

The Organizational Meeting of the Board of Trustees of the Village of Albion was held Monday, April 4, 2022 at 6:00 PM, at the Village Hall, 35 East Bank Street, Albion, New York.

Present were Mayor Elect Angel Javier, Trustees Christopher Barry, Zachary Burgess, Joyce Riley, Timothy McMurray and Attorney John C Gavenda.

Also in attendance were Code Enforcement Officer Kevin Sheehan, Chief Water Treatment Plant Operator Adam Rush, Alison Boring, Office Clerk and Gary VanWycke, Police Clerk. There were 42 residents present.

Mayor Elect Javier opened the meeting with the pledge of allegiance at 6:02 PM.

**ORGANIZATIONAL MEETING APPOINTMENTS:**

Moved by Trustee Barry and seconded by Trustee McMurray approving Mayor Javier's appointments of the following:

Tracy A. VanSkiver as Clerk-Treasurer for a term of two years to expire April 2024

CARRIED

4 Ayes            1 Abstained (Riley)

Tracy A. VanSkiver as Registrar of Vital Records for a term of two years to expire April 2024

CARRIED

5 Ayes            0 Nays

Moved by Trustee Riley and seconded by Trustee Barry approving Mayor Javier's appointment of the following:

Mary L. O'Sullivan as Deputy Clerk-Treasurer for a term of two years to expire April 2024

CARRIED

5 Ayes            0 Nays

Moved by Trustee Barry, seconded by Trustee Burgess approving Mayor Javier's appointment of the following:

Mary L. O'Sullivan as Deputy Registrar of Vital Records for a term of two years to expire April 2024.

CARRIED

5 Ayes            0 Nays

Moved by Trustee Riley, seconded by Trustee McMurray approving Mayor Javier's appointment of the following:

John C. Gavenda as Village Attorney for a term of one year to expire April 2023.

CARRIED

5 Ayes            0 Nays

Moved by Trustee Barry, seconded by Trustee McMurray approving Mayor Javier's appointment of the following:

Tracy A VanSkiver as Fair Housing Officer for a term of one year to expire April 2023

CARRIED

5 Ayes            0 Nays

Moved by Trustee McMurray, seconded by Trustee Riley approving Mayor Javier's appointment of :

Matthew Hand to the Planning Board for a term of five years to expire April 2027

CARRIED

5 Ayes            0 Nays

Moved by Trustee Riley, seconded by Trustee McMurray approving Mayor Javier's appointment of Anthony Wynn to the Zoning Board for a term of five years to expire April 2027.

CARRIED

5 Ayes            0 Nays

Moved by Trustee McMurray, seconded by Trustee Burgess approving Mayor Javier's appointments of Geno Allport, Annette Finch, Bernard Baldwin, Michael Beach, Terry Wilbert and Susan Oschmann to the Recreation Committee for a term of one year to expire April 2023

CARRIED

5 Ayes            0 Nays

Moved by Trustee McMurray and seconded by Trustee Barry approving the Mayor Javier’s appointments of Loretta Tomasino and Adam Fisher to the Historic Preservation Committee for a term of four years to expire April 2026

CARRIED

5 Ayes            0 Nays

Moved by Trustee Riley, seconded by Trustee McMurray approving Mayor Javier’s appointment of Diana Dudley to the Hoag Library Board for a term of one year to expire April 2023

CARRIED

5 Ayes            0 Nays

Moved by Trustee Riley, seconded by Trustee McMurray approving Mayor Javier’s appointment of Anthony Wynn, Kim Remley and June Persia to the Grievance Committee for a term of one year to expire April 2023

CARRIED

4 Ayes            1 Abstained (Trustee Barry)

**PROCUREMENT POLICY ADOPTED**

Moved by Trustee Riley, seconded by Trustee McMurray to adopt the Village of Albion’s Procurement Policy, Chapter 66, for goods and services which are not required by law to be publicly bid.

CARRIED

5 Ayes            0 Nays

**INVESTMENT POLICY ADOPTED**

Moved by Trustee Burgess, seconded by Trustee Barry to adopt the Village of Albion’s Investment Policy that was approved on October 22, 2014.

CARRIED

5 Ayes            0 Nays

**ACCESS CONTROL POLICY ADOPTED**

Moved by Trustee Riley, seconded by Trustee McMurray to adopt the Village of Albion’s Access Control Policy that was approved on June 9, 2021

CARRIED

5 Ayes            0 Nays

**RESOLUTION 2022-6 OFFICIAL BANKS APPROVED**

Moved by Trustee Burgess, seconded by Trustee Barry to adopt the following resolution:

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 monies received by the Village Treasurer, Clerk and Receiver of Taxes:

First Niagara Bank, Bank of America, Key Bank and JP Morgan Chase

CARRIED

5 Ayes            0 Nays

**RESOLUTION 2022-7 FOR APPROVAL OF EARLY PAYMENTS:**

WHEREAS, the Board of Trustees has determined to authorize payment in advance of audit of claims for: public utilities services, postage, freight, express charges, car rental fees, credit 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 utilities services, postage, freight, express charges, car rental 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 amounts disallowed by the Board of Trustees.

