

January 5, 2017  
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. Bids received for cleaning Town hall
10. Declare surplus equipment – Michael Neidert
11. Executive Session

5-Jan-17

Town of Albion Organizational Meeting

Please sign in:

1. Allen Turner

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January 5, 2017

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 Arnold Allen. Absent was Councilperson Jake Olles

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

**Motion was made by Councilperson Richard Remley and was seconded by Councilperson Darlene Benton approving the agenda with the changes. Motion carried by the following vote:**

<b>Councilperson Darlene Benton, aye</b>	<b>Councilperson Richard Remley, aye</b>
<b>Supervisor Matthew Passarell, aye</b>	<b>Councilperson Jake Olles, absent</b>
<b>Councilperson Arnold Allen, aye</b>	

Supervisor Matthew Passarell: We received one bid for cleaning services.

**Code Officer Daniel Strong explained to the Board that three individuals had picked up the bid specifications for cleaning of the Town hall but only one bid was received from SAVE Time Cleaning Services.**

Supervisor Matthew Passarell: I need a motion to accept this.

**Motion was made by Councilperson Darlene Benton and was seconded by Councilperson Richard Remley authorizing the acceptance of a bid from SAVE Time Cleaning Services for the cleaning of the Town hall as per bid proposal received and filed in its entirety with these minutes.**

<b>Councilperson Darlene Benton, aye</b>	<b>Councilperson Richard Remley, aye</b>
<b>Supervisor Matthew Passarell, aye</b>	<b>Councilperson Jake Olles, absent</b>
<b>Councilperson Arnold Allen, aye</b>	

Supervisor Matthew Passarell: I need a motion declaring surplus highway equipment.

**Motion was made by Councilperson Richard Remley and was seconded by Councilperson Darlene Benton authorizing the Ford F800 and the box only from the 2012 Chevy 3500 as surplus equipment as per Highway Superintendent Michael Neidert.**

<b>Councilperson Darlene Benton, aye</b>	<b>Councilperson Richard Remley, aye</b>
<b>Supervisor Matthew Passarell, aye</b>	<b>Councilperson Jake Olles, absent</b>
<b>Councilperson Arnold Allen, aye</b>	

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.**

January 5, 2017

Motion was made by Councilperson Richard Remley 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 Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, absent
Councilperson Arnold Allen, 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 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 Arnold Allen, aye	

#### Resolution 3 Deputy Supervisor

Be it resolved that Councilperson 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 Arnold Allen 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 Arnold Allen, 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 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 Arnold Allen, aye	

#### 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 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 Arnold Allen, aye	

#### Resolution 6 Water/Sewer Clerk

Be it resolved that Sarah Basinait is hereby appointed to the position at a salary of \$7,831.00 per year.

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:

January 5, 2017

Councilperson Darlene Benton, aye  
Supervisor Matthew Passarell, aye  
Councilperson Arnold Allen, aye

Councilperson Richard Remley, aye  
Councilperson Jake Olles, absent

**Resolution #7 Registrar of Vital Statistics**

Be it resolved that Sarah Basinait is hereby appointed Registrar of Vital Statistics at a salary of \$3,121.00 per year.

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  
Supervisor Matthew Passarell, aye  
Councilperson Arnold Allen, aye

Councilperson Richard Remley, aye  
Councilperson Jake Olles, absent

**Resolution #8 Town Clerk Deputy**

Be it resolved that Sara Stirk is hereby appointed to serve as Deputy Town Clerk at a salary of \$15.08 per hour.

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  
Supervisor Matthew Passarell, aye  
Councilperson Arnold Allen, aye

Councilperson Richard Remley, aye  
Councilperson Jake Olles, absent

**Resolution #9 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 Arnold Allen 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 Matthew Passarell, aye  
Councilperson Arnold Allen, aye

Councilperson Richard Remley, aye  
Councilperson Jake Olles, absent

**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 Darlene Benton authorizing the adoption of this resolution. Resolution duly adopted by the following vote:

Councilperson Darlene Benton, aye  
Supervisor Matthew Passarell, aye  
Councilperson Arnold Allen, aye

Councilperson Richard Remley, aye  
Councilperson Jake Olles, absent

**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.

January 5, 2017

Motion was made by Councilperson Arnold Allen 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 Arnold Allen, 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 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 Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, absent
Councilperson Arnold Allen, 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 Richard Remley 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 Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, absent
Councilperson Arnold Allen, aye	

**Resolution #14 Bookkeeper to the Supervisor**

Be it resolved that EFPR Solutions be appointed as bookkeeper to the Supervisor for 2017.

