

**January 8, 2018**  
**Alexander Town Board Organization and Regular Meeting**  
**Alexander Town Hall 7:00 p.m.**

Present: Supervisor Joseph Higley  
Town Board: Roy Haller III, Carol Wolfley Eric Wagner  
Town Clerk: Lisa L. Lyons  
Absent: Tom Lowe, David Miller  
Guests: Ashley Hess, Brandon Snyder, Laura Schmieder, Mr. & Mrs. Farnsworth

The Oath of Office was given to Town Councilman, Eric Wagner before the start of the meeting by Town Clerk Lisa L. Lyons.

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.

**ORGANIZATIONAL MEETING**

**RES. NO. 1: 2018 AUTHORIZATIONS**

On motion by Councilperson Wolfley, seconded by Councilperson Wagner, and carried, to adopt the following authorizations for 2018:

Authorizations for:

Town Clerk – Registrar of Vital Statistics  
Designated to administer Games of Chance licenses  
Collect fees on: Annual Junk Yard license - \$150.  
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 - Town Clerk, Deputy Clerk, Highway Employees, Transfer Station Attendant paid bi-weekly; Town officials paid quarterly.  
Mileage - \$.54/mile  
Town Board meetings - 2nd Monday @ 7:00 PM.  
People wishing to speak must contact the Town Clerk. Time 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 & Zoning Board Members.

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

**RES. NO. 2: 2018 APPOINTMENTS:**

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

RESOLVED, the following appointments were made for 2018:  
(All terms for 1 year unless specified)

Tax Collector:	Lisa L. Lyons	(1/1/2018-12/31/2018)
Assessor:	Rhonda Saulsbury	(10/1/2013-9/30/2019) (under agreement with Town of Batavia)
Board of Assessment Review:	John Slenker	(1/1/2016-9/30/2018)
	Barbara Spring	(10/1/2014-9/30/2019)
	Peter Antonucci	(10/1/2015-9/30/2020)
Zoning Board of Appeals:	Don Donnelly, Jr.	(4/1/2015-12/31/2019)
	John Meier	(1/1/2018-12/31/2022)
	Barbara Spring	(1/1/2016-12/31/2020)
	David Leslie	(1/1/17-12/31/2021)
	Jeff Schum	(1/1/2014-12/31/2018)

Lisa L. Lyons – Secretary

Planning Board:	Jennifer Wall	(7/1/2017-12/31/2019)
	Robert Kelsey	(1/1/2017-12/13/2021)
	Molly Meek-Grimes	(7/1/2016-12/31/2018)
	Michael Schmieder	(1/01/16-12/31/2020)

Lisa L. Lyons – Secretary

**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 (building inspector) –	Daniel Lang / Matt Mahaney (Agreement with Town of Batavia)
Zoning Enforcement Officer –	Daniel Lang / Matt Mahaney (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
Accounting / Payroll –	Tim Batzel (under agreement with Alexander Central School)
Deputy Highway Superintendent –	Jacqueline Lowe
Deputy Town Clerk –	Ashley Hess
Court Clerks –	Debra Orr, Ann Marie Loranty

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

**RES. NO. 3: APPROVAL OF OFFICIAL UNDERTAKING** **1/08/2018**

On motion by Councilperson Haller, seconded by Councilperson Wagner, 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

WHEREAS, Ashley Whitmore, 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, Tim Batzel 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 they 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 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: 1/08/2018  
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, Haller, Wagner, Wolfley 0 – No Carried

### REGULAR MEETING

On motion by Councilperson Haller, seconded by Supervisor Higley, and carried, the minutes of the December 11, 2017 Regular meeting and December 27, 2017 end of year meeting were adopted as presented. 4 – Yes Higley, Haller, Wagner, Wolfley 0 – No Carried

**COMMUNICATIONS:** NYMIR Training; Notice from Mountain Engineering, NYS Unified Court for records

### REPORTS:

**CEO/ZEO:** Year End Report filed with the clerk  
**TAX COLLECTOR:** Tax bills were mailed 12/30/2017 and payments have started coming in.  
**BUILDING:** Drop box will be installed in the spring.  
**SENIOR CITIZEN:** Year End Report filed with the Clerk  
**TOWN HISTORIAN:** Year End Report filed with the Clerk  
**GAM:** City of Batavia 1/18/2018

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

**OLD BUSINESS:**

1. Computer Maintenance / Website – needs to be completed
2. Policies and Procedures will be reviewed at the February meeting.
3. Key Holder cards are being resigned.
4. Interested residents for the open Planning Board Member will be invited to February’s meeting.
5. Information from Peter Romano at United Materials was given out for review.

