

The Annual Organizational Meeting of the Board of Trustees of the Village of Albion was held Monday, April 2, 2018 at 6:00 PM, at the Village Hall, 35 East Bank Street, Albion, New York.

Eileen S Banker was sworn in as Mayor and Gary L Katsanis and Stanley Farone were sworn in as Trustees.

Present were Mayor Eileen S Banker, Trustees Stan Farone, Gary Katsanis, Mattea Navarra and Peter Sidari.

There were 10 residents present.

Mayor Banker opened the meeting with the pledge of allegiance at 6:00 PM.

#### **DEPUTY MAYOR APPOINTED**

Mayor Eileen S Banker appointed Trustee Gary L Katsanis as the Deputy Mayor.

#### **CLERK-TREASURER APPOINTED**

Moved by Trustee Farone and seconded by Trustee Navarra approving Mayor Banker's appointment of Linda K Babcock as Clerk-Treasurer for a term of two years.

CARRIED

5 Ayes                      0 Nays

#### **DEPUTY CLERK-TREASURER**

Moved by Trustee Sidari and seconded by Trustee Farone approving Mayor Banker's appointment of Mary L O'Sullivan as Deputy Clerk-Treasurer for a term of two years.

CARRIED

5 Ayes                      0 Nays

#### **REGISTRAR APPOINTED**

Moved by Trustee Katsanis and seconded by Trustee Farone approving Mayor Banker's appointment of Linda K Babcock as Registrar of Vital Records for a term of two years.

CARRIED

5 Ayes                      0 Nays

#### **DEPUTY REGISTRAR APPOINTED**

Moved by Trustee Sidari and seconded by Trustee Navarra approving Mayor Banker's appointment of Mary L O'Sullivan as Deputy Registrar of Vital Records for a term of two years.

CARRIED

5 Ayes                      0 Nays

#### **ATTORNEY APPOINTED**

Moved by Trustee Farone and seconded by Trustee Sidari approving Mayor Banker's appointment of John C Gavenda as Village Attorney for a term of two years.

CARRIED

5 Ayes                      0 Nays

#### **FAIR HOUSING OFFICER APPOINTED**

Moved by Trustee Farone and seconded by Trustee Navarra approving Mayor Banker's appointment of Linda K Babcock as Fair Housing Officer for a term of one year.

CARRIED

5 Ayes                      0 Nays

**PLANNING BOARD MEMBER APPOINTED**

Moved by Trustee Farone and seconded by Trustee Katsanis approving Mayor Banker's appointments of Christine Buongiorno to the Planning Board for a term of five years.

CARRIED  
5 Ayes                      0 Nays

**ZONING BOARD MEMBER APPOINTED**

Moved by Trustee Farone and seconded by Trustee Katsanis approving Mayor Banker's appointments of Chris Kinter to the Planning Board for a term of five years.

CARRIED  
5 Ayes                      0 Nays

**RECREATION COMMITTEE MEMBERS APPOINTED**

Moved by Trustee Farone and seconded by Trustee Navarra approving Mayor Banker's appointments of Bernard Baldwin, Mike Beach, Annette Finch, Saul Harrison, Carly Ward and Terry Wilbert to the Recreation Committee for terms of one year each.

CARRIED  
5 Ayes                      0 Nays

**HISTORIC PRESERVATION MEMBERS APPOINTED**

Moved by Trustee Sidari and seconded by Trustee Katsanis approving Mayor Banker's appointment of Kim Pritt to the Historic Preservation Commission for a term of four years.

CARRIED  
5 Ayes                      0 Nays

**LIBRARY BOARD REPRESENTATIVE APPOINTED**

Moved by Trustee Farone and seconded by Trustee Katsanis approving Mayor Banker's appointment of Kim Pritt as the Village representative on the Library Board for a term of one year. (Rescinded appointment April 3, 2018 – made in error)

CARRIED  
5 Ayes                      0 Nays

**GRIEVANCE COMMITTEE APPOINTMENTS**

Moved by Trustee Farone and seconded by Trustee Navarra approving Mayor Banker's appointment of Pam Davies, Lisa Hicken and Carol Tibbits to the Grievance Committee for one year each.

CARRIED  
5 Ayes                      0 Nays.

**PROCUREMENT POLICY ADOPTED**

Moved by Trustee Katsanis and seconded by Trustee Farone adopting the Village of Albion's Procurement Policy, Chapter 66 of the Village Code, for goods and services which are not required by law to be publicly bid.

CARRIED  
5 Ayes                      0 Nays

**INVESTMENT POLICY ADOPTED**

Moved by Trustee Sidari and seconded by Trustee Katsanis to adopt the Village of Albion Investment Policy that was approved at the October 22, 2014 meeting.

CARRIED  
5 Ayes                      0 Nays

**RESOLUTION 2018-10 OFFICIAL BANKS APPROVED**

The following resolution 2018-10 was proposed by Trustee Katsanis who moved its adoption and seconded by Trustee Sidari:

WHEREAS, the Board of Trustees has determined that the Village Law Section 4-412 (3) (2) requires the designation of banks or trust companies for the deposit of all Village monies:

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees designates the following institutions as depositories of all moneys received by the Village Treasurer, Clerk and Receiver of taxes: Bank of America, 5 Star Bank, Key Bank and JP Morgan Chase.

