**ORGANIZATIONAL MEETING   
TOWN OF NEW ALBION  
JANUARY 3, 2024 – 6:00 PM**

PRESIDING: \_\_Patrick Murphy

PRESENT: \_\_Cynthia Eaton\_\_\_\_

\_\_Daniel Goss\_\_\_\_\_\_ \_

\_\_ Michael Weishan

Sherry Rupp

Norman Kazmark

Supervisor Murphy opened the meeting at \_\_6:00\_pm.

**RESOLUTION #1-2024 – DESIGNATIONS**

On a motion by Councilman Kazmark second by Councilman Eaton, the following resolution was

**ADOPTED** Aye 5 Eaton, Goss, Murphy, Kazmark and Weishan

Nay 0

**RESOLVED**, the following designations were made by Supervisor Murphy:

Official newspaper: Jamestown Post Journal

Annual Report: Publish in Short Form

Depository: Bank of Cattaraugus

Meeting Night: 3rd Monday of the Month, 7:00 PM

Mileage / Car Use: Current 2024 IRS Rate - $.67/ Mile

Tool Purchase: Up to $5000 Purchase

Bonds:

Supervisor: $75,000.00

Clerk / Collector: $250,000.00

Justice: $5,000.00

**Resolution #2 - 2024– APPOINTMENTS AND SALARIES**

On a motion by Councilman Kazmark, second by Councilman Weishan, the following resolution was

**ADOPTED** Aye 5 Eaton, Goss, Murphy, Kazmark and Weishan

Nay 0

**RESOLVED**, the following appointments, salaries and benefits were made by Supervisor Murphy:

Supervisor: Patrick Murphy $5,000.00 / Year

Deputy Supervisor: Daniel Goss

2nd Deputy Supervisor: Michael Weishan

Town Council: Cynthia Eaton $2,500.00 / Year

Daniel Goss $2,500.00 / Year

Norman Kazmark $2,500.00 / Year

Michael Weishan $2,500.00 / Year

Youth Council Representative: Daniel Goss

Ambulance Representative: Cynthia Eaton

Insurance Committee: Norman Kazmark

Highway Committee: Michael Weishan

Highway Superintendent: George Borrowdale $45,000.00 / Year

Deputy Highway Superintendent: Scott King $22.00+ $1.00 / Hour

Deputy Highway Superintendent: Kenneth Webster $22.00+ $1.00 / Hour

Highway Department: Michael Smith $22.00 / Hour

Highway Department (Seasonal): Jeffrey Franze $22.00 / Hour

Clerk / Collector / Registrar: Sherry Rupp $39,000.00 / Year

Deputy Clerk / Registrar: Susan Koch $15.00 / Hour

2nd Deputy Clerk /Waverly Street Bridge David Rupp $5,000.00 / Year

Deputy Clerk /Office Aide: Adin Spina $15.00 / Hour

Director of Finance: Eugene Doucette $3,500.00 / Year

Budget Officer: Sherry Rupp $1,500.00 / Year

Justice: Shannon Goode $13,500.00 / Year

Court Clerk: Jillian Koch $7,600.00 / Year

Court Constables: Robert Roth $40.00 / Flat Rate

(Vacant) $0.00 / Hour

Assessor: Cattaraugus County $12,750.00 / Year

Assessor’s Clerk: (Vacant) $0.00 / Year

Code Enforcement Officer: Frank Watson $8,650.00 / Year

Animal Control Officer: Samantha Smith $4,000.00 / Year

Attorney: Brady & Swenson $6,500.00 / Year (per diem)

Cemetery: Heather Gunther $1,300.00 / Year

Historian: Walter Gunther $100.00 / Year

Board of Assessment Review: Steven Patterson (2028)

Bruce Moody (2024)

Elizabeth Fox (2025)

Joint Planning Board: Vacant (2019)

Joan Ryan (2027)

Jan Bobseine (2024)

Betsy Wolfe-Widrig (2025)

Vacant (2025)

Zoning Board of Appeals: Wayne Stein (2024)

Andy Rupp (2024)

Heather Gunther (2026)

Betsy Wolfe-Widrig (2025)

Dennis Baker (2026)

Insurance: Town of New Albion pays all health insurance including prescription coverage to the maximum amount budgeted.

Retirement: In accordance with the Town of New Albion Employee Handbook effective 11-21-2022.

Holidays: In accordance with the Town of New Albion Employee Handbook effective 11-21-2022.

Vacation: In accordance with the Town of New Albion Employee Handbook effective 11-21-2022.

Sick Time: In accordance with the Town of New Albion Employee Handbook effective 11-21-2022.

