

The Regular Meeting of the Board of Trustees of the Village of Albion was held Wednesday, June 9, 2021 at 6:00 PM, at the Village Hall, 35 East Bank Street, Albion, New York.

Present were Mayor Eileen S Banker, Trustees Christopher Barry, Zachary Burgess, Stanley Farone, Gary Katsanis and Attorney John C Gavenda. Also in attendance was Water Treatment Plant Chief Operator Adam Rush and one resident present.

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

DEPARTMENT HEAD REPORTS

The Board of Trustees received monthly reports for May from Superintendent of Public Works James Pahura, APD Officer in Charge David Mogle, Albion Fire Department Chief Rob Conner, Animal Control Officer Harry Papponetti, Code Enforcement Officer Kevin Sheehan, Cemetery Supervisor Jason Zicari, Village Clerk Linda Babcock, Water Treatment Plant Chief Operator Adam Rush and Pollution Control Plant Chief Operator Aric Albright.

PAINTING PICNIC TABLES

The Board of Trustees approved Mary O’Sullivan to paint the picnic tables at the canal. The Superintendent of Public Works Jay Pahura will provide the paint.

APPROVED TO CO-SPONSOR SUMMER FESTIVAL

Moved by Trustee Katsanis and seconded by Trustee Farone approving to co-sponsor the Albion Summer Festival event on August 28, 2021 at Bullard Park. The event will have craft/food vendors with open mic.

CARRIED
5 Ayes 0 Nays

RESIDENT REQUEST

The Board of Trustees has no issues with resident Doug Egling’s request for Trellis Pore, Saul Harrison and himself to play music on Saturdays at a different park each week, as long as it doesn’t interfere with anything else going on in the park. They will need to fill out a Special Events Permit application and provide the Village with a schedule.

BENECARE

The Board of Trustees decided that since there have been no issues with Bene-Care doing the health insurance/HRA, the Village will stay with them. Sheridan Benefits had provided information on what their company can offer.

EMPLOYEE RECONIZED

Water Treatment Plant Chief Operator Adam Rush presented the Board of Trustees a letter to Jeremy Graham recognizing him for going above and beyond at the Water Treatment Plant, which will go in his personnel file.

WATER RATES

The Water Treatment Plant Chief Operator Adam Rush will work on a press release to make the residents/commercial property owners aware of how the new rate schedule he is proposing will work.

FLUORIDE SHED

Water Treatment Plant Chief Operator Adam Rush will discuss with engineer Jason Ebbs the changing of the current prints of the fluoride shed to a pole bam style instead.

APPROVED EVOQUA PROPOSAL

Moved by Trustee Katsanis and seconded by Trustee Farone approving Mayor Banker sign the proposal from Evoqua to transfer ownership of 2 two-chemical C30 WM generators and all supplied instrumentation pertinent to proper operation for \$12,500.

CARRIED
5 Ayes 0 Nays

SEWER RATES

Moved by Trustee Katsanis and seconded by Trustee Farone approving to increase the sewer rate by .20 cents per thousand starting with the July, August, September billing. A notice will be put in the newsletter and mailed with the next water/sewer bills.

CARRIED
5 Ayes 0 Nays

APPROVED FUNDS TO CEMETERY RESERVES

Moved by Trustee Farone and seconded by Trustee Barry approving Cemetery Supervisor Jason Zicari’s request to increase AO 2650 (Sale of Scrap) and Cemetery Reserves \$6,270.00 from the sale of his 2009 John Deere Compact Utility Loader Tractor.

CARRIED
5 Ayes 0 Nays

BULLARD PARK

Mayor Banker stated that the Superintendent of Public Works Jay Pahura is getting the sign with the rules for Bullard Park and the Splash Pad. There will be a ribbon cutting ceremony for the splash pad and amphitheater on June 19, 2021. Rebuild Bullard committee member Kim Remley thanked the Board, on behalf of the committee, for getting the splash pad open.

APPLICATIONS FOR APARTMENT

The Board of Trustees tabled renting out the apartment at Mt Albion Cemetery and it will be removed from the agenda until January 1, 2022.

