

**ALEXANDER TOWN BOARD AGENDA
ALEXANDER TOWN HALL
JANUARY 9, 2023
REGULAR MEETING
ORGANIZATIONAL MEETING**

PRESENT: Supervisor David Miller
TOWN BOARD: Roy Haller III, Laura Schmieder, Thomas Sanfratello, Eric Wagner
HIGHWAY SUPT: Tom Lowe- Absent
GUESTS: Theresa Thorley, Jerry Krupka, Howie Kruetter, Dick Cecere, Brandon Snyder, Tim Hagen

Supervisor Miller called the meeting to order at 7:00 p.m. with the Pledge of Allegiance and a moment of silence for our first responders and our military serving around the world.

The Oath of Office was given to Thomas Sanfratello, Councilman, prior to the beginning of the meeting.

On motion by Councilperson Schmieder and seconded by Councilperson Haller and carried, the minutes of the December 27, 2022, yearend meeting were adopted.

5 – Yes Miller, Schmieder, Sanfratello, Haller, Wagner

0 – No

**Dick Cecere addressed the board about the lights at Student Transportation of America. Brandon Snyder said he spoke to Matt Mahaney, and he said it is a DOT issue, the town has no say. Councilperson Wagner advised that he would stop and speak to them about the issue and see if they are willing to redirect the lights instead of getting DOT involved.*

OLD BUSINESS

1. Water District #6 Update: County funded portion: Sergi is anticipating a partial delivery of service meter pits in the 3rd or 4th week of January and will be scheduling work to disinfect the main and their installation. Sergi is preparing their quote for the Tank site work and piping installation. Anticipating tank bid for the end of January/early February. Town funded portion: Randsco has completed installing the 8' main on Dodgeson Road and has made the connection to the main installed by Sergi at Wortendyke Road. Randsco is progressing main installation north on Wortendyke. Randsco is anticipating a second crew starting main installation around the middle of January. The starting point and direction is to be determined.
2. Water District #7 Update: There will be a meeting with Rural Development on 1/9/2023 to discuss how to approach funding for the project.

**Supervisor Miller made motion to go into executive session to discuss an open position at 7:10pm. Councilperson Schmieder seconded. Board carried 5-0.*

Supervisor Miller made motion to exit executive session at 7:30pm. Councilperson Haller seconded. Board carried 5-0.

RES. NO. 1: OPEN BOARD OF ASSESSMENT REVIEW POSITION

On motion by Councilperson Schmieder and seconded by Councilperson Wagner and carried the board approved appointing Jerry Krupka to the Board of Assessment Review effective 1/9/2023 until 9/30/2024.

5- Yes Miller, Schmieder, Sanfratello, Haller and Wagner

0- No

RESOLUTION NO. 2: REAPPOINTMENT FOR ZONING BOARD MEMBER

On motion by Supervisor Miller and seconded by Councilperson Sanfratello and carried the board approved the reappointment of John Meier to the Zoning board effective 1/1/2023 until 12/31/2027.

5- Yes Miller, Schmieder, Sanfratello, Haller and Wagner

0- No

RESOLUTION NO. 3: REAPPOINTMENT FOR PLANNING BOARD MEMBER

On motion by Supervisor Miller and seconded by Councilperson Sanfratello and carried the board approved the reappointment of Matthew Fernaays to the Planning Board effective 1/1/2023 until 12/31/2027.

5- Yes Miller, Schmieder, Sanfratello, Haller and Wagner

0- No

ORGANIZATIONAL MEETING

2023 AUTHORIZATIONS

RES. NO. 4: 2023 AUTHORIZATIONS

On motion by Councilperson Schmieder Seconded by: Councilperson Haller

To approve authorizations for:

Town Clerk –

Registrar of Vital Statistics

Administer Games of Chance licenses

Collect fees on: Town of Alexander Fee Schedule Items

Highway Superint –

Authorized to purchase highway material off County bid

Authorized to make purchases up to \$2,500 without prior approval

Authorized to provide community service for non-profit organizations

Authorized to enter into Shared Services Agreements as necessary

Official Bank - Five Star Bank

Official Newspaper - Batavia Daily News and Attica Penny saver.