CARRIED

5 Ayes

0 Nays

**RESOLUTION 2018-11 FOR EARLY PAYMENTS APPROVED**

The following resolution 2018-11 was proposed by Trustee Navarra who moved its adoption and seconded by Trustee Farone:

WHEREAS, the Board of Trustees has determined to authorize payment in advance of audit of claims for public utility services, postage, freight, express charges, car rental fees, pager fees, schooling fees, credit cards, charge cards (ex. Home Depot) and medical reimbursements, and

WHEREAS, all such claims shall be presented at the next regular meeting for audit, and

WHEREAS, the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount the Board of Trustees disallows.

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees authorizes payment in advance of audit of claims for public utility services, postage, freight, express charges, car rental fees, pager fees, schooling fees, credit cards, charge cards and medical reimbursements and all such claims shall be presented at the next regular meeting for audit and the claimant and officer incurring or approving the same be jointly and severally liable for any amount disallowed by the Board of Trustees.

CARRIED

5 Ayes

0 Nays

**RESOLUTION 2018-12 FOR MILEAGE RATE**

The following resolution 2018-12 was proposed by Trustee Katsanis who moved its adoption and seconded by Trustee Farone:

WHEREAS, the Board of Trustees has determined to pay a fixed rate for mileage as reimbursement to officers and employees of the Village who use their personal automobiles while performing their official duties on behalf of the Village;

Section 1. That the Board of Trustees shall approve reimbursement to such officers and employees at the rate of .50 cents per mile.

CARRIED

5 Ayes

0 Nays

**RESOLUTION 2018-13 FOR SCHOOL ATTENDANCE**

The following resolution 2018-13 was proposed by Trustee Farone who moved its adoption and seconded by Trustee Navarra:

WHEREAS, there is to be held during the coming official year;

- A) The New York State Conference of Mayors Annual Meeting and Training School;

- B) The New York State Conference of Mayors Fall Training School for Fiscal Officers and Municipal Clerks;
- C) The New York State Conference of Mayors, Public Works School, and

WHEREAS, attendance by certain municipal officials and employees at one or more of these meetings, conferences or schools benefit the municipality;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the following officers and employees are authorized to attend the following schools:

- A) Board of Trustees, Mayor, Clerk-Treasurer and Deputy Clerk-Treasurer are hereby authorized to attend the NYS Conference of Mayors Annual Meeting and the NYS Conference of Mayors Fall Training School for Fiscal Officers and Municipality Clerks.
- B) Superintendent of the DPW is hereby authorized to attend the NYS Conference of Mayors Public Works School.

CARRIED

5 Ayes                      0 Nays

#### **NEWSPAPER APPROVED**

Moved by Trustee Katsanis and seconded by Trustee Farone approving the Batavia Daily News as the official newspaper for the Village of Albion.

CARRIED

5 Ayes                      0 Nays

#### **ADOPTED DISASTER MANUAL**

Moved by Trustee Farone and seconded by Trustee Sidari adopting the updated Emergency Disaster Preparedness Manual as written.

CARRIED

4 Ayes                      0 Nays  
 Trustee Farone  
 Trustee Sidari  
 Trustee Navarra            1 Abstained  
 Mayor Banker              Trustee Katsanis

#### **DISASTER COORDINATOR APPOINTED**

Moved by Trustee Farone and seconded by Trustee Sidari appointing Ron Vendetti as the Disaster Coordinator for a one year term.

CARRIED

5 Ayes                      0 Nays

#### **MEETING DATES APPROVED**

Moved by Trustee Farone and seconded by Trustee Katsanis setting the official meeting dates for the Village Board of Trustees as the second Wednesday of every month for the Regular Meetings and fourth Wednesday of every month for the Workshop Meetings. All meetings will be at 7:00PM except for the months of June, July and August which will be held at 6:00PM.

CARRIED

5 Ayes                      0 Nays

**TRUSTEE COMMITTEES**

Mayor Banker appointed the Trustees to the following Departments:

<u>Trustee Katsanis</u>	<u>Trustee Farone</u>	<u>Trustee Navarra</u>	<u>Trustee Sidari</u>
Attorney	Animal Control	Animal Control	Codes
HPC	Cemetery	Attorney	Fire Department
Insurance	Fire Department	Cemetery	Insurance
Planning Board	Police Department	Codes	Police Department
Street Department	Recreation	Public Relations	Street Department
Trailer Parks	Trailer Parks	Village Office	Village Office
Water & Sewer		Water & Sewer	

\*Mayor Banker to serve as ex-officio member of each committee as prescribed.

**MEETING ADJOURNED**

Moved by Trustee Sidari and second by Trustee Katsanis that there being no further business, meeting is hereby adjourned at 6:19 PM.

CARRIED

5 Ayes

0 Nays

Respectfully submitted,

Linda K Babcock  
Clerk-Treasurer