

Town of Almond Board Meeting Minutes November 10, 2016

Attendance: Councilperson(s) Jo-Anne Phillipson & Arlene McMahon, Supervisor Dawn Wildrick-Cole, Bookkeeper Debra Castle-Harvey, Highway Supervisor Jamie Mansfield, Town Clerk Teresa Jaycox, Don Weiman, AACSA Quentin Castle, Don Weiman

Absent – Councilperson(s) Larry Perry and Kim Costello, Justice Paul Johnson, Code Enforcement Officer and Planning Board Rep. William Ells.

Meeting opened with the Pledge of Allegiance at 5:40

1a. Public hearing (**corrected to say regarding instead of to pass**) to pass 2017 budget scheduled for 11/15/16 at 6:00 pm.

- Review of projected fund balance – the Board decided to look at and update the Fund Balance Policy at the January 2017 meeting. At end of December the Bookkeeper will know the total expenditures.

1b Commence Regular meeting. No approval of the meeting minutes for October as Dan Hegarty's name was misspelled on page 3, section (g.) Hagerty. Clerk will amend this error. Board stated that Dan Hegarty is acting as deputy DCO Dog Control Officer until Brandi Hurd can return full time to her duties.

2. Proposal to approve preliminary budget for 2017: action to approve on 11/15/16, 6:00 pm meeting

3. Review of abstract:

- General Fund Townwide vouchers #340,341,343-357,359,364, and 373 \$15,843.78
- General Outside Village vouchers #342 and 358 \$ 2,332.94
- Highway Townwide vouchers #343, 360 – 373 \$34,800.19
- Trust and Agency vouchers 19 – 22 \$ 1,554.45
- **Total \$54,531.36**

4a. Supervisor's Report: Supervisor reported that the county is holding a meeting 11/14/16 for the "County Comprehensive Plan" at the Almond Municipal Bldg.. Anyone is invited who would like to attend.

- Cemeteries – Supervisor reported that Towns have the responsibility for removing grass and weeds 2 times a year in all cemeteries that are within the town except: private cemeteries (i.e., used by only one family); and cemeteries that are managed/controlled by a cemetery board or cemetery trustees. Perhaps the Alfred State "Disaster Relief Club" and other civic organizations would be interested in taking this on as a spring project.

Motion to accept the abstracts and reports by Arlene, 2nd Jo-Anne, all ayes

- Financials:

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BUDGET MODIFICATION
• A599
  o A1110.41
    = Over

• A599
  o A1660.4
    = Over

• A599
  o A5010.4
    = Incre

• A599
  o A9060.8
    = Budget

• DB5112.2
  o DB5110.41
    = Expense

• VILLAGE OF ALM
  o B1620.4
    =
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ADOPTING 2017 BUDGET
  
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Motion to approve the Supervisors Report by Dawn, 2nd Arlene, all ayes.

- b. Town Clerk/Tax Collector :
 - Ck#1521 – Paid to the Supervisor General fund \$ 127.52
 - Ck#1521 – Paid to Supervisor Town fund \$ 128.00
 - Drafted by NYS DEC for DECALS \$ 129.48
 - Ck#1523 – Paid to AG & Markets for Dog Licenses \$ 15.00
 - Ck#1524 – Paid to Dept. of Public Works for Landfill tickets \$ 85.50
 - Total \$ 485.50**
- c. Justice – nothing to report
- d. Assessor – nothing to report
- e. Highway Superintendent: Two (2) road resolutions

RESOLUTION BY THE

BE IT HEREBY RESOLVED by the Town of Almond that it hereby authorizes the Town Clerk to enter into a contract for the maintenance of the Town road(s) and acknowledges that it is aware of the potential liability (in the event of lawsuits, and that the roadway may be damaged due to weather-related issues).

Marble Hill Road from North Almond Valley

NOW, THEREFORE, TOWN OF ALMOND

The following vote was taken and recorded

**Dawn Wildrick-Cole, Supervisor
Larry Perry, Councilman
Kim Costello, Councilman
Arlene McMann, Councilman
Joanne Freeland, Councilman**

MOTION: _____ *X* _____ (Approved)

CERTIFICATE OF RECORDING OFFICER

The attached Resolution is a true and correct copy of the Resolution as passed at a duly convened meeting of the Town Board of the Town of Almond on this _____ day of *September*, 20__.

Affix Seal:

RESOLUTION BY THE TOWN BOARD

BE IT HEREBY RESOLVED by the Town Board that the Town of Almond hereby authorizes the Town Engineer to incur the cost of maintenance, that the Town of Almond hereby acknowledges that the Town Board is not liable for any damages or claims (including attorney's fees and costs of lawsuits, and that the roadways are subject to weather-related issues).

Deloss Road from Turnpike to the End of McIntosh Road from Bishopville Rd to State Road 100 and Wilson Karr Road from Bishopville Road to State Road 100.

NOW, THEREFORE, TOWN OF ALMOND

The following vote was taken and recorded:

- Dawn Wildrick-Cole, Supervisor**
- Larry Perry, Councilman**
- Kim Costello, Councilman**
- Ariene McMann, Councilman**
- Joanne Freeland, Councilman**

MOTION: _____ *X* _____ (Approved)

CERTIFICATE OF RECORDING OFFICER

The attached Resolution is a true and correct copy of the Resolution as passed at a duly convened meeting of the Town Board of Almond, North Carolina, on this _____ day of November, 2016.

