

**ALMOND TOWN BOARD ORGANIZATIONAL MEETING
ALMOND TOWN BOARD REGULAR MEETING COMBINED
January 12, 2016**

The Meeting of the Town Board of the Town of Almond, County of Allegany and State of New York was held at the Almond Municipal Building on the 12th day of January, 2016. The meeting was called to order by Dawn Wildrick-Cole at 6:00 pm with the Pledge of Allegiance.

Present: Supervisor Dawn Wildrick-Cole, Board Members Jo-Anne Freeland, Larry Perry, Town Clerk Teresa Jaycox, Deputy Clerk Arlene McMahon, Bookkeeper Debra Castle-Harvey, Highway Superintendent Jamie Mansfield, Justice Paul Johnson, Codes Officer Bill Ells, Don Weiman.

Absent – Kim Costello – Sitting in the gallery were five (5) government class students observing.

Oath of Office was administered to Larry Perry prior to meeting for voting privileges by Town Justice Paul T. Johnson.

1. **Approval of Minutes:** Discussion included; clarification regarding the Town’s technical support person. A motion was made by Dawn to accept, 2nd by Jo-Anne and voted in favor by Larry.

2. REPORTS

- a. **Supervisors Report:** Discussion included postage machine practicality and alternatives. Bill Ells is using personal postage and was told to drop off his letters for mailing or submit a voucher for postage. Other discussion; The ADA office wrote regarding the funds sent for participation in the Allegany County Traffic Diversion Program payable to the Village and it was determined that if the violation took place in the Village the money does in fact belong to the Village. There may be more discussion after the Supervisor looks into this. **(tabled)**

**Town of Almond
Supervisors Report
JAN 12, 2016**

BUDGET OFFICER

- **2015 Final Budget Modifications Approved by Supervisor**
 - A599 APPROPRIATED FUND BALANCE \$5,358.37
 - A9030.8 SOCIAL SECURITY \$ 352.21
 - Over budget for last payroll.
 - A1110.41 JUSTICE GRANT \$1,638.25
 - Door cost exceed grant.
 - A1110.41 JUSTICE GRANT \$ 120.
 - Jeremy Roberts labor for door.
 - A1640.4 GARAGE UTILITIES \$1,389.24
 - Coal bill put us over budget.
 - A3310.4 TRAFFIC CONTROL \$ 43.
 - Over budget.
 - A5132.4 GARAGE CONTRACTUAL \$ 544.23
 - Overhead door cost put this account over budget.
 - A5132.2 GARAGE EQUIPMNET \$ 634.60
 - Saw put this account over budget.
 - A1670.4 POSTAL ACCOUNT \$ 636.84
 - Over budget.
 - B599 APPROPRIATED FUND BALANCE \$ 351.62
 - B1620.41 SOCIAL SECURITY \$ 16.15
 - Over budget for last payroll.
 - B1620.41 ANNUAL BOILER MAINTENANCE \$ 335.47

- Misunderstanding as to the price of annual maintenance.
 -
 - DA599 APPROPRIATED FUND BALANCE \$1,765.24
 - DA5130.4MACHINERY \$1,765.24
 - Over budget.
- **Reserves**
 - Account Balances to be Reserved:
 - A234 EXCESS DOG CONTROL REVENUE \$ 545.50
 - B231 RESERVE FOR YOUTH \$ 500.00
 - DA232 BRIDGE RESERVE \$3,000.00
 - Allocating Surplus Fund Balance:
 - A231 GARAGE REPAIRS RESERVE \$2,000.
 - A234 DOG CONTROL RESERVE \$4,000.
 - A235 CEMETERY RESERVE \$2,000.
 - B231 RESERVE FOR YOUTH \$6,800.
 - DA231 MACHINERY RESERVE \$75,000.
 - DA232 BRIDGE RESERVE \$30,000.
 - DB230 ACCRUED BENEFIT \$62,000.

