

The Regular Meeting of the Board of Trustees of the Village of Albion was held Wednesday, December 8, 2021 at 6:00 PM, at the Village Hall, 35 East Bank Street, Albion, New York.

Present were Mayor Eileen S Banker, Christopher Barry, Zachary Burgess, Stanley Farone, Gary Katsanis and Attorney John C Gavenda. Also in attendance were Superintendent of Public Works James Pahura, Provisional Chief David Mogle, Fire Chief Rob Conner, Animal Control Officer Harry Papponetti, Code Enforcement Officer Kevin Sheehan, Water Treatment Plant Chief Operator Adam Rush and Pollution Control Plant Chief Operator Aric Albright. Cemetery Supervisor Jason Zicari was absent. There were 5 residents present.

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

**RESIDENTS**

Resident Angie Brown asked the Board of Trustees for help on tractor trailers using Orchard Street, which is a dead-end street. Department of Public Works Jay Pahura will look into getting better signage for that area.

**APPROVED PARADE**

Moved by Trustee Katsanis and seconded by Trustee Farone approving Rose Friedl and Tim McMurray's request to move forward with their plans to hold a Santa's Coming Home parade on December 17, 2021. The parade will start at 6:00 PM at the Albion Gregory complex and end at the alley by the canal. The Albion Police Department will man the intersection of Route 31/98. The Albion Fire Department will take care of the other intersections. The parade will have only licensed vehicles/trailers with nobody riding on them, last approximately 20 minutes, there will be no walking along the route or throwing candy from the vehicles.

CARRIED

5 Ayes

0 Nays

**DEPARTMENT HEAD REPORTS**

The Board of Trustees received monthly reports for October/November from Superintendent of Public Works James Pahura, Provisional Chief David Mogle, Fire Chief Rob Conner, Animal Control Officer Harry Papponetti, Code Enforcement Officer Kevin Sheehan, Cemetery Supervisor Jason Zicari, Village Clerk Linda Babcock, Water Treatment Plant Chief Operator Adam Rush and Pollution Control Plant Chief Operator Aric Albright.

**TANKER TRUCK**

The Board of Trustees approved Pollution Control Plant Chief Operator Aric Albright to continue looking for a tanker truck to replace the current 1998 one.

**APPROVED APD/AFD LEADING SANTA AROUND**

The Board of Trustees approved Tim McMurray's request to have the Police Department and Fire Department lead Santa around the Village on December 11, 2021. He will work the details out with each department.

**WATER MEETING**

Superintendent of Public Works Jay Pahura, Water Maintenance employee Martin Zwifka, billing clerk Jodi Marion and the Clerk-Treasurer will meet to discuss how to handle new services to make sure everyone involved has all the information needed for the account. Also, to discuss that the billing clerk be informed when the water is on or off after meter is installed.

**NYMIR INSPECTION**

The Department of Public Works Jay Pahura will contact NYMIR regarding the inspection that was recently done and get clarification on the items they say should be taken care of.

**APPROVED WATER ASSISTANT PROGRAM**

Moved by Trustee Katsanis and seconded by Trustee Burgess approving the clerk to sign the vendor agreement with New York State Office of Temporary and Disability Assistance. The program is offered to residents who need help paying their outstanding water/sewer bill due to COVID.

CARRIED

5 Ayes

0 Nays

**NEW HANDBOOKS**

The new Employee Handbooks are done and will be handed out to the employees. They will need to sign the form that they received the new handbook.

**WTP PHONE UPGRADE**

The Board of Trustees approved the Water Treatment Plant Chief Operator Adam Rush’s request to seek three bids to upgrade the phone system at the plant.

**FUEL TANK AT WTP**

The Water Treatment Plant Chief Operator Adam Rush discussed the underground fuel tank that needs to be removed at the Water Treatment Plant. Adam will get more information from LaBella Engineers and will email it to the Board of Trustees.