APPOINTMENT TO LIBRARY BOARD

Moved by Trustee Farone and seconded by Trustee Barry approving Mayor Banker’s appointment of Diana Dudley as the Village’s Representative to the HOAG Library Board, for a term to end April 1, 2021.

CARRIED
5 Ayes 0 Nays

APPROVED TREASURERS REPORT

Moved by Trustee Barry and seconded by Trustee Farone approving the Treasurer’s Report for the month of May 2021.

CARRIED
5 Ayes 0 Nays

APPROVED MINUTES

Moved by Trustee Katsanis and seconded by Trustee Barry that in as much as each member received copies of the minutes of May 26, 2021 and there being no errors or omissions, minutes are hereby approved as written.

CARRIED
5 Ayes 0 Nays

APPROVED MINUTES

Moved by Trustee Katsanis and seconded by Trustee Barry that in as much as each member received copies of the minutes of June 1, 2021 and there being no errors or omissions, minutes are hereby approved as written.

CARRIED
5 Ayes 0 Nays

APPROVED PAYMENT OF VILLAGE BILLS

Moved by Trustee Farone and seconded by Trustee Burgess approving the monthly journal entries and the payment of the following Village bills:

General	\$92,658.68
Water	\$28,986.33
Sewer	\$15,206.82

Voucher numbers 38129 to 388237 for invoices paid May 13, 2021 to June 9, 2021

CARRIED
5 Ayes 0 Nays

APPROVED PAYMENT TO WENDEL

Moved by Trustee Katsanis and seconded by Trustee Barry approving payment of \$40,261.73 to Wendel for services rendered through March 31, 2021 for the WIA Grant.

CARRIED
5 Ayes 0 Nays

APPROVED PAYMENT TO DONEGAN

Moved by Trustee Barry and seconded by Trustee Katsanis approving payment of \$3,626.16 to Bernard P Donegan Inc for services rendered for the following:

Emergency Air Header	\$ 821.75
Water Improvement	\$2,717.91
FMS	\$ 86.50

CARRIED

5 Ayes 0 Nays

APPROVED CEMETERY DEEDS

Moved by Trustee Burgess and seconded by Trustee Farone approving Mayor Banker sign the following Cemetery Deeds:

Walther Fitzgerald III	S.G. 214 Single Veterans
Laurie K Tully	#19 - #24 Mahogany Columbarium

CARRIED

5 Ayes 0 Nays

ACCEPTED APPLICATION

The following application was accepted and will be placed on file for future reference:
Claire Squicciarini - Park Supervisor

ACCEPTED NEW AFD MEMBER

Moved by Trustee Farone and seconded by Trustee Barry accepting Robert L Hales as a new member of the Albion Fire Department.

CARRIED

5 Ayes 0 Nays

APPROVED MAYOR TO SIGN CHAUTAUGUA ENERGY

Moved by Trustee Katsanis and seconded by Trustee Barry approving Mayor Banker sign the agreement with Constellation for 19 months. Trustee Katsanis will be the contact person for Chautauqua Energy to review rates periodically.

CARRIED

5 Ayes 0 Nays

ACCEPTED APPLICATION

The following application was accepted and will be placed on file for future reference:
Chelsea Tucker - Park Supervisor

APPROVED SURPLUS PROPERTY

Moved by Trustee Barry and seconded by Trustee Burgess approving the Superintendent of Public Works Jay Pahura’s request to declare the following as surplus property:

- Ford 1700 tractor with 770 front end loader
- Pile of wood at the East State Street site

CARRIED

5 Ayes 0 Nays

ACCESS CONTROL POLICY

Moved by Trustee Katsanis and seconded by Trustee Farone adopting the following Access Control Policy:

I. Purpose of Policy

The purpose of this Policy is to protect, and reduce risk to, business operations by establishing requirements for creating, maintaining, and controlling access to information assets. This Policy ensures that both the information assets and the information in those assets are adequately protected against unauthorized access.
Policy Scope

II. This Policy applies to all of Village of Albion's Information Assets regardless of whether that is stored by Village of Albion on-site or by a Third-Party Service Provider in a hosted or cloud environment and to all Village of Albion employees, including third parties, contractors, Third Party Service Providers, and anyone else who has, or may have, access to Village of Albion's data and/or information is of value to

the organization, including such information as employee records, nonpublic information, intellectual property, or customer information, (together 'Information Assets').

