

The Regular Meeting of the Board of Trustees of the Village of Albion was held Wednesday, September 9, 2020 at 6:00 PM, at the Village Hall, 35 East Bank Street, Albion, New York.

Present were Mayor Eileen S Banker, Trustees Christopher Barry, Stan Farone, Gary Katsanis and Attorney John C Gavenda. Trustee Kevin Sheehan was absent. There were two residents present.

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

RESIDENTS

Ms Natasha Wasuck addressed the Board of Trustees by asking for funding/support to apply for a grant to place a Welcome Center on her property. Attorney Gavenda stated that public funds can't be used to benefit individuals. The Board appreciates her taking this task on and Mayor Banker will discuss with Brockport how their visitor center was funded.

Mayor Banker informed Ms Wende London that her issue regarding the removal of a headstone is with her relative, not the Cemetery Supervisor. The Village does not own the headstones, so this is not a Village liability issue and the Cemetery Supervisor did nothing wrong.

APPROVED TREASURERS REPORT

Moved by Trustee Farone and seconded by Trustee Barry approving the Treasurer's Report for the month of August 2020.

CARRIED
4 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 August 12, 2020 and there being no errors or omissions, minutes are hereby approved as written.

CARRIED
4 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 August 31, 2020 and there being no errors or omissions, minutes are hereby approved as written.

CARRIED
3 Ayes 0 Nays
Trustee Katsanis
Trustee Barry 1 Abstained
Mayor Banker Trustee Farone

APPROVED MINUTES

Moved by Trustee Farone and seconded by Trustee Katsanis that in as much as each member received copies of the minutes of September 4, 2020 and there being no errors or omissions, minutes are hereby approved as written.

CARRIED
3 Ayes 0 Nays
Trustee Farone
Trustee Katsanis 1 Abstained
Mayor Banker Trustee Barry

APPROVED PAYMENT OF VILLAGE BILLS

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

General	voucher #35924	\$182,138.03
Water	to voucher #36085	\$ 97,874.89
Sewer		\$ 41,854.84

CARRIED
4 Ayes 0 Nays

APPROVED PAYMENT TO STC CONTRUCTION

Moved by Trustee Katsanis and seconded by Trustee Barry approving final payment of \$35,840 to STC Construction for services rendered regarding the JMIPCF Disinfection Project.

CARRIED
4 Ayes 0 Nays

APPROVED PAYMENT TO CIR ELECTRICAL

Moved by Trustee Katsanis and seconded by Trustee Farone approving final payment of \$2,895 to CIR Electrical Corporation for services rendered regarding the JMIPCF Disinfection Project.

CARRIED
4 Ayes 0 Nays

APPROVED PAYMENT TO LABELLA

Moved by Trustee Katsanis and seconded by Trustee Barry approving payment of \$942.87 to LaBella Associates for services rendered regarding the Water Treatment Plant Fluoridation Building. Trustee Katsanis stated he will contact the Superintendent of Public Works Jay Pahura and the Water Treatment Plat Chief Operator Adam Rush to check on the status of the fluoridation building.

CARRIED
4 Ayes 0 Nays

APPROVED PAYMENT TO RILEIGHS OUTDOOR DÉCOR

Moved by Trustee Katsanis and seconded by Trustee Farone approving payment of \$6,188.63 to Rileighs Outdoor Décor out of the Hometown Hero Banner account.

CARRIED
4 Ayes 0 Nays

SCHEDULED PUBLIC HEARING

Moved by Trustee Farone and seconded by Trustee Barry to schedule a Public Hearing for Wednesday, October 14, 2020 at 6:00PM to hear comments regarding changing 40 Braley Street to 1960 Riley Place.

CARRIED
4 Ayes 0 Nays

APPROVED CHANGE ORDER FOR WTP

Moved by Trustee Katsanis and seconded by Trustee Barry approving the Change Order for the Water Treatment Plant High Service Vertical Turbine Replacement Project. The cost of the AIS Compliant check valves manufactured by Kennedy is \$15,300. This is an additional \$3,050 from the original cost of the valves manufactured by Crispin for \$12,250.

