

Town of Albion
Regular Monthly Meeting
February 11, 2020

Present: Supervisor Mike Faulkner
Councilman Lonny Mattison
Councilman Carl Anson Sr.

Councilman Randy Mattison
Councilman Rick Stowell
Recording Secretary: Amy J. Ford, Town Clerk

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

Previous Monthly Minutes (01/07/20 & 01/14/20): Supervisor Faulkner stated that on both the General & Hwy abstracts some appropriations numbers were typed wrong. Mrs. Ford stated that she has already corrected them. Supervisor Faulkner then stated that the \$3,000 commission fee of the heavy rescue was mistakenly given to the Altmar Fire Dept. So, on next month's second payment of the Fire Contract there will be \$3,000 less. **Motion made by Councilman Anson Sr. seconded by Councilman Stowell to accept the minutes with corrections made. Motion carried. Adopted (5-0) Supervisor Faulkner – aye; Councilman R. Mattison – aye; Councilman L. Mattison – aye; Councilman Stowell – aye; Councilman Anson Sr. – aye**

Reports: 1) Tug Hill Circuit Rider: Mr. Baxter was absent, Supervisor Faulkner read the following report previously submitted: A) Tug Hill Local Conference would be held on Thursday, March 26, 2020. B) Tug Hill Commission is currently looking for applicants for the Northern Oneida County Council of Governments circuit rider position. C) Fiscal Oversight/Red Flags for Fraud workshop will be this Thursday, February 13th at the Altmar/Albion Municipal Bldg. 6-9pm. D) Salmon River Council of Governments met last fall. They are in the process of scheduling one for 2020. E) Tug Hill Commission is in the process of updating their local government official database.

2) Hwy Supt.: Mr. Bennett reported: A) Storage trailer is empty so it can go back. B) The job trailer only needs to have the water lines drained and the power shut off then it too can go back. C) The electrical inspection is done. D) Part-time pay needs to be discussed soon. One of the men he wants to hire has given his two-week's notice at his present job so he can be hired by the town. E) He's ordered salt. Supervisor Faulkner has talked with Mr. Bennett about Hwy Local Law Section 284 regarding Mr. Bennett submitting a Hwy plan, (what roads need to be done & how much it will cost). Mr. Bennett stated that he doesn't know which roads will be worst then others until Spring arrives. Councilman Stowell then read the Hiring Guidelines for Seasonal/Part Time Employees. These employees are mainly needed during snow & ice season for operating the snowplow, front-end loader & pickup with a plow. The assignments are usually snow removal tasks, however, there will be occasions when the Town will need part time assistance to accomplish other tasks. All applicants should meet the minimum criteria:

- Should be a Town of Albion resident
- Must be in good physical condition, drug free & be drug tested prior to employment
- Applicants should possess previous snowplow driving experience
- Should be able to operate the front-end loader & pickup with plow and maintain the equipment with minimal supervision. Training will be supplied if needed
- Should be able to complete all written records legibly, i.e.: truck report, pre-operational checklist, snow & ice form(s), timecard's, etc.
- Should be able to conduct minor mechanical duties

- Must be physically able to operate a chainsaw & haul brush to a chipper & chip brush, along with other physical duties such as shoveling, flagging & other miscellaneous duties
- Must dress appropriately for work
- Must perform all tasks requested in a safe & efficient manner, and wear & utilize all pertinent safety gear, i.e.: hardhat, vest, safety shoes, gloves, hearing protection, eye protection, etc.
- Nepotism will not be allowed. Nepotism is the practice of showing favoritism toward family members or friends in economic or employment terms such as granting favors or jobs to friends and/or relatives, without regard to merit. Nepotism must not be allowed within these guidelines
- Seasonal/part time employees are typically referred to as wing persons or laborer's & will be paid at the rate of \$14.00 per hour. After 30 days of satisfactory performance the Hwy Supt. will be allowed to raise the hourly rate to \$14.50. If you possess a Commercial Drivers License (CDL) applicable to our trucks & are not operating the truck, you will be paid \$14.00 or \$14.50, whichever applies
- Employees possessing a CDL & operating the snowplow without incident will be paid at the rate of \$15.50 per hour. After 30 days of satisfactory performance the Hwy Supt. will be allowed to raise the hourly rate to \$16.00. Employees that meet all criteria & have a minimum of three years' experience with the Town of Albion will be paid at the rate of \$18.00

