

Town of Albion
Organizational Meeting
January 10, 2017

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

Supervisor Walter called the meeting to order at 6:30pm then led in the Pledge of Allegiance to the Flag. The Board went over the following; a copy of all would be available in the Town Clerk's office.

- 1) Rules of Procedure: **Motion made by Councilman Lonny Mattison seconded by Councilman Corlis to accept the rules of procedure as written. Motion carried. Adopted (4-0) Supervisor Walter – aye; Councilman Randy Mattison – aye; Councilman Lonny Mattison – aye; Councilman Corlis – aye**
- 2) Rules of Conduct: **Motion made by Councilman Corlis seconded by Councilman Lonny Mattison to accept the rules of conduct as written. Motion carried. Adopted (4-0) Supervisor Walter – aye;**
- 3) Non-elected appointments: **Motion made by Councilman Randy Mattison seconded by Councilman Corlis to accept the non-elected appointments as written. Motion carried. Adopted (4-0) Supervisor Walter – aye; Councilman Randy Mattison – aye; Councilman Lonny Mattison – aye; Councilman Corlis – aye**
- 4) Supervisor's Appointed Committees: **Motion made by Councilman Lonny Mattison seconded by Councilman Randy Mattison to accept the Supervisor's appointed committees as written. Motion carried. Adopted (4-0) Supervisor Walter – aye; Councilman Randy Mattison – aye; Councilman Lonny Mattison – aye; Councilman Corlis – aye**
- 5) Procurement Policy: Amount of the Hwy Department would be increased to \$3,000. **Motion made by Councilman Lonny Mattison seconded by Councilman Corlis to accept the procurement policy with corrections made. Motion carried. Adopted (4-0) Supervisor Walter – aye; Councilman Randy Mattison – aye; Councilman Lonny Mattison – aye; Councilman Corlis – aye**
- 6) Investment Guidelines: **Motion made by Councilman Corlis seconded by Councilman Lonny Mattison to accept the investment guidelines as written. Motion carried. Adopted (4-0) Supervisor Walter – aye; Councilman Randy Mattison – aye; Councilman Lonny Mattison – aye; Councilman Corlis – aye**
- 7) Resolution # 1 of 2017: List of resolution # 1 of 2017 will follow the minutes in the official minute book; they will also be available in the Clerk's office. **Motion made by Councilman Corlis seconded by Councilman Lonny Mattison to accept resolution # 1 of 2017 as written. Motion carried. Adopted (4-0) Supervisor Walter – aye; Councilman Randy Mattison – aye; Councilman Lonny Mattison- aye; Councilman Corlis – aye**

8) Code of Ethics: **Motion made by Councilman Lonny Mattison seconded by Councilman Randy Mattison to accept the code of ethics as written. Motion carried. Adopted (4-0) Supervisor Walter – aye; Councilman Randy Mattison – aye; Councilman Lonny Mattison – aye; Councilman Corlis – aye**

9) Procedure for Auditing Claims: **Motion made by Councilman Randy Mattison seconded by Councilman Corlis to accept the procedure for auditing claims as written. Motion carried. Adopted (4-0) Supervisor Walter – aye; Councilman Randy Mattison – aye; Councilman Lonny Mattison – aye; Councilman Corlis – aye**

10) Association of Town's Delegate & Alternate: **Motion made by Councilman Randy Mattison seconded by Councilman Corlis to keep the same appointment of Councilman Mullin as the Association of Town's Delegate as last year. Motion carried. Adopted (4-0) Supervisor Walter – aye; Councilman Randy Mattison – aye; Councilman Lonny Mattison – aye; Councilman Corlis – aye**

11) Dates for workshops to audit department head books:

Town Justice: March 2017

Town Clerk: April 2017

Supervisor: May 2017

Tax Collector: June 2017

Motion made by Councilman Randy Mattison seconded by Councilman Corlis to adjourn the meeting. Motion carried. Adopted (4-0) Supervisor Walter – aye; Councilman Randy Mattison – aye; Councilman Lonny Mattison – aye; Councilman Corlis – aye

Supervisor Walter called the meeting to a close at 6:39pm

Respectfully submitted;

Amy J. Ford, RMO

Town Clerk