

April 13, 2020  
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. Motion to approve the minutes of the March 9<sup>th</sup> and March 23<sup>rd</sup> meetings.
9. Resolution to approve the vouchers
10. Resolution authorizing the mowing agreement.
11. Update on current state of affairs with the Town
12. Motion to close

March 9, 2020

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

Meeting called to order at 5:00 pm.

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

Present were Councilperson Matthew Passarell, Supervisor Richard Remley, Councilperson Terry Wilbert and Councilperson Arnold Allen. Absent was Councilperson Darlene Benton.

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

**Motion was made by Councilperson Matthew Passarell and was seconded by Councilperson Terry Wilbert approving the agenda with the addition of COVA, Hazardous Mitigation and mandatory training and the deletion of executive session. Motion carried by the following vote:**

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

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

**Motion was made by Councilperson Arnold Allen and was seconded by Councilperson Matthew Passarell approving the minutes of the February 10<sup>th</sup> meeting as published and submitted. Motion carried by the following vote:**

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

Supervisor Richard Remley: I need a resolution for the vouchers.

**Resolution #50                      Payment of Claims**

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

**General, Highway, Water & Sewer      83 – 127      \$ 56,949.15**

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

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

Supervisor Richard Remley: I need a resolution to accept the audit.

**Resolution #51                      Audit of the Town Clerk, Tax Receiver and Court Clerk**

**Motion was made by Councilperson Terry Wilbert and was seconded by Councilperson Matthew Passarell authorizing the acceptance of the audit of the Town Clerk, Tax Receiver and Court Clerk as submitted by the Bonadio & Company, LLP. Resolution duly adopted by the following vote:**

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

Supervisor Richard Remley: I need a motion to award the trailer bid.

Motion was made by Councilperson Arnold Allen and was seconded by Councilperson Matthew Passarell authorizing the award of the tilt bed trailer to JPR Trailer in the amount of \$10,972.00. Motion carried by the following vote:

Councilperson Darlene Benton, absent	Councilperson Matthew Passarell, aye
Supervisor Richard Remley, aye	Councilperson Terry Wilbert, aye
Councilperson Arnold Allen, aye	

Supervisor Richard Remley: I need a motion to award mowing bid.

Motion was made by Councilperson Matthew Passarell and was seconded by Councilperson Terry Wilbert authorizing the award of the mowing bid to Andy Morrison in the amount of \$7500.00 for the 2020 lawn mowing of the Town cemeteries, town hall and town ball field Motion carried by the following vote:

Councilperson Darlene Benton, absent	Councilperson Matthew Passarell, aye
Supervisor Richard Remley, aye	Councilperson Terry Wilbert, aye
Councilperson Arnold Allen, aye	

Supervisor Richard Remley: I need a resolution accepting the proposal from MRB.

**Resolution #52 Professional Service Agreement – Town Hall Roof Replacement**

The agreement in its entirety is hereby filed with and made a part of these minutes.

Motion was made by Councilperson Arnold Allen and was seconded by Councilperson Terry Wilbert authorizing Supervisor Richard Remley to execute the agreement with MRB Group. Resolution duly adopted by the following vote:

Councilperson Darlene Benton, absent	Councilperson Matthew Passarell, aye
Supervisor Richard Remley, aye	Councilperson Terry Wilbert, aye
Councilperson Arnold Allen, aye	

Supervisor Richard Remley: I need a motion to close.

Motion was made by Councilperson Matthew Passarell and was seconded by Councilperson Terry Wilbert authorizing the close of the meeting at 5:41 pm. Motion carried by the following vote:

Councilperson Darlene Benton, absent	Councilperson Matthew Passarell, aye
Supervisor Richard Remley, aye	Councilperson Terry Wilbert, aye
Councilperson Arnold Allen, aye	

March 23, 2020

Town of Albion Town Board teleconference.

Conference called to order at 2:00 pm.

Attendees were: Supervisor Richard Remley, Councilperson Darlene Benton, Councilperson Terry Wilbert, Attorney for the Town James Bell, Town Clerk Sarah Basinait, Highway Superintendent Michael Neidert and Code enforcement Officer Daniel Strong. Absent was Councilperson Matthew Passarell and Councilperson Arnold Allen.

Supervisor Richard Remley: This teleconference is to update everyone on the COVID19 pandemic and how the Town will move forward. I will let Jim explain.

James Bell, Attorney for the Town, updated the Board about the pandemic and the need for the Town to declare a state of emergency in the Town of Albion. Everyone in attendance was able to express their concerns and ask questions concerning this.

Supervisor Richard Remley: I make a motion to declare a state of emergency.