Official Signboard - Outside of Clerk's Office

Pay Rotation - Highway employees / Town Clerk - bi-weekly

Town officials, Deputy Town Clerk – quarterly

Mileage -

\$.625/mile or whatever the federal rate may be changed to

Board meetings - 2nd Monday @ 7:00 PM. People wishing to speak must contact the
Town Clerk. Speaking time is limited to 15 minutes.

Pre-Pay Bills - Pre-pay any invoices which would incur finance charges if paid late

Authorized Training - Supervisor, Town Board, Town Clerk & Deputy Town Clerk, Justices, Highway Superintendent, Assessor, CEO/ZEO, Planning and Zoning Board members

Ayes – 5

Nays – 0

2023 POLICIES:

RES. NO. 5: TO APPROVE THE POLICIES FOR 2023

On motion by: Supervisor Miller Seconded by: Councilperson Sanfratello

To approve the policies for 2023:

Code of Ethics

Freedom of Information

Records Management

Procurement Policy/ Purchasing

Investment Policy

Alcohol & Drug Testing

Building Permit Fees Waived for Non-Profits

Smoking Policy

Parking @ Town Hall

Fund Balance Policy

Workplace Violence Prevention Program

Post Issuance Tax Compliance Procedures

Town Hall Keys

Computer & Internet Use Policy

Travel & Reimbursement Policy

Sexual Harassment Policy

Grievance Procedure Policy

IT Policy

Public Employer Health Emergency Plan

Online banking policy

Ayes – 5

Nays – 0

RESOLUTION NO. 6: ALTERNATE POSITION FOR PLANNING BOARD #1

Supervisor Miller made motion to maintain the alternate position for the planning board but to leave it vacant at this time. Councilperson Schmieder seconded the motion. Motion failed.

2- Yes Miller, Schmieder

3- No Sanfratello, Haller and Wagner

RESOLUTION NO. 7: ALTERNATE POSITION FOR PLANNING BOARD #2

Councilperson Wagner made motion to abolish the alternate position for the planning board. Councilperson Haller seconded the motion.

3- Yes Sanfratello, Haller and Wagner

2- No Miller and Schmieder

2023 - APPOINTMENTS:

RES. NO. 8: APPOINTMENTS FOR 2023

On motion by: Supervisor Miller Seconded by: Councilperson Schmieder

To approve the appointments for 2023:

Tax Collector: Shannon Tiede (1/01/2023-12/31/2023)

Assessor: Rhonda Saulsbury (10/01/2019-9/30/2025)
(under agreement with Town of Batavia)

Board of Assessment Review: John Slenker (10/01/2018-9/30/2023)

Jerry Krupka (01/09/2023-9/30/2024)

Peter Antonucci (10/01/2020-9/30/2025)

Zoning Board of Appeals:

John Meier	(1/01/2023-12/31/2027)
David Leslie	(1/01/2022-12/31/2026)
Sarah Kohl	(2/14/2022-12/31/2023)
Scott Wessel	(1/01/2020-12/31/2024)
Brian Farnsworth	(5/10/2021-12/31/2025)
Shannon Tiede – Secretary	

Planning Board:

Thomas Green	(01/01/2021-12/31/2025)
Molly Meek-Grimes	(01/01/2019-12/31/2023)
Brandon Snyder	(01/01/2020- 12/31/2024)
Matthew Fernaays	(01/01/2023 12/31/2027)
Nathan Fix	(07/01/2022-12/31/2026)
Shannon Tiede – Secretary	

(All are one year appointments-the 2023 appointments are listed)

