

January 11, 2016
Alexander Town Board Organization and Regular Meeting
Alexander Town Hall 7:00 p.m.

Present: Supervisor Joseph Higley
Town Board: Roy Haller III, David Miller, Eric Wagner
Town Clerk: Laura Schmieder
Absent: Tom Lowe, Carol Wolfley
Guests: Brian and Lynda Farnsworth

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

Prior to the start of the meeting, the Clerk gave the Oath of Office to re-elected Roy Haller, III-Councilman, and Joseph Higley-Supervisor. The Oath of Office was given to newly elected Carol Wolfley-Councilman on January 6, 2016.

ORGANIZATIONAL MEETING

RES. NO. 1: 2016 AUTHORIZATIONS

On motion by Councilperson Wagner, seconded by Councilperson Haller, and carried, to adopt the following authorizations for 2016:

Authorizations for:

Town Clerk – Registrar of Vital Statistics
Designated to administer Games of Chance licenses
Collect fees on: Annual Junk Yard license - \$100.
Refuse disposal cards \$25.00
Other

Highway Superintendent – 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 as in past practices (Mt. Pleasant cemetery)
Authorized to enter into Shared Services Agreements with Towns, Genesee County and the NYS Dept. of Transportation

Official Bank - Five Star Bank
Official Newspaper - Batavia Daily News and Attica PennySaver
Official Signboard – Outside of Clerk’s Office
Payroll - Highway employees, Town Clerk, Deputy Town Clerk, Recycling Attendant, and Building Custodian paid bi-weekly; Town Board, Judges and Committee members paid quarterly

Mileage - \$.57/mile
Town 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 utility bills and any other which would incur finance charges if paid late
Town Officials authorized to attend training: Town Board, Supervisor, Town Clerk, Justices, Highway Superintendent, Assessor, CEO/ZEO, Planning and Zoning Board members

Yes – 4 Higley, Miller, Haller, Wagner 0 – No Carried

RES. NO. 2: 2016 - REVIEW AND APPROVE POLICIES

On motion by Councilperson Wagner, seconded by Supervisor Higley and carried, the following policies were reviewed and approved for 2016:

Alcohol and Drug Testing	Building Permit Fees Waived	Code of Ethics
Freedom of Information	Investment Policy	Parking at Town Hall
Procurement Policy	Smoking Policy	Records Management
Workplace Violence		

Yes – 4 Higley, Miller, Haller, Wagner 0 – No Carried

RES. NO. 3: 2016 APPOINTMENTS:

On motion of Councilperson Miller, seconded by Councilperson Haller, and carried, the following resolution was adopted:

RESOLVED, the following appointments were made for 2016:
(All terms for 1 year unless specified)

Tax Collector: Laura Schmieder (1/01/2016-12/31/2016)

Assessor: Rhonda Saulsbury (10/01/2013-9/30/2019)
(under agreement with Town of Batavia)

Board of Assessment Review: ** John Slenker (1/01/2016-9/30/2018)
Barbara Spring (10/01/2014-9/30/2019)
Peter Antonucci (10/1/2015-9/30/2020)

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Zoning Board of Appeals: Don Donnelly, Jr. (4/01/2015-12/31/2019)
John Meier (4/01/2013-12/31/2017)
** Barbara Spring (1/01/2016-12/31/2020)
David Leslie (1/01/12-12/31/2016)
Jeff Schum (1/01/2014-12/31/2018)
Laura Schmieder – Secretary

Planning Board: Linda Higley (1/01/2013-12/31/2017)
Robert Kelsey (1/01/2012-12/13/2016)
James Hess (1/01/2014-12/31/2018)
John O’Neil (1/01/2015-12/31/2019)
** Michael Schmieder (1/01/16-12/31/2020)
Laura Schmieder – Secretary

** denotes new appointment dates

All are one year appointments

GAM representative – All Officials

Justice liaison- All Town Board members

Building Committee – To be determined in February
Insurance Committee – David Miller, Roy Haller III
Highway Equipment Committee - Thomas Lowe, Joseph Higley, Eric Wagner
Youth Recreation Board Representative – Joseph Higley, Eric Wagner
Youth Recreation – Andrew Buckenmeyer and Laura Schmieder
Code Enforcement Officer (including building inspector) - Karl Bender
Zoning Enforcement Officer – Karl Bender
Town Attorney – David DiMatteo
Town Prosecutor – Kevin Finnell
Town Hall Custodian – Richard & Mary Ann Scharlau
Registrar of Vital Statistics – Laura Schmieder
Deputy Registrar – Lisa Lyons
Elections Monitor – Laura Schmieder
Records Management Officer – Laura Schmieder
Freedom of Information Officer – Laura Schmieder
Town Historian - Katie Goodman
Deputy Supervisor – Roy Haller, III
Bookkeeper – Linda Hulshoff
Deputy Highway Superintendent – Jacqueline Lowe
Deputy Town Clerk – Lisa Lyons, Theresa Jarvis
Deputy Registrar of Vital Statistics – Lisa Lyons
Court Clerks – Debra Orr, Stacey Pastuszynski
Intercommunity Medical Building Representative – Emma Jean Grant
4 – Yes Higley, Miller, Haller, Wagner 0 – No Carried

RES. NO. 4 : APPROVAL OF OFFICIAL UNDERTAKING 1/11/2016

On motion by Councilperson Haller, seconded by Supervisor Higley, the following:

RESOLVED the approval of 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, Joseph Higley, 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, Laura Schmieder, of the Town of Alexander, County of Genesee, New York, has been elected to the Office of Town Clerk/Tax Collector of the Town of Alexander, and