BOOKKEEPER

- **Notable Cash Receipts (since last meeting)**
 - Towns Share of Justice Fees NOV - \$1,667.75 (A2610)
 - Allegany County Mortgage Tax - \$5,294.98 (A3005)
 - CHIPS \$65,510.58 (DB3501) & \$21,872.06 (DA3501)

Motion to accept the supervisor’s report by Dawn, 2nd Jo-Anne, voted in favor by Larry

- i. **Policies** - Supervisor indicated that the board will start reviewing individual policies (reviewed prior) starting with next months’ meeting.
- ii. **Financial** - Supervisor and Judge went over court revenue report. The status to the new security system installed on the door was shared by Judge Johnson. It is 99% done. Need to have a sign made to ring door bell and the bell device can be bought from Lowe’s (cost is less than \$200). He explained the PIN system as everyone will choose a PIN number when they turn in their key. Anyone renting or using the facility will have a temporary PIN number that expires within a certain amount of time.
- b. **Town Clerk/Tax Collector** – Cashbook report not available, annual and monthly reports reviewed. Motion to accept by Dawn, 2nd Jo-Anne, voted in favor Larry.
- c. **Assessor** – no report available. Supervisor did mention that the Senior Exemption was remaining the same (\$10,000.00 sliding scale).
- d. **Highway Superintendent – December 9 2015 – January 11 2016**
 - We were out to plow and/or sand 11 different times in the last month
 - We have been out limbing low hanging trees that hit the trucks while we are plowing
 - 4 trees fell Sunday night 1/10 during wind storm, cleaned them up
 - We screened gravel for a few days in December when the weather was nice
 - We hand dug a drop basin on Knollcrest that was filled up with road debris
 - Opened up a sluice pipe on Klipnocky that the beavers had dammed up
 - Rebuilt half the floor drains in the shop area, the angle iron was in bad shape. We will do the remaining ones when we have a free day
 - Replaced the sander chain on the 05 Sterling. The one that was in the truck came apart one night while we were out sanding
 - The 05 exhaust broke. We got the parts and fixed it.
 - We are in the process of building a can hut for the Hagadorn House.

- We have an issue on the North Almond Valley Road near Hidden Hollow. The road is shifting and has shifted quite a bit in the last couple of days. We are keeping an eye on it daily. We will have to do something in the spring and summer when it is dry to fix it. (Larry Perry shared some history of this on-going problem)
- Submitted 5 bridges to the county to be painted in 2016, Canacadea Street, Stanz Road, Bush Road, Paige Road, Emerson Road
- The old copier is working great recycled from the Town offices

e. **Code Enforcement/Planning Board:** Bill is finishing up the yearend report and will submit next meeting (**tabled**) The heater that had been installed incorrectly in the Fire Hall has been moved on other side of the window and the specs (he shared dimensions) are up to code. He shared his concern for overstepping authority as he is the Town CEO and the Village CEO is Steve Kilmer. The Fire Hall operates within the Village but the building is on Town land. Larry Perry voiced his opposition to the Village CEO officer and had it entered into the minutes.(noted) Supervisor interjected that this is a shared facility so she would want the Town CEO input on this project. Deb (bookkeeper) shared that the bill will not be paid until installation is completed.

f. **Dog Control:** No report available

g. **Municipal Building & Joint Municipal Programs:** Joanne brought up the discussion of the Boiler Maintenance Agreement thought to be \$200 annually. There was a lot of work done to satisfaction and the bill submitted. Deb (bookkeeper) said it is more as the cost is charged per/boiler and not per job, also there is another service call charge included. Bill will not be paid until completed. The thermostat was not programmable so a new one was ordered and another bill has been submitted. Motion to approve by Dawn, 2nd by Larry and in favor Jo-Anne

3. Review of Abstracts:

- Abstract#13 – 2015
- Voucher #'s 433 – 449 (General Fund Townwide) - \$11,762.23
- Voucher #434 (General Outside Village) - \$1,000.00
- Voucher #'s 443 – 452 (Highway Townwide) - \$9,761.34
- Abstract #1 – 2016
- Voucher #'s 1-22 (General Fund Townwide) - \$32,657.94
- Voucher #5 (General Outside Village) - \$1,000.00
- Voucher #18 – 25 (Highway Townwide) - \$2,022.69
- Voucher #1 (Trust & Agency) - \$132.85

Motion to accept as corrected by Dawn, 2nd by Larry, in favor Jo-Anne.

