

Town of Albion
Organizational Meeting
January 9, 2018

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

Supervisor Walter called the meeting to order at 6:30pm then led in the Pledge of Allegiance to the Flag.

Supervisor Walter briefly went over the following:

- 1) Rules of Procedure: **Motion made by Councilman R. Mattison seconded by Councilman L. Mattison to accept the rules of procedure as written. Motion carried. Adopted (5-0) Supervisor Walter – aye; Councilman R. Mattison – aye; Councilman L. Mattison – aye; Councilman Corlis – aye; Councilman Mullin – aye**
- 2) Rules of Conduct: **Motion made by Councilman Mullin seconded by Councilman Corlis to accept the rules of conduct as written. Motion carried. Adopted (5-0) Supervisor Walter – aye; Councilman R. Mattison – aye; Councilman L. Mattison – aye; Councilman Corlis – aye; Councilman Mullin – aye**
- 3) Workplace Violence Prevention Policy: **Motion made by Councilman Corlis seconded by Councilman L. Mattison to accept the workplace violence policy as read. Motion carried. Adopted (5-0) Supervisor Walter – aye; Councilman R. Mattison – aye; Councilman L. Mattison – aye; Councilman Corlis – aye; Councilman Mullin – aye**
- 4) Non-elected Appointments: Judge Allen asked if it would be a conflict of interest with Supervisor Walter's wife being Supt. of Cemeteries (last year she was his fiance'). Supervisor Walter stated he would check with Comptroller Petrie and the position would be contingent on his opinion. Mrs. Ford stated that Ms. Mary Ellen Loura would still be her first deputy town clerk; and also Mr. Donnie Little would no longer be serving on the BAR. **Motion made by Councilman L. Mattison seconded by Councilman R. Mattison to accept the non-elected appointments with contingency of the Supt. of Cemeteries position. Motion carried. Adopted (5-0) Supervisor Walter – aye; Councilman R. Mattison – aye; Councilman L. Mattison – aye; Councilman Corlis – aye; Councilman Mullin – aye**
- 5) Supervisor's Appointed Committees: **Motion made by Councilman R. Mattison seconded by Councilman Mullin to accept the supervisor's appointed committees as written. Motion carried. Adopted (5-0) Supervisor Walter – aye; Councilman R. Mattison – aye; Councilman L. Mattison – aye; Councilman Corlis – aye; Councilman Mullin – aye**
- 6) Procurement Policy: **Motion made by Councilman L. Mattison seconded by Councilman Mullin to accept the procurement policy as written. Motion carried. Adopted (5-0) Supervisor Walter – aye; Councilman R. Mattison – aye; Councilman L. Mattison – aye; Councilman Corlis – aye; Councilman Mullin – aye**
- 7) Investment Guidelines: **Motion made by Councilman L. Mattison seconded by Councilman Corlis to accept the investment guidelines as written. Motion carried. Adopted (5-0) Supervisor Walter – aye; Councilman R. Mattison – aye; Councilman L. Mattison – aye; Councilman Corlis – aye; Councilman Mullin – aye**
- 8) Resolution # 1 of 2018 will follow the minutes in the official minute book. **Motion made by Councilman Mullin seconded by Councilman L. Mattison to accept resolution # 1 of 2018 as written.**

Motion carried. Adopted (5-0) Supervisor Walter – aye; Councilman R. Mattison – aye; Councilman L. Mattison – aye; Councilman Corlis – aye; Councilman Mullin – aye

9) Code of Ethics: **Motion made by Councilman R. Mattison seconded by Councilman L. Mattison to accept the code of ethics as written. Motion carried. Adopted (5-0) Supervisor Walter – aye; Councilman R. Mattison – aye; Councilman L. Mattison – aye; Councilman Corlis – aye; Councilman Mullin – aye**

10) Procedure for Auditing Claims: **Motion made by Councilman Mullin seconded by Councilman Corlis to accept the procedure for auditing claims as written. Motion carried. Adopted (5-0) Supervisor Walter – aye; Councilman R. Mattison – aye; Councilman L. Mattison – aye; Councilman Corlis – aye; Councilman Mullin – aye**

11) Association of Town's Delegate & Alternate: Board agreed to have Councilman Mullin as the delegate.

12) Other Business: Judge Allen asked if all town officials that handle money (elected & non-elected) are bonded. Supervisor Walter stated he would check with Comptroller Petrie on this as well.

13) Dates for Workshops to audit department head books & files are as follows:

Town Justice – March 2018

Town Clerk – April 2018

Town Supervisor – May 2018

Tax Collector – June 2018

All workshops will begin at 6:00pm prior to the regular monthly meeting at 6:30pm.

Motion made by Councilman R. Mattison seconded by Councilman Mullin 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 6:50pm

Respectfully submitted,
Amy J. Ford, RMO
Town Clerk