

January 3, 2023  
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. Executive Session

3-Jan-23

**Albion Town Board Organizational 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 3, 2023

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 Darlene Benton, Councilperson Sandra Bensley, Supervisor Richard Remley, Councilperson Terry Wilbert and Councilperson Arnold Allen.

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

**Motion was made by Councilperson Terry Wilbert and was seconded by Councilperson Darlene Benton to approve the agenda as submitted. Motion carried by the following vote:**

**Councilperson Darlene Benton, aye**

**Councilperson Sandra Bensley, aye**

**Supervisor Richard Remley, aye**

**Councilperson Terry Wilbert, aye**

**Councilperson Arnold Allen, aye**

Supervisor Remley: We will now review the appointments and consent to all or if someone has a question on one, we can move that to a non-consent item.

**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 \$479.00 per year.**

**Resolution 2    Town Constable**

**Be it resolved that Phil McKenna is hereby appointed Town Constable at a salary of \$150.00 per year.**

**Resolution 3    Deputy Supervisor**

**Be it resolved that Darlene Benton is hereby appointed as the Deputy Supervisor, and he will act in the capacity as Supervisor as the need arises.**

**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 is 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.**

**Resolution 5    Water/Sewer Superintendent**

**Be it resolved that Michael Neidert is appointed to the position at a salary of \$23,383.00 per year.**

**Resolution #6                      Deputy Highway Superintendent**

**Resolved that Joseph Navarra will be the Deputy Highway Superintendent to act in the absence of the Highway Superintendent at a yearly salary of \$750.00.**

**Resolution 7    Water/Sewer Clerk**

**Be it resolved that Sarah Basinait is hereby appointed to the position at a salary of \$8,642.00 per year.**

**Resolution #8 Registrar of Vital Statistics**

Be it resolved that Sarah Basinait is hereby appointed Registrar of Vital Statistics at a salary of \$3,549.00 per year.

**Resolution #9 Town Clerk Deputy**

Be it resolved that is hereby appointed to serve as Deputy Town Clerk at a salary of \$17.00 per hour.

**Resolution #10 Town Clerk's Office Hours**

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

Monday 8:30AM-11:00AM and 12:00PM-4:00PM

Tuesday 8:30AM-11:00AM and 12:00PM-4:00PM

Thursday 8:30AM-11:00AM and 12:00PM-4:00PM

Friday 8:30AM-11:00AM and 12:00PM-4:00PM

**Resolution #11 Monthly Meeting**

Be it resolved that the monthly meetings shall be held on the second Monday of the month at 5:00 PM 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.

**Resolution #12 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.

**Resolution #13 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.

**Resolution #14 Holidays**

Be it resolved that the holidays for the Town of Albion are as follows: New Year's Eve, New Year's Day, Martin Luther King Day, Presidents Day, close noon on Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Election Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve and Christmas Day. If any one of the above holidays falls on a Saturday then it shall be observed on the Friday before and if it falls on a Sunday then it shall be observed on the following Monday.

**Resolution #15 Bookkeeper to the Supervisor**

Be it resolved that EFPR Solutions be appointed as bookkeeper to the Supervisor for 2023.

**Resolution #16 Budget Officer**

Be it resolved that Supervisor Richard Remley is hereby appointed as Budget Officer at a salary of \$1,071.00/year.

**Resolution #17 Supervisor Monthly Report Auditing**

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

**Resolution #18                      Accounting Firm**

Be it resolved EFPR Solutions is hereby appointed as accounting firm for 2023 and will serve at the pleasure of the Board.

**Resolution #19                      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 Thursday before the Board meeting by noon. 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.