**ADOPTED RESOLUTION 2021-20 FLUORIDATION BUILDING**

The following Resolution 2021-20 was proposed by Trustee Katsanis who moved its adoption and seconded by Trustee Farone:

**WHEREAS**, In accordance with the New York State Environmental Quality Review (SEQR) regulations, the Village Board of the Village of Albion conducted an environmental review of the Village of Albion Water Treatment Plant Fluoridation Building Project (the "Project") consisting of the following: construction of an approximately 200 sf fluoridation building, to be located immediately adjacent to the existing water treatment plant building, which is located at 961 Wilson Road, along Lake Ontario in the Town of Carlton. Other project components include expansion of an existing driveway to accommodate larger vehicles that visit the site, connection to existing water supply, and extension of underground piping. The project is applying to NYSDOH for funding assistance to complete this project.

**WHEREAS**, the Village Board has determined that the proposed action is an “Unlisted Action” under SEQR; and

**WHEREAS**, the Village Board has caused to be prepared an environmental assessment of the significance of and potential environmental impact of the action described above; and

**WHEREAS**, the Village Board now desires to make its determination of significance in accordance with the SEQRA regulations at 6 NYCRR §617.7.

**NOW THEREFORE BE IT RESOLVED,**

1. The Village Board declares that, based on the Environmental Record which has been prepared, the Project will not result in any large and important impacts, and therefore, will not have a significant adverse impact on the environment. A Negative Declaration under SEQR is therefore issued for this project, and the Village Clerk is hereby authorized and directed to prepare and issue, on behalf of the Village, the Negative Declaration in the Part 3 of the Environmental Assessment Form.
2. The question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:
3. The foregoing Resolution was thereupon declared and duly adopted.

CARRIED  
5 Ayes                      0 Nays

**EXECUTIVE SESSION**

Moved by Trustee Katsanis and seconded by Trustee Barry to go into executive session at 7:09 PM to discuss personnel matters and Attorney Client matters.

CARRIED  
5 Ayes                      0 Nays

**END EXECUTIVE SESSION**

Moved by Trustee Katsanis and seconded by Trustee Barry to come out of executive session at 8:14 PM.

CARRIED  
5 Ayes                      0 Nays

**MANAGERIAL POLICY**

Moved by Trustee Katsanis and seconded by Trustee Barry approving changes to the Managerial Guidelines, pending Attorney Gavenda’s final approval. The word “after” will be removed from the language regarding vacation/personal time for employees hired after August 1, 2006.

CARRIED  
5 Ayes                      0 Nay

**APPROVED TASER AND CAMERA PURCHASES**

Moved by Trustee Katsanis and seconded by Trustee Barry approving the police seek three quotes for new tasers and body cameras as specified by Provisional Chief David Mogle. They will be purchased using coronavirus local recovery funds.

CARRIED  
5 Ayes                      0 Nays

**APPROVED GRANT PAY**

Moved by Trustee Katsanis and seconded by Trustee Farone that in reviewing Alison Boring’s work with doing grants, she will get paid the remainder of the agreed upon amount for doing grants until May 31, 2022.

CARRIED  
5 Ayes                      0 Nays

**CLERK’S LIST – NO ACTION**

Moved by Trustee Katsanis and seconded by Trustee Barry to take no action on the current Certification of Eligible List for Clerk.

CARRIED  
5 Ayes                      0 Nays

**REQUEST CLERK’S LIST**

Moved by Trustee Farone and seconded by Trustee Burgess approving Mayor Banker request the Certification of Eligible List for Clerk on December 10, 2021.

CARRIED  
5 Ayes                      0 Nays

**WATER CLERK**

Moved by Trustee Katsanis and seconded by Trustee Barry to increase the water billing clerk’s pay to \$16.35 per hour effective December 13, 2021.

CARRIED  
5 Ayes                      0 Nays

**APPROVED TIME CARRIED OVER**

Moved by Trustee Barry and seconded by Trustee Katsanis approving the Police Officer who was promoted to Police Lieutenant carry his time over from when he was an Officer. He will get back twenty-eight (28) hours of vacation and eight (8) hours personal leave.

