

January 9, 2017
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, Carol Wolfley Eric Wagner
Town Clerk: Lisa L. Lyons
Absent: Tom Lowe
Guests: Ashley Hess, Daniel Lang, Jennifer Wall, Brandon Snyder

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.

The Oath of Office was given to Town Clerk, Lisa L. Lyons on January 3, 2017 by Deputy Clerk Laura Schmieder.
ORGANIZATIONAL MEETING

RES. NO. 1: 2017 AUTHORIZATIONS

On motion by Councilperson Miller, seconded by Councilperson Wolfley, and carried, to adopt the following authorizations for 2017:

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 \$30.00
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 as necessary

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, Transfer Station 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: Supervisor, Town Board, Town Clerk, Justices, Highway Superintendent, Planning and Zoning Board members
Yes – 5 Higley, Miller, Haller, Wagner, Wolfley 0 – No Carried

RES. NO. 2: 2017 - REVIEW AND APPROVE POLICIES

On motion by Councilperson Haller, seconded by Councilperson Wagner and carried, the following policies were reviewed and approved for 2017:

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

Yes – 5 Higley, Miller, Haller, Wagner, Wolfley 0 – No Carried

RES. NO. 3: 2017 APPOINTMENTS:

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

RESOLVED, the following appointments were made for 2017:
(All terms for 1 year unless specified)

Tax Collector: Lisa L. Lyons (1/01/2017-12/31/2017)

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)

Alexander Town Board Organization and Regular Meeting – 1/09/2017

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 (1/01/17-12/31/2021)
Jeff Schum (1/01/2014-12/31/2018)
Lisa L. Lyons – Secretary

Planning Board: Linda Higley (1/01/2013-12/31/2017)
** Robert Kelsey (1/01/2017-12/13/2021)
Molly Meek-Grimes (7/01/2016-12/31/2018)
John O’Neil (1/01/2015-12/31/2019)
Michael Schmieder (1/01/16-12/31/2020)
Lisa L. Lyons – Secretary

** denotes new appointment dates

All are one year appointments

GAM representative – All Officials

Justice liaison- All Town Board members

Building Committee – Joseph Higley, Carol Wolfley
Insurance Committee – David Miller, Roy Haller III
Highway Equipment Committee - Thomas Lowe, Joseph Higley, Eric Wagner
Code Enforcement Officer (including building inspector) – Daniel Lang (under Agreement with Town of Batavia)
Zoning Enforcement Officer – Daniel Lang (under agreement with Town of Batavia)
Town Attorney – David DiMatteo
Town Prosecutor – Kevin Finnell
Town Hall Custodian – Richard & Mary Ann Scharlau
Registrar of Vital Statistics – Lisa L. Lyons
Deputy Registrar – Ashley Hess
Elections Monitor - Lisa L. Lyons
Records Management Officer – Lisa L. Lyons
Freedom of Information Officer – Lisa L. Lyons
Town Historian - Katie Goodman
Deputy Supervisor – Roy Haller, III
Bookkeeper – Linda Hulshoff (temporary)
Accounting / Payroll – Tim Baetzel (under agreement with Alexander Central School)
Deputy Highway Superintendent – Jacqueline Lowe
Deputy Town Clerk – Laura Schmieder, Ashley Hess
Court Clerks – Debra Orr, Ann Marie Loranty
5 – 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, Lisa L. Lyons, 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

Alexander Town Board Organization and Regular Meeting – 1/09/2017

WHEREAS, Laura Schmieder and Ashley Hess, 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, Ann Marie Loranty, of the Town of Alexander, County of Genesee, 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, Linda Hulshoff, of the Town of Alexander, County of Genesee, New York, has been appointed as Bookkeeper of the Town of Alexander, and

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

WHEREAS, Rhonda Saulsbury, of the Town of Batavia, Genesee County, New York, has been appointed as the Assessor for the Town of Alexander.

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: 1/09/2017
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

Alexander Town Board Organization and Regular Meeting 1/09/2017

REGULAR MEETING

On motion by Councilperson Wagner, seconded by Councilperson Wolfley, and carried, the minutes of the December 12, 2016 Regular meeting and December 28, 2016 end of year meeting were approved as presented. 5 – Yes Higley, Miller, Haller, Wagner, Wolfley 0 – No Carried

REPORTS:

CEO/ZEO: Daniel Lang introduced himself, and also spoke about getting started with Code Enforcement around the town. He has driven around town and recorded all businesses and has made note of properties that need to be cleaned up. He has also been into the Clerk’s office to collect all paperwork and has updated our forms.

Tax Collector: Tax bills were mailed 12/30/2016 and payments have started coming in.

Supv. Financial: Tim will be in for the February meeting. Tom – check for surplus \$32550.00DB

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

OLD BUSINESS:

1. The Water District #5 meeting has been changed to January 25th at the Alexander Central School Auditorium at 7:00 p.m.

NEW BUSINESS:

RES. NO. 5: Linda Hulshoff hourly rate:

On motion by Supervisor Higley, and seconded by Councilperson Miller, and carried, Linda Hulshoff will be paid at a rate of \$15.00 per hour for temporary bookkeeping services. 5 – Yes Higley, Miller, Haller, Wagner, Wolfley 0 – No Carried

DISCUSSION:

- Possibility of Alexander Central School taking over the Youth Recreation Program. They will have to approach the Town if they decide to do this.
- Intercommunity Medical Building Funds – Joe will need to contact the Comptroller’s Office to find out how we may be able to donate the funds to the Fire Department and in which way to do it.
- Pete Romano – discussion will be tabled until February meeting.

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

General Fund A	Vouchers 1 – 14	\$8713.47
General Fund B	Vouchers 1 - 2	41288.49
Highway Fund B	Voucher 1	127.10

On motion by Councilperson Miller, seconded by Councilperson Wagner, and carried, the meeting adjourned at 8:55 pm.

Respectfully submitted,

Lisa L. Lyons
Town Clerk