

Town of Albion
Organizational Meeting
January 9, 2024

Present: Supervisor Mike Faulkner
Councilman Rick Stowell
Councilman Corey Holcomb
Councilman Steve Steinfeld
Councilman Vern Mowers
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.

Supervisor Faulkner stated went over the Non-Elected Appointments and his appointments, he asked the Board if any of them would like to be his Deputy Supervisor. They all declined, so Supervisor Faulkner asked Mr. William Adams if he would like the non-paying position, and Mr. Adams agreed.

Supervisor Faulkner the went over the following Procedures & Policies as follows:

- Highway Hiring Guidelines
- Rules of Procedure
- Rules of Conduct
- Code of Ethics
- Drug & Alcohol Policy & Drug Testing Policy
- Workplace Violence Harassment Prevention Policy
- Discrimination & Sexual Harassment Prevention Policy
- Procurement Policy
- Procedure for Auditing Claims
- Investment Policies & Guidelines
- Cybersecurity Policy
- Covid Reporting Policy
- Driveway Policy
- Firearms Policy

The only change in the Highway Hiring Guidelines was the wages. To keep up with the minimum wage for 2024 the seasonal/part-time employees would receive \$16.50/hour. Employees with a CDL license and operating a snowplow without incident would receive \$18.00/hour; employees that meet all criteria and have a minimum of 3 years' experience with the Town would receive \$19.00/hour. The full-time employees would be paid according to their Teamsters Contract.

Resolution #1 of 2024
Organizational Meeting

Regular Meeting: The regular Town Board Meeting will, throughout the year 2024, 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 Supt. are required to report at 6:00pm to review/audit/discuss monthly bills.

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 employees' 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 \$300.00. Any items in excess of \$300.00 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. Quotes/bids should be encouraged to be utilized and kept

and recorded in the monthly minutes while auditing the bills. In this day of cell phones & computers, communication is immediate. No need for special purchasing power.

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

Dated & Payment of All Salaried Employees: The payment of all salaried employees shall be monthly and will usually be paid at the end of the month worked. The Deputy Clerk shall submit a timesheet record and will be paid monthly. All other Clerks 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 Hwy 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 Employees: The payment of all part-time or temporary employees will be held back one week from the end of the pay period worked. See Hwy Hiring Guidelines for pay rates.

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 Accts: Supervisor, Deputy Supervisor

Official Newspaper: Queen Central News (Camden News)

Official Radio: 93Q

Mileage Allowance: Reasonable mileage compensation will be paid at \$.50 per 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.

Invest 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 Almar/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 & 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 Almar/Albion Municipal Building. The Town Clerk will be responsible for posting 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 hours' 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.

Payments 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 2024 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 said 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, Procedure for Auditing Claims, non-elected appointments, Covid Reporting Policy, Cyber Policy, Driveway Policy, Drug & Alcohol Policy & addendum, Firearms Policy and Hwy Hiring Guidelines.

Motion made by Councilman Steinfeld seconded by Councilman Holcomb to accept resolution #1 of 2024 as read. Motion carried. Adopted (5-0) Councilman Steinfeld – aye; Councilman Holcomb – aye; Councilman Stowell – aye; Councilman Mowers – aye; Supervisor Faulkner – aye.

Supervisor Faulkner then asked the Board if any of them would like to attend the Association of Towns Training School in NYC. None were interested.

The dates for auditing Department Head Books (to take place at 6:00pm before the regular monthly meeting) as follows:

- Town Justice – March 2024
- Town Clerk – April 2024
- Town Supervisor – May 2024
- Tax Collector – June 2024

Adjournment: **Motion made by Councilman Stowell seconded by Councilman Steinfeld to adjourn the 2024 organizational meeting. Motion carried. Adopted (5-0) Councilman Stowell – aye; Councilman Steinfeld – aye; Councilman Holcomb – aye; Councilman Mowers – aye; Supervisor Faulkner – aye.** Supervisor Faulkner called the meeting to a close at 6:47pm.

Respectfully submitted,

Amy J. Ford
Town Clerk