III. Policy Statement

Access Control Policy

- A. Access to Village of Albion's Information Assets will be limited solely to users whose business needs, job functions, and responsibilities require such access, or to users on a need-to-know basis; such access will follow the Least Privilege Access protocol.
- B. The ability to approve additions, changes, and deletions to a user's system access will be limited to specific personnel authorized by Village of Albion and that personnel shall grant such approvals only when necessary for valid business reasons.
- C. The ability to create, delete, and modify user accounts, as well as to grant access to Village of Albion's protected data and resources will be limited to specific personnel authorized by Clerk-Treasurer.
- D. Access reviews for all users and administrative access to Village of Albion's systems will be conducted periodically and, at a minimum, annually.
- E. Reported discrepancies in permitted access will be remediated immediately.

Granting & Removing User Access

- A. A process for establishing, activating, modifying, reviewing, disabling, and removing accounts will be formally documented, implemented, and maintained.
- B. Whenever there is a change in a user's employment status, that user's access will be reviewed and removed or revised to ensure access is limited to only that needed for legitimate business purposes.
- C. User access granted to third parties, including access granted to Third Party Service Providers and maintenance accounts, will be reviewed regularly, and removed or revised to ensure access is limited only to those third-party accounts with legitimate business purposes.
- D. Guest/anonymous, shared/group, emergency, and temporary accounts will be specifically authorized and monitored.
- E. Unnecessary accounts will be promptly be removed, disabled, or otherwise secured.
- F. As a best practice, Village of Albion will require strong passwords for all user accounts.
- G. Inactive accounts will be disabled after 30 days of inactivity.
- H. User access will be enabled only during the time period needed and disabled when an account is not in use.
- I. When an account is in use, access will be monitored.
- J. Users will be locked out after no more than 5 repeated access attempts.
- K. Lockout duration will be for a minimum of 30 minutes or until such personnel as authorized by Village of Albion re-enables the user ID.
- L. A user will be required to re-authenticate and to re-activate the terminal or session if the session has been idle for 10 minutes.
- M. Users will not be permitted to use generic, shared, or service accounts to login.

Privileged Account Management (Administrative Access)

- A. The allocation and use of Privileged Access to Village of Albion's Information Systems and services will be restricted and controlled. ***Special attention shall be given to the allocation of Privileged Access rights, which allow users to override system controls.***
- B. Privileged user accounts will be separate from non-privileged user accounts and privileged user accounts will be used only when Privileged Access is required to complete a specific task or function.
- C. All of a user's Privileged Access to Village of Albion's Information Systems will be immediately revoked or revised as soon as that user's change in employment status, job function, or responsibilities dictate that the user no longer requires such access.
- D. No service account will be used by more than one service, application, or system.
- E. Users with Privileged Access will not extend a user group's permissions if such permissions would provide inappropriate access to any user in that group.
- F. When technically feasible, all servers, applications, and network devices will contain a login banner that conveys the following:
 1. This computer and network are provided for use by authorized members of Village of Albion.
 2. The use of this computer and network are subject to all applicable policies of Village of Albion and any applicable laws and regulations.
 3. The use of this computer or network constitutes acknowledgment that the user is subject to all applicable policies of Village of Albion, laws, and regulations. Any other use is prohibited.