CARRIED
4 Ayes 0 Nays

APPROVED CEMETERY DEEDS

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

- | | |
|---|--------------------------------------|
| Todd E Dawley | S.G. 442 and 443 Deerfield Avenue |
| Darrin S and Lisa A Ettinger | Lot 19 Amaranth Path NW #2 and NW #3 |
| Vera Harrison | S.G. 368 Deerfield Avenue |
| Matthew J Sanders and Nicole L McElwain | S.G. 859 and 860 Deerfield Avenue |
| Scott T and Amy Ryan | S.G. 729 Deerfield Avenue |
| Yvonne Sain-Saddler | S.G. 377 Mapleview Avenue |

CARRIED
4 Ayes 0 Nays

APPROVED AFD MEMBER

Moved by Trustee Barry and seconded by Trustee Farone approving Nicholas J Isaac as a new member of the Albion Fire Department.

CARRIED
4 Ayes 0 Nays

APPROVED SURPLUS EQUIPMENT

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

Sewer Camera/Trailer, 2011 Wacker Neuson Roller, 1996 Sullair Compressor, Home Lite 4” Trash Pump and a Home Lite Generator

CARRIED

4 Ayes

0 Nays

TABLED PURCHASE FOR AMPHITHEATER

The Board of Trustees tabled the request from Superintendent of Public Works Jay Pahura authorizing Pollution Control Plant Chief Operator Aric Albright to spec out, give Bullard Group the cost (they have offered to purchase), purchase camlocks and install them for the Bullard Park Amphitheater until the September 23, 2020 Meeting.

APPROVED USE OF CHIPS FUNDING

Moved by Trustee Katsanis and seconded by Trustee Barry approving the request from Superintendent of Public Works Jay Pahura to purchase a roller out of CHIPS funding from Five Star Equipment for \$33,457.83.

CARRIED

4 Ayes

0 Nays

ADOPT OUTSTANDING CHECK POLICY

Moved by Trustee Katsanis and seconded by Trustee Barry adopting the following Outstanding Check Policy:

VILLAGE OF ALBION
OUTSTANDING CHECK POLICY

1. Objective

The purpose of this policy is to insure accurate cash reporting and management. Outstanding checks are those checks the Village has issued from either payroll or accounts payable, but the payee has not cashed.

2. Standard

Accounting practices will conform to Generally Accepted Accounting Principles (GAAP) established by the Governmental Accounting Standards Board (GASB), and shall ensure timely and accurate accounting of assets and liabilities.

3. Procedure

For purposes of turning over unclaimed payments (uncashed checks) to the State Comptroller’s Office, the period of abandonment is measured from the issue date of the check:

Outstanding accounts payable and payroll checks – three (3)-year abandonment period, according to the Property Type Tables as set by the New York State Comptroller.

- a. At the calendar year ending for accounts payable checks and first quarter of the calendar year for payroll checks, all checks that have been outstanding for over six (6) months or more will be identified.
- b. All payees in these groups will be sent a letter to the address on file stating that they have a check outstanding that they have not cashed, and that after three years from the date of issue their money will be considered unclaimed property.

If the payee states that they never received the check or lost the check and would like it reissued, a new check will be issued.

Following the notification process for uncashed checks, if no response is received from the payee, these checks must be set aside for the period of abandonment into an unclaimed liability account. Each year it will be determined which outstanding checks will be sent to the New York State Office of the State Comptroller, Office of Unclaimed Funds. Because of having two different ending terms, two separate reports will need to be done.

4. Responsibility and Accountability

The Clerk-Treasurer and Deputy Clerk-Treasurer shall comply and are responsible for implementation, compliance with and continuous improvement to the system of controls and written procedures.