**Motion was made by Supervisor Richard Remley and was seconded by Councilperson Terry Wilbert to authorize the acceptance of the State of Emergency statement as written and presented by Attorney for the Town James Bell. Said State of Emergency statement in its entirety is hereby filed with and made a part of these minutes.**

**Motion carried by the following roll call vote:**

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

**Councilperson Matthew Passarell, absent  
Councilperson Terry Wilbert, aye**

Supervisor Richard Remley: I need a motion to approve a Town credit card from Five Star Bank.

**Motion was made by Councilperson Darlene Benton and was seconded by Supervisor Richard Remley to authorize the acquisition of a Town credit card through Five Star Bank with Supervisor Richard Remley and Deputy Supervisor Matthew Passarell as authorized users of said card. Further any requests to use the card must be in writing and explain in detail the purchase needed and forwarded to the Supervisor for his written approval prior to use of said card. Motion carried by the following roll call vote:**

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

**Councilperson Matthew Passarell, absent  
Councilperson Terry Wilbert, aye**

Supervisor Richard Remley: I need a motion to create a zoom account for the Town of Albion.

**Motion was made by Councilperson Terry Wilbert and was seconded by Councilperson Darlene Benton authorizing the creation of a Zoom account for the Town using the Town credit card. Said Zoom account is currently a charge of \$149.90 for a yearly subscription. Motion carried by the following roll call vote:**

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

**Councilperson Matthew Passarell, absent  
Councilperson Terry Wilbert, aye**

Supervisor Richard Remley: I need a motion to close.

**Motion was made by Supervisor Richard Remley and was seconded by Councilperson Darlene Benton to close the teleconference at 2:36 pm. Motion carried by the following roll call vote:**

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


**Councilperson Matthew Passarell, absent  
Councilperson Terry Wilbert, aye**



TOWN OF ALBION  
STATE OF EMERGENCY

Both the State of New York and the County of Orleans have declared a State of Emergency related to the COVID-19 crisis. In following, I specifically find as the Albion Town Supervisor that the COVID-19 crisis imperils the public health and safety of both individuals and businesses in the Town of Albion. Taking into consideration various Executive Orders and related emergency guidelines issued by the County of Orleans, the State of New York and the United States of America, and after consultation with federal, state and local governmental departments, I find it to be in the best interests of the Town of Albion for me to hereby issue a State of Emergency in the Town of Albion allowing me the discretion to, among other things, use any and all facilities, equipment, supplies, personnel and various other Town of Albion resources as required to cope with this emergency. Consequently, and pursuant to Executive Law §24, I hereby declare a State of Emergency effective March 23, 2020 at 9:00 p.m. in the Town of Albion, County of Orleans, State of New York. This State of Emergency shall remain in effect for thirty (30) days commencing on the aforesaid date and time unless and until either rescinded or extended by me for additional periods not to exceed thirty days. Any residents in need of special or emergency assistance are advised to contact 911. All residents are advised to monitor the website for the Town of Albion as well as local media reports for updates.

Dated: March 23, 2020

  
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F. RICHARD REMLEY  
ALBION TOWN SUPERVISOR  
3665 Clarendon Road, Albion, New York 14411  
Phone: 585-589-7048  
Cell Phone: 585-506-8312  
Email: [supervisor@townofalbion.com](mailto:supervisor@townofalbion.com)

RESOLUTION AUTHORIZING 2020 TOWN  
OF ALBION CEMETERY MOWING AGREEMENT

- WHEREAS the Town of Albion (hereinafter referred to as Albion) having solicited bids for the 2020 lawn mowing season of April 1, 2020 - November 15, 2020 (hereinafter referred to as the season), and
- WHEREAS per the bid solicitation instructions, all bids were received in a sealed envelope marked "Cemetery Re-Bid" and were turned into the Albion Town Hall on or before March 9, 2020 at 1:00 p.m. and
- WHEREAS all bids were opened at the Albion Town Hall on March 9, 2020 at 1:00 p.m., and
- WHEREAS Morrison Property Maintenance was the successful low bidder (\$5,150.00) for the season, and
- WHEREAS the Albion Town Board is now desirous of passing this Resolution and concomitant lawn mowing agreement in furtherance of same.

NOW THEREFORE BE IT RESOLVED:

Section 1 The Albion Town Board authorizes the Albion Town Highway Superintendent Michael Neidert to execute and enter into a lawn mowing agreement, a copy of which is attached hereto.

Section 2 This Resolution shall take effect immediately.

MOTION for adoption of this Resolution by  
Seconded by

VOT3ED BY ROLL CALL AND RECORD:

Board Member Allen  
Board Member Benton  
Board Member Passarell  
Board Member Wilbert  
Supervisor Remley

Submitted - April 13, 2020

Adopted