

**PUBLIC HEARING ON 2016 BUDGET
AND
ALMOND TOWN BOARD REGULAR MEETING
November 10, 2015**

A Public Hearing for the Preliminary Budget for the Town of Almond was held at the Almond Municipal Building on November 10th, 2015.

The hearing was called to order at 5:45 PM by Supervisor Richard Stuart with the Pledge of Allegiance. The purpose of the hearing was to present the Preliminary 2016 Budget for the Town of Almond. The notice of the public hearing was published in the Hornell Evening Tribune on November 1, 2016 and a notice was posted on the sign board for the Town and Village of Almond on October 20th.

Present: Supervisor Stuart, Board Members Jo-Anne Freeland, Dawn Wildrick-Cole, Larry Perry and Kim Costello, Town Clerk-Elect Teresa Jaycox, Bookkeeper Debra Castle-Harvey, Highway Superintendent Jamie Mansfield, Justice Paul Johnson, Codes Officer Bill Ells, Don Weiman, Karl Grantier, Dennis George, John Meehan, and four Alfred Almond students attending as part of the class requirement for Participation in Government . Town Clerk Arlene McMahon came later in the hearing.

The amount to be raised by taxes in the preliminary budget is \$602,491.00 which is an increase of \$13,577.00 from 2015. The tax rate for Villagers will be \$5.5038 per thousand, a decrease of \$0.07. The rate for all other taxpayers is \$8.90 per thousand which is an increase of \$0.21 over last year's rate.

No one spoke in favor of or against said proposed budget. The hearing was adjourned at 6:20 pm.

REGULAR MEETING

**The Regular Meeting of the Town Board of the Town of Almond,
County of Allegany and the State of New York
Was Called To Order at 6:20 PM**

Present: Supervisor Stuart, Board Members Jo-Anne Freeland, Dawn Wildrick-Cole, Larry Perry and Kim Costello, Town Clerk Arlene McMahon, Town Clerk-Elect Teresa Jaycox, Bookkeeper Debra Castle-Harvey, Highway Superintendent Jamie Mansfield, Justice Paul Johnson, Codes Officer Bill Ells, Don Weiman, Karl Grantier, Dennis George, John Meehan, and four Alfred Almond students. Gregory Cummings, PE of Larson Design Group came later in the meeting.

Fund Balance Policy: Budget Officer Debra Castle-Harvey presented a proposed fund balance policy to be considered before adopting the 2016 budget. After discussion, a motion was made by Dick and seconded by Kim to adopt the **Fund Balance Policy in Accordance with GASB Statement No. 54**, an excerpt from which states the following:

***Minimum fund balance.** This minimum fund balance is to protect against cash flow shortfalls related to timing of projected revenue receipts and to maintain a budget stabilization commitment.*

The Town will maintain the minimum percentages of the subsequent year's budgeted expenditures:

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<i>FUND</i>	<i>MINIMUM %</i>	<i># of Months % Covers</i>	<i>MAXIMUM %</i>
<i>General Fund (A917)</i>	<i>50%</i>	<i>6</i>	<i>60%</i>
<i>General Fund Outside Village (B915)</i>	<i>25%</i>	<i>3</i>	<i>35%</i>
<i>Highway Fund (DA915)</i>	<i>25%</i>	<i>3</i>	<i>35%</i>
<i>Highway Fund Outside Village (DA915)</i>	<i>25%</i>	<i>3</i>	<i>35%</i>

Replenishing deficiencies – when fund balance falls below the minimum percentage:

- *The Town will reduce recurring expenditures to eliminate any structural deficit or,*
- *The Town will increase revenues or pursue other funding sources, or,*
- *Some combination of the two options above*

Surplus fund balance – Should the fund balance exceed the maximum percentage:

- *The Town will consider such fund balance surpluses for one-time expenditures that are nonrecurring in nature and which will not require additional future expense outlays for maintenance, additional staffing or other recurring expenditures.*
- *The Town will consider fund balance surpluses for Reserves within the fund in which the surplus was incurred.*

Implementation and review. *Upon adoption of this policy the Board authorizes the Budget Officer to establish any standards and procedures which may be necessary for its implementation. The Budget Officer shall review this policy at least annually and make any recommendations for changes to the Board.*

The motion passed with all in favor. The complete policy is on file in the Town Clerk’s office.