CARRIED

4 Ayes

0 Nays

APPROVED EMBLEM HEALTH -DENTAL INSURANCE RENEWAL

Moved by Trustee Katsanis and seconded by Trustee Barry approving the renewal with Emblem Health for dental insurance for the Village employees-rates are the same as last year - \$31.92 single and \$122.80 family.

CARRIED

4 Ayes

0 Nays

APPROVED PAYMENT PLAN FOR WATER/SEWER BILL

Moved by Trustee Barry and seconded by Trustee Katsanis approving the request from resident Ms Krish Rodriguez for a six (6) month payment plan for her April, May and June water/sewer bill.

CARRIED

4 Ayes

0 Nays

BEGGARS NIGHT

The Board of Trustees tabled the discussion of Beggars Night until the September 23, 2020 Workshop Meeting.

REQUEST FOR REMOVAL OF PENALTY

The Board of Trustees received a correspondence from Tayler Elich to have the penalty amount removed from her water/sewer bill. The Board decided that the penalty will not be removed, which is consistent with how they have been handled in the past.

ACCEPTED RESIGNATION

Moved by Trustee Katsanis and seconded by Trustee Farone accepting the resignation from Tracy VanSkiver as the Part-time Code Enforcement Officer, with her last day being October 2, 2020. October 5, 2020 she will return to the full-time clerk position in the Clerk's Office.

CARRIED

4 Ayes

0 Nays

APPROVED CLERKS DUTIES

Moved by Trustee Katsanis and seconded by Trustee Barry approving Alison Boring as a full-time Clerk for the Albion Police Department effective October 5, 2020.

CARRIED

4 Ayes

0 Nays

APPROVED PURCHASE OF ROAD SAW

Moved by Trustee Barry and seconded by Trustee Farone approving the request from Superintendent of Public Works Jay Pahura to purchase a road saw for \$1,432.93 from Danny's Equipment using Equipment Reserves.

CARRIED

4 Ayes

0 Nays

APPROVED PAYMENT FOR GRANT WORK

Moved by Trustee Barry and seconded by Trustee Katsanis approving payment of \$7,000 to Clerk-Treasurer Linda Babcock for the work perform for the Village grants for the fiscal year June 1, 2020 to May 31, 2021.

CARRIED

4 Ayes

0 Nays

APPROVED CERTIFICATE OF ACCEPTANCE

Moved by Trustee Katsanis and seconded by Trustee Barry approving Mayor Banker sign the Certificate of Customer Acceptance for Landscape Structures regarding the splash pad equipment.

CARRIED

4 Ayes

0 Nays

APPROVED PAYMENT TO 716 SITE CONTRACTING

Moved by Trustee Farone and seconded by Trustee Barry approving the final payment of \$37,037.70 to 716 Site Contracting LLC for services rendered for the West Academy Street/South Clinton Street Water Line Replacement Project.

CARRIED
4 Ayes 0 Nays

APPROVED PAYMENT TO OSBORN, REED & BURKE

Moved by Trustee Katsanis and seconded by Trustee Farone approving payment of \$82.50 to Osborn, Reed and Burke for services rendered August 31, 2020 for the FOIL request received regarding the Albion Police Department.

CARRIED
4 Ayes 0 Nays

TABLED RESOLUTION 2020-16

The Board of Trustees tabled adopting Resolution 2020-16 regarding the Retention and Disposition Schedule for New York Local Government Records until the September 23, 2020 Workshop Meeting. Trustee Katsanis would like more time to review.

APPROVED 207c APPLICATION

Moved by Trustee Katsanis and seconded by Trustee Barry approving the 207c application that was submitted by a Police Officer who was injured on the job.

CARRIED
4 Ayes 0 Nays

MEETING ADJOURNED

Moved by Trustee Katsanis and seconded by Trustee Barry that there being no further business, meeting is hereby adjourned at 6:55 PM.

CARRIED
4 Ayes 0 Nays

Respectfully submitted,

Linda K Babcock
Clerk-Treasurer