

Town of Albion
Organizational Meeting
January 5, 2016

Present: Supervisor Aaron Walter
Councilman Randy Mattison
Councilman Lonny Mattison
Councilman Richard Corlis Sr.
Councilman Rich Mullin
Recording Secretary: Amy J. Ford, Town Clerk

Oaths were given and the Oath book was signed prior to this meeting for the new & re-elected Town Officials.

Supervisor Walter called the meeting to order at 6:30pm then led in the Pledge of Allegiance to the Flag. The board went over and voted on the following:

- Rules of Procedure: **Motion made by Councilman L. Mattison seconded by Councilman Mullin to accept the Rules of Procedure. Motion carried. Adopted (5-0) Supervisor Walter – aye; Councilman R. Mattison – aye; Councilman L. Mattison – aye; Councilman Corlis – aye; Councilman Mullin – aye**
- Rules of Conduct: **Motion made by Councilman R. Mattison seconded by Councilman Corlis to accept the Rules of Conduct. Motion carried. Adopted (5-0) Supervisor Walter – aye; Councilman R. Mattison – aye; Councilman L. Mattison – aye; Councilman Corlis – aye; Councilman Mullin – aye**
- Non-Elected Appointments: The Deputy Town Clerk will be paid \$9.00/hr. (minimum rate); also a spot on the BAR will need to be re-appointed this year. **Motion made by Councilman L. Mattison seconded by Councilman R. Mattison to accept the Non-Elected Appointments. Motion carried. Adopted (5-0) Supervisor Walter – aye; Councilman R. Mattison – aye; Councilman L. Mattison – aye; Councilman Corlis – aye; Councilman Mullin – aye.**
- Supervisor's Appointed Committees: **Motion made by Councilman L. Mattison seconded by Councilman Mullin to accept the Supervisor's Appointed Committees. Motion carried. Adopted (5-0) Supervisor Walter – aye; Councilman R. Mattison – aye; Councilman L. Mattison – aye; Councilman Corlis – aye; Councilman Mullin – aye**
- Procurement Policy: **Motion made by Councilman Corlis seconded by Councilman L. Mattison to accept the Procurement Policy. Motion carried. Adopted (5-0) Supervisor Walter – aye; Councilman R. Mattison – aye; Councilman L. Mattison – aye; Councilman Corlis – aye; Councilman Mullin – aye**
- Investment Guidelines: **Motion made by Councilman R. Mattison seconded by Councilman Corlis to accept the Investment Guidelines. Motion carried. Adopted (5-0) Supervisor Walter – aye; Councilman R. Mattison – aye; Councilman L. Mattison – aye; Councilman Corlis – aye; Councilman Mullin – aye**
- Resolution # 1 of 2016 (Blanket resolution, will follow minutes): **Motion made by Councilman R. Mattison seconded by Councilman Corlis to accept Resolution # 1 of 2016 (Blanket resolution). Motion carried. Adopted (5-0) Supervisor Walter – aye; Councilman R. Mattison – aye; Councilman L. Mattison – aye; Councilman Corlis – aye; Councilman Mullin – aye**

- Code of Ethics: **Motion made by Councilman R. Mattison seconded by Councilman L. Mattison to accept the Code of Ethics. Motion carried. Adopted (5-0) Supervisor Walter – aye; Councilman R. Mattison – aye; Councilman L. Mattison – aye; Councilman Corlis – aye; Councilman Mullin – aye**
- Procedure for Auditing Claims: **Motion made by Councilman L. Mattison seconded by Councilman R. Mattison to accept the Procedure for Auditing Claims. Motion carried. Adopted (5-0) Supervisor Walter – aye; Councilman R. Mattison – aye; Councilman L. Mattison 0 aye; Councilman Corlis – aye; Councilman Mullin – aye**
- Association of Towns Delegate and Alternate: Councilman Mullin stated he would be the Delegate and Supervisor Walter he would be the Alternate. **Motion made by Councilman Corlis seconded by Councilman L. Mattison to accept the Association of Towns Delegate and Alternate. Motion carried. Adopted (5-0) Supervisor Walter – aye; Councilman R. Mattison – aye; Councilman L. Mattison – aye; Councilman Corlis – aye; Councilman Mullin – aye**
- Other Business: The Tax Collector would check on interest bearing accounts with the bank.
- Dates for workshops to audit Department Head's Book's, files will be:
 - Town Justice – March 2016
 - Town Clerk – April 2016
 - Town Supervisor – May – 2016
 - Tax Collector – June 2016

Motion made by Councilman L. Mattison seconded by Councilman R. Mattison to adjourn the meeting. Motion carried. Adopted (5-0) Supervisor Walter – aye; Councilman R. Mattison – aye; Councilman L. Mattison – aye; Councilman Corlis – aye; Councilman Mullin – aye
Supervisor Walter called the meeting to a close at 6:45pm.

Respectfully submitted,
Amy J. Ford, RMO
Town Clerk