

January 9, 2017  
Town of Albion Regular Board 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 the agenda
8. American Legion – Discussion of Games of Chance
9. Motion to approve the minutes of the December 12<sup>th</sup> and 27<sup>th</sup> meetings.
10. Resolution to approve the vouchers
11. Code Enforcement Officer agreement with Gaines
12. Town of Barre water contract
13. Discussion of Zoning Board vacancy – Person to fill vacancy until 12/31/2020.
14. Marchese Service Agreement for IT
15. Time Warner proposal for internet/phone services
16. Executive Session

9-Jan-17

**Town of Albion Regular Meeting**

**Please sign in:**

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 9, 2017

Albion Town Board regular 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, Supervisor Matthew Passarell and Councilperson Arnold Allen. Absent were Councilperson Richard Remley and Councilperson Jake Olles.

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

**Motion was made by Councilperson Darlene Benton and was seconded by Councilperson Arnold Allen approving the agenda with the addition of part time laborer hourly rate, meter at the nursing home and the copier. Motion carried by the following vote:**

<b>Councilperson Darlene Benton, aye</b>	<b>Councilperson Richard Remley, absent</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 to approve the minutes.

**Motion was made by Councilperson Darlene Benton and was seconded by Councilperson Arnold Allen approving the minutes of the December 12<sup>th</sup> and the December 27<sup>th</sup> meetings as published and submitted. Motion carried by the following vote:**

<b>Councilperson Darlene Benton, aye</b>	<b>Councilperson Richard Remley, absent</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 resolution for the vouchers.

**Resolution #46                      Payment of Claims**

**Whereas, the following are against the Town:**

<b>General A &amp; B #'s – 1 - 29</b>	<b>\$ 66,451.67</b>
<b>Highway DA &amp; DB #'s – 1 – 13</b>	<b>\$ 23,260.48</b>
<b>Water Districts #'s – 1 – 6</b>	<b>\$ 3,767.31</b>
<b>Sewer District #'s –</b>	<b>\$ 0.00</b>
<b>For a grand total of</b>	<b>\$ 93,479.46</b>

**Motion was made by Councilperson Arnold Allen and was seconded by Councilperson Darlene Benton authorizing the payment of the above listed claims. Resolution duly adopted by the following vote:**

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

Supervisor Matthew Passarell: I need to appoint Philip Panek to the Zoning Board.

**Motion was made by Supervisor Matthew Passarell and was seconded by Councilperson Darlene Benton appointing Philip Panek to fill the vacancy on the Zoning Board of Appeals with the term ending December 31, 2020. Motion carried by the following the vote:**

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

January 9, 2017

Supervisor Matthew Passarell: I need a motion for the IT proposals.

**Motion was made by Councilperson Arnold Allen and was seconded by Councilperson Darlene Benton authorizing the acceptance of the proposal from Marchese Computers for the silver plan as per outlined in the contract and that Supervisor Matthew Passarell is hereby authorized to execute said agreement. Motion carried by the following vote:**

<b>Councilperson Darlene Benton, aye</b>	<b>Councilperson Richard Remley, absent</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 for the copier.

**Motion was made by Councilperson Darlene Benton and was seconded by Councilperson Arnold Allen authorizing the acceptance of proposals for a copier. Said proposals shall include the options of purchase/lease of said copier and shall be equivalent to or above specifications of current copier. Motion carried by the following vote:**

<b>Councilperson Darlene Benton, aye</b>	<b>Councilperson Richard Remley, absent</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 to approve the part time laborer hourly rate.

**Motion was made by Councilperson Arnold Allen and was seconded by Councilperson Darlene Benton authorizing the increase of the hourly rate from \$15.00 to \$16.00 effective January 1, 2017 for the part time laborers in the Highway Department. Motion carried by the following vote:**

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

Supervisor Matthew Passarell: Next is the meter at the nursing home.

**Highway Superintendent Michael Neidert stated that the meter at the nursing home is 40 years old and needs replacing. He proposed that the Town buy the meter at an estimated cost of \$2500.00 and have the nursing home install it and make any necessary plumbing upgrades/changes at that time. The Board discussed this and decided that the nursing be notified of the Towns intentions.**

Supervisor Matthew Passarell: I need a motion to close.

