

## ALMOND TOWN BOARD MEETING

March 8, 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 8<sup>th</sup> day of March, 2016. The meeting was called to order by Dawn Wildrick-Cole at 5:30 pm with the Pledge of Allegiance.

**Present:** Supervisor Dawn Wildrick-Cole, Board Members Jo-Anne Freeland, Larry Perry, Kim Costello, Town Clerk Teresa Jaycox, Highway Superintendent Jamie Mansfield, Codes Officer Bill Ells, Zoning Board of Appeal Chairman Don Weiman, Alfred Almond Community Sports Association Designee Quentin Castle

**Absent –** Debra Castle-Harvey, Justice Paul T. Johnson; **Observing:** Arlene McMahon former Town Clerk

1. Motion to approve the meeting minutes from February 9, 2016 by Dawn Wildrick-Cole, 2<sup>nd</sup> by Jo-Anne Freeland, all ayes.

### 2. REPORTS

A. **Supervisor's report:** Town of Almond  
Supervisor's Report  
Mar 8, 2016

#### BOOKKEEPER

- Notable Cash Receipts (since last meeting)  
Towns Share of Justice Fees JAN - \$1,713. (A26210)  
Historical Society reimbursed us for bottle/cans shed - \$500.33 (DB5110.4)

The Bookkeeper requests a Resolution to accept Two (2) budget Modifications

- \$2,349.00 from account A3021 to account A1110.41
- \$2,036.66 from account DB511 to account DB51110.1R

*Town of Almond  
Allegany County  
Almond, NY 14843*

#### RESOLUTION NO. 2016 -1

Be it that the Town of Almond passed the following Budget Modifications:

1. *A3021 State Aid Court Facilities Justice Grant in the amount of \$2,349.00 be transferred from the grant revenue account to the expenditure account*
2. *DB511 Appropriated reserves in the amount of \$2,036.66 be moved from the accrued benefit reserve account to compensate for the vacation time that has been paid off to the highway employees.*

Moved by: Dawn Wildrick-Cole  
Seconded by : Larry Perry  
Ayes: Costello, Wildrick Cole, Freeland  
Nays: None

Adopted this 8<sup>th</sup> day of March, 2016 at the meeting of the Almond Town Board

The attached Resolution is a true and correct copy of Resolution No. 2016 -1 adopted at a legally convened meeting of the Town Board of the Town of Almond, duly held on the 8<sup>th</sup> day of March, 2016; and further that such Resolution has been duly recorded.

In witness Whereof, I have hereunto set my seal Date

  
Teresa Jaycox/Town Clerk

Seal is visible on Resolution on le

Dawn stated she will be making a report available to the Board next month. She and HYW Supervisor Jamie are working on an extended plan for equipment/vehicle replacement/buying.

Dawn also indicated budget modifications for Justice revenue to be moved to expenditure account, and another allocation being transferred for highway employee salaries

Dawn reminded everyone of the elections scheduled for April 19, June 28, September 13th primary, and the November 8th general election dates.

Dawn shared a thank you card from the Senior citizens for the Town annual donation.

She also shared the request from Quest Farms for non spray of certain locations has been addressed and approved to assist them in keeping their Organic Growing license.

Dawn announced that there is training available April 18th for the members of the Board of Assessment Review.

**Motion to accept the Supervisor's report by Dawn, 2nd by Larry, all ayes.**

**b. Town Clerk/Tax Collector**

<b>TOWN CLERK'S MONTHLY REPORT</b>			
TOWN OF ALMOND, NEW YORK		FEBRUARY, 2016	
TO THE SUPERVISOR:		PAGE 1	
Pursuant to Section 27, Subd 1 of the Town Law, I hereby make the following statement of all fees and moneys received by me in connection with my office during the month stated above, excepting only such fees and moneys the application and payment of which are otherwise provided for by Law:			
<b>A1255</b>	12	LANDFILL TICKETS	11.00
<b>TOTAL TOWN CLERK FEES</b>			<b>11.00</b>
<b>A2410</b>	2	BUILDING RENTAL	200.00
<b>TOTAL A2410</b>			<b>200.00</b>
<b>A2544</b>	9	DOG LICENSES	89.50
<b>TOTAL A2544</b>			<b>89.50</b>
<b>A615</b>	3	SECURITY DEPOSIT	150.00
<b>TOTAL A615</b>			<b>150.00</b>
<b>B2555</b>	2	BUILDING PERMIT	112.00
<b>TOTAL B2555</b>			<b>112.00</b>
<b>TOWN CLERK'S MONTHLY REPORT</b>			
FEBRUARY, 2016			
page 2			
<b>DISBURSEMENTS</b>			
PAID TO SUPERVISOR FOR GENERAL FUND			450.50
PAID TO SUPERVISOR FOR PART TOWN FUND			112.00
PAID TO AG & MARKETS FOR DOG LICENSES			17.00
PAID TO DEPT OF PUBLIC WORKS FOR LANDFILL TICKETS			209.00
<b>TOTAL DISBURSEMENTS</b>			<b>788.50</b>

