

Town of Albion
Organizational Meeting
January 8, 2019

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 6pm then led in the Pledge of Allegiance to the Flag.

The following was gone over by the Board:

- 1) Rules of Procedure
- 2) Rules of Conduct
- 3) Workplace Violence Prevention Policy
- 4) Non-elected Appointments: Town needs to change attorney
- 5) Supervisor's Appointed Committees
- 6) Procurement Policy
- 7) Investment Policies & Guidelines
- 8) Code of Ethics
- 9) Policy against Discrimination & Harassment
- 10) Procedure for Auditing Claims
- 11) Resolution # 1 of 2019 as follows:

Regular Meeting: The Regular Town Board Meeting will, throughout the year 2019, be held at 6:30pm on the second Tuesday of the month in the Altmar Albion Municipal Building. All Board Members, Town Clerk and Hwy Superintendent are required to report at 6pm to review/audit/discuss monthly bills. Exceptions – September meeting will be adjusted to not conflict with Primary Day.

Rules of Procedure: The Town of Albion's Rules of Procedure for all meetings will resemble Parliamentary Procedure.

Public Notice: The purpose is to provide notice to the public and news media of the Regular and Special Meetings of the Town Board at which public business is officially transacted. Such notice is designed to facilitate public attendance at such meetings to allow the public to observe and listen to the deliberations and decisions of the Board.

No Smoking: The Altmar Albion Municipal Building will remain as a nonsmoking environment. This will also include employee's rights to request no smoking in any equipment owned by the Town.

Purchase Equipment: The purchasing of tools, equipment, repairs, etc. by the Hwy Supt. is authorized up to \$3000.00. Any items in excess of \$3000.00 must be prior approved by the Board and bid. All other officials are limited to expend up to \$300.00, and must get prior Board approval above that amount. All Town officials should utilize the Town Procurement Policy.

Bids: The Town of Albion will accept any official NYS or County Contract Bid. Any County contract must be from an adjoining County.

Dates & Payment of Salaried Employees: The payment of all salaried employees shall be monthly, and will usually be paid at the end of each month worked. The Deputy Clerk shall submit a timesheet record and will be paid monthly. All other Clerk's will be paid monthly. The Hwy Supt. and the Town Clerk will be paid bi-weekly with the Hwy payroll. The Town does not provide leaves for vacation or sickness and has not established a plan for coverage of Town Officers for medical & hospital expenses.

Date & Payment of all Permanent Employees: The payment of all permanent employees will be held back one week from the end of the pay period worked. The rate of pay will be in accordance with the Teamsters Contract.

Date & Payment of all Part-time or Temporary Employees: The payment of all part-time or temporary employees will be held back one week from the end of the pay period worked. The rate of pay for Hwy employees will be \$14.00/hour for all employees that fail to drive the Town plow trucks. Employees with a valid CDL B license without air brake restriction and a will to drive Town plow trucks will be paid \$15.00/hour. Employees that conduct major mechanical tasks will also be compensated at \$16.00/hour.

Town Historian: The Town Historian should provide the Town Board with an annual report of all correspondence that has transpired during the year.

Official Depository: NBT Bank, NA

Signature of Accounts: Supervisor, Deputy Supervisor

Official Newspaper: Queen Central News (Camden News Inc.)

Official Radio: 93Q
Mileage Allowance: Reasonable mileage compensation will be paid at \$.40/mile to Town Officials traveling on Town business while utilizing their own personal vehicle. Mileage is to be recorded by using odometer readings, and should be detailed on a voucher, including the purpose of each trip.

Investment of Idle monies: The Town Board authorizes the Supervisor permission to invest all idle monies.

Petty Cash Drawer: The Town Clerk is authorized to maintain a petty cash drawer of not-to-exceed \$25.00

Loitering: The Town Board will enforce the Local Law of 2001, titled, "Loitering Law". This will include the Altmar Albion Municipal Building, the Hwy Garage(s), and all other Town Buildings.

Health Insurance: The Town Board hereby establishes a Health Insurance plan for coverage for all of the Town's permanent Hwy employees. This plan will offer major medical & hospital coverage. All permanent employees and the Hwy Supt. will have the option to receive or deny said coverage.

Overtime Board: All permanent Hwy employees will be paid at an overtime rate detailed in the Teamsters Contract. All part-time Hwy employees will be paid one & half times their normal rates of pay for all hours exceeding forty in any given work week.

Bulletin Board: The Town's official Bulletin Board will be the Town Clerk's board located outside of the north entrance of the Altmar Albion Municipal Building. The Town Clerk will be responsible to post all notices.

Media Contact: The Town Clerk shall be the responsible party assigned to contacting the news media. The Clerk shall give the media seventy-two hour notice of all Special Meetings and Public Hearings whenever practicable and/or possible, and will maintain a phone log depicting the person contacted with the date, time and purpose of said call.

Supervisor Report: The Supervisor shall submit to the Town Clerk, within 90 days of the close of the fiscal year, a copy of his annual report to the State Comptroller, and require the Town Clerk to publish a notice that it is available for inspection, to be published in the Official Newspaper.

Tax Collector: All monies collected by the Tax Collector shall be placed in an interest bearing account until such time it is transferred to the Supervisor and/or the County of Oswego.

Town Officials: The Town Board requests that all department heads are in attendance at every regular monthly meeting. If any person cannot be present, a detailed monthly report must be submitted to the Supervisor at least three days prior to said meeting.

Return Check Fee: The Town Board imposes a charge of \$20.00 on each check tendered as payment and returned for insufficient funds. This charge is in addition to any charge levied by the bank(s).

Audited Claims: All audited and approved claims for payment made at each Regular Monthly Meeting shall be paid by the end of the month following said Regular Meeting

Payment to the Town: Any services rendered or sales of scrap, equipment or materials shall be paid to the Town by check, made payable to the "Town of Albion".

Budget Limitations: Appropriations for all expenditures of funds are included in the 2019 Adopted Budget. Every effort should be made not to exceed these appropriations.

Payment to Vendors: The Town of Albion Town Board will not pay any bill that is received 90 days or more from service or sale date, without majority approval of the Board.

Policy Approval: This resolution includes acceptance, and moving into adoption, of the Rules of Procedure, Rules of Conduct, Workplace Violence Prevention Policy, Procurement Policy, Investment Guidelines, Code of Ethics, Sexual Harassment Policy & Procurement for Auditing Claims.

Motion made by Councilman L. Mattison seconded by Councilman R. Mattison to accept resolution #1 of 2019 with corrections to CDL B license drivers will be paid \$15/hr. and expenditures of funds are included in the 2019 Adopted Budget. Motion carried. Adopted (5-0) Supervisor Walter – aye; Councilman R. Mattison – aye; Councilman L. Mattison – aye; Councilman Corlis – aye; Councilman Mullin – aye

12) Association of Towns Delegate is Councilman Mullin.

13) Dates for workshops to audit Department Heads book & files are as follows:

Town Justice: March 2019 @6pm

Town Clerk: April 2019 @6pm

Town Supervisor: May 2019 @6pm

Tax Collector: June 2019 @6pm

Adjournment: **Motion made by Councilman R. Mattison seconded by Councilman L. 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 6:25pm.

Respectfully submitted,
Amy J. Ford, RMO
Town Clerk