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

January 5, 2017

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 Arnold Allen, aye	

**Resolution #21                      Bank Depositories**

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

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

**Resolution #23                      Election Inspector Fees**

Be it resolved as follows:

Primary Day:	11:30AM – 9:30PM at \$9.70 per hour – 10 hrs. - \$97.00
Registration Day:	12:00PM – 9:00PM at \$9.70 per hour – 9 hrs. - \$87.30
Election Day:	5:30AM – 9:30PM at \$9.70 per hour – 16 hrs.- \$155.20
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 Arnold Allen, 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 Arnold Allen 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 Arnold Allen, 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 Richard Remley 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 Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, absent
Councilperson Arnold Allen, 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 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 Arnold Allen, 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.

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

**Resolution #29                      Elected Officials Salaries**

Be it resolved the following salaries of these elected officials:

Board Members Each.....	\$3,778.00
Town Clerk.....	\$37,060.00
Supervisor.....	\$5,865.00
Highway Superintendent....	\$55,911.00
Justices.....	\$17,490.00 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 Arnold Allen, 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 Richard Remley 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 Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, absent
Councilperson Arnold Allen, 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 \$.535 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 Arnold Allen 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 Arnold Allen, aye	

**Resolution #32                      Fair Housing Officer**

Be it resolved that Councilperson Arnold Allen is Fair Housing Officer for the 2017 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 Arnold Allen, abstain	

**Resolution #33                      Building and Grounds: Operation and Maintenance**

Be it resolved that Councilperson Arnold Allen will chair and Councilperson Richard Remley will serve on this committee for the 2017 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 Arnold Allen, aye	

**Resolution #34                      Water Committee**

January 5, 2017

Be it resolved that Supervisor Matthew Passarell, Highway Superintendent Michael Neidert and Councilperson Richard Remley will serve on this committee for the 2017 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 Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, absent
Councilperson Arnold Allen, aye	

**Resolution #35 Highway Department Liaison**

Be it resolved that Supervisor Matthew Passarell will serve as liaison to the Highway Department for the 2017 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 Arnold Allen, aye	

**Resolution #36 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 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 Arnold Allen, aye	

**Resolution #37 Liaison to Town of Albion Planning Board**

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

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

**Resolution #39 Town Representative to the Village**

January 5, 2017

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 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 Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, absent
Councilperson Arnold Allen, 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 2017.

Motion was made by Councilperson Richard Remley 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 Richard Remley, aye
Supervisor Matthew Passarell, aye	Councilperson Jake Olles, absent
Councilperson Arnold Allen, aye	

**Resolution #41            Payroll Provider**

Be it resolved that Complete Payroll will be the payroll provider to the Town of Albion for 2017.

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 Arnold Allen, aye	

**Resolution #42            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 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 Arnold Allen, 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 Friday unless otherwise communicated by the Supervisor.

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 Arnold Allen, aye	

**Resolution #44            Town Engineer**

Be it resolved that Chatfield Engineers shall be the Town Engineer for 2017. 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.

January 5, 2017

**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  
Supervisor Matthew Passarell, aye  
Councilperson Arnold Allen, aye**

**Councilperson Richard Remley, aye  
Councilperson Jake Olles, absent**

**Resolution #45                      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 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  
Supervisor Matthew Passarell, aye  
Councilperson Arnold Allen, aye**

**Councilperson Richard Remley, aye  
Councilperson Jake Olles, absent**

Supervisor Matthew Passarell: I need a motion to close.

**Motion was made by Councilperson Richard Remley and was seconded by Councilperson Arnold Allen to close the meeting at 7:42 pm. Motion carried by the following vote:**

**Councilperson Darlene Benton, aye  
Supervisor Matthew Passarell, aye  
Councilperson Arnold Allen, aye**

**Councilperson Richard Remley, aye  
Councilperson Jake Olles, absent**

**SAVE Time Cleaning Services**  
C/O Michelle Chalker  
4939 Upper Holley Rd.  
Holley, NY 14470  
[savetimecleaningsvs@rochester.rr.com](mailto:savetimecleaningsvs@rochester.rr.com)  
(585) 721-3899

**Town of Albion Town Hall**

3665 Clarendon Road  
Albion, NY 14411  
C/O Dan Strong (585) 520-0039 [codes@townofalbion.com](mailto:codes@townofalbion.com)  
Sarah Basinait- Clerk at [townclerk@townofalbion.com](mailto:townclerk@townofalbion.com)

**Bid Proposal of Cleaner/Custodian Service: On Call – Non Employee**

SAVE Time Cleaning Services submits a bid of \$65.00 per service visit (x2) weekly, for a total of \$130.00 weekly.