Clerk was asked about the tax status and this is the last month to collect and then all money and non delivered bills will be turned over to the County. Arlene said that a letter would come with instructions on how to close out activity and collect tax roll information.

Clerk asked at the end of the meeting if she was required to do second billing as instructed by email. This was not a mandatory request so discussion as to postage and envelope expense, mailing time (approximate 2 weeks) consideration. The county reports unpaid taxes to the newspaper and it is made public knowledge. It does not make it any more effective to bill except the town can collect a \$1.00 vs. office expense per bill fee. If taxpayers are going to endure the public posting they probably are not going to pay within the two week window and we

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would be out the postage expense. Consensus was not to bill this year.  
Motion to accept the clerk/collector reports by Larry, 2<sup>nd</sup> Kim, ayes

c. **Justice Report** – Judge Johnson was absent but clerk noted that the keyless entry access was up and running and PIN numbers can be assigned to all that have access now. Persons renting the building for specific times can gain access by a code/keyless entry. Codes assigned ahead of time so entry is accessible when the town office is closed. Question asked if a policy should be submitted. Clerk will try and have for next meeting.

d. **Assessor Report** – not available

e. **Highway Superintendent's report:**

Highway Report  
Feb. 10- March 7 2016

Plowed and sanded 13 times

On 2-16-16 there was a winter mess with freezing Rain, Rain, Sleet, and Snow. Trees were laying low. On a few roads we had to cut trees as we went to get through. We plowed and sanded all day to keep up with the changing conditions

On 2-17-16 NYSEG called asking us to plow Tuttle road so they could get 400 customers back online. Line was broke up off of road. We opened the road with the Dodge 5500 and the pickup and they got everything fixed

Cleaning up trees and limbs from storm on 2/16. Pole sawing low limbs and hauling limbs away. Had a tree fall in Creek next to bridge on Emerson road that created an Ice Dam we cut tree into chucks to get water flowing again

Been out mowing brush with excavator on Cook, Bailey and Canaseraga Roads

We built a building for the Pit to replace the Camper. We took building up to the pit.

Exhaust Broke on 05 sterling after the muffler, we replaced broken parts. Installed front brake pads on Ford pickup. Temporarily fixed hole in floor area where the sander chains runs on the 05 sterling. Floor is going to need some work soon getting very thin. 01 Sterling floor getting thin as well.

On 2-14-16 I received a call from Jim Devlin at 12:15am that the boiler for the fire hall was not running and the pipes were getting cold. I called Kuhn's on the way down and there answering machine was acting up. We could not get the boiler up and running it went into summer time shutdown. Jim and I Took an extension cord and bypassed the boiler and hooked the Pump up so the water in the pipes was circulating so they would not freeze. I got Kevin's Cell phone number and called and left a message. The outside temperature was -17. I went to Friendship to the county shop and got a salamander heater so the fire trucks wouldn't freeze if temperature in building kept dropping. Kevin called me a little after 6 and said he was on his way. He bypassed the summer shut down and got the boiler back running. The outside air temperature sensor went bad and said the outside air temperature was 108 degrees

On 2-15-16 Jim Devlin called at 4pm stating that the clerk's office and bathrooms were cool and thought the pipes were cooling down, called Kuhn's and they were here within an Hour and found that the Pump to that zone was not working, the replaced pump with a temporary pump and everything was running as it should. They did come back with correct pump and replaced it. Pump should be covered under warranty.