Motion made by Councilman Stowell seconded by Councilman Anson Sr. to accept the seasonal/part time employees' section of the Town of Albion Highway Hiring Guidelines as written. Motion denied. (2-3) Councilman Stowell – aye; Councilman Anson Sr. – aye; Supervisor Faulkner – nay; Councilman R. Mattison – nay; Councilman L. Mattison – nay

Motion made by Councilman R. Mattison seconded by Councilman L. Mattison to accept the seasonal/part time employees' section of the Town of Albion Highway Hiring Guideline except for the Nepotism section. Motion carried. Adopted (3-2) Supervisor Faulkner – aye; Councilman R. Mattison – aye; Councilman L. Mattison – aye; Councilman Stowell – nay; Councilman Anson Sr. – nay

3) Oswego County Legislator: Mr. Herb Yerdon reported: A) He's been appointed to the Committees of Human Services & Health. B) He has a draft of the 2020 rabies clinics. C) He went to a meeting on the Solar Power project of the Town of Richland's, which will be in the Town of Albion. Albion will receive an increase on taxes, as well as the school taxes according to the proposed PILOT payments. But the solar farm will be going in. D) He gave the Town a copy of the resolution regarding "Establishing a Municipal Tipping Fee Credit Regarding Residential Demolitions". E) The legislature is trying to get back \$50,000 for the Fire Dept.'s from the State. F) The second amendment is a touchy issue they are dealing with. Judge Allen stated that the Police Dept.'s are not writing tickets. Could Mr. Yerdon & the Legislature somehow send a correspondence to Governor Cuomo regarding the "No Bail" law. Small discussion was made regarding the "No Bail" issue.

Continuation of #1) Tug Hill Circuit Rider: Mr. Baxter arrived and continued his report: A) He thanked Mrs. Ford for being prompt on returning the information for the local governments official list for their database. Councilman Anson Sr. asked if Mr. Baxter had the info he requested on the Cemetery Supt./Sexton position. Mr. Baxter stated that this issue would be up to the Board. Councilman Anson Sr. then stated the town inherited three properties from the village, and the village is still on the deeds. Mr. Baxter stated that the town's attorney be involved with this issue. Supervisor Faulkner stated that he read in the dissolution paperwork that Ms. Trumble had submitted a resume' & that she says she would not be a working Supt. of Cemeteries. Councilman Anson Sr. stated that the cost of a burial should not increase for holidays or weekends. This issue would be tabled until next month.

4) DCO: Mr. Cronk reported: A) He received a call this evening regarding running dogs. He was warned to take the Police because the owner of the dogs was violent. B) He suggested that any dog that is chipped to be updated if coming from another town or state.

5) Supt. of Cemeteries: Mrs. Walter was absent but Supervisor Faulkner stated her report for January 2020 shows \$ 400 (burial) for total revenue collected.

6) Assessor: Mr. Maxwell was absent and no report was given. Supervisor Faulkner stated that he has received two letters of interest for the Board of Assessment Review; Mrs. Nancy Sheeley & Mr. Richard Mullin. Councilman Anson Sr. stated that both Mrs. Sue Schouten & Mr. Donnie Little would stay on.

Motion made by Councilman Anson Sr. seconded by Councilman Stowell to appoint Mrs. Nancy Sheeley to the Board of Assessment Review. Motion carried. Adopted (5-0) Supervisor Faulkner – aye; Councilman R. Mattison – aye; Councilman L. Mattison – aye; Councilman Stowell – aye; Councilman Anson Sr. – aye