4. Proposed Resolutions

- Resolution #1** – Motion to approve Inter-municipal Mutual Aid Agreement (shared svcs between towns w/in county) by Dawn, 2nd Larry, in favor Jo-Anne
- Resolution #2** - Motion to approve Attorney Retainer Agreement with increase noted by Dawn, 2nd by Larry, in favor Jo-Anne
- Resolution #3** – Motion to approve Fire (\$15,600), Ambulance (9,400), and Village Contracts (11,784.00) by Dawn, 2nd Jo-Anne, in favor Larry
- Motion to approve funding of reserves: attached documents**
- Motion to approve proposed 2016 – organization:** Dawn, 2nd Larry, vote in favor Jo-Anne as follows:
2016 appointments (one year term, through 12/31/16):

Highway Superintendent (extended 2017)
Deputy Highway Superintendent
Bookkeeper
Payroll Clerk
Budget Officer
Records Management Officer
Registrar of Vital Statistics
Dog Control Officer
Historian
Court Clerk
Attorney

Jamie Mansfield
Wayne Jefferds
Debra Castle-Harvey
Debra Castle – Harvey
Debra Castle – Harvey
Teresa Jaycox
Teresa Jaycox
Kristina Hurd
Almond Historical Society
Teresa Jaycox
David Pullen, Esq.

Custodian
Fire & Building Inspector
Zoning Inspector

James Devlin
William Ells
William Ells

Assessment Board of Review – Keith Stanley 9/20/16, Tom Stuart 9/30/18, Susan Olix-Anderson 9/30/18, Helen Spencer 9/30/19, and Sally Doty 9/30/20

Planning Board – William Ells 12/31/17, Dennis Stachowski 12/31/16, vacant (3)

Regional Planning Board Rep – vacant

Zoning Board of Appeals – Steve Pilgrim 12/31/16, Dave Owlett 12/31/17, John Thompson 12/31/19 and Tim Drum 12/31/20

5. Other – Town Board Meetings will be held every 2nd Tuesday of the month at 5:30 (change of time) and the only exception for the year will be the month of November is rescheduled to Thursday, November 10th to accommodate Election Day.
- Mileage Reimbursement: changed from .56 to .54 cents a mile (IRS established)
 - Official Newspaper: The Evening Tribune
 - Depositories: Community Bank, Five Star Bank, and Citizens and Northern
 - Office of New York State Comptroller - Local Government Management Guide
Improving the Effectiveness of your Claims Auditing Process

Payments Allowed in Advance of Audit - The governing board of a local government or school district generally may, by resolution, authorize payment in advance for public utility services, postage, freight, and express charges. However, these claims should be audited as soon as possible after payment and included on the next abstract as prepaid amounts. Public utility services generally include electric, gas, water, sewer, and telephone services.

Pre-paid Vouchers – Pre-approved by the board (at annual organizational meeting) to be paid before the board meeting when those and the rest of the vouchers are approved:

- Public Utility Services – NYSEG, National Fuel, Frontier Communications, Constellation Newenergy, Inc.
- Postage – Pitney Bowes, US Postal Service
- **Return check Fee: \$25**
- **Fee for copies: .25 per page**
- **Dog Control for seized dogs: \$10 per day, up to ten days**
- **Town Clerk/Tax Collector Hrs: Monday and Wednesday 8-4 pm, month of January Saturday 9 to noon**

2016 Salaries and wages

Highway Superintendent	\$51,504
Deputy Highway Superintendent	\$ 1,200
Bookkeeper	\$ 4,464
Payroll Clerk	\$ 2,232
Budget Officer	\$ 2,472
Dog Control Officer	\$ 2,064
Court Clerk	\$ 3,624
Justice	\$ 9,648
Supervisor	\$ 4,020
Council	\$ 1,575 (each)
Town Clerk/Tax Collector	\$11,436
Assessor	\$11,484
Code Enforcement Officer	\$ 5,196
Custodian	\$ 10.24

Joanne questioned the Custodian salary asking how it was calculated. Deb said there was a cap and it was hourly. Budget amount is correct.

