

The Organizational Meeting of the Board of Trustees of the Village of Albion was held Monday, April 4, 2011 at 7:00 PM at the Village Council Chambers, 35-37 East Bank Street, Albion, New York.

Present were Mayor Dean A Theodorakos, Trustees Eileen S Banker and Kevin P Sheehan.

Mayor Theodorakos opened the meeting with the pledge of allegiance at 7:00 PM.

Trustee Fred Miller entered meeting at 7:03 PM.

PUBLIC HEARING CDBG PROGRAM

Mayor Theodorakos opened the Public Hearing at 7:00 PM to discuss community needs and priorities and to provide residents with information about the Small Cities program. This is the first of two Public Hearings. The Board of Trustees discussed:

Housing Rehabilitation

Paving the streets that have already had the infrastructure replaced.

Superintendent of Public Works Dale Brooks will need to get an approximate cost for the paving.

PUBLIC HEARING CLOSED

Moved by Trustee Sheehan and seconded by Trustee Banker that in as much as everyone who wished to speak regarding the community needs and priorities, the Public Hearing is hereby closed at 7:06 PM.

CARRIED

4 Ayes

0 Nays

APPOINT FAIR HOUSING OFFICER

Moved by Trustee Banker and seconded by Trustee Miller approving Mayor Theodorakos appointment of Linda K Babcock as the Fair Housing Officer for a term of one year.

CARRIED

4 Ayes

0 Nays

APPOINT PLANNING BOARD MEMBER

Moved by Trustee Sheehan and seconded by Trustee Banker approving Mayor Theodorakos appointment of Clifford Thom to the Planning Board for a term of five years.

CARRIED

4 Ayes

0 Nays

TABLE APPOINTING ZONING BOARD MEMBER

The appointment to the Zoning Board was tabled.

APPOINT RECREATION COMMITTEE MEMBERS

Moved by Trustee Banker and seconded by Trustee Miller approving Mayor Theodorakos appointments of Paula Knaak, Laura Harvey, Annette Finch, Bernard Baldwin and Kathy LaLonde to the Recreation Committee for a term of one year each.

CARRIED

4 Ayes

0 Nays

APPOINT HISTORIC BOARD MEMBER

Moved by Trustee Banker and seconded by Trustee Miller approving Mayor Theodorakos appointment of Richard Nenni to the Historic Preservation Committee for a term of four years.

CARRIED

4 Ayes

0 Nays

APPOINT HISTORIC BOARD MEMBER

Moved by Trustee Banker and seconded by Trustee Sheehan approving Mayor Theodorakos appointment of Mary Ann Braunbach to the Historic Preservation Committee for a term of two years.

CARRIED

3 Ayes	1 Nay
Trustee Banker	Trustee Miller
Trustee Sheehan	
Mayor Theodorakos	

ADOPT PROCUREMENT POLICY

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

CARRIED

4 Ayes	0 Nays
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RESOLUTION ADOPTING INVESTMENT POLICY

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

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
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RESOLUTION FOR BANKS

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

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

CARRIED

4 Ayes	0 Nays
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RESOLUTION APPROVING EARLY PAYMENT

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

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, leases, schooling fees, credit cards, charge cards (ex. Home Depot) and medical bills and 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

RESOLUTION FOR MILEAGE RATE

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

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 .45 cents per mile.

CARRIED

4 Ayes

0 Nays

RESOLUTION TO ATTEND SCHOOLS

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

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

1. The New York State Conference of Mayors Annual Meeting and Training School;
2. The New York State Conference of Mayors Fall Training School for Fiscal Officers and Municipal Clerks;
3. 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

OFFICIAL NEWSPAPER

Moved by Trustee Miller and seconded by Trustee Banker approving the Medina Journal Register Newspaper as the official newspaper for the Village of Albion.

CARRIED

4 Ayes 0 Nays

ADOPT DISASTER MANUAL

Tabled adopting the amended Emergency Preparedness Disaster Manual for the Village of Albion until the April 13, 2011 Regular Board Meeting.

APPOINT DISASTER COORDINATOR

Tabled appointing a Village of Albion Disaster Coordinator until the April 13, 2011 Regular Board Meeting.

APPROVE MEETING DATES

Moved by Trustee Banker and seconded by Trustee Sheehan setting the official meeting dates for the Village Board of Trustees as the 2nd Wednesday of every month for the Regular Meeting and 4th Wednesday of every month for the Workshop Meeting.

CARRIED

4 Ayes 0 Nays

Mayor Theodorakos appointed the Trustees to the following departments:

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

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

WORKSHOP MEETINGS

The Board of Trustees decided that the Department Heads don't have to attend the monthly Workshop Meetings. They will still meet with their Trustees, who can bring their requests/concerns to the rest of the Board of Trustees. The Department Heads are to have their monthly reports into the Clerk-Treasurer by the Monday before the Workshop Meeting so that the Board of Trustees will have time to review them. If a Board member or the Department Head feel they should attend the meeting, let the Clerk-Treasurer know.

MEETING ADJOURNED

Moved by Trustee Banker and second by Trustee Sheehan that there being no further business, meeting is hereby adjourned at 7:39 PM.

CARRIED

4 Ayes 0 Nays

Respectfully submitted,

Linda K Babcock

Linda K Babcock
Clerk-Treasurer