**Resolution #20                      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.

**Resolution #21                      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.

**Resolution #22                      Bank Depositories**

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

**Resolution #23                      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.

**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

**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 \$15.00 per hour.

**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.

**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.

**Resolution #28                    Voting Delegates to the Association of Towns**

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

**Resolution #29                    Elected Officials Salaries**

Be it resolved the following salaries of these elected officials:

Board Members Each.....\$4,297.00  
Town Clerk.....\$42,144.00  
Supervisor.....\$7,763.00  
Highway Superintendent....\$62,958.00  
Justices.....\$19,891.00 each

**Resolution #30                    Court Clerk**

Be it resolved that Denise Cornick is hereby appointed as Court Clerk to Justice Gary Moore at a salary of \$51,048.00 for 2022.

**Resolution #31                    Court Clerk**

Be it resolved that is hereby appointed as Court Clerk to Justice Joseph Fuller at an hourly salary of \$17.00 per hour for 2023.

**Resolution #32                    Code Enforcement Officer**

Be it resolved that the following are hereby appointed as Code Enforcement Officer and neither will be entitled to any health care coverage or other reimbursements for health insurance related costs.

Daniel Strong, \$30.00 an hour for 10 hours a week

Chris Kinter, \$25.00 an hour for 20 hours week

**Resolution #33                    Travel**

Be it resolved that Town personnel who may choose to travel to conventions, seminars, or other events dealing with Town business and thereby incur hotel stay or airline travel expenses shall require authorization from the Town Board prior to commencement of travel if compensation is requested.

**Resolution #34                    Mileage**

Be it resolved that any Town Officer or employee who utilizes his/her vehicle in the furtherance of business pertaining to the Town of Albion, and thereby benefitting the Town of Albion, shall be compensated \$.56¢ 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.

**Resolution #35                    Fair Housing Office**

Be it resolved that Sandra Bensley is the Fair Housing Officer for the 2023 year.

**Resolution #36                    Building s and Grounds Maintenance**

Be it resolved that Arnold Allen will chair and Terry Wilbert will serve on this committee for the 2023 year. Additionally, all building maintenance issues shall be directed to Code Enforcement Officer Daniel Strong.

**Resolution #37                    Water Committee**

Be it resolved that Terry Wilbert will serve on this committee for the 2023 year.

**Resolution #38 Highway Department Liaison**

Be it resolved that Arnold Allen will serve as liaison to the Highway Department for the 2023 year.

**Resolution #39 Emergency Preparedness Committee**

Be it resolved that Sandra Bensley 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.

**Resolution #40 Liaison to Town of Albion Planning Board**

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

**Resolution #41 Liaison to Town and County**

Be it resolved that Daniel Strong shall be the liaison to the Town of Albion Zoning Board and the County of Orleans Planning and Zoning Boards.

**Resolution #42 Town Representative to the Village**

Be it resolved that Darlene Benton and Sandra Bensley will serve as Town representatives to the Village for the purpose of ensuring better cooperation in joint municipal agreements and communication.

**Resolution #43 Town Economic Development Committee**

Be it resolved that Darlene Benton and Terry Wilbert will serve as Economic Development representatives of the Town for 2021.

**Resolution #44 Payroll Provider**

Be it resolved that EFPR Solutions will be the payroll provider to the Town of Albion for 2023.

**Resolution #45 Direct Deposit**

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

**Resolution #46 Reporting Hourly Employee Time**

Be it resolved that Town representatives with hourly employees will report to the Michael Wilson, EFPR Solutions, 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.

**Resolution #47 Town Engineer**

Be it resolved that the MRB Group shall be the Town Engineer for 2023. 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.

**Resolution #48 Healthcare Bills**

Be it resolved that regular monthly healthcare costs the Town pays for those covered employees will be paid monthly without requiring a Board resolution.

Motion was made by Councilperson Terry Wilbert and was seconded by Councilperson Sandra Bensley to approve the aforementioned appointments for 2023. Motion carried by the following vote:

Councilperson Darlene Benton, aye

Councilperson Sandra Bensley, aye

Supervisor Richard Remley, aye

Councilperson Terry Wilbert, aye

Councilperson Arnold Allen, aye