**RESOLUTION #3 -2024 – CONTRACTS AND AGREEMENTS**

On a motion by Councilman Kazmark, second by Councilman Weishan, the following resolution was

**ADOPTED** Aye 5 Eaton, Goss, Murphy, Kazmark and Weishan

Nay 0

**RESOLVED**, Authorization to sign the following contracts and agreements for the term of one year was given to Supervisor Murphy:

Cattaraugus Area Ambulance $9,000.00

Cattaraugus Area Youth Council $3,000.00

Cattaraugus Area Library $500.00

Let’s Travel Club $0.00

Village of Cattaraugus Shared Equipment

Kennel Agreement $600.00

**RESOLUTION #4 - 2024 – FEES AND PERMITS**

On a motion by Councilman Weishan, second by Councilman Kazmark, the following resolution was

**ADOPTED** Aye 5 Eaton, Goss, Murphy, Kazmark and Weishan

Nay 0

**RESOLVED**, the following fees and permits were made by Supervisor Murphy:

Fees:

Spayed / Neutered Dog $10.00 Per License

Unsprayed / Unneutered Dog $20.00 Per License

30 Day Late Dog License $5.00 Additional to Applicable License Fee

Replacement Dog Tags $3.00

Vital Records $10.00 / Copy

Genealogical Search $20.00 / Up to 2 Names

Return Check Fee $20.00

Tax Search Fee $10.00 (Anything other than the current year)

Cemetery:

Grave Opening / Closing $1000.00

Grave Opening (Cremation) $500.00

Footer Placement $450.00

Zoning Permits:

Minimum Permit $50.00

Demolitions $50.00

Decks / Porches / Fences $50.00

Swimming Pools $50.00

Wood Stove / Chimneys $50.00

New Construction:

Up to 2,000 Square Feet $100.00

2,001 to 5,000 Square Feet $150.00

5,001 to 10,000 Square Feet $200.00

Over 10,000 Square Feet $400.00

Special Use Permit $100.00

Variance $100.00

**Surcharge for Building w/o Permit** $**300.00**

Telecommunications:

Application: $5,000.00

Demolition Fee $1,000.00

Maintenance / Change of Equipment: $750.00

Renewal (3 Years) $500.00

Associated Building Fee $50.00

Subsequent Antenna $750.00

**RESOLUTION #5 - 2024 – ADVANCE APPROVAL OF CLAIMS**

On a motion by Councilman Kazmark, second by Councilman Eaton the following resolution was

**ADOPTED** Aye 5 Eaton, Goss, Murphy, Kazmark and Weishan

Nay 0

**RESOLVED**, That the Town Council has determined to authorize payment in advance of audit of claims for public utility services, postage, benefits, freight and express charges with all claims to be presented at the next regular meeting for audit and the claimant and officer incurring or approving the claim are jointly liable for any amount the Town Council disallows.

**RESOLUTION #6 -2024 – BANK ACCOUNT SIGNATURES**

On a motion by Councilman Kazmark, second by Councilman Goss the following resolution was

**ADOPTED** Aye 5 Eaton, Goss, Murphy, Kazmark and Weishan

Nay 0

**RESOLVED**, to authorize 1 signature out of only 3 signers authorized to sign: Supervisor Patrick Murphy, Deputy Supervisor Daniel Goss and 2nd Deputy Supervisor Michael Weishan on all Town Checking & Savings.

**RESOLUTION #7 - 2024 – STANDARD WORKDAY**

On a motion by Councilman Kazmark, second by Councilman Eaton, the following resolution was

**ADOPTED** Aye 5 Eaton, Goss, Murphy, Kazmark and Weishan

Nay 0

**RESOLVED**, approved the following positions are considered a 6-hour Standard Workday: Supervisor, Councilmen, Justice, Court Clerk, Court Officer, Code Enforcer, Dog Control, Deputy Clerk, Budget Officer, Treasurer. The following positions are considered to be 8-hour Standard Workdays: Highway Supervisor, Highway Employees and Town Clerk.

**RESOLUTION #8 - 2024 – Close the Meeting**

On a motion by Councilman Kazmark, second by Councilman Weishan, the following resolution was

**ADOPTED** Aye 5 Eaton, Goss, Murphy, Kazmark and Weishan

Nay 0

**RESOLVED**, to close the meeting.

With no further business to discuss, the 2024 Town of New Albion Organizational Meeting was adjourned at 6:19 PM.

Respectfully Submitted,

Sherry Rupp

Recording Secretary

Town of New Albion Town Council

Next Meeting: Regular Board Meeting January 15, 2024, 7:00 PM