Affix Seal: _____

**Highway Report
September 14, 2016 – October 11, 2016**

Did shoulder work on North Almond Valley and Emerson Roads then graded afterwards.
 Ditch work on Bully Hill and Donnelley roads
 Ditch and shoulder work on Bush road
 Ditch work on Bishopville ext. – changed pipe at turnaround
 On 10/21 we received 4 to 5 inches of rain and had some minor flooding. Locations with a lot of leaves plugged pipes and then water ran down the side of roads. We pulled leaves out of the drains the day before but with the amount of water we still had plugs. We fixed the minor areas the next work day.
 Department of Labor did inspection on Municipal Building and found no CO Detection in the main meeting area. New law for commercial buildings, section 1228.4 Carbon Monoxide Detection in Commercial Buildings. We installed new CO detector in room to meet this requirement. Also found emergency lighting wasn't working. We looked into lights and found batteries were dead. Replaced old lighting with new LED lighting cheaper than replacing the batteries. Board member asked if this needs to be a joint reimbursement. Will bring this up at the next Joint Municipal Building meeting.

Sent bill to County for sand for this winter \$27,164.50.

Sent bill to Alfred Almond School for sand and salt for \$936.00

CHIPS paperwork submitted to NYS/DOT for reimbursement amount of \$72,603.79. Should receive money around the middle of December.

Submitted a bill to Village for work we did on their CHIPS project on Maple Ridge for \$2,543.10.

All the town sand and salt is mixed and hauled to the shop.

Screened gravel at pit.

Repair and maintenance items include: 01 Sterling had oil leaking out the seals on the rear ends, replaced seals and u joints in driveline; 01 Sterling- rebuilt the sander doors and did sander chain work; 11 Mack has been having issues with fan belt – took to Beam Mack. Hopefully the problem is fixed; all trucks have been serviced.

Oil and filters changed. O3 and O5 all set up for snow conditions. Other two will be ready next week.

Motion to accept report and resolutions by Arlene, seconded by Dawn, all ayes.

f. Code Enforcement/Planning Board – nothing to report

g. Dog Control – nothing to report

h. Municipal Building and Joint Municipal Programs meeting Tuesday 11/15/16.

i. Parks/Recreation AACSA -

- AACSA needs a proposal to cover volunteers' working on their premises. Quentin is working on this proposal and plans on presenting it to the Board in the spring.
- The Alfred State "Disaster Relief Club" will submit all the proper safety certifications. (ex. OSHA) These volunteers want to maintain the trails at the park. Cleanup and enlarging wide enough for search and rescue efforts.
- This club also wants to provide equipment and labor to update and improve the Greg Norton basketball court and public area.
- This club has stated that they are interested in assisting with these and other services.
- The Insurance Company needs a "Volunteer Policy".
- Quentin updated the Board on the incident that occurred at the playoffs involving a fallen tree that damaged two (2) vehicles. No one was hurt. 911 emergency dispatch was called. Quentin suggesting that a tree surgeon is contacted to assess and evaluate future risks. Aaron McGraw happened to be at the game and operates a local tree service. He alleviated problems by removing the timbers, otherwise, someone would have had to be called and this may have been a long wait for people needing to leave the park after the game. The Board wants the clerk to prepare a card or the supervisor will send a letter of thanks. Quentin asked if he could be compensated somehow. An incident report was filed and submitted to our insurance agency. Discussion continued and we are going to wait to see if the insurance claim may include this type of reimbursement. Tabled for future meeting.
- Board asked if a speed limit sign could be posted along the park road. Highway supervisor said yes.
- Board asked if there needs to be more parking areas in the park. Quentin said it is usually sufficient except for playoff time.

5. Additional Proposed Resolutions:

- Dawn spoke about the responses NYS/DOT gave us regarding the speed limit request for the Y-intersection and approach by the ice cream store. She told the Board what signs needed to be replaced and Highway Superintendent said it would be done. No approval for lower speed.
- George Benson/resident has offered to apply for the Grant to digitize cemetery records for the Town/Village.

- 5a. Ethics Policy. Motion to accept the current Ethics Policy by Arlene, 2nd Jo-Anne, all ayes
- 5b. Investment Policy – Reviewed. Amend signature pages, add Five Star Bank to page 2. Motion to approve as amended by Arlene, 2nd Jo-Anne, all ayes
- 5c. Approval of Workplace Violence Prevention Policy – Discussion followed. We already complied with having radios in the vehicles. Board wants a copy of this policy to be given out to all new employees. Motion to accept Dawn, 2nd Arlene, all ayes
- 5d. approval of “Volunteer Policy” tabled until December.
- 5e. approval of disaster Relief club clearing/widening the Lions park trails – tabled until December.
- 5f. Dawn talked about low income residents receiving an exemption as part of their real estate taxes. Town, County, Village, and School each set their own exemption amount. We need to either change our 2016 amount or ratify it at this meeting and send the information back to the county. Almond is currently set at \$10,000.00 sliding scale, meaning that those who earn \$10K per year or less receive the full exemption and pay tax on only 50% of their assessment. That slides to at \$18,299 per year where those earning that amount pay tax on only 95% of their assessment. Dawn spoke with the county’s Real Property services, which provided her with a document contain the county’s numbers, the Village’s numbers, and the exemption amounts from all towns/school in the county. Board reviewed these documents.
Motion to raise the sliding scale amount for partial tax exemption to \$15,000.00 for persons who are 65 years and older by Dawn, 2nd by Arlene, all ayes.
- 5g. Dawn made the motion to not pay the annual dues to the Association of Towns for \$699.00. Discussion. Can still attend any training sessions and will still get great support, just won’t receive the monthly magazine “Town Topics”, 2nd by Jo-Anne, all ayes.

Motion to adjourn at 7:45 pm by

Respectfully Submitted,

Teresa L. Jaycox
Almond Town Clerk