WHEREAS, James Orr, 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

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WHEREAS, Lisa Lyons and Theresa Jarvis, of the Town of Alexander, County of Genesee, New York, have been appointed as Deputy Clerks of the Town of Alexander, and

WHEREAS, Debra Orr, of the Town of Alexander, County of Genesee, New York, has been appointed as Justice Court Clerk of the Town of Alexander, and

WHEREAS, Stacey Pastuszynski, of the Town of Alexander, County of Genesee, New York, has been appointed as Justice Court Clerk of the Town of Alexander, and

WHEREAS, Karl Bender, of the Town of Alexander, County of Genesee, New York, has been appointed as Code Enforcement Officer/Zoning Enforcement Officer of the Town of Alexander, and

WHEREAS, Linda Hulshoff, of the Town of Alexander, County of Genesee, New York, has been appointed as Bookkeeper 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 an 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 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 hands as such Town Justice; and

The Town does and shall maintain insurance coverage, presently with Shepard Maxwell Hale 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: 1/11/2016
Town of Alexander

Town Supervisor

Town Clerk/Tax Collector

Town Justice

Town Justice

Highway Superintendent

Deputy Supervisor

Deputy Town Clerk

Deputy Town Clerk

Justice Court Clerk

Justice Court Clerk

Bookkeeper

Code Enforcement/Zoning Officer

4 – Yes Higley, Miller, Haller, Wagner 0 – No Carried

REGULAR MEETING

On motion by Councilperson Wagner, seconded by Councilperson Haller, and carried, the minutes of the December 14, 2015 Regular meeting and December 28, 2015 end of year meeting were approved as presented. 4 – Yes Higley, Miller, Haller, Wagner 4 – Yes 0 – No Carried

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COMMUNICATIONS: Notice of Annual Training School and Annual Meeting of the AOT in NYC; Mercy Flight newsletter; Intercommunity Medical Building meeting minutes 12/23/2015; Genesee Naturalist newsletter;

REPORTS:

CEO/ZEO: Karl will be attending the 3 day training at the end of January.

Tax Collector: Tax bills were mailed 12/30/2015 and payments have started coming in.

H'way. Supt: Tom is asking the Board to declare the 2008 Pickup truck as surplus; he is also recommending that the Board authorizes him to sign the Shared Services Agreement with NYS Dept. of Transportation (approval given above under Authorizations for 2016)

Building: The Town Hall generator needs to have some attention-discussion regarding a preventive maintenance agreement; door to the ladies room needs a new locking mechanism; men's room faucet needs replacing; contacted about having correctional facility persons do some extra cleaning at the Town Hall,

Supv. Financial: end of the year budget vs actual distributed-still needs a few adjustments; mortgage tax spreadsheet distributed; sales tax agreement will be addressed during a GAM meeting

Youth: Winter Swim will start on 1/17 for 8 weeks

GAM: Meeting on 1/21 @ Stafford

Town Clerk and Town Justices financial reports were reviewed and filed.

OLD BUSINESS:

1. The Supervisor will work on an RFP for engineering services as we look forward to future water projects.

NEW BUSINESS:

RES. NO. 5: DECLARE 2008 PICKUP TRUCK SURPLUS

On motion by Councilperson Miller, and seconded by Councilperson Wagner, and carried, to declare the 2008 Ford F250 Pickup Truck as surplus. 4 – Yes Higley, Miller, Haller, Wagner 0 – No Carried

RES. NO. 6: WATER DISTRICT #2 EQUIVALENT DWELLING UNIT (EDU) ADJUSTMENTS

On motion by Councilperson Haller, seconded by Councilperson Miller, and carried, the following:

WHEREAS, Dave Patten of Blumer Farms, tax map # 5-1-33, has requested an additional water service for the milk house, and

WHEREAS, there are four residential properties in this water district with two residences each that are charged for two EDU's; and

WHEREAS, Dale Bender, tax map # 15-1-54.121, has installed pipe for a water hook-up within this district and is not currently listed as an EDU; therefore be it

RESOLVED, that Blumer Farms, tax map #5-1-33, will be charged for the second water hook-up as a second EDU, and therefore be it further

RESOLVED, that Dale Bender, tax map #15-1-54.121, will also be added to the tax roll as a water district #2 EDU. 4 – Yes Higley, Miller, Haller, Wagner 0 – No Carried

RES. NO. 7: BUDGET AMENDMENTS

On motion by Councilperson Wagner, seconded by Councilperson Miller, and carried, the following budget amendments were approved:

WHEREAS, the following General Fund A budget lines have exceeded the budget: A1410.1A, Deputy Town Clerk, by \$909.00 and A8160.1 Refuse Attendant by \$94.00, and

WHEREAS, A1320.4, Accountant, is under budget by more than \$1,003.00; therefore be it

RESOLVED, line A1320.4 be decreased by \$1,003.00, and A1410.1A be increased by \$909.00 and A8160.1 be increased by \$94.00.

Yes – 4 Higley, Miller, Haller, Wagner 0 – No Carried

DISCUSSION:

- Budget Amendments still to be made

On motion by Councilperson Haller, seconded by Councilperson Wagner, and carried, to pay the bills on Abstract #1 as follows:

General Fund A	Vouchers 1 – 13	\$12,147.50
General Fund B	Vouchers 1 - 2	19,534.61
Highway Fund B	Vouchers 1	254.20
Special Water	Voucher 1	4,000.00
Special Fire	Voucher 1	85,666.00

On motion by Councilperson Miller, seconded by Councilperson Haller, and carried, the meeting adjourned at 8:30 pm.

Respectfully submitted,

Laura Schmieder
Town Clerk