GAM representative –	All Officials
Justice liaison-	All Town Board members
Building Committee –	Eric Wagner, Laura Schmieder
Insurance Committee –	Thomas Sanfratello, Roy Haller III
Highway Equipment Committee -	Thomas Lowe, David Miller
Code Enforcement Officer –	Daniel Lang, Town of Batavia
Zoning Enforcement Officer –	Daniel Lang, Town of Batavia
Town Attorney –	David DiMatteo
Town Prosecutor –	Robert Zickl
Town Hall Custodian –	Sarah Kohl
Registrar of Vital Statistics –	Shannon Tiede
Deputy Registrar –	Danielle Riggs
Elections Monitor –	Shannon Tiede
Records Management Officer –	Shannon Tiede

Freedom of Information Officer –	Shannon Tiede
Town Historian -	Katie Goodman
Deputy Supervisor –	Roy Haller III
Accounting/Payroll –	Tim Batzel, Alexander Central School
Deputy Highway Superintendent –	Jacqueline Lowe
Deputy Town Clerk –	Danielle Riggs
Court Clerk –	Ann Marie Loranty

Ayes: 5

Nays: 0

RES. NO. 9: APPROVAL OF OFFICIAL UNDERTAKING FOR 2023

On motion by Councilperson Schmieder, seconded by Councilperson Sanfratello, the following: to approve the Official Undertaking as to its form and manner of execution and the sufficiency of the insurance, as surety as prescribed by law.

TOWN OF ALEXANDER
OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS

WHEREAS, **David Miller**, of the Town of Alexander, County of Genesee, New York, has been elected to the Office of Supervisor of the Town of Alexander, and

WHEREAS, **Shannon Tiede** of the Town of Alexander, County of Genesee, New York, has been elected to the Office of Town Clerk of the Town of Alexander, and

WHEREAS, **Troy Robbins**, of the Town of Alexander, County of Genesee, New York, has been elected to the Office of Town Justice of the Town of Alexander, and

WHEREAS, **Nicholas Falcone**, of the Town of Alexander, County of Genesee, New York, has been elected to the Office of Town Justice of the Town of Alexander, and

WHEREAS, **Thomas Lowe**, of the Town of Alexander, County of Genesee, New York, has been elected to the Office of Highway Superintendent of the Town of Alexander, and

WHEREAS, **Roy Haller III**, of the Town of Alexander, County of Genesee, New York, has been appointed as Deputy Supervisor of the Town of Alexander, and

WHEREAS, **Shannon Tiede**, of the Town of Alexander, County of Genesee, New York has been appointed as Tax Collector of the Town of Alexander, and

WHEREAS, **Danielle Riggs**, of the Town of Alexander, County of Genesee, New York, has been appointed as Deputy Clerks of the Town of Alexander, and

WHEREAS, **Ann Marie Loranty**, of the Town of Attica, County of Wyoming, New York, has been appointed as Justice Court Clerk of the Town of Alexander, and

WHEREAS, **Daniel Lang** of the Town of Batavia, County of Genesee, New York, has been appointed as Code Enforcement Officer/Zoning Enforcement Officer of the Town of Alexander, and

WHEREAS, **Tim Batzel** of the Alexander Central School, Town of Alexander, County of Genesee, New York, has been appointed as the Accounting and Payroll Specialist of the Town of Alexander, and

NOW, THEREFORE, we as respective officers above, do hereby undertake with the Town of Alexander that we will faithfully perform and discharge the duties of our office, and will promptly account for any pay over all moneys or property received as a Town Officer, in accordance with the law; and

This undertaking of the Town Supervisor is further conditioned upon that he will well and truly keep, pay over and account for all moneys and property, including any special district funds, belonging to the Town and coming into his hands as such Supervisor; and

This undertaking of the Town Clerk/Tax Collector is further conditioned upon that she will well and truly keep, pay over and account for all moneys and property, including any special district funds, belonging to the Town and coming into his/her hands as such Town Clerk/Tax Collector; and

This undertaking of the Town Justice further conditioned upon that she will well and truly keep, pay over and account for all moneys and property, including any special district funds, belonging to the Town and coming into his/her hands as such Town Justice; and

The Town does and shall maintain insurance coverage, presently with Lawley Insurance, in the sum of \$450,000 for the Tax Collector, and Assistant to the Tax Collector \$50,000 for the Supervisor and Deputy Supervisor, to indemnify against losses through the failure of the officers, and \$50,000 for all employees covered thereunder to

faithfully perform their duties or to account properly for all monies or property received by virtue of their positions or employment, and through fraudulent or dishonest acts committed by the officers, clerks and employees covered thereunder.