7) CEO/BI: Mr. Mowers reported: A) For January 2020 he issued one permit renewal; three camper/RV permits; four certificates of completion & voided one permit. B) New codes are coming; the town would need to change local law 2015 & adopt the 2020 codes. C) He toured the Hwy garage along with the board. A few minor things remain to be done. Bathrooms need to be completed & some signage still needs to be put up. Councilman Anson Sr. stated that in the Hwy Supt. office faulty work was done; he asked if any liability insurance was had by the worker who had done the work. Mr. Aaron Walter stated that all contractors had liability insurance. Supervisor Faulkner stated that the Cell Tower Public Hearing would be moved to Tuesday, February 25th at 6pm. **Motion made by Councilman R. Mattison seconded by Councilman L. Mattison to have the permit fee for the Cell Tower be \$500.00. Motion carried. Adopted (4-0) Supervisor Faulkner – aye; Councilman R. Mattison – aye; Councilman L. Mattison – aye; Councilman Stowell – aye.** Councilman Anson Sr. was not present for the vote. Mr. Mowers stated he was asked if the town got a permit for the work done at the Hwy garage. He stated that that according to Town Law – NO permit is required for work done on Municipal Properties. Mr. Mowers stated he would do a curtesy walk through of the Hwy garage then issue a certificate of completion.

8) Town Justice: Judge Allen reported: A) The dog issue on Hong Kong Rd would be dealt with this coming February 18th. B) The town attorney has driven by the Bubis property & saw some machinery. A demolition permit has been issued. All debris needs to be taken to the landfill; things are starting to move.

9) Fire Dept.: Chief Holcomb was present and Supervisor Faulkner read the submitted report as follows: For January 2020 – Calls = 15. Beginning check register balance = \$1,052.32; corrected balance = \$1,066.62. Deposited = \$47,100.00 for a balance of \$48,166.62. Expenses = \$3,313.14; balance moved to February = \$44,853.48. Supervisor Faulkner again stated that the 2nd payment of the Fire Contract would be \$3,000 less due his mistake. Chief Holcomb stated he strongly recommends a second phone line be installed along with the fire alarm system. The phone line would only be hooked up to the 911 system. **Motion made by Councilman Stowell seconded by Councilman Anson Sr. to have a second phone line hooked up directly to the 911 system. Motion carried. Adopted (5-0) Supervisor Faulkner – aye; Councilman R. Mattison – aye; Councilman L. Mattison – aye; Councilman Stowell – aye; Councilman Anson Sr. – aye**

10) NOCA: Ms. Pierce reported the following: A) The old escape truck was valued at \$7900.00. B) A per Mr. Wallis' request, all computers were updated. C) They are still taking estimates for the dispatcher's floor. D) NOCA needs to invest above budgeted monies. Either a CD or Bond; they will check with Cato. E) They need help with Facebook, so NOCA could be more active with job searches. F) The sign on bonus given over two years is spread out. G) Health insurance is up for Gym usage. Chief Holcomb

asked if Ms. Pierce could get data on how many calls NOCA responded to last year. She said she would get the data.

11) Town Clerk: January 2020 total intake/disbursed = \$312.50 (Town = \$287.50; NYS Ag & Markets = \$25.00). Issued 21 dog licenses; sent out 8 dog renewals for February; 7 late dog renewals for January (gave until 2/14/20); cancelled 1 dog license since it's been 4 years late. Entered 4 camper permits & 1 renewal permit. Petty cash is at \$25.00 (as of 1/31/20). Mrs. Ford then presented Supervisor Faulkner a check for \$674,162.17 for the Town's part of the 2020 Tax warrant. **Motion made by Councilman L. Mattison seconded by Councilman R. Mattison to accept the report as read. Motion carried. Adopted (5-0) Supervisor Faulkner – aye; Councilman R. Mattison – aye; Councilman L. Mattison – aye; Councilman Stowell – aye; Councilman Anson Sr. – aye**

12) Supervisor: For February 2020 as follows:

<u>Receipts</u>	<u>Disbursements</u>
General Money Market = \$6,973.11	General Money Market = \$102,689.90
Hwy Money Market = \$96.33	Hwy Money Market = \$43,189.68
<u>Account Balances (as of 1/31/20)</u>	
General Money Market = \$1,093,682.43	Hwy Money Market = \$230,083.06
General Checking Account = \$32,902.64	Hwy Checking Account = \$37,372.24
Trust & Agency = \$31,454.35	Cemetery = \$155,167.10
Total = \$1,580,661.82	

Motion made by Councilman Anson Sr. seconded by Councilman L. Mattison to accept the report as read. Motion carried. Adopted (5-0) Supervisor Faulkner – aye; Councilman R. Mattison – aye; Councilman L. Mattison – aye; Councilman Stowell – aye; Councilman Anson Sr. – aye

Councilman Anson Sr. asked if the town could only spend the interest made on the Cemetery account. Supervisor Faulkner stated yes; he would check into investing in a CD.

