

The Workshop Meeting of the Board of Trustees of the Village of Albion was held Wednesday, February 24, 2016 at 7:00 PM, at the Village Hall, 35 East Bank Street, Albion, New York.

Present were Mayor Dean A London, Trustees Eileen S Banker, Stanley Farone, Gary Katsanis, Pete Sidari and Attorney John C Gavenda.

Also in attendance was the Provisional Superintendent of the Department of Public Works Todd Sargent, Pollution Control Plant Chief Operator Aric Albright, Water Treatment Plant Chief Operator Kevin Miller, Fire Chief Harry Papponetti and Code Enforcement Officer Ron Vendetti.

There were 5 residents/students present.

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

RESIDENT

Trustee Farone will meet with Mr Tom Rivers regarding his Santa house and statue project he would like to see in the downtown area.

DEPARTMENT HEAD REPORTS

The Board of Trustees received monthly reports from Provisional Superintendent of Public Works Todd Sargent, Police Chief Roland Nenni, Albion Fire Department, Animal Control Officer Harry Papponetti, Code Enforcement Officer Ron Vendetti, Cemetery Supervisor Jason Zicari, Village Clerk Linda Babcock, Chief Water Treatment Plant Operator Kevin Miller and the Chief Pollution Control Plant Operator Aric Albright.

ELBA CONTRACT

Attorney Gavenda will work on extending the current contract with the Village of Elba to oversee their Pollution Control Plant until June 2018. The current contract expires May 31, 2016.

WATER FLUORIDATION GRANT

The Chief Water Treatment Plant Operator Kevin Miller Kevin informed the Board of Trustees that Jean O'Connell's office has sent him a draft of the Drinking Water Fluoridation Grant Application to review. The Village is asking for \$23,344.

CHEMISTRY ANALYSIS

The Chief Water Treatment Plant Operator Kevin Miller stressed that there needs to be a chemistry analysis done if the Village is going to pursue hooking into the Village of Holley water main. Trustee Katsanis stated that the work on the Local Government Efficiency Grant (LGE) is in the very beginning stages and that has already been added.

DEPARTMENT HEADS

Mayor London stated that all Department Heads are to attend Workshop Meetings and if they can't attend they are to contact him to let him know.

DEPARTMENT HEAD MEETING SCHEDULED

Mayor London stated that if he's unable to attend the Department Head meetings, Deputy Mayor Eileen Banker will run them. There will be a Department Head Meeting Monday, March 7, 2016 at 8:00 AM at the Village Hall.

APPROVED PAYMENT TO NYSDEC

Moved by Trustee Farone and seconded by Trustee Banker approving the Chief Pollution Control Plant Operator Aric Albright's request to issue a check of \$200.00 to New York State Department of Conservation for two employees to take the upcoming pesticide test.

CARRIED

5 Ayes

0 Nays

MINISTRY OF CONCERN LEASE

Moved by Trustee Farone and seconded by Trustee Katsanis approving the Ministry of Concern's request to forgive January and February's rent and to increase the rest of the contract year by 2% pending Attorney Gavenda checking with NYCOM.

CARRIED

4 Ayes	1 Nay
Trustee Farone	Trustee Sidari
Trustee Katsanis	
Trustee Sidari	
Mayor London	

AGREEMENT WITH COUNTY FOR WATER SAMPLES

Attorney Gavenda is waiting to hear back from the Orleans County Attorney David Schubel regarding the agreement with Orleans County Public Health for the Water Treatment Plant to provide water sample testing.

WATER TAP 39-43 NORTH MAIN STREET

The Board of Trustees discussed property owner Mr Adam Johnson's request for the Village to install a water line to the back of his property at 39-43 North Main Street. The Provisional Superintendent of Public Works Todd Sargent will get pricing on the material and Mr Johnson will give Attorney Gavenda documentation regarding his property. If the line was installed it would benefit the whole block in future development.

APPROVED PAYMENT TO LEE SHUKNECHT

Moved by Trustee Sidari and seconded by Trustee Katsanis approving the Chief Pollution Control Plant Operator Aric Albright's request to pay Lee Shuknecht & Sons Inc \$32,003.36 out of Sewer Reserves. Mr Albright was reminded to follow the procurement policy and to notify the Board of Trustees when an emergency arises.

CARRIED

5 Ayes	0 Nays
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HANDLING VILLAGE POLICIES

Moved by Trustee Farone and seconded by Trustee Katsanis approving Village policies to be handled as follows:

It is critical to Village operations that all employees know and follow Village policies.

Existing Employees

Employees should be instructed to review policies during the month of May. Department Heads should take time to ask all employees if there are any questions or issues. Department Heads should talk with one or both of their trustees in May about Village policies as well. By June 1st of each year, all Village employees will submit a signed paper copy of the attestation statement (saying they understand and will follow Village policies) to the Village Office, for inclusion in their personnel files.

New Employees

New employees should be instructed on the location and access to Village policies in a one-on-one meeting with their Department Head, after starting work at the Village. New employees will be given time to read Village policies and ask questions. New employees will sign an attestation statement by one month after their start date, to be included in their personnel file.

