

**ALEXANDER TOWN BOARD AGENDA
ALEXANDER TOWN HALL
JANUARY 9, 2023
ORGANIZATIONAL MEETING
REGULAR MEETING
GUESTS ARE LIMITED TO 15 MINUTES SPEAKING TIME**

**PRESENT:
GUESTS:**

CALL TO ORDER & PLEDGE OF ALLEGIANCE:

ORGANIZATIONAL MEETING

2023 AUTHORIZATIONS

RES. NO. : 2023 AUTHORIZATIONS

On motion by

Seconded by:

To approve authorizations for:

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 - bi-weekly
Town officials/ Deputy Clerk – quarterly

Mileage - \$.625/mile or whatever the federal rate may be changed to.

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 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 –

Nays –

2023 POLICIES:

RES. NO. : TO APPROVE THE POLICIES FOR 2023

On motion by:

Seconded by:

To approve the policies for 2023:

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

Ayes -

Nays -

2023 - APPOINTMENTS:

RES. NO. :APPOINTMENTS FOR 2023

On motion by:
2023:

Seconded by:

To approve the appointments for

Tax Collector:	Shannon Tiede	(1/01/2023-12/31/2023)
Assessor:	Rhonda Saulsbury	(10/01/2019-9/30/2025)
	Batavia)	(under agreement with Town of
Board of Assessment Review:	John Slenker	(10/01/2018-9/30/2023)
	Barbara Spring	(10/01/2019-9/30/2024)
	Peter Antonucci	(10/01/2020-9/30/2025)
Zoning Board of Appeals:	John Meier	(1/01/2023-12/31/2028)
	David Leslie	(1/01/2022-12/31/2027)
		(1/01/2018-12/31/2023)
	Scott Wessel	(1/01/2020-12/31/2024)
	Brian Farnsworth	(1/01/2021-12/31/2026)
	Shannon Tiede – Secretary	
Planning Board:	Thomas Green	(01/01/2021-12/31/2026)
	Molly Meek-Grimes	(01/01/2019-12/31/2023)
	Brandon Snyder	(01/01/2020- 12/31/2024)

Nathan Fix (Alternate) (07/01/2022-12/31/2027)
Shannon Tiede – Secretary

(All are one year appointments-the 2023 appointments are listed)

- GAM representative – All Officials
- Justice liaison- All Town Board members
- Building Committee – Laura Schmieder
- Insurance Committee – David Miller, Roy Haller III
- Highway Equipment Committee - Thomas Lowe, David Miller
- 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 - Katie Goodman
- Deputy Supervisor – Roy Haller III
- Accounting/Payroll – Tim Batzel, Alexander Central School
- Deputy Highway Superintendent – Jacqueline Lowe
- Deputy Town Clerk – Danielle Riggs
- Court Clerk – Ann Marie Loranty

Ayes:
Nays:

RES. NO. : APPROVAL OF OFFICIAL UNDERTAKING FOR 20223

On motion by _____, seconded by _____, 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/Tax Collector 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, **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, **Danielle Riggs**, of the Town of Alexander, County of Genesee, New York, has been appointed as Deputy Clerks 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, **Tim Batzel** of the Alexander Central School, Town of Alexander, County of Genesee, New York, has been appointed as the Accounting and 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 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 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: 1/09/2023
Town of Alexander

Town Supervisor

Town Clerk/Tax Collector

Town Justice

Town Justice

Highway Superintendent

Deputy Supervisor

Deputy Town Clerk

Justice Court Clerk

CEO / ZEO

Accounting & Payroll

Ayes –
Nays -
Carried

REGULAR MEETING

ADOPTION OF MINUTES: December 27, 2022– Year end meeting

COMMUNICATIONS:

OLD BUSINESS:

- 1. Water District #6 Update:

- 2. Water District #7 Update:

NEW BUSINESS:

- 1. Oath of Office for Tom S.
- 2. Allowing storage of school buses on Town Property
- 3. Board of assessment review open position
- 4. Planning board alternate position
- 5. Year end budget transfers

DISCUSSION:

- 1. Every one received new purchasing (procurement policy) this was approved at the October meeting.
- 2. Clothing reimbursement added to policy (travel reimbursement)

REPORTS:

Insurance:
 Building:
 CEO/ZEO:
 Clerk: Vacation 3/21-3/29
 Tax Collector: Bills were mailed 12/30 and have been steadily coming in.
 Dog control:
 Games of Chance: No report
 Town Justice:
 Financial:
 GAM:
 H'way Superint:
 H'wy Equipment:
 Senior Citizen: No report
 Town Historian:

PAYMENT OF BILLS:	Motion by:	Second by:	Carried:
ADJOURNMENT:	Motion by:	Second by:	Carried: