

The Annual Organizational Meeting of the Board of Trustees of the Village of Albion was held Monday, April 2, 2012 at 6:00 PM, at the Village Hall, 35 East Bank Street, Albion, New York.

Present were Mayor Dean A Theodorakos, Trustees Kevin P Sheehan and Attorney John C Gavenda.

Also present was out going Trustee Jeannette Riley.

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

The Oaths of Office were administered by Village Clerk-Treasurer Linda K Babcock to newly elected officials Trustees Fred Miller and Peter A Sidari.

DEPUTY MAYOR

Mayor Theodorakos appointed Kevin P Sheehan as Deputy Mayor.

APPOINTMENTS

Moved by Trustee Miller and seconded by Trustee Sheehan approving Mayor Theodorakos appointments of the following positions:

Linda K Babcock as Clerk-Treasurer for a term of two years

Mary L O'Sullivan as Deputy Clerk-Treasurer for a term of two years

Linda K Babcock as Registrar for a term of two years

Mary L O'Sullivan as Deputy Registrar for a term of two years

John C Gavenda as Village Attorney for a term of two years

Linda K Babcock as Fair Housing Officer for a term of one year

CARRIED

4 Ayes

0 Nays

PLANNING BOARD

Moved by Trustee Sidari and seconded by Trustee Miller approving Mayor Theodorakos appointment of Steve Watkins to the Planning Board for a term of five years.

CARRIED

4 Ayes

0 Nays

ZONING BOARD

Moved by Trustee Miller and seconded by Trustee Sidari approving Mayor Theodorakos appointment of Tony Wynn to the Zoning Board for a term of five years.

CARRIED

4 Ayes

0 Nays

ZONING BOARD

Moved by Trustee Miller and seconded by Trustee Sidari approving Mayor Theodorakos appointment of Jeannette Riley to the Zoning Board for a term of three years.

CARRIED

4 Ayes

0 Nays

RECREATION COMMITTEE TABLED

Tabled the appointments to the Recreation Committee until the April 11, 2012 Regular Board Meeting. Mayor Theodorakos wants to talk to the Town of Albion's Supervisor Dennis Stirk to find out who the Town would like to recommend to the committee.

HISTORIC PRESERVATION

Moved by Trustee Sheehan and seconded by Trustee Miller approving Mayor Theodorakos appointments of Aric Albright, Linda Smith and Christopher Haines to the Historic Preservation Commission, each for four year terms.

CARRIED

4 Ayes

0 Nays

PROCUREMENT POLICY Tabled

Tabled adopting the current procurement policy until the Public Hearing which will be held on April 25, 2012 at 7:00PM.

INVESTMENT POLICY

The following resolution was proposed by Trustee Sheehan who moved its adoption and seconded by Trustee Miller:

BE IT RESOLVED, that the objective of the Investment Policy of the Village of Albion is to minimize risk; to insure that investments mature when the cash is required to finance operations, and to insure a competitive rate of return. In accordance with this policy, the Clerk-Treasurer is hereby authorized to invest all funds including proceeds of obligations and reserve funds in:

Certificates of Deposit issued by a Commercial Bank or Trust Company authorized to do business in New York State;

Time Deposits Accounts in a Commercial Bank or Trust Company authorized to do business in New York State.

BE IT RESOLVED, that Certificates of Deposit and Time Deposit Accounts shall be fully insured by insurance of the Federal Deposit Insurance Corporation, and Commercial Bank's pledge collateral.

BE IT RESOLVED, that a register of investments be kept in the office of the Clerk – Treasurer. At least annually, and if practicable, at the April meeting of the Board of Trustees, members shall review and amend, if necessary, those investment guidelines.

BE IT RESOLVED, no investments will be made in a Savings and Loan Bank.

CARRIED

4 Ayes

0 Nays

OFFICIAL BANKS

The following resolution was proposed by Trustee Sheehan who moved its adoption and seconded by Trustee Miller:

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: HSBC, First Niagara Bank, Bank of America and JP Morgan Chase.