New Policies or Updated Policies

New or updated policies will be explained by Department Heads to employees, employees will be informed of the location of new policies, and Department Heads will distribute policy-specific attestation statements. Signed attestation statements will be returned to the Village Office, to be included in their personnel files no later than one month after employee orientation to the policy.

CARRIED

5 Ayes	0 Nays
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PLANNING BOARD MEMBER

Mayor London stated he is looking for recommendations to fill the vacant position on the Planning Board to finish the remaining of a 4 year term.

APPROVED MINUTES

Moved by Trustee Farone and seconded by Trustee Sidari that in as much as each member received copies of the minutes of the February 10, 2016 and February 20, 2016 meetings and there being one error or omission, minutes are hereby approved as written with the following correction:

Special Meeting February 20, 2016 under Subsequent Special Meetings it should be John Grillo, not John Gavenda.

CARRIED

5 Ayes

0 Nays

APPROVED BREAK ON CLEANUP BILL

Moved by Trustee Sidari and seconded by Trustee Katsanis approving resident Mr Jeff Sherwood's request for a break on the cleanup invoice for his property at 106 West Park Street. The Board of Trustees reviewed his bill and reduced the man hours to 3 men at 1 hour each, instead of 3 men at 3 hours each.

CARRIED

5 Ayes

0 Nays

PUBLIC HEARING SCHEDULED FOR CABLE FRANCHISE

Moved by Trustee Farone and seconded by Trustee Banker to hold a Public Hearing on Wednesday, April 13, 2016 at 7:00 PM to review the past performance of the cable operator, Time Warner and to identify the Village's future cable-related needs.

CARRIED

5 Ayes

0 Nays

PUBLIC HEARING SCHEDULED FOR TENTATIVE BUDGET

Moved by Trustee Farone and seconded by Trustee Banker to hold a Public Hearing on Wednesday, April 4, 2016 at 7:00 PM to hear comments regarding the tentative budget.

CARRIED

5 Ayes

0 Nays

APPROVED CHANGE ORDER 1-FINAL FOR CLARENDON BRIDGE

Moved by Trustee Banker and seconded by Trustee Farone approving Mayor London sign Change Order 1-Final regarding the Clarendon Street Bridge Project as prepared by Bergmann Associates. Some items overran the original contract quantity and some underran the original contract quantity. The net change of these adjustments was an addition of \$20,642.69 to the original contract value of \$442,639.99, creating a final contract value of \$463,282.68.

CARRIED

5 Ayes

0 Nays

CORRESPONDENCE

The Board of Trustees received notification from Western Regional Off-Track Betting Corporation that the Albion office will be closing.

CORRESPONDENCE

The Board of Trustees received a correspondence from New York State Canal Corporation regarding the 11th Annual Canal Clean Sweep to be held April 22, 2016 through April 24, 2016.

PROVISIONAL SUPERINTENDENTS PAY AMENDED

Moved by Trustee Banker and seconded by Trustee Farone approving to amend the salary of the Provisional Superintendent of Public Works Todd Sargent to be \$60,000 plus longevity.

CARRIED

5 Ayes 0 Nays

APPROVED PAYMENTS ONLINE

Moved by Trustee Farone and seconded by Trustee Banker approving the Clerk-Treasurer's request to make available to the residents the option to pay their water/sewer payments on the Village's website.

CARRIED

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

APPROVED INCREASE OF LINES

Moved by Trustee Banker and seconded by Trustee Farone approving to increase A 3089 (State Aid) and A 3120.103 (Police Overtime) by \$361.92 for reimbursement of the PTS Grant.

CARRIED

5 Ayes 0 Nays

SENATOR ORTT FUNDS

The Board of Trustees discussed Senator Ortt's funds that the Village requested. The Clerk-Treasurer will check to see what the Board of Trustees approved and contact Senator Ortt's office to get more information on if/when the funds would be available. She will also find out if the Village can change what the funds will be used for.

EXECUTIVE SESSION

Moved by Trustee Katsanis and seconded by Trustee Sidari to adjourn to executive session to discuss personnel matters at 8:42 PM.

CARRIED

5 Ayes 0 Nays

EXECUTIVE SESSION CLOSED

Moved by Trustee Banker and seconded by Trustee Sidari to come out of executive session at 9:36 PM.

CARRIED

5 Ayes 0 Nays

APPROVED TO HIRE GRANT ADMINISTRATOR

Moved by Trustee Banker and seconded by Trustee Farone to hire Ronald Vendetti as the administrator for the Main Street Grant. He will be paid \$12,500 after the grant is awarded.

CARRIED

4 Ayes 1 Nay
Trustee Banker Trustee Katsanis
Trustee Farone
Trustee Sidari
Mayor London

MEETING ADJOURNED

Moved by Trustee Katsanis and seconded by Trustee Banker that there being no further business, meeting is hereby adjourned at 9:37 PM.

CARRIED

5 Ayes

0 Nays

Respectfully submitted,



Linda K Babcock
Clerk-Treasurer