Audit Bills: General abstract # 2, bills # 38 - #72 = \$41,510.91. **Motion made by Councilman R. Mattison seconded by Councilman L. Mattison to accept and pay all general bills for February 2020 as submitted. Motion carried. Adopted (5-0) Supervisor Faulkner – aye; Councilman R. Mattison – aye; Councilman L. Mattison – aye; Councilman Stowell – aye; Councilman Anson Sr. – aye**
Hwy abstract # 2, bills #10 - #21 = \$7,840.99. **Motion made by Councilman L. Mattison seconded by Councilman R. Mattison to accept and pay all Hwy bills for February 2020 as submitted. Motion carried. Adopted (5-0) Supervisor Faulkner – aye; Councilman R. Mattison – aye; Councilman L. Mattison – aye; Councilman Stowell – aye; Councilman Anson Sr. – aye**

Old Business: 1) Town Properties: Next step is to consult with Town attorney on how to proceed. Councilman Anson Sr. suggested that the land next to the Post Office be plotted; on Corduroy Rd the town should check with the County for help; and a buffer be put in around the land behind the Hwy barn. Also, the deeds to these parcels be found. Mrs. Ford stated they might be in the vault within the Village records.

2) Bowers & Co., CPA hired to AUD (Annual Update Document): Supervisor Faulkner stated that based on the Town's Procurement Policy, professional services do not have to be bid out. However, if the Board would like to hire an accountant, then that needs to go out for bid.

New Business: 1) Tug Hill Commission is sponsoring the 31st Annual Local Government Conference on Thursday, March 26th at the Jefferson Community College in Watertown. Anyone interested in attending needs to register by March 6th at a cost of \$50 per person; the cost will increase after that

time. Registration can be done both online & by mail. Mr. Baxter handed out registration forms to the board.

2) Supervisor Faulkner stated that the next month's bi-weekly pay #4 would be much higher than normal due to the town paying retired MEO Hwy worker Mike Ford all his benefits upon retirement.

3) Cemetery and/or maintenance time cards: These can be viewed at any time. Supervisor Faulkner stated that instead of making copies, those interested would be shown the cards upon request.

Councilman L. Mattison stated that the Cemetery/maintenance workers should only get paid when they are working. Councilman R. Mattison asked how many workers are there and at what rate of pay do they receive. Supervisor Faulkner stated there were only two and they receive \$12.00 per hour.

Public Comment: 1) Mr. Corey Holcomb stated that if the part time Hwy workers are to be drug tested then the Cemetery maintenance workers should also.

2) Councilman Anson Sr. stated that Mrs. Ford is the Records Management Officer (RMO), then all records should be given to her to file.

3) Mr. Richard Corlis Sr. asked who checks on the Cemetery workers. The Supt. of Cemeteries should.

4) Supervisor Faulkner stated the Municipal Building's roof would be replaced in the Spring. Mrs. Ford would place a bid in the Post Standard, the AGC as well as the Town's official newspaper (QCN).

5) Mr. William Sheeley asked the Board if the salt shed was going to have the boards replaced. Supervisor Faulkner stated that the Board knows this issue needs to be addressed.

***Adjournment:* Motion made by Councilman R. Mattison seconded by Councilman L. Mattison to adjourn the meeting. Motion carried. Adopted (5-0) Supervisor Faulkner – aye; Councilman R. Mattison – aye; Councilman L. Mattison – aye; Councilman Stowell – aye; Councilman Anson Sr. – aye**
Supervisor Faulkner called the meeting to a close at 8:10pm.

Respectfully submitted,
Amy J. Ford, RMO