**NEW BUSINESS:**

**RES. NO.4: FEE SCHEDULE FOR CLERKS OFFICE**

On motion by Councilperson Wolfley, and seconded by Supervisor Higley, and carried, the Fee schedule has been updated to reflect the following:

Late Dog Letter: \$3.00

Peddlers Permit: \$20.00 / 6 months

Fax / Copies: \$.25 / per page

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

**RES. NO. 5: CEO/ZEO FEE SCHEDULE**

On motion by Councilperson Haller, seconded by Councilperson Wagner, and carried, the following: to accept the new fee schedule presented for Building Permits, and Zoning and Planning Fees.

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

**RES. NO. 6: BUDGET TRANSFERS/AMENDMENTS**

**WHEREAS**, the following budget lines exceed the budget; A1110.4 is over by \$336.76, A1320.4 is over by \$258.00, A1410.1 is over by \$1.10, A1410.4 is over by \$593.74 and B5182.4 is over by \$6.84, B8020.1A is over by \$8.93, DA9010.8 is over by \$611.00, DA9060.8 is over by \$2976.40 and DB9060.8 is over by 254.20, and

**WHEREAS**, there are sufficient funds in other budget lines to offset these overages, therefore be it,

**RESOLVED**, A1110.4 be increased by \$337.00 to \$4,551.76, A1320.4 be increased by \$258.00 to \$12,168.00, A1410.1 be increased by \$1.10 to \$27,111.10, A1410.4 be increased by \$594.00 to \$4,397.74, B5142.4 increased by \$7.00 to \$5,007.00, B8020.1A by \$9.00 to \$688.00, DA9010.8 by \$611.00 to \$4,080.00, DA9060.8 by \$2,2977.00 to \$3,569.00 and DB9060.8 increased by \$255.00 to \$34,607.47, and be it further

**RESOLVED**, A1990.4, Contingency, be reduced by \$1,190.10 to \$3,282.90, B1990.4 reduced by \$16.00 to \$2,618.00, DA5140.4 reduced by \$3,588.00 to \$6,412.00 and DB5112.1 be reduced by \$255.00 to \$21,165.00.

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

**RES. NO. 7: APPROVAL TO SIGN BOND COUNSEL SERVICES AND BILLING AGREEMENT FROM HODGSON RUSS FOR WATER DISTRICT #4**

On motion by Councilperson Haller, seconded by Councilperson Wagner, and carried, the following: To accept the Bond Counsel Services and Billing Arrangements for water District #4 from Hodgson Russ Attorneys.

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

**DISCUSSION:**

1. Water District #4 is moving along, paperwork has been signed and completed by the Clerk and Mr. DiMatteo. Joe will meet with Village, and Mr. DiMatteo to review and make any necessary changes to the contract for the supply of the water.
2. Joe received a shared services agreement from the Village, which he will review before he signs.
3. Water District #5 – We still have heard nothing from Dawn Kuras on grant money. There has been talk that Genesee County has money for the project, and Joe will talk to Steve Mountain about it. Joe was asked to send a letter to the County asking them to commit to an amount that they are willing to give.
4. There still is no response from insurance companies on the water damage to the Town barns.

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

General Fund A	Vouchers 1 – 15	6734.71
General Fund B	Vouchers 1 - 2	41644.36
Highway Fund B	Voucher 1	2968.88

On motion by Councilperson Haller, seconded by Councilperson Wolfley, and carried, the meeting adjourned at 9:12 pm.

Respectfully submitted,

Lisa L. Lyons  
Town Clerk