles, absent

Councilperson Todd Sargent, 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 Todd Sargent 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 Richard Remley, aye

Supervisor Matthew Passarell, aye

Councilperson Jake Olles, absent

Councilperson Todd Sargent, 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 Richard Remley 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 Richard Remley, aye

Supervisor Matthew Passarell, aye

Councilperson Jake Olles, absent

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

Resolution #14 Bookkeeper to the Supervisor

Be it resolved that EFPR Solutions be appointed as bookkeeper to the Supervisor for 2016.

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

Resolution #15 Budget Officer

Be it resolved that Supervisor Matthew Passarell is hereby appointed Budget Officer at a salary of \$1,000.00.

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

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

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

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

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

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

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 Todd Sargent authorizing the adoption of this resolution. Resolution duly adopted by the following vote:

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

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

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

Resolution #21 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 Todd Sargent authorizing the adoption of this resolution. Resolution duly adopted by the following vote:

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

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

January 4, 2016

Councilperson Darlene Benton, aye
Supervisor Matthew Passarell, aye
Councilperson Todd Sargent, aye

Councilperson Richard Remley, aye
Councilperson Jake Olles, absent

Resolution #23 Election Inspector Fees

Be it resolved as follows:

Primary Day: 11:30AM – 9:30PM at \$9.30 per hour – 10 hrs. - \$93.00
Registration Day: 12:00PM – 9:00PM at \$9.30 per hour – 9 hrs. - \$83.70
Election Day: 5:30AM – 9:30PM at \$9.30 per hour – 16 hrs.- \$148.80
School Attendance at \$25.00

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 Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, absent
Councilperson Todd Sargent, 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 Richard Remley and was seconded by Councilperson Todd Sargent authorizing the adoption of this resolution. Resolution duly adopted by the following vote:

Councilperson Darlene Benton, aye	Councilperson Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, absent
Councilperson Todd Sargent, 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 \$8.75 per hour.

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 Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, absent
Councilperson Todd Sargent, 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 Richard Remley and was seconded by Councilperson Todd Sargent authorizing the adoption of this resolution. Resolution duly adopted by the following vote:

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

Resolution # 27 Official Newspaper

January 4, 2016

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.

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

Resolution #28 Voting Delegates to the Association of Towns

Be it resolved that Councilperson Richard Remley 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 Todd Sargent 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 Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, absent
Councilperson Todd Sargent, aye	

Resolution #29 Elected Officials Salaries

Be it resolved the following salaries of these elected officials:

Board Members Each.....\$3,704.00
Town Clerk.....\$36,330.00
Supervisor.....\$5,750.00
Highway Superintendent....\$54,815.00
Justices.....\$17,146.00 each

Motion was made by Councilperson Richard Remley 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 Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, absent
Councilperson Todd Sargent, aye	

Resolution #30 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 Richard Remley authorizing the adoption of this resolution. Resolution duly adopted by the following vote:

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

Resolution #31 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 \$.54 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 Richard Remley 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 Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, absent
Councilperson Todd Sargent, aye	

Resolution #32 Fair Housing Officer

Be it resolved that Councilperson Todd Sargent is Fair Housing Officer for the 2016 year.

Motion was made by Councilperson Richard Remley 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 Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, absent
Councilperson Todd Sargent, abstain	

Resolution #33 Building and Grounds: Operation and Maintenance

Be it resolved that Councilperson Todd Sargent will chair and Councilperson Richard Remley will serve on this committee for the 2016 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 Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, absent
Councilperson Todd Sargent, aye	

Resolution #34 Water Committee

Be it resolved that Supervisor Matthew Passarell, Highway Superintendent Michael Neidert and Councilperson Richard Remley will serve on this committee for the 2016 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 Darlene Benton, aye	Councilperson Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, absent
Councilperson Todd Sargent, aye	

Resolution #35 Highway Department Liaison

Be it resolved that Supervisor Matthew Passarell will serve as liaison to the Highway Department for the 2016 year.