Approval of Minutes: A motion was made by Dick, and seconded by Larry to approve the minutes of the October, 2015 meeting with the following correction: “2 trees professionally removed for safety reasons at a cost of \$800 and \$400,” The motion passed with all present in favor.

Supervisors Report: A motion was made by Dick and seconded by Jo-Anne to approve the following budget modifications:

- A1990.4 CONTINGENCY \$218.60
 - A1660.4 OFFICE SUPPLIES \$218.60
 - Over budget in office supplies
- A1990.4 CONTINGENCY \$32.60
 - A1670.4 TOWN POSTAGE USED \$32.60
 - Over budget in postage

The motion passed will all in favor.

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BOOKKEEPER

- **Notable Cash Receipts (since last meeting)**
 - Towns Share of Justice Fees AUG - \$1,430. (A2610)
 - Towns Share of Justice Fees SEP - \$1,779. (A2610)
 - CHIPS – \$34,489.42 (DB3501)
 - Village of Almond \$4,207.60 for road work (DA2300V)
 - NYS Dept. of Tax & Finance \$10,907.00 for State Revenue Sharing (A3001)

PAYROLL CLERK

- HDE – Joseph McMahon has received back 107 HOURS of sick time in lieu of receiving a STD check from ULLICO, The Union Labor Life Insurance Co.

A motion was made by Dick and seconded by Larry to accept the Supervisor's Report for the month of October. The motion passed with all in favor. The complete report is on file in the Town Clerk's office.

Town Clerk: A motion was made by Dick and seconded by Dawn to accept the Town Clerk's report for the month of October. The motion passed with all in favor.

Assessor: No report.

Highway Superintendent October 14, 2015 – November 10, 2015

- Finished up Mike Dixon road for this year, new drainage done and graded first section of the road with added material.
- Touched up Sisson and Rossman roads with grader, roads wash boarded.
- Ditch work on Bishopville Ext.
- All Town and County Sand Salt hauled to the shop
- County bill sent to County for \$29,620.50
- Alfred Almond bill sent to school for \$936.00
- CHIPS paperwork filled out and turned in reimbursement will be made on or around December 15 of \$87,292.64
- We moved the screen back in location to make item 4 and changed the screens
- A.L. Blades donated top soil to AAYSL to redo one of the Soccer Fields, in the agreement Almond and Hornellsville would haul the material. We hauled approximately 700 tons to field to be redone.
 - Field may be used for a demonstration by Caterpillar to set up the grader to do laser level – Hornellsville Superintendent is working on setting it up
- We did a water tap for the Village for Kitty Baker. A bill will be sent to Village for \$1281.36 for labor and equipment. We used County Shoring during tap process.
- Repaired Cylinder on 01 wing plow, new packing installed (cylinder was leaking badly)
- Brake work on 03 Sterling dump, Drums, Pads, slack adjusters, Chambers, and Air lines
- Fixed exhaust leak on 03 Sterling

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- Serviced 03 sterling and 11 Mack, all filters and fluids
- 3 New Slack adjusters put on 11 Mack
- All trucks have winter tires on and all sand chutes and spinners installed. Ran and oiled up chains.
- Repaired cracks in 01 and 03 front plows.
- Excavator had issues while digging. Machine would stop and wouldn't go. After many hours trying to figure it out with many calls to Cat, and testing we could do over the phone we had a Cat tech come out to the machine and hook his computer to it. He diagnosed it as an internal O ring was bad. He showed Wayne all the diagrams on how to get to the O ring and we ordered the parts and did the work ourselves in the shop. Everything is working well now. We saved a lot doing the work ourselves.
- Aerial road mileage now being done by state DOT.

The Highway Superintendent presented the following resolution for approval by the Town Board:

**RESOLUTION NO. 11-2015
DESCRIPTION OF TWIN VALLEY TERRACE AND ROAD MILEAGE**

BE IT RESOLVED, that the Town of Almond acknowledges and accepts that the following roads are currently under the jurisdiction of, and are legally the responsibility of, the Town of Almond for any and all maintenance and repair: The road formerly known as Brink Road from Twin Valley Terrace to Twin Valley Terrace for a total length of 0.36 miles which has been known as, and will continue to be known as, a portion of Twin Valley Terrace. This Resolution is also to reaffirm that on December 13, 1984, under Resolution No. 9 in the Town of Almond, the portion of Twin Valley Terrace formerly known as Patton Road was officially renamed to Twin Valley Terrace. Therefore, Twin Valley Terrace description is from SR 21 to "T" Intersection (1.23 Miles) then beginning at the east cul de sac to and including the western most circle ending at Twin Valley Terrace for a total length of 1.13 Miles.