**Motion was made by Supervisor Matthew Passarell and was seconded by Councilperson Darlene Benton to close the meeting at 8:10 pm. Motion carried by the following vote:**

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

Account#	Account Description	Fee Description	Qty	Local Share	
A1255	Conservation	Conservation	1	0.83	
	Marr. Lic.	Marriage Licensing Fee	3	52.50	
	Misc. Fees	Cert. Copies - Death	57	570.00	
		Cert. Copies - Marriage	5	50.00	
		Sub-Total:		\$673.33	
A2544	Dog Licensing	Female, Spayed	29	261.00	
		Female, Unspayed	2	34.00	
		Male, Neutered	15	135.00	
		Male, Unneutered	6	102.00	
		Replacement Tags	1	3.00	
	Sub-Total:		\$535.00		
B1560	Building Permits	Building Permits	3	338.75	
		Sub-Total:		\$338.75	
Total Local Shares Remitted:				\$1,547.08	
Amount paid to:	NYS Ag. & Markets for spay/neuter program			68.00	
Amount paid to:	NYS Environmental Conservation			14.17	
Amount paid to:	State Health Dept. For Marriage Licenses			67.50	
Total State, County & Local Revenues:		\$1,696.75	Total Non-Local Revenues:		\$149.67

To the Supervisor:

Pursuant to Section 27, Sub 1, of the Town Law, I hereby certify that the foregoing is a full and true statement of all fees and monies received by me, Sarah M. Basinait, Town Clerk, Town of Albion during the period stated above, in connection with my office, excepting only such fees and monies, the application of which are otherwise provided for by law.

Supervisor

Date

Town Clerk

Date

ALBION TOWN COURT  
3665 CLARENDON ROAD  
ALBION, NY 14411

JANUARY 5, 2017

Matthew W. Passarell, Town Supervisor  
Town Board of Trustees  
Albion, New York 14411

RE: MONTHLY REPORT FOR DECEMBER 2017

Dear Town Supervisor and Town Board Members:

The Monthly Report for Justice Moore consisted of Seven Pages. There were fifty-seven dispositions and four small claims and civil cases. The Fines totaled \$2425.00, the Civil Fees totaled \$112.00 and the Mandatory Surcharges totaled \$1977.00. \$4514.00 was forwarded to the Town of Albion on January 5, 2017.

The Monthly Report for Justice Fuller consisted of Four Pages. There were thirty-one dispositions and five small claims and civil cases. The Fines totaled \$1175.00, the Civil Fees totaled \$90.00 and the Mandatory Surcharges totaled \$1067.00. \$2332.00 was forwarded to the Town of Albion on January 5, 2017.

Very truly yours,

*Denise Cornick*

Denise Cornick  
Court Clerk





Monthly Report December 2016

Read Barre/Murray pits

Water shut offs for non payment

Investigate water leak at vacant home E. Lee Road

Flush Dead Ends

Plow 18x Salt 20x

Sealed Bid Sale of F450 (\$9258.00)

Installed plow turn around Presbyterian Road

Vac DI's with VOA Vac truck

Repaired shoulder at Mark Hellerts

Cremation Burial Union Cemetery

Front tires 252

Serviced loader

Hydrant hit 13067 Rt. 31

Clean equipment and shop

Replaced toilet seats in building

Various stake outs, meter repair, meter wire

Communications: SAM Grant, VOA interconnection with village system-  
Allen Road, Prepared bids for service body, BridgeNY questions on grant.

## **TOWN OF ALBION**

### **Code Enforcement Office**

3665 Clarendon Road

Albion, New York 14411

585-589-7048 Extension 1

### Code Enforcement Report for December 2016

Permits Issued (1) Total value of construction reported \$14,000.00

Remodel/ change of occupancy existing structure (1)

Construction inspections completed (16)

Certificate of Occupancy completed (1)

Certificate of Compliance issued (4)

Special permit application inspections completed (2)

Fire safety inspection public assembly (1)

Inquiries from attorneys, realtors, appraisers and potential property owners (8)

Process zoning interpretation application (1)

Review plan submittal for proposed free standing residential solar array.