CARRIED

4Ayes

0 Nays

EARLY PAYMENTS

The following resolution was proposed by Trustee Sheehan who moved its adoption and seconded by Trustee Miller:

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

4 Ayes

0 Nays

MILEAGE RATE SET

The following resolution was proposed by Trustee Sheehan who moved its adoption and seconded by Trustee Sidari:

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

4 Ayes

0 Nays

SCHOOL ATTENDANCE

The following resolution was proposed by Trustee Sheehan who moved its adoption and seconded by Trustee Miller:

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

4 Ayes

0 Nays

NEWSPAPER

Moved by Trustee Sheehan and seconded by Trustee Miller approving the Batavia Daily as the official newspaper for the Village of Albion.

CARRIED

4 Ayes 0 Nays

DISASTER MANUAL TABLED

Tabled adopting the Disaster Manual until the April 11, 2012 Regular Meeting.

DISASTER COORDINATOR

Tabled adopting the Disaster Coordinator until the April 11, 2012 Regular Meeting.

MEETING DATES

Moved by Trustee Miller and seconded by Trustee Sidari 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.

CARRIED

4 Ayes 0 Nays

TRUSTEE COMMITTEES

Mayor Theodorakos appointed Trustees to the following Departments:

<u>Trustee Banker</u>	<u>Trustee Miller</u>	<u>Trustee Sidari</u>	<u>Trustee Sheehan</u>
Attorney	Animal Control	Streets Department	Animal Control
Cemetery	Police Department	Codes	Attorney
Codes	Recreation	Insurance	Fire Department
Police Department	Streets Department	Fire Department	Insurance
HPC	Trailer Parks	Public Relations	Recreation
Planning Board	Village Office	Water & Sewer	Water & Sewer
Village Office	Cemetery		Trailer Parks

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

APPROVED PAYMENT TO STC

Moved by Trustee Sheehan and seconded by Trustee Miller approving payment to STC Construction for Pay Application #1 for Contract #1 in the amount of \$8,075.00 for work performed at the JMPCF Project.

CARRIED

4 Ayes 0 Nays

APPROVED PAYMENT TO SUBURBAN ELECTRIC

Moved by Trustee Miller and seconded by Trustee Sheehan approving payment to Suburban Electric for Pay Application #2 for Contract #2 in the amount of \$3,800.00 for work performed at the JMPCF Project.

CARRIED

4 Ayes 0 Nays

APPROVED REQUEST FOR RELEASE OF FUNDS

Moved by Trustee Miller and seconded by Trustee Sheehan approving Mayor Theodorakos to sign the correspondence to NYS Office of Community Renewal requesting the release of \$11,875 in CDBG grant funds to pay for Contract 1 and Contract 2 for worked preformed at the JMPCF Project.

CARRIED

4 Ayes 0 Nays

APD BUDGET DISCUSSED

Police Chief Roland Nenni was present to discuss his proposed budget for the fiscal year June 1, 2012 to May 31, 2013.

SCHUDLED SPECIAL MEETING

Moved by Trustee Miller and seconded by Trustee Sheehan to meet at 6:00 PM, before the Regular Board Meeting on April 11, 2012 to meet with the Superintendent of the Pollution Control Facility to review his proposed budget for the fiscal year June 1, 2012 to May 31, 2013.

CARRIED

4 Ayes

0 Nays

WTP ASSESSMENT DISCUSSED

The Board of Trustees discussed the assessment of the Water Treatment Plant. Attorney Gavenda will check into why the assessment went up. Also discussed was possibly challenging the assessment.

MEETING ADJOURNED

Moved by Trustee Miller and second by Trustee Sheehan that there being no further business, meeting is hereby adjourned at 7:29 PM.

CARRIED

4 Ayes

0 Nays

Respectfully submitted,



Linda K Babcock
Clerk-Treasurer