CARRIED  
5 Ayes                      0 Nays

**APPROVED BREAK ON BILL**

Moved by Trustee Katsanis and seconded by Trustee Barry approved the sewer break for Dunkin Donuts due to a leak they had and based on the numbers supplied by the Water Billing Clerk Jodi Marion and Water Treatment Plant Chief Operator Adam Rush for \$17,658.87.

CARRIED  
5 Ayes                      0 Nays

**APPROVED PARTS 2 AND 3 - SEAF FOR FLUORIDATION BUILDING**

Moved by Trustee Katsanis and seconded by Trustee Farone approving Mayor Banker sign the Short Environmental Assessment Form for the fluoridation building project at the Water Treatment Plant, as submitted by LaBella Associates.

CARRIED  
5 Ayes                      0 Nays

**MAIN STREET GRANT PARKING LOT**

Moved by Trustee Katsanis and seconded by Trustee Burgess to withdraw doing the Main Street Parking Lot with the Main Street Grant funds.

CARRIED  
5 Ayes                      0 Nays

**APPROVED TREASURERS REPORT**

Moved by Trustee Barry and seconded by Trustee Burgess approving the Treasurer’s Report for the month of November 2021.

CARRIED  
5 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 November 22, 2021 and there being no errors/corrections, minutes are hereby approved as written.

CARRIED  
5 Ayes                      0 Nays

**APPROVED PAYMENT OF VILLAGE BILLS**

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

General	\$8,893.83
Water	\$7,841.77
Sewer	\$ 259.72

Voucher numbers 39438 to 39550 for invoices paid November 11, 2021 to December 8, 2021

CARRIED  
5 Ayes                      0 Nays

**APPROVED PAYMENT TO DONEGAN**

Moved by Trustee Burgess and seconded by Trustee Farone approving payment of \$2,126.75 to Bernard P Donegan Inc for the following services rendered:

Water Main	\$ 45.25
Emergency Air Header	\$ 45.25
Water Improvement	\$1,176.50
WTP	\$ 814.50
FMS	\$ 45.25

CARRIED  
5 Ayes                      0 Nays

**APPROVED PAYMENT TO LABELLA ASSOCIATES**

Moved by Trustee Katsanis and seconded by Trustee Barry approving payment of \$7,649.03 to LaBella Associates for services rendered July 24, 2021 to September 24, 2021 for the fluoridation building and to be paid out of water fund balance.

CARRIED  
5 Ayes                      0 Nays

**APPROVED PAYMENT TO CROSBY-BROWNLIE INC**

Moved by Trustee Katsanis and seconded by Trustee Barry approving payment of \$49,006.80 to Crosby-Brownlie, Inc for services rendered through November 30, 2021 for the Biomass Boiler Project and to be paid out of water fund balance

CARRIED  
5 Ayes                      0 Nays

**APPROVED CEMETERY DEEDS**

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

Sharon P Anderson	S.G. 1851 East Greenbank Avenue
Joseph J & Susan Tower Barlog	#33 and #34 Evergreen Columbarium
Amanda Drake	S.G. 734 Deerfield Avenue
Laurie A Shawver	#31 Mahogany Columbarium

CARRIED

5 Ayes 0 Nays

**APPROVED TO HIRE CLEANER**

Moved by Trustee Katsanis and seconded by Trustee Burgess approving to hire Stephanie Colvin as a part-time cleaner for the Village at \$12.50 per hour, 20 hours per week and a 52-week probationary period.

CARRIED

5 Ayes 0 Nays

**APPROVED AMA TO USE BOARD ROOM**

Moved by Trustee Burgess and seconded by Trustee Farone approving the request from the Albion Merchants to use the Boardroom for the Hometown Holiday event they are holding December 11, 2021.