Remote Access

- A. A SSL or IPSec Virtual Private Network (VPN) or Multi-Factor Authentication (MFA) will be required for all individuals using an external network to access Village of Albion's internal network.
- B. Village of Albion's VPN will require the use of a Company-supply application or tunnel connecting back to the Company controlled firewall or VPN appliance.
- C. Village of Albion's MFA will require the use of two authentication methods: first, a username and password or PIN combination, and second, a method not based on user credentials, such as a certificate or token, that Village of Albion shall provision to the user. All remote access communications to internal networks will be authenticated, encrypted and monitored within a log.
- D. All machines used for remote access will have the latest antivirus, security patches, and host- based firewall software installed, running, and enabled.
- E. Third party access to Village of Albion's systems will be limited only to those specifically approved for valid business reasons.
- F. The copying of data containing Nonpublic Information or other highly sensitive or confidential information to a user’s remote machine is prohibited unless such copying is necessary for business purposes, approved by Clerk-Treasurer, and the copied data is encrypted.
- G. Remote access will be disconnected automatically after 30 minutes of inactivity and will require a user to reauthenticate to regain access.

Review of Access Rights

- A. If a user’s status changes as a result of a promotion, transfer, demotion, or termination of employment, that user’s access rights will be reviewed and revised as necessary to ensure access remains limited only to those accounts with legitimate business purposes.
- B. System accounts will be reviewed annually, and any account that cannot be associated with a user or business process shall be disabled.
- C. User accounts assigned to third parties that have access to restricted or confidential information will be reviewed at least annually and access rights updated to ensure that those accounts have access only to what is needed for legitimate business purposes.

IV. Authentication

- A. Users identity at Village of Albion is comprised of many elements including their phone number and/or extension, username, office location, etc. All of these are protected by some form of authentication that proves who you are. To get into the office, you may have to use a badge or key. To use an Information Asset, users will need to log in with a username and password which comport with Village of Albion policies regarding same.

Responsible Parties of Village of Albion must adhere to the Village of Albion means of authentication:

- 1. Use passwords or PINs on all devices, including your personal phone and tablet.
- 2. Passwords or PINs must comply with the Village of Albion Password Policy
- 3. Never share accounts among multiple people.
- 4. Always enable two-factor authentication when available and offered on any application used on company devices or personal devices used for business. Contact IT if you are unsure whether or not it is supported.
- 5. Access to our data and systems is limited to the people that need it to do their job.

V. Policy Approval

Village of Albion will review this Policy periodically for accuracy, completeness, and applicability, and revise and approve it annually.

CARRIED

5 Ayes

0 Nays

SECURITY SYSTEM FOR BULLARD

Victor Wainwright from Security 101 provided the Board of Trustees with a plan for a video surveillance system for Bullard Park. The Board will be sending a Request for Proposal out for the system.

VACANT BUILDING CODE

Moved by Trustee Katsanis and seconded by Trustee Farone to schedule a Public Hearing on July 14, 2021 at 6:00 PM to hear comments regarding the proposed Vacant Building Code as provided by the Village Planning Board.

CARRIED

5 Ayes

0 Nays

EXECUTIVE SESSION

Moved by Trustee Barry and seconded by Trustee Burgess to adjourn to executive session for personnel matters at 7:57 PM.

CARRIED
5 Ayes 0 Nays

Clerk-Treasurer Linda Babcock was excused at 8:20 PM. Mayor Banker took minutes from this point.

EXECUTIVE SESSION CLOSED

Moved by Trustee Katsanis and seconded by Trustee Barry to come out of executive session at 8:30 PM.

CARRIED
5 Ayes 0 Nays

RECREATION DIRECTOR

Moved by Katsanis and seconded by Trustee Barry to allow part-time seasonal employee Park Director John Grillo to work no more than 20 hours per week during the park program plus one week before and one week after. His hourly rate will be \$25.00 per hour and he will need to submit a time card. During the off season he will need prior approval for hours worked.

CARRIED
3 Ayes 2 Nays
Trustee Katsanis Trustee Farone
Trustee Barry Mayor Banker
Trustee Burgess

MEETING ADJOURNED

Moved by Trustee Katsanis and seconded by Trustee Burgess that there being no further business, meeting is hereby adjourned at 8:40 PM.

CARRIED
5 Ayes 0 Nays

Respectfully submitted,

Linda K Babcock
Clerk-Treasurer