

The Workshop Meeting of the Board of Trustees of the Village of Albion was held Wednesday, June 25, 2025, at 6:00 PM, Village Hall, 35 East Bank Street, Albion New York.

Present were Mayor Angel Javier Jr, Trustee Joyce Riley, Trustee William Gabalski, and Trustee Timothy McMurray

Absent: Deputy Mayor Greg Bennett

Present: Superintendent of Public Works James Pahura, Police Chief David Mogle, Animal Control Officer Harry Papponetti, Water Treatment Plant Chief Operator Levi Boyer, Code Enforcement Officer Chris Kinter and Pollution Control Plant Chief Operator Aric Albright

Absent: Park & Recreation Director John Grillo and Cemetery Superintendent Jason Zicari

Residents: 4

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

PUBLIC FORUM

Scott Burto from G & G municipal consulting and grant writing provided the Board of various grants available to the Village, representatives will be back on 7/9/2025 with updates

PAYMENT PLAN EXTENSION

Moved by Trustee McMurray and seconded by Trustee Riley to allow Latisha Sanders a 24-month payment plan on her water/sewer bill, to start August 1, 2025

CARRIED

Mayor Javier	
Trustee Riley	Aye
Trustee Bennett	
Trustee Gabalski	Aye
Trustee McMurray	Aye

DEPARTMENT HEAD BOARD REPORT

APPROVE MEETING MINUTES

Moved by Trustee Gabalski and seconded by Trustee McMurray approving the minutes for June 11, 2025, with the correction regarding changing Trustee Gabalski's vote under "allow to speak" to Aye

CARRIED

Mayor Javier	
Trustee Riley	Aye
Trustee Bennett	
Trustee Gabalski	Aye
Trustee McMurray	Aye

TREASURERS REPORT

Moved by Trustee McMurray and seconded by Trustee Gabalski to accept the May treasurer's report

CARRIED

Mayor Javier	
Trustee Riley	Aye
Trustee Bennett	
Trustee Gabalski	Aye
Trustee McMurray	Aye

BUDGET ADJUSTMENTS

Moved by Trustee Gabalski and seconded by Trustee Riley to approve the following budget adjustments/use of funds/payment of invoices

July 3rd Celebration

- | | | | |
|--------------------------------------|-----------|-----------|-----------------------|
| • Place in reserves | Donations | \$500.00 | Orleans Ford |
| | | \$260.00 | Cash jars |
| | | \$163.00 | bottle can return |
| | | \$263.00 | Cash jars |
| • Increase expense line A0.7310.0103 | | \$1500.00 | Employee for FoodLink |

WIIA 1 & 2

- | | | | |
|---|--|--------------|-------------------------|
| - | Increase expense line H0.8320.0200.010 | \$146,669.25 | CIR Electrical |
| - | Increase revenue line H0.8320.3991.010 | \$146,669.25 | |
| - | Increase expense line H0.8320.0200.013 | \$19,234.38 | Statewide Aquastore Inc |
| - | Increase revenue line H0.8320.3991.013 | \$19,234.38 | |

CARRIED

Mayor Javier	
Trustee Riley	Aye
Trustee Bennett	
Trustee Gabalski	Aye
Trustee McMurray	Aye

SPECIAL EVENT PERMIT

Moved by Trustee McMurray and seconded by Trustee Gabalski to approve the following special events permit and street closure:

Albion Summer Festival Bullard Park 7/30/25-8/3/2025

CARRIED

Mayor Javier	
Trustee Riley	Aye
Trustee Bennett	
Trustee Gabalski	Aye

Trustee McMurray	Aye
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SIGN DOCUMENT

Moved by Trustee Gabalski and Trustee Riley to approve the Mayor to sign the retainer letter with Webster Szanyi LLP for the revision of the employee handbook

CARRIED

Mayor Javier	
Trustee Riley	Aye
Trustee Bennett	
Trustee Gabalski	Aye
Trustee McMurray	Aye

DESTROY RECORDS

Moved by Trustee Riley and seconded by Trustee McMurray to approve the Clerk to destroy the following documents according to LGS-1 RECORDS RETENTION schedule:

FISCAL RECORDS – after 6 years of last date

FEDERAL SEIZURE MONEY 12/22/2005-06/20/2013 – ACCT CLOSED

SMALL CITIES HSBC 6/1/2008- 5/31/2016

ROOF/BRICK SMALL CITIES 6/1/2010-5/31/2011

CAPITAL FUNDS 6/1/2011-5/31/2015

GENERAL FUND 6/1/2011-5-9-2012

CHECK STOCK FROM CLOSED BANK ACCOUNTS:

CAPITAL ACCT

GENERAL FUND

SEWER FUND

WATER FUND

PAYROLL FUND – UNABLE TO USE THESE CHECKS WITH UPDATED SOFTWARE

2011-2012 work orders

Property transfers/ agency letters/shut offs -2008-2010

Benecare 2014/EBS Healthcare 2012

Billing 1997-2003

Water apps/NSF checks, balance sheets 2009-2012

Receipt books 2003/2017-2018

Water/sewer stubs 2017-2018-2016-2019

Water/sewer billing 2012-2013-2014-2017

Daily receipts balance 2017

Cash receipts 2018

CASH TRANSACTION RECORDS LGS-1 S384SHOWING CASH RECEIVED FROM
COLLECTION OF VARIOUS FEES AND PETTY CASH DISBURSED – 10 YEARS AFTER
CLOSE OF FISCAL YEAR

EMPLOYEES TIME RECORDS – 6 YEARS

BILLING/property transfers – 6 years

CARRIED

Mayor Javier	
Trustee Riley	Aye
Trustee Bennett	
Trustee Gabalski	Aye
Trustee McMurray	Aye

ADOPT RESOLUTION 2025-09

At a meeting of the Village of Albion Board of Trustees held on the 25th day of June 2025 at 6:00PM at 35-37 East Bank Street, Albion, New York at which the following were:

PRESENT: Angel Javier Jr, Mayor
Tim McMurray Trustee
William Gabalski, Trustee
Joyce Riley, Trustee

Trustee Riley moved the adoption of the following resolution, Trustee McMurray, seconded the motion.