Services include as follows:

**Restrooms; Main Hall and Break room:**

1. Stock paper towel holders and T. paper, refill soap dispensers
2. Clean mirrors
3. Clean and Sanitize hand rails, toilets and Urinals (Top to Bottom, Under & In Bowl)
4. Clean and Sanitize sinks (Faucets, Counters and Bowl)
5. Empty garbage can and replace liner
6. Vacuum, and Mop

**Main Foyer and Hall Areas:**

7. Vacuum all area rugs
8. Clean and Sanitize all handles and hand rails
9. Clean and Sanitize table(s)
10. Clean and Sanitize drinking fountain
11. Clean and Sanitize sink
12. Clean and Sanitize refrigerator doors and handles
13. Clean interior windows
14. Empty garbage can and replace liner
15. Vacuum and Mop Tile Floors

**Break Room/Locker Room:**

16. Clean inside and outside of microwave
17. Clean exterior of appliances (refrigerator and coffee pot)
18. Clean the tables
19. Dust tops of lockers, window edges, ceilings, corners, top of door frames, and heat runs as needed
20. Empty garbage can and replace liner
21. Vacuum and Mop Floor

**Court Room:**

22. Clean and Sanitize court bench
23. Straighten chair rows
24. Clean and Sanitize tables
25. Vacuum main floor, platform and ramp

**As Needed in All Areas Above:**

1. Wash Marks and Fingerprints off of Walls
2. Wash Waste Baskets
3. Dust ceiling fans, corners, top of door frames, picture frames, and heat runs as needed

**Separate billable services upon request by Town of Albion:**

1. Wash interior and exterior of main building windows (weather permitting) is a separate billable service of \$50.00
2. Clean all light covers (must have spotter person present) is a separate billable service of \$2/light cover
3. Buff tiled floors throughout main building is a separate service of \$100.00
4. Strip and wax all tiled floors is a separate and billable service of \$500.00

SAVE Time Cleaning Services will provide all cleaning, and sanitizing products, tools and supplies necessary for effective and safe cleaning services. Exemption from list, SAVE Time Cleaning Services will use the vacuum, mop and bucket and mopping agent provided by Albion Town Hall.

SAVE Time Cleaning Services is not responsible for office cleaning.

All hand soap and paper products will be provided/monitored by Albion Town Hall.

All cleaning (excluding the separate billable services) will be referred to as routine cleans. All routine cleans will not be conducted during business hours.

There will be a 30 day notice of any changes by either party to this contract. Any changes by either party to this contract will be discussed between Albion Town Hall C/O Daniel Strong and SAVE Time Cleaning Services C/O Michelle Chalker, then rewritten, and signed by both parties. Changes can/will occur within 30 days or when verbally agreed upon by both parties.

There will be a 30 day written notice of termination to this contract by either party.

All services will be paid monthly per invoice, by check to SAVE Time Cleaning Services at the address provided above. If payment is not received by invoice due date, a penalty of 10% per late invoice cost, will be added to the next month's invoice.

Upon bid approval, an entry key and security code will be provided to SAVE Time Cleaning Services and will be the responsibility of Michelle Chalker.



SAVE Time Cleaning Service is insured through:

**Dryden Mutual Insurance**

Spencerport Insurance Agency

140 South Union Street

P.O. Box 103

Spencerport, NY 14559

(585) 352-5756

A copy of insurance will be provided upon bid acceptance or anytime upon request.

**References:**

**7 years of service for Carlton Fire Company #1 Inc.**

14341 Waterport-Carlton Rd

Albion, NY 14411

C/O Ben Diltz - President (315) 520-0475

**9 years of service for Town of Kendall Town Hall**

1873 Kendall Road

P.O. Box 474

Kendall, NY 14476-0474

C/O Amy Richardson-Town Clerk (585) 659-8721

**11 years of service for Hamlin, Morton, Walker Fire District**

**Morton Fire Hall**

1094 Monroe-Orleans County Line Rd.

Morton, NY 14508

C/O Jerry Clement – Commissioner (585) 260-2253

More references upon request





By signing below you are acknowledging and accepting of this bid/contract in full. If there are any questions or a request for an additional copy of this contract, please contact me at any of the addresses above or by calling (585) 721-3899.