CARRIED

5 Ayes 0 Nays

**APPROVED RESIDENT REQUEST FOR PAYMENT PLAN**

Moved by Trustee Katsanis and seconded by Trustee Burgess approving the request from resident Michele Hughson for a payment plan for her July 1, 2021 to October 3, 2021 water/sewer bill. The billing clerk will work the payment plan out with the resident.

CARRIED

5 Ayes 0 Nays

**APPROVED RESIDENT REQUEST FOR PAYMENT PLAN**

Moved by Trustee Burgess and seconded by Trustee Katsanis approving the request from owner Joseph Beyer of MCA Medina, LLC for a payment plan of his July 1, 2021 to October 3, 2021 water/sewer bill. The Board denied his request for a break on the bill. The billing clerk will work the payment plan out with the owner.

CARRIED

5 Ayes 0 Nays

**APPROVED RESIDENT REQUEST FOR PAYMENT PLAN**

Moved by Trustee Katsanis and seconded by Trustee Burgess approving the request from resident Michelle Legan for a payment plan for her January 1, 2021 to September 30, 2021 water/sewer bill. The billing clerk will work the payment plan out with the resident.

CARRIED

5 Ayes 0 Nays

**APPROVED RESIDENT REQUEST FOR PAYMENT PLAN**

Moved by Trustee Barry and seconded by Trustee Katsanis approving the request from resident Krista Travis for a payment plan for her June 29, 2021 to October 1, 2021 water/sewer bill. The billing clerk will work the payment plan out with the resident.

CARRIED

5 Ayes 0 Nays

**APPROVED RESIDENT REQUEST FOR PAYMENT PLAN**

Moved by Trustee Katsanis and seconded by Trustee Barry approving the request from resident Eric and Jean Hess for a payment plan for their October 1, 2020 to September 30, 2021 water/sewer bill. The billing clerk will work the payment plan out with the resident.

CARRIED

5 Ayes 0 Nays

**APPROVED PAYMENT TO MRB**

Moved by Trustee Katsanis and seconded by Trustee Farone approving payment of \$2,985 to MRB for services rendered October 24, 2021 to November 20, 2021 for the Pollution Control Plant Air Header Project.

CARRIED  
5 Ayes                      0 Nays

**APPROVED RESIDENT REQUEST FOR PAYMENT PLAN**

Moved by Trustee Barry and seconded by Trustee Katsanis approving the request from resident Melinda Manley for a payment plan for her July 1, 2021 to October 3, 2021 water/sewer bill. The billing clerk will work the payment plan out with the resident.

CARRIED  
5 Ayes                      0 Nays

**APPROVED RESIDENT REQUEST FOR PAYMENT PLAN**

Moved by Trustee Burgess and seconded by Trustee Farone approving the request from resident Jacob Warney for a payment plan for his July 1, 2021 to October 3, 2021 water/sewer bill. The billing clerk will work the payment plan out with the resident.

CARRIED  
5 Ayes                      0 Nays

**APPROVED RESIDENT REQUEST FOR PAYMENT PLAN**

Moved by Trustee Barry and seconded by Trustee Katsanis approving the request from Jason Perry for a payment plan for his June 30, 2021 to October 3, 20,2021 water/sewer bill. The billing clerk will work the payment plan out with the resident.

CARRIED  
5 Ayes                      0 Nays

**APPROVED REQUEST FOR FUNDS TO RESERVES**

Moved by Trustee Barry and seconded by Trustee Katsanis approving the Superintendent of Public Works Jay Pahura’s request to distribute the \$87,890 received from the surplus equipment auction as below:

Department of Public Works Storage Building Reserves	\$30,000
Department of Public Works Equipment Reserves	\$42,865
Police Department Equipment Reserves	\$15,025

CARRIED  
5 Ayes                      0 Nay

**MEETING ADJOURNED**

Moved by Trustee Katsanis and seconded by Trustee Burgess that there being no further business, meeting is hereby adjourned at 9:05 PM.

CARRIED  
5 Ayes                      0 Nays

Respectfully submitted,

Linda K Babcock  
Clerk-Treasurer