CARRIED

5 Ayes            0 Nays

**RESOLUTION 2022-8 FOR MILEAGE RATE:**

Moved by Trustee McMurray, seconded by Trustee Barry to adopt the following resolution regarding mileage reimbursement

WHEREAS, the Board of Trustees has determined to pay a fixed rate for mileage as reimbursement to officers and employees of the Village of Albion who use their personal automobiles while performing their official duties on behalf of the Village

NOW THEREFORE BE IT RESOLVED

Section 1. That the Board of Trustees shall approve reimbursement to such officers and employees at the rate of .50 cents per mile

CARRIED

5 Ayes            0 Nays

**RESOLUTION 2022-9 FOR SCHOOL ATTENDANCE:**

Moved by Trustee Riley, seconded by Trustee Barry to adopt the following resolution regarding school attendance:

WHEREAS, there is to be held during the upcoming fiscal 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 officers and employees at one or more of these meetings, conferences or schools benefits the municipality;

NOW THEREFORE BE IT RESOLVED:

- A) Board of Trustees, Mayor, Clerk-Treasurer, Deputy Clerk-Treasurer are hereby authorized to attend the NYS Conference of Mayors Annual Meeting, t and the NYS Conference of Mayors Fall Training School for Fiscal Officers and Municipal Clerks
- B) Superintendent of the DPW is hereby authorized to attend the NYS Conference of Mayors Public Works School

CARRIED

5 Ayes            0 Nays

**NEWSPAPER APPROVED**

Moved by Trustee Burgess, seconded by Trustee Barry naming the Batavia Daily News as the official newspaper of the Village of Albion

CARRIED

5 Ayes            0 Nays

**DISASTER COORDINATOR APPOINTED:**

Moved by Trustee McMurray, seconded by Trustee Riley appointing David Mogle as the Disaster Coordinator for a term of one year to expire April 2023.

**MEETING DATES APPROVED:**

Moved by Trustee Burgess, seconded by Trustee McMurray setting the official Village meeting date for the Village Board of Trustees as the fourth Wednesday of the month. All meetings will be held at 6:00 PM at the Village Hall, 35 East Bank Street, Albion NY.

CARRIED

5 Ayes      0 Nays

**MOTION TO REVIEW FRISBEE GOLF LAYOUT**

Moved by Trustee Burgess, seconded by Trustee McMurray to work with Recreation Director John Grillo on 2-3 different layouts for a frisbee golf course at Bullard Park.

CARRIED

5 Ayes      0 Nays

**SURVEY OF STREETS AND SIDEWALKS:**

Moved by Trustee Riley and seconded by Trustee Barry authorizing DPW Supervisor James Pahura to begin an unofficial survey of the Village streets and sidewalks to be used for a future plan.

CARRIED

5 Ayes      0 Nays

**WEBSITE DEVELOPER:**

Moved by Trustee McMurray, seconded by Trustee Riley to seek out a new developer of the Village website and to start planning different social media platforms such as LinkedIn, Facebook and Twitter.

CARRIED

5 Ayes      0 Nays

**“LOVED ONES” PROJECT AT MT. ALBION CEMETERY**

Moved by Trustee McMurray, seconded by Trustee Barry to work with Cemetery Supervisor Jason Zicari to establish a “Loved Ones” project. Initially to include mapping of the cemetery, cleaning of headstones and creating an internal database. This database will eventually be maintained and published by the Deputy Clerk, Mary O’Sullivan.

**ACCESS TO FINANCIAL ACCOUNTS AND CHECK SIGNING AUTHORIZATION**

Moved by Trustee McMurray, seconded by Trustee Riley approving the Village Clerk-Treasurer, Tracy VanSkiver and Deputy Clerk Treasurer, Mary L. O’Sullivan have access to all Village financial accounts and have check signing authority for all accounts of the Village of Albion.

CARRIED

5 Ayes      0 Naysg

**TRUSTEE COMMITTEES:**

Mayor Javier made the appointments of the trustees to the following departments:

<u>Trustee Riley</u>	<u>Trustee Barry</u>	<u>Trustee Burgess</u>	<u>Trustee McMurray</u>
Police Dept	Police Dept	DPW	DPW
Code Enforcement	Fire Dept	Fire Dept	Code Enforcement
HPC	Sewer Dept	Cemetery	HPC
Insurance	Cemetery	Water Dept	Recreation Dept
Animal Control	Water Dept	Recreation Dept	Trailer Parks
Planning Board	Law	Law	
Village Office	Public Relations		

**SPECIAL MEETINGS FOR BUDGET**

Moved by Trustee McMurray, seconded by Trustee Barry to set Special meeting dates for April 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, to include 11<sup>th</sup> – 15<sup>th</sup>, if needed to review the proposed budget. Recreation Department and Animal Control to go first, leaving larger departments to go later due to the size of their budgets

CARRIED

5 Ayes            0 Nays

Mayor Javier to serve as ex-officio member to each committee prescribed

**MEETING ADJOURNED**

Moved by Trustee Barry and seconded by Trustee McMurray that there being no further business, meeting is hereby adjourned at 6:28 PM.

CARRIED

5 Ayes            0 Nays

Respectfully submitted,

Tracy A. VanSkiver  
Clerk-Treasurer