

**Town of Almond Board Meeting Minutes
August 9, 2016**

Attendance: Councilpersons Jo-Anne Phillipson-Freeland, Arlene McMahan, Lawrence Perry, Supervisor Dawn Wildrick-Cole, Highway Supervisor Jamie Mansfield, Town Clerk Teresa Jaycox, AACSA/Quentin Castle, Don Weiman - Visiting George Olix and son/ residents
Absent – Councilperson/Kim Costello, Bookkeeper/Debra Castle-Harvey, Justice/ Paul Johnson, William Ells/Code Enforcement/Planning Board.

The meeting was called to order at 5:35pm with the Pledge of Allegiance

Supervisor allowed the Olix's to address the Board with their concern: The father George Olix owns property previously owned by person(s) that used a parcel for cemetery use. (Ferry/McHenry Cemetery estimated 20X30 parcel). In 1944 John Reynolds & Wayne Kellogg documented 11 souls buried on the premises (oldest from 1813). The plot(s) have since been abandoned and are in a very bad state. Most headstones broken/non-readable, and moved from the initial location. They are asking for help in renovating (more markers will probably be located). They are allowing signage posting and right of way for the historical site. They also asked about the possibility for this to be a project for area clubs; after cleanup to assist in the upkeep. Discussion reflects that there are many such cemeteries within Almond's boundaries. Supervisor will research and this is tabled for future action. Board member indicated that this is the responsibility of the land owner – noted.

1. **Approval of Minutes from July 5, 2016** – Motion Dawn, 2nd Arlene, all ayes

2. **Reports**

a. **Supervisor's report** – Dawn reported that the Troopers have an incident report filed for the vehicle damage to the soccer field. If the investigation determines a suspect the Town of Almond does want that person prosecuted. Board agrees.

Board given a copy of the Supervisor's report:

General Fund Balance	\$263,464.87
General Outside Village Balance	\$ 22,720.26
Highway Townwide Balance	\$494,020.37
Highway Outside Village Balance	\$189,850.81
Fire Protection District Balance	\$ -0-
Trust and Agency Balance	\$ 761.01
Total all Funds	\$970.817.32

i. **Budget Officer's Report: BUDGET MODIFICATION**

- A599 APPROPRIATED FUND BALANCE - FROM \$224.93
A1620.20 BUILDING EQUIPMENT - TO \$224.93 FLAG AND VACUUM
- A599 APPROPRIATED FUND BALANCE - FROM \$ 30.05
A1660.4 OFFICE SUPPLY - TO \$30.05 OVER BUDGET

The 2017 Budget process has started. If you plan to spend money in 2017 submit to bookkeeper immediately for training, equipment, office supplies, and Municipal dues.

**TOWN OF ALMOND
2016 BUDGET PROCESS CALENDAR**

1	Budget Officer notifies dept heads of account numbers needing estimates	NOTIFY	Tuesday, August 09, 2016
2	Estimates due to Budget Officer	COLLECT	Tuesday, September 13, 2016
3	Budget Officers prepares and files tentative budget with Town Clerk. Town Clerk submits tentative budget to board	TENTATIVE	Tuesday, September 13, 2016
4	The Town Board makes revisions and prepares the Preliminary budget (WORKSHOP)	PRELIMINARY	Tuesday, September 27, 2016
5	Notice of Public Hearing goes out	NOTICE TO PUBLIC	Monday, October 03, 2016
6	Hold public hearing on Preliminary Budget	PUBLIC HEARING	Tuesday, October 11, 2016
7	Final revisions to the Preliminary budget are made.	FINAL MODIFICATIONS	After public hearing but prior to adoption.
8	Budget adopted	ADOPT	Tuesday, November 08, 2016

ii Water Workshop Friday, September 9, 2016 at 7:00 pm

Motion to approve Budget Modifications and reports Dawn, 2nd Larry, all ayes

b. Town Clerk/Tax Collector – motion to approve by Arlene, 2nd Jo-Anne, all ayes

TOWN CLERK'S MONTHLY REPORT

JULY, 2016

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DISBURSEMENTS

PAID TO SUPERVISOR FOR GENERAL FUND	455.00
PAID TO SUPERVISOR FOR PART TOWN FUND	118.00
PAID TO SUPERVISOR FOR PARKING TICKETS	361.70
PAID TO AG & MARKETS FOR DOG LICENSES	82.00
PAID TO DEPT OF PUBLIC WORKS FOR LANDFILL TICKETS	140.00
TOTAL DISBURSEMENTS	1,156.70

c. Justice – A Resolution was submitted and approved by the Board permitting Judge Paul T. Johnson to apply for the 2017 Justice Court Assistance Program (JCAP).

d. Assessor – not at meeting. Supervisor asked for Board approval to submit the REVAL paperwork from Bobbie to the State for Grant money. After time to review the documents a motion made by Dawn to sign the paperwork and forward, 2nd by Arlene, all ayes. Board asked for clarification regarding the costs, etc.. Supervisor has a meeting scheduled Wed. August 24 with assessor.

e. Highway Superintendent – Report for July 5 – August 8, 2016

- Graded, rolled and brined following roads: Bert Harvey, Prior, Wyant, Hills, Cook, Emerson, Brown, Klipnocky, Gas Springs, Coats
- Oil and stoned: Satterlee Hill, Rossman (CHIPS projects)
- Changed pipe on Bailey Hill and set rip rap in ditch (CHIPS project)
- Ditch work on Bailey Hill and Cook roads
- Did rock job for Village on Maple Ridge where double pipes are.
- Submitted paperwork for completed projects for CHIPS and the PAVE NY program. CHIPS amount \$28,796.95 and PAVE NY \$32,276.13 totalling \$61,073.08. Will come out in the middle of September 2016.
- Hauled creek gravel to pit.
- Screened gravel in pit
- Mowing roadside; all roads have been mowed once.
- Moved screen and set it up to screen sand; started screening sand.

f. Code Enforcement/Planning Board – no report

g. Dog Control – Superintendent reported that the shelter passed NYS audit.

h. Municipal building & Joint Municipal Programs

Joint municipal advisory committee met 8/2/16 and will meet again Tuesday, August 23, 2016 at 6:00 pm

i. Parks/Recreation: AACSA

- Quentin reported on the “Streets Program”
- Future security cameras to aid in the destruction of park property.
- Hoping to have the cattle gate and reseeding of the damaged field before closing time
- Allegany County Youth Bureau information shared for future financial assistance
- New electric service in the barn.
- The Town workers and equipment may assist Quentin with the Village Park area needing clean up, etc.

3. Review of Abstracts:

GENERAL FUND TOWNWIDE – Voucher #238, 240 –263, 265	\$10,819.06
HIGHWAY TOWNWIDE - Voucher #239, 264,269,270,272 – 275	\$ 7,108.74
HIGHWAY OUTSIDE VILLAGE - Voucher #246,262,263, 266,267,271	\$18,628.95
TRUST AND AGENCY - Voucher #13,14	\$ 1,097.05

Motion to pay vouchers Arlene, 2nd Jo-Anne, all ayes

4. Additional Proposed Resolutions: tabled for next month – Procurement Policy, Investment Policy, additional information on assessors proposal, and Work Place Violence Prevention Program

5. Motion to adopt ASPCA agreement by Arlene, 2nd JoAnne, all ayes (Emergency care for dogs (5) days then call county) Agreement renewed Year to year Aug. 15 thru Jan. 15. Future policy would be from Jan. to Jan.

Respectfully submitted,

Teresa L. Jaycox/Almond Town Clerk