Please sign below and mail to Save Time Cleaning Services at above address.

Thank you for your time and consideration for this opportunity to serve you.

Signed,



Michelle Chalker  
Proprietor  
SAVE Time Cleaning Services

11 Jan 17

Date



Representative of Albion Town Hall

1/7/2017

Date

Attn: Michael Neidert,

The following invoice from your auction [Town of Albion HWY #9785 ID: 9785](#) that closed on 2017 Jan, 24 has been paid.

INVOICE DETAILS:



Tel: 800-536-1401 Fax: 800-569-3334  
11167 Big Tree Road, East Aurora, NY 14052  
FEID # 32-003-8079

**PAID**  
01/30/2017

**Bill To:**

jerry bucolo  
Lakeside Orchards Inc.  
5796 wilson burt rd  
burt, NY 14028  
Niagara County

Customer Dealer No.ST-125 Farm

DATE	INVOICE #	TERMS
01/25/2017	20105	Due on receipt

<b>AUCTION</b>	01-24 Town of Albion HWY #9785
<b>PHONE</b>	716 778 7631
<b>PHONE2</b>	716 628 8340
<b>FAX</b>	7167788768
<b>EMAIL</b>	<a href="mailto:jbrodder51@yahoo.com">jbrodder51@yahoo.com</a>

Item Description	Tax	Amount
-- Wire Transfer Fee	0.000% - 0.00	15.00
<a href="#">0001 -- 1993 Ford F800 Dump Truck</a> VIN #1FDYK84AXPVAO4158, 37,169 miles	0.000% - 0.00	6,900.00
Payments:		
Payment by Bank Deposit 01/30/2017 02:30:30 PM ET		7,605.00
Sub-Total		<b>\$6,915.00</b>
Buyers Premium = 9.98%		<b>\$690.00</b>
Niagara <sub>(exempted)</sub> Sales Tax		<b>\$0.00</b>



SPAM-LOW: Auctions International Invoice paid in full

Wed 1/25/2017 2:13 PM

From: "Auctions International"

To: highway@townofalbion.com

**Attn: Michael Neidert,**

The following invoice from your auction Town of Albion HWY #9785 ID: 9785 that closed on 2017 Jan, 24 has been paid.

## INVOICE DETAILS:



Tel: 800-536-1401 Fax: 800-569-3334  
 11167 Big Tree Road, East Aurora, NY 14052  
 FEID # 32-003-8079

**INVOICE**

**PAID**  
**01/25/2017**

**Bill To:**

Brian Smith  
 Smith Farms  
 3288 Gulf Hill Road  
 Machias, NY 14101  
 Cattaraugus County

DATE	INVOICE #	TERMS
01/25/2017	20106	Due on receipt

AUCTION	01-24 Town of Albion HWY #9785
PHONE	716-323-8508
EMAIL	" target="_blank">jdmoo60@verizon.net

Item Description	Tax	Amount
0002 -- Sweepster RHFA 7' Rear Mounted Broom Attachment	0.000% - 0.00	910.00
Payments:		
Payment by Cash		1,001.00
01/25/2017 02:11:08 PM ET		
Sub-Total		\$910.00
Buyers Premium = 10%		\$91.00
Orleans Sales Tax		\$0.00
Must contact <b>Mike Neidert @ 585 589-7048 Ext 16</b> to arrange for pickup. Item(s) located at <b>3665 Claredon Road Albion, NY 14411.</b>		
Once your invoice has been paid, please log into your Auctions International account and		

# BILL OF SALE

January 30, 2017

This letter is to certify that the Town of Albion has sold in "as is" condition a 1993 Ford F-800 VIN # 1FDYK84AXPVA04158 through Auctions International to Lakeside Orchards in the amount of Six Thousand Nine Hundred dollars (\$6900.00).

SELLER Michael Neidert

Michael Neidert, Highway Superintendent

Town of Albion

PURCHASER Chad R. B.

Lakeside Orchards

3665 Clarendon Road Albion, NY 14411 • 585-589-7048 x16 • highway@townofalbion.com

TOWN OF ALBION HIGHWAY AND WATER



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

December 15, 2016

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:

As we enter our 25<sup>th</sup> year serving our municipal clients, we respectfully request to be reappointed as **"Town Engineer"** for the upcoming 2017 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 2017 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](http://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