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\*\*\* noted\*\*\* The Supervisor extended courtesy to Jamie for being available so late in the night on 2/14 and 2/15 to assist and prevent further maintenance with the furnace problem. It was an extremely cold night that affected the heat in the Town hall and Fire hall. \*\*\*

Jamie submitted this appraisal and action information to the Board to review. **After discussion decided to table for action next month in time to attend the auction if need be and any permission needed to purchase.**

#### 2016 Pickup

Maple City Dodge – Dodge Ram 2500 Regular Cab with plow \$39,036.55  
Dodge Ram 2500 Crew Cab with plow \$42,236.55  
Dave Warren Chrysler, Dodge – (Chautauqua County Bid)  
Dodge Ram 2500 Regular Cab with plow \$35,438.00  
Dodge Ram 2500 Crew Cab with plow \$36,986.00  
10-14 weeks delivery  
Capellino Chevrolet (Chautauqua County Bid)  
Chevy Silverado 2500 Regular Cab with plow \$36,330.61  
Chevy Silverado 2500 Crew Cab with plow \$39,536.00  
Roy Teitsworth, Inc.  
Appraised value for the Palmyra auction is \$10,500 - \$12,500.00  
Total amount minus 10% for seller's fee  
Alex Lyon & Son Auction in Dansville  
Appraised value for auction in April in Dansville is \$13,000  
Total amount minus 5% for seller's fee

- f. **Code Enforcement /Planning Board** – William Ells reported:
- that Vincent Philip job is completed, Michael Covelo is enclosing his garage (2<sup>nd</sup> addition), and Tom Wake eld is building a new house on Satterlee Road.
  - ***i. The heater has been installed and up to code in the re hall and Voucher # 104 can be paid***
  - Attending training in Bath
  - Jamie and William had a conversation on how the thermostat is set higher than the boiler temperature and agreed that this will be checked out immediately.
- g. Dog Control – no report
- h. Municipal building & joint Municipal Programs  
ii Supervisor asked if there was a need for a legal opinion regarding code enforcement in municipal building. Codes officer Ells stated no need that he and the Village code officer will both have input.
- i. Parks (AACSA) - Quentin Castle reporting
- Chad Brutsman has been approved to do the mowing again this year (will be asked about weeding)
  - AACSA will be appropriating funds for the BOCES project to assist with digging, burying the electric cable.
  - Quentin inquired and was issued door accessibility after the meeting. (every 2<sup>nd</sup> Wed. meeting)

- Softball leagues have approved a job contracted from Leon Lacy to enclose the field with chain link fence. He stated that the job will probably be done quickly.
- After discussion wherein Jamie thought there may be seed left over from the county that could help with seeding fields Quentin stated he was willing to buy four bags anyway.
- Reminded the Board that they are intending to add fencing by the entrance along with a cattle gate.

The baseball and softball schedules will be available May 7, 2016

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3. **Review of Abstracts:**

Abstract #3 General Fund Town wide – Voucher numbers 73-76, 86, 92 – 106 -	\$11,517.37
Abstract #3 Highway Town wide – Voucher numbers 73, 78-85, 87, 88 – 90 -	\$10,834.74
Abstract #3 Highway Outside Village voucher numbers 77, 91	\$ 1,039.87
Abstract #3 General Outside Village Voucher number 104	\$ 2,589.62
Abstract #3 Trust and Agency Voucher numbers 3, 4	\$ 1,031.65
Motion to accept the abstracts by Dawn, 2 <sup>nd</sup> Larry, ayes	

4. **Proposed Resolutions**

- a. **Purchase a new pick up** – page 4 above tabled for next month meeting.
- b. **Approval of investment policy** – the Board noted that there were no changes but Deb wanted to make sure that the electronic aspect was OK so the board reviewed the wording of the:  
*“Electronic or Wire Transfers per General Municipal Law 5-a, expressly authorized the use of electronic or wire transfers. Whenever an officer of a local government is authorized or directed pursuant to law to disburse or transfer, on behalf of the local government funds, in the custody of the officer, the officer may make the transfer or disbursement by electronic or wire transfer, provided that the Board has entered into a written agreement with the bank or trust company in which its funds are deposited:*
- *Prescribing the manner in which electronic or wire transfers shall be accomplished.*
  - *Identifying by number and name those accounts from which electronic or wire transfers may be made*
  - *Identifying which officer(s) are authorized to order the electronic or wire transfer of funds from those accounts*
  - *Implementing a security procedure as defined in