Moved by: Dawn Wildrick-Cole

Seconded by: Jo-Anne Freeland

ADOPTED this 10th day of November, 2015 at the meeting of the Almond Town Board.

Ayes: Stuart, Costello, Wildrick-Cole, Perry, Freeland

Nays: None

Municipal Building: A motion was made by Dick and seconded by Kim to approve the purchase of a space heater for the kitchen/meeting room of the fire hall at a cost of \$1896 to be taken from the Joint Municipal Building Reserve Fund. The motion was passed with all in favor.

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Code Enforcement: Bill reported on several active permits; Charlie Stevens has done the patching on the roof and also installed the heat tapes on the front of the building; he authorized Charlie to remove the eaves troughs from the back of the Municipal Building since they were non-functioning.

Planning/Zoning: Dick authorized Bill to sign legal papers for a request for subdividing a piece of property in the absence of a Planning Board chairman due to Keith Stanley's resignation. A Planning Board meeting was held on the comprehensive plan.

Dog Control: Dawn made a motion to approve the Dog Control Officers proposed fee schedule as of today's date and until the end of 2016. Dick seconded the motion. The motion passed with all in favor.

Municipal Building: Permission was granted for Karl Grantier to purchase a new POW flag for the Municipal Building flag pole.

Water System Study: Greg Cummings of Larson Design Group gave a presentation on doing a feasibility study regarding applying for a grant to extend the existing Village Water District system beyond its current boundaries into portions of the Town, to possibly include Alfred-Almond Central School. John Meehan and Dennis George also participated in the discussion. No decisions were made at this time but the subject will continue to be explored.

Changes to the 2016 Preliminary Budget: After discussion, \$1,000 was added to the estimated revenues, \$67,000 was added to the appropriations and \$66,000 was added to the amount of unappropriated fund balance used for the 2016 budget, resulting in an amount to be raised by taxes of \$602,491.00.

Adoption of 2016 Budget: A motion was made by Dick and seconded by Larry to adopt the following resolution:

**RESOLUTION #12-2015
Adoption of 2016 Budget**

RESOLVED: To adopt the Preliminary Budget for 2016 as the Final Budget for 2016 with a final tax rate of \$8.78 per thousand and a total of \$602,491.00 to be raised by taxes.

In favor: Stuart, Wildrick-Cole, Perry, Costello, Freeland

Opposed: None

Motion passed.

A copy of the Budget Summary by Fund is added at the end of these minutes. The entire budget is on file in the Town Clerk's office.

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Abstracts: After discussion, voucher #367 for the Assessor's mileage for attending the October meeting was approved for payment with the stipulation that this is a one-time approval and will be reviewed for the future. A motion was made by Dick and seconded by Larry to approve Vouchers #356-389 on Abstract #10 of 2015 in the amount of \$79,947.49:

- General Fund in the amount of \$31,781.08 (A) and \$2000.00 (B)
- Highway Fund in the amounts of \$32,754.48 (DA) and \$12,637.35 (DB)
- TA voucher numbers 30-31 in the amount \$774.58

The motion passed with all in favor.

Other Matters To Come Before the Board: The Allegany County District 5 Legislators will hold a meeting here at the Municipal Building on Thursday, November 19th at 7:00.

The meeting was adjourned at 8:50 pm with a motion by Dick and second by Jo-Anne. The motion passed with all in favor.

Respectfully submitted,

Arlene McMahan, Town Clerk

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	APPROPRIATIONS	ESTIMATED REVENUES	UNEXPENDED FUND BALANCE	AMOUNT TO BE RAISED BY TAXES
A GENERAL FUND - TOWNWIDE	240,645.16	46,045.16	-	194,600.00
B GENERAL OUTSIDE VILLAGE	21,796.00	910.00	8,000.00	12,886.00
DA HIGHWAY - TOWNWIDE	382,506.69	126,701.69	-	255,805.00
DB HIGHWAY OUTSIDE VILLAGE	284,030.72	111,830.72	58,000.00	114,200.00
TOTAL TOWN	928,978.57	285,487.57	66,000.00	577,491.00
SPECIAL DISTRICTS				
SF FIRE PROTECTION DISTRICT	25,000.00			25,000.00
GRAND TOTAL	953,978.57	285,487.57	66,000.00	602,491.00

602,491.00