

**January 14, 2019**  
**Alexander Town Board Organization and Regular Meeting**  
**Alexander Town Hall 7:00 p.m.**

Present: Supervisor Joseph Higley  
Town Board: David Miller, Eric Wagner, Carol Wolfley  
Town Clerk: Lisa L. Lyons  
Absent: Tom Lowe, Roy Haller, III  
Guests: Steve Mountain, Brandon Snyder, Laura Schmieder

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: 2019 AUTHORIZATIONS**

On motion by Councilperson Miller, seconded by Councilperson Wolfley, and carried, to adopt the following authorizations for 2019:

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.  
All Town of Alexander Fee Schedule items.

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  
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 - All hourly employees except janitor paid bi-weekly  
Town officials / Janitor paid quarterly  
Planning Board Members / Zoning Board Members – 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, and Board of Assessment Review Members

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

**RES. NO. 2: 2019 - REVIEW AND APPROVE POLICIES**

On motion by Councilperson Wagner, seconded by Councilperson Wolfley and carried, the following policies were reviewed and approved for 2019:

Code of Ethics	Smoking Policy
Freedom of Information	Parking at the Town Hall
Records Management	Fund Balance policy
Procurement Policy	Workplace Violence Prevention Program
Investment Policy	Town Hall Keys
Alcohol & Drug Testing	Computer & Internet Use
Building Permit Fees Waived for Non-Profits	Travel & Reimbursement

Yes – 4 Higley, Miller, Wolfley 0 – No Carried

**RES. NO. 3: 2019 APPOINTMENTS:**

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

RESOLVED, the following appointments were made for 2019:  
(All terms for 1 year unless specified)

Tax Collector:	Lisa L. Lyons	(1/1/2019-12/31/2019)
Assessor:	Rhonda Saulsbury	(10/1/2013-9/30/2019) (under agreement with Town of Batavia)
Board of Assessment Review:	John Slenker	(10/1/2018-9/30/2023)
	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 (1/1/2017-12/31/2021)  
 Jeff Schum (1/1/2019-12/31/2023)  
 Lisa L. Lyons – Secretary

Planning Board: Jennifer Wall (7/1/2017-12/31/2021)  
 Robert Kelsey (1/1/2017-12/13/2021)  
 Michael Schmieder (1/1/2016-12/31/2020)  
 Molly Meek-Grimes (7/1/2019-12/31/2023)  
 Brandon Snyder (2/12/2018-12/31/2019)  
 Nathan Fix (alt) (7/1/2018-12/31/2022)  
 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, David Miller, Eric Wagner  
 Code Enforcement Officer – 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 – David Miller  
 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

3 – Yes Higley, Miller, Wolfley 1 – No Wagner Carried

Councilperson Wagner expressed his concerns over appointing David DiMatteo as the Town attorney feeling as Mr. DiMatteo may not be managing his time with the Town of Alexander as best as he could. Councilperson Wagner feels as if some items have not been resolved or taken care of in a timely manner.

**RES. NO. 4: APPROVAL OF OFFICIAL UNDERTAKING** **1/14/2019**

On motion by Councilperson Higley, seconded by Councilperson Miller, 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, **David Miller**, 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 and 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: 1/14/2019  
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, Wolfley, Wagner   0 – No   Carried

**REGULAR MEETING**

On motion by Councilperson Haller, seconded by Supervisor Higley, and carried, the minutes of the December 10, 2018 Regular meeting and December 28, 2018 end of year meeting were adopted with additions.

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

**REPORTS:**

- BUILDING:** The backup battery has been replaced for the alarm system
- CEO/ZEO:** Year End Report filed with the clerk
- TAX COLLECTOR:** Tax bills were mailed 12/31/2018 and payments have started coming in.
- FINANCIAL:** Reports given

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

**OLD BUSINESS:**

1. Water District #4: is complete, final billings, and payments are being worked on.
2. Water District #5: approval from State Comptroller’s office has been received.
3. Water District #6: proposal for engineering services
4. Sexual Harassment Policy / Copyright Policy - Tabled

**NEW BUSINESS:**

**RES. NO.5: BUDGET TRANSFERS**

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

**WHEREAS**, these budget lines exceed the budget; A1410.1 is over by \$6.19, A1440.4 is over by \$4,764.09, AA8160.1 is over by \$9.00, and B16650.4 by \$80.75, and

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

**RESOLVED**, A1410.1 be increased by \$6.19 to \$28,091.19, A1440.4 be increased by \$4764.06, to \$14,764.06 and A8160.1 be increased by \$9.00 to \$4,897.00 and B1650.4 be increased by \$80.75 to \$1,080.75, and further be it,

**RESOLVED**, A1990.4, Contingency, be reduced by \$1104 to \$0.00, and A7520.4 be reduced by \$985.25 to \$766.71, A8160.4 be reduced by \$2,690.00 to \$20895.00 and reduce B1990.4 by \$80.75 to \$3387.25.

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

**RES. NO. 6: STREETLIGHT ON THE INTERSECTION OF SPRAGUE ROAD & ROUTE 98**

On motion by Supervisor Higley, seconded by Councilperson Miller, and carried, to look into placing a streetlight at the intersection of Sprague Road and Route 98.

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

**RES. NO. 7: APPROVE INSURANCE COVERAGE FOR INTERIOR FIRE FIGHTERS**

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

**WHEREAS** the Volunteer Firefighters Cancer law establishes the municipal governing body in a Fire Protection District as the responsible party to cover the interior firefighter’s coverage, and therefore be it

**RESOLVED**, the Town will cover the cost of the required coverage.

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

**RES. NO. 8: COMPENSATION CHANGE FOR BOARD OF ASSESSMENT REVIEW, PLANNING BOARD, AND THE ZONING BOARD**

On motion by Councilperson Miller, seconded by Councilperson Wolfley, and carried, the following: To change the pay scale for the Planning Board, Zoning Board of Appeals, and the Clerk \$60.00 per meeting and training event, effective immediately.

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

**DISCUSSION:**

1. New phone system for the Town Hall with Auto Attendant
2. Laura Schmieder is interested in an open seat on the Planning or Zoning Board and has submitted a letter.
3. Log Jam meeting is 1/22/2019 at 9a.m.

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

General Fund A	Vouchers 1 – 20	16484.64
General Fund B	Vouchers 1	446.97
Highway Fund B	Vouchers 1 - 2	3295.42

On motion by Councilperson Wagner, seconded by Councilperson Wolfley, and carried, the meeting adjourned at 9:17 pm.

Respectfully submitted,

Lisa L. Lyons  
Town Clerk