Motion was made by Councilperson Richard Remley 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 Richard Remley, aye
Supervisor Matthew Passarell, abstain	Councilperson Jake Olles, absent
Councilperson Todd Sargent, aye	

Resolution #36 Emergency Preparedness Committee

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

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

Resolution #37 Liaison to Town of Albion Planning Board

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

Motion was made by Councilperson Richard Remley 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 Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, absent
Councilperson Todd Sargent, aye	

Resolution #38 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 Todd Sargent 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 Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, absent
Councilperson Todd Sargent, aye	

Resolution #39 Town Representative to the Village

Be it resolved that Councilperson Jake Olles and Councilperson Darlene Benton 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 Todd Sargent 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 Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, absent
Councilperson Todd Sargent, aye	

Resolution #40 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 2016.

Motion was made by Councilperson Todd Sargent 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 Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, absent
Councilperson Todd Sargent, aye	

Resolution #41 Payroll Provider

Be it resolved that Complete Payroll will be the payroll provider to the Town of Albion for 2016.

January 4, 2016

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

Resolution #42 Direct Deposit

Be it resolved that all employee paychecks will be sent through direct deposit beginning the second week of January 2016. Employees are required to provide the Town Supervisor with a voided check or voided deposit slip for the account they wish to use by Wednesday 1/6/2016.

Motion was made by Councilperson Richard Remley 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 Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, absent
Councilperson Todd Sargent, aye	

Resolution #43 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 Wednesday unless otherwise communicated by the Supervisor.

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

Resolution #44 Town Engineer

Be it resolved that Chatfield Engineers shall be the Town Engineer for 2016. 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.

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

Supervisor Matthew Passarell: I need a motion to close.

Motion was made by Councilperson Richard Remley and was seconded by Councilperson Darlene Benton to close the meeting at 7:36 pm. Motion carried by the following vote:

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



CHATFIELD ENGINEERS, P.C. • 2800 Dewey Avenue • Rochester, New York 14616
(585) 227-6040 • Fax (585) 227-4233

December 1, 2015

Supervisor Matthew Passarell
and Town Board Members
Town of Albion
3665 Clarendon Road
Albion, NY 14411

RE: Town of Albion Town Engineering Services

Dear Matt and Town Board Members:

We respectfully request to be reappointed as "**Town Engineer**" for the upcoming 2016 calendar year.

We have faithfully served the needs of the community since **1992** (our first year in business), and have completed numerous projects on your behalf, including providing valuable assistance to the Town Planning Board and Town support staff.

We have attached a copy of our 2016 Standard Hourly Rates for General Engineering Services. Existing Capital Projects will remain at the previously agreed upon rates and fees.

We have also provided you with a copy of our updated Employee Contact List.

At your convenience, we encourage you to take a look at our website, www.chatfieldengineers.com which highlights the wide variety of our experience and several of our projects completed.

Upon your review, should you have any questions, please do not hesitate to call.

Sincerely,

Paul R. Chatfield, P.E.

Enc.

Copies with Enclosures by Email Only to:
Sarah Basinait, Town Clerk
Michael Neidert, Highway Superintendent-Elect

CHATFIELD ENGINEERS, P.C. 2016 HOURLY BILLING RATES

ENGINEERING DEPARTMENT

Principals	\$112.00
Project Managers	\$100.00
Project Engineers	
Level 1	\$ 76.00
Level 2	\$ 72.00
Level 3	\$ 66.00
Project Technicians	\$ 56.00
CAD Draftsperson	\$ 56.00

CONSTRUCTION DEPARTMENT

Resident Project Representatives	\$ 66.00
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ENGINEERING SPECIALISTS

Mechanical Engineer	\$112.00
Electrical Engineer	\$112.00
Structural Engineer	\$112.00
Environmental Engineer	\$112.00

Surveying and Architectural Fees quoted on an as needed basis.