RESOLUTION 2025-09 CLIMATE SMART COMMUNITIES

WHEREAS the Village of Albion recognizes the growing importance of addressing climate change and enhancing community resilience through proactive local planning; and

WHEREAS, the Village adopted its current Comprehensive Plan in 2013, and recognizes the need to update it to reflect better current conditions, community priorities, and emerging environmental challenges; and

WHEREAS, the Village of Albion desires to integrate Climate Smart Communities (CSC) strategies into its updated Comprehensive Plan to promote sustainability, reduce greenhouse gas emissions, protect natural resources, and prepare for climate-related risks; and

WHEREAS, the New York State Department of State offers grant funding through the Climate Smart Communities Grant Program to support eligible municipalities in planning and implementing climate-related initiatives; and

WHEREAS, the Village intends to apply for up to 90% of the total eligible project costs under the CSC Planning Grant program and will provide the required 10% local match using Village funds;

NOW, THEREFORE, BE IT RESOLVED that:

1. The Village Board hereby authorizes the submission of a Climate Smart Communities Planning Grant application to the New York State Department of State.
2. The Mayor and/or Village Clerk-Treasurer are authorized to execute all financial and administrative processes relating to the grant application and, if awarded, to enter into a contract with the State of New York and oversee the project's implementation.
3. The Village affirms its commitment to climate action planning and its intent to become a Certified Climate Smart Community in the future.

This resolution shall take effect immediately.

Adopted and approved by the governing body of the Lessee this 25th day of June 2025.

UPON being put to a vote, the following "AYE" in favor of the foregoing resolution:

Mayor, Angel Javier Jr-
Deputy Mayor, Greg Bennett-Absent
Trustee, William Gabalski-Aye
Trustee, Greg Bennett-AYE
Trustee, Timothy McMurray-AYE

This resolution was deemed passed June 25th, 2025

CARRIED

Mayor Javier	
Trustee Riley	Aye
Trustee Bennett	
Trustee Gabalski	Aye
Trustee McMurray	Aye

SIGN DOCUMENT

Moved by Trustee Riley and seconded by Trustee Gabalski to allow Mayor to sign MWBE compliance letter required for the Climate Smart Communities grant

CARRIED

Mayor Javier	
Trustee Riley	Aye
Trustee Bennett	
Trustee Gabalski	Aye
Trustee McMurray	Aye

CEMETERY DEEDS

Moved by Trustee McMurray and seconded by Trustee Riley to approve the cemetery deed:

Michael W. & Anna M. Tower

#27 Evergreen Columbarium

Colleen Dinitto

S.G. 963 Deerfield Avenue

Douglas H. & Leslee B. Lockwood

S.G. 130 A/B Veterans Companion Section

CARRIED

Mayor Javier	
Trustee Riley	Aye
Trustee Bennett	
Trustee Gabalski	Aye
Trustee McMurray	Aye

EMPLOYMENT APPLICATIONS

Accept the following applications to be kept on file for one (1) year

Evan Silversmith

DPW MEO

NOTICE

The Board acknowledge the environmental easement from NYSEG for the property located at 92 Ingersoll St, aka 134 Ingersoll St

GROUND LEASE

The Board reviewed the updated ground lease from North Shore Networks for the potential internet tower to be located at 961 Wilson Rd, Waterport, it was noted for the Attorney to make a few modifications and present to North Shore Networks for review

BASEBALL FIELD REQUEST

The Board reviewed the request from Dan Conrad regarding redoing the baseball field at Bullard Park, volunteers will be doing all the work, the Board was in favor of request but would like a timeline and plan brought back 7/23/2025 for review, and to include Jay Pahura, DPW Superintendent with project

PILOT

Attorney requested Board to have all questions ready and be prepared to vote on DePaul PILOT with School and County at 7/9/2025 meeting

ENTER EXECUTIVE

Moved by Trustee Riley and seconded by Trustee McMurray to enter executive at 7:03PM to discuss personal matter

CARRIED

Mayor Javier	
Trustee Riley	Aye
Trustee Bennett	
Trustee Gabalski	Aye
Trustee McMurray	Aye

EXIT EXECUTIVE

Moved by Trustee Gabalski and seconded by Trustee Riley to exit executive at 7:14PM

CARRIED

Mayor Javier	
Trustee Riley	Aye
Trustee Bennett	
Trustee Gabalski	Aye
Trustee McMurray	Aye

EMPLOYEE REQUEST

Moved by Trustee Gabalski and seconded by Trustee Riley to deny the request from a particular employee regarding receiving retroactive raise percentage, and Attorney to draft letter to said employee

CARRIED

Mayor Javier	Aye
Trustee Riley	Aye
Trustee Bennett	
Trustee Gabalski	Aye
Trustee McMurray	Nay

MEETING ADJOURNED

Moved by Trustee McMurray and seconded by Trustee Gabalski having no further business, the meeting is hereby adjourned at 7:15PM

CARRIED

Mayor Javier	
Trustee Riley	Aye
Trustee Bennett	
Trustee Gabalski	Aye
Trustee McMurray	Aye

Respectfully submitted,

Tracy A. VanSkiver
Clerk-Treasurer