6. Motion to transfer \$8,000 from the 2015 year end fund balance in the A fund to establish reserve accounts as follows:

- 2000 to A231 Garage Reserve
- 4000 to A234 Dog Control Reserve
- 2000 to Cemetery Reserve

Larry initiated discussion regarding renovating the garage into the new dog shelter with initiatives to remove overhead and replace with single entry door, new ceiling, insulate and keep within the budgeted amount. Draft the improvements and forward to AG and Markets to review. Nothing resolved (table)

TOWN OF ALMOND
RESERVE HISTORY

	GENERAL FUND				GENERAL OUTSIDE VILLAGE	HIGHWAY TOWNWIDE		HIGHWAY OUTSIDE VILLAGE
	A231 GARAGE	A233 COMPLETE STREETS	A234 DCO	A235 CEMETERY	B231 YOUTH	DA231 MACHINERY	DA232 BRIDGES	DB230 ACCRUED BENEFITS
2012	20,405.90				2,500.00	72,890.72	38,345.92	10,000.00
INTEREST EXPEND INCREASED	41.19				1.01	98.66	77.37	1.2
2013	20,447.09			13,000.00	2,501.01	72,989.38	38,423.29	10,001.20
INTEREST EXPEND INCREASED	40.93				0.6	146.09	76.9	1.95
2014	20,488.02			13,000.00	3,001.61	73,135.47	12,320.19	10,003.15
INTEREST EXPEND INCREASED	71.81					256.32	43.18	
2015	16,000.00	3,000.00	1,408.00	10,000.00	400	75,000.00	-12,320.19	16,000.00
INTEREST EXPEND INCREASED	36,559.83	3,000.00	1,408.00	23,000.00	3,401.61	148,391.79	20,043.18	26,003.15
INTEREST EXPEND INCREASED	72.06			45.56	10.52	257.22	43.33	35.06
2016	-2,577.40					-44,617.17		
INTEREST EXPEND INCREASED	34,054.49	3,000.00	2,045.50	23,045.56	3,912.13	104,031.84	23,086.51	26,038.21

**TOWN OF ALMOND
RESERVES**
Allocating Surplus Fund Balance

	2015 EST YEAR END FB	2016 APPROPRIATIONS	FB % WITHOUT RESERVES	FB % WITH RESERVES MAX/MIN	RESERVES MIN/MAX	# of months able to maintain if revenue ceased.
A FUND	127,921.29	240,645.16	53%	MIN (50)	50% 8,000	6
				MAX (60)	53% -	6
B FUND	14,437.20	21,796.00	66%	MIN (25)	25% 9,000	3
				MAX (35)	35% 6,750	4
DA FUND	218,931.32	382,506.69	57%	MIN (25)	25% 125,000	3
				MAX (35)	35% 85,000	4
DB FUND	132,993.34	284,030.72	47%	MIN (25)	25% 62,000	3
				MAX (35)	35% 35,000	4

The above reports were reviewed but no action taken. An updated report will be submitted for next meeting and action will be taken then.

7. Adjournment: The Town Board adjourned into Executive Board status to discuss employee benefits and union contract at 8:23 pm. All ayes

- Motion to approve the following adjustments to employee vacation time:

Justin: zero out his vacation time as of the end of the year and pay him for the hours accrued.

Joe: roll over his accrued vacation hours (under 80) into next year

Rory: roll over 80 hours, pay him for the extra hours over 80

Jamie: roll over 80 hours, pay him for the extra hours over 80

Passed unanimously

- Motion made to table the discussion of Wayne's vacation accruals until April, at which time Wayne anticipates a significant reduction in hours. Passed unanimously.

Motion to adjourn, 9pm. Ayes

Respectfully Submitted,

Teresa L. Jaycox
Almond Town Clerk