

RES. NO. 4: TRUCK PURCHASE

On motion by Councilperson Sanfratello and seconded by Councilperson Krupka and carried the Town Board approved the purchase of the new highway truck from Vision with the correct amount of \$43, 275.00.

4 – Yes Miller, Schmieder, Sanfratello, Krupka 0 – No

RES. NO. 5: HIGHWAY BARN HEATER ESTIMATE

On motion by Supervisor Miller and seconded by Councilperson Sanfratello and carried the Board approved a quote from JMB for \$5800.00 to fix the heater at the highway barn.

4 – Yes Miller, Schmieder, Sanfratello, Krupka 0 – No

RES. NO. 6: HIGHWAY NYS SHARED SERVICE AGREEMENT

On motion by Councilperson Schmieder and seconded by Councilperson Krupka and carried the board approved allowing Highway Superintendent Farnsworth to sign a 1-year NYS Shared service agreement.

4 – Yes Miller, Schmieder, Sanfratello, Krupka 0 – No

Reports:

Insurance: no report

Building:

CEO/ZEO: report sent to the board.

Clerk: Clerk vacation 3/7-3/15

Tax Collector: Tax bills steadily coming in.

Dog Control: no report

Games of Chance: No report

Town Justice: no report

Financial: no report

GAM: no report

Transfer Station: Tim will be out 1/24.

H'way Superint: Superintendent Farnsworth provided the board with a report stating work that still requires completion as of 12/27/2023 and projects that he plans to address in 2024.

H'way Equip: No report.

Senior Citizen: No report.

Town Historian: No report.

ORGANIZATIONAL MEETING

2024 AUTHORIZATIONS

RES. NO. 7: 2024 AUTHORIZATIONS

**On motion by: Councilperson Schmieder
To approve authorizations for:**

Seconded by: Supervisor Miller

- 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 PennySaver.
Official Signboard - Outside of Clerk’s Office
Pay Rotation - Highway employees / Town Clerk/ Transfer Station Attendant- bi-weekly
Town officials/ Deputy Clerk – quarterly
- Mileage** - \$.67/mile or whatever the federal rate may be changed to.
Board meetings - 2nd Monday @ 6:00 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, Justices, Highway
Superintendent, Assessor, CEO/ZEO, Planning and Zoning Board members

**Ayes – 4 Miller, Schmieder, Sanfratello, Krupka
Nays – 0**

2024 POLICIES:

RES. NO. 8: TO APPROVE THE POLICIES FOR 2024

**On motion by: Supervisor Miller Seconded by: Councilperson Sanfratello
To approve the policies for 2024:**

- | | |
|---|---|
| Code of Ethics | Grievance Procedure Policy |
| Freedom of Information | Sexual Harassment Policy |
| Records Management | Public Employer Health and Emergency Plan |
| Investment Policy | Procurement/ Purchasing Policy |
| Alcohol & Drug Testing | Online banking policy |
| Building Permit Fees Waived for Non-Profits | Post Issuance Tax Compliance |
| Smoking Policy | Cash Management |
| Parking @ Town Hall | |
| Fund Balance Policy | |
| Workplace Violence Prevention Program | |
| Town Hall Keys | |
| Computer & Internet Use Policy | |
| Travel & Reimbursement Policy | |

**Ayes – 4 Miller, Schmieder, Sanfratello, Krupka
Nays - 0**

2024 - APPOINTMENTS:

RES. NO. 9: APPOINTMENTS FOR 2024

**On motion by: Supervisor Miller Seconded by: Councilperson Schmieder
To approve the appointments for 2024:**

Tax Collector:	Shannon Tiede	(1/01/2024-12/31/2024)
Assessor:	Rhonda Saulsbury	(10/01/2019-9/30/2025) (under agreement with Town of Batavia)
Board of Assessment Review:	John Slenker	(10/01/2023-9/30/2028)
	Dennis Bartholomew	(01/01/2024-9/30/2024)
	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	(1/01/2024-12/31/2028)
	Scott Wessel	(1/01/2020-12/31/2024)
	Michael Lear	(10/01/2023-12/31/2025)
	Shannon Tiede – Secretary	
Planning Board:	Thomas Green	(01/01/2021-12/31/2025)
	Molly Meek-Grimes	(01/01/2024-12/31/2028)
	Brandon Snyder	(01/01/2020- 12/31/2024)
	Matthew Fernaays	(01/01/2023- 12/31/2027)
	Nathan Fix	(01/01/2022-12/31/2026)

Shannon Tiede – Secretary

(All are one year appointments-the 2024 appointments are listed)

GAM representative –	All Officials
Justice liaison-	All Town Board members
Building Committee –	Laura Schmieder, Eric Wagner
Insurance Committee –	Thomas Sanfratello, David Miller
Highway Equipment Committee -	Jerry Krupka, David Miller, Brian Farnsworth
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 -	Linda Hume

Deputy Supervisor-
Accounting/Payroll – Laura Landers LLC/ CPP
Deputy Highway Superintendent – Troy Robbins
Deputy Town Clerk – Danielle Riggs
Court Clerk – Ann Marie Loranty

Ayes: 2 Miller, Schmieder
Nays: 2 Sanfratello, Krupka
Motion failed.

***Motion to go into executive session to discuss personnel made by Councilperson Krupka and seconded by Councilperson Sanfratello and carried at 8:29pm.*

***Motion to exit executive session made by Councilperson Sanfratello and seconded by Councilperson Krupka and carried at 8:42pm.*

RES. NO. 10: AMENDED APPOINTMENTS FOR 2024

Supervisor Miller made a motion to amend the motion and do the appointments with the exception of Deputy Supervisor. Motion seconded by Councilperson Schmieder and carried.

Ayes: 4 Miller, Schmieder, Sanfratello, Krupka
Nays: 0

RES. NO. 11: APPROVAL OF OFFICIAL UNDERTAKING FOR 2024

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, Shannon Tiede, of the Town of Alexander, County of Genesee, New York has been appointed to the Office of Tax Collector of the Town of Alexander, and

WHEREAS, **Brian Farnsworth**, of the Town of Alexander, County of Genesee, New York, has been appointed to the Office of Highway Superintendent of the Town of Alexander, and

WHEREAS, **Danielle Riggs**, of the Town of Alexander, County of Genesee, New York, has been appointed as Deputy Clerk 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, Laura Landers LLC, County of Genesee, New York, has been appointed as the Accounting Company of the Town of Alexander, and

WHEREAS, Complete Payroll, County of Livingston, New York, has been appointed as the 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 her hands as such Town Clerk/Tax Collector; and

This undertaking of the Town Justice 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 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: 1/8/2024
Town of Alexander

Town Supervisor

Town Clerk/Tax Collector

Town Justice

Town Justice

Highway Superintendent