Complete US Census Bureau Report

Report to fire scene at request of AFD at structure fire, commercial structure.

Attend Town Board meeting

Attend Town Zoning Board meeting



January 16, 2017

Matthew Passarelli, Supervisor  
Town of Albion, New York  
3665 Clarendon Road  
Albion, New York 14411

Dear Matthew:

We are pleased to confirm our understanding of the nature and limitations of the services we are to provide for the Town of Albion, New York (the Town).

We will apply the agreed-upon procedures which the Town has specified, listed in the attached schedule, for the year ended December 31, 2016. This engagement is solely to assist the Town in evaluating the Justice Court, Town Clerk, and Tax Collector (collectively, the Departments) processes based on the New York State Office of the State Comptroller guidelines. Our engagement to apply agreed-upon procedures will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described in the attached schedule either for the purpose for which this report has been requested or for any other purpose. If, for any reason, we are unable to complete the procedures, we will describe any restrictions on the performance of the procedures in our report, or will not issue a report as a result of this engagement.

Because the agreed-upon procedures listed in the attached schedule do not constitute an examination, we will not express an opinion on the Departments' financial transactions. In addition, we have no obligation to perform any procedures beyond those listed in the attached schedule.

We will submit a report listing the procedures performed and our findings. This report is intended solely for the use of the Departments of the Town, and should not be used by anyone other than these specified parties. Our report will contain a paragraph indicating that had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

You are responsible for the presentation of the Departments' financial transactions; and for selecting the criteria and determining that such criteria are appropriate for your purposes. You are responsible for assuming all management responsibilities and for overseeing any nonattest services we provide by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience. In addition, you are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for the results of such services.

Randall R. Shepard is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

171 Sully's Trail, Suite 201  
Pittsford, New York 14534  
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f (585) 381-3131

[www.bonadio.com](http://www.bonadio.com)

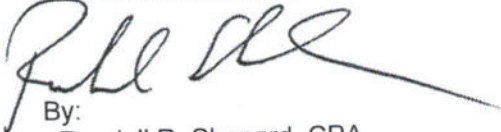
At the conclusion of our engagement, we will require a representation letter from management that, among other things, will confirm management's responsibility for the presentation of the Departments' financial records.

We estimate that our fees for these services will be \$1,700. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

We appreciate the opportunity to be of continued service to the Town and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us. If the need for additional procedures arises, our agreement with you will need to be revised. It is customary for us to enumerate these revisions in an addendum to this letter. If additional specified parties of the report are added, we will require that they acknowledge in writing their responsibility for the sufficiency of procedures.

Very truly yours,

BONADIO & CO., LLP

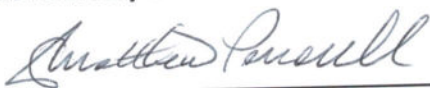


By:

Randall R. Shepard, CPA

RESPONSE:

This letter correctly sets forth the understanding of the Town of Albion, New York.

  
\_\_\_\_\_  
Officer signature

Supervisor  
\_\_\_\_\_  
Title

1/26/2017  
\_\_\_\_\_  
Date

### **Agreed-Upon Procedures Schedule**

1. Based on inquiry, complete the annual checklists provided by the New York State Office of the State Comptroller for the Town Clerk, Tax Collector, and Town Justice for the year ended December 31, 2016.

1/5/2017

To: Town of Albion Town Supervisor and Town Board members,

I am sending you this letter to inform all of you that I would be very interested in filling the current vacant position on the Town of Albion Zoning Board of Appeals.

I have been a lifelong resident of the Town of Albion and am currently a partner in my family's farming operation. I have also had the opportunity to be an applicant to the zoning board during the construction of my new residence on Allen's Bridge Road. I have been encouraged by my grandfather Hugh Dudley the past chairman of the zoning board to serve on this board and participate in town activities.

I look forward to having an opportunity to serve the community. I can be contacted at any time at 732-0521

Thank You,

Phil Panek

A handwritten signature in cursive script, appearing to read "Phil Panek".

1/5/17