Dated: 1/9/2023

Town of Alexander

Town Supervisor

Town Clerk/Tax Collector

Town Justice

Town Justice

Highway Superintendent

Deputy Supervisor

Deputy Town Clerk

Justice Court Clerk

Justice Court Clerk

CEO / ZEO

Accounting & Payroll

Ayes – 5

Nays - 0

Carried

RES. NO. 10: AMMEND CONTRACT WITH TERRACON

On motion by Supervisor Miller and seconded by Councilperson Haller and carried the board approves amending the contract with Terracon to do the load borings at the water storage tank site at a cost of \$6,000.00.

5- Yes Miller, Schmieder, Sanfratello, Haller and Wagner

0- No

**Councilperson Wagner questioned why Alexander school buses are being parked on town property before board approval. Why there is a fire truck parked in the old opera house and why the contractor working for the school is putting material at the town barns without approval from the board. He is concerned about liability issues if something were to happen to someone or something while on Town property.*

RES. NO. 11: PARKING ALEXANDER SCHOOL BUSES ON TOWN PROPERTY

On motion by Supervisor Miller and seconded by Councilperson Wagner and carried the board approved allowing Alexander Central School to park their buses on Town property at the highway barns during their construction of the new bus garage. The town will add the school to the insurance and the school will add the town to theirs.

5- Yes Miller, Schmieder, Sanfratello, Haller and Wagner

0- No

RES. NO. 12: BUDGET TRANSFER 1

WHEREAS the following budget lines; A1110.1 Justice- Personal Services, A1920.4 Special Items- Municipal Association dues, A5010.4 Superintendent of Highway- Contractual, A5132.42 Garage Utilities, A6410.4 Publicity- Contractual, A8160.1 Transfer Station- Personal Services, A9030.8 Employee Benefits- Social Security, A9060.8 Employee Benefits- Medical insurance are over budget and

WHEREAS there are sufficient funds in A1990.4 Contingency

THEREFORE, BE IT RESOLVED line A1990.4 be decreased by \$2842.00 and A1110.41 be increased by \$1600.00, A1920.4 be increased by \$130.00, A5010.4 be increased by \$35.00, A5132.42 be increased by \$225.00, A6410.4 be increased by \$100.00, A8160.1 be increased by \$2.00, A9030.8 be increased by \$250.00, A9060.8 be increased by \$500.00.

Motion made by Supervisor Miller and seconded by Councilperson Schmieder and carried.

5- Yes Miller, Schmieder, Sanfratello, Haller and Wagner

0- No

RES. NO. 13: BUDGET TRANSFER 2

WHEREAS A1110.4 Justice- Contractual is over budget due to an accounting adjustment for justice fine monies which were paid to NY State in previous budgets but not debited to the General A Fund and

WHEREAS there are sufficient funds in A9711.6 County Bond Debt Principal

THEREFORE, BE IT RESOLVED THAT A1110.4 be increased by \$17,360 and A9711.6 be decreased by \$17,360.

Motion made by Supervisor Miller and seconded by Councilperson Haller and carried.

5- Yes Miller, Schmieder, Sanfratello, Haller and Wagner 0- No

RES. NO. 14: BUDGET TRANSFER 3

WHEREAS B1650.4 General Government Support- Contractual is over budget by \$24.50 and

WHEREAS B1990.4 Contingent has sufficient funds

THEREFORE, BE IT RESOLVED B1650.4 be increased by \$25.00 and B1990.4 be decreased by \$25.00

Motion made by Supervisor Miller and seconded by Councilperson Schmieder and carried.

5- Yes Miller, Schmieder, Sanfratello, Haller and Wagner 0- No

RES. NO. 15: BUDGET TRANSFER 4

WHEREAS DA5142.4 Services to other Governments- Contractual is over budget by \$4,237.72 and

WHEREAS DA5140.4 has sufficient funds

THEREFORE, BE IT RESOLVED THAT DA5148.4 be increased by \$4,500.00 and DA5140.4 be decreased by \$4,500.00.

Motion made by Supervisor Miller and seconded by Councilperson Schmieder and carried.

5- Yes Miller, Schmieder, Sanfratello, Haller and Wagner 0- No

RES. NO. 16: BUDGET TRANSFER 5

WHEREAS DB9089.81 Uniforms- Nick Lyons is over budget by \$2.50 and

WHEREAS there are sufficient funds in DB9089.6 Employee Benefits- Uniforms

THEREFORE, BE IT RESOLVED THAT DB9089.81 be increased by \$3.00 and DB9089.6 be decreased by \$3.00.

Motion made by Supervisor Miller and seconded by Councilperson Schmieder and carried.

5- Yes Miller, Schmieder, Sanfratello, Haller and Wagner 0- No

RES. NO. 17: INTERFUND TRANSFER

WHEREAS there are funds from the WD#5 Additional Facilities Bond that were not needed for WD#5 and

WHEREAS in the agreement with Genesee County the proceeds from the Bond could be used as needed to construct WD#5 or WD#6

THEREFORE, BE IT RESOLVED that the Alexander Town Board transfers \$183,616.51 from HW5 (Capital Project WD#5) to HW6 (Capital Project WD#6).

M5- Yes Miller, Schmieder, Sanfratello, Haller and Wagner

0- No

Motion made by Supervisor Miller and seconded by Councilperson Sanfratello and carried.

RES. NO. 18: ASSESSOR MAILINGS

On motion by Councilperson Wagner and seconded by Councilperson Sanfratello and carried the board approved the Town Assessor to send a mandated notice to all property owners in the Town advising them of the 65 or older senior exemption. The approximate cost would be .46 per postcard including postage.

5- Yes Miller, Schmieder, Sanfratello, Haller and Wagner

0- No

DISCUSSION:

1. Supervisor Miller advised the board that we did not receive the grant from NY Green for the comprehensive plan. Supervisor Miller and Mayor Breton will be meeting with NY green on 1/12/2023 for a debriefing.
2. Supervisor Miller read the proposed snow and ice removal at the rec hall contract to the board. He will be sending it to the Fire Dept for their input.
3. Supervisor Miller read an email to the board about an exemption for fire department members.
4. The board discussed adding a clothing reimbursement portion to the reimbursement policy.

Reports:

Insurance: No report

Building: No report

CEO/ZEO: No report

Clerk: Clerk will be on vacation 3/21-3/29

Tax Collector: Bills were mailed 12/30 and have been steadily coming in.

Dog Control: No report

Games of Chance: No report

Town Justice: Report submitted to the board.

Financial: Sent to the board members

GAM: Zoom meeting

H'way Superint: Finished cleaning up from snowstorm. Cookson Road repaired after recent flooding. Clean up down trees after windstorm.

H'way Equip: No report.

Senior Citizen: Clerk read the end of year report from Barb Spring.

Town Historian: No report

Payment of Bills: Motion by: Supervisor Miller Second by: Councilperson Haller

Carried 5-0

General Fund A	Vouchers	1-17	15060.54
General Fund B	Vouchers	1-4	8882.67
Highway Fund A	Vouchers	1	6171.96
Highway Fund B	Vouchers	1-4	10416.60
Capital Fund	Vouchers	1-3	1063730.15

Motion to adjourn at 10:45pm made by Supervisor Miller and seconded by Councilperson Haller and carried. 5-0

Respectfully Submitted,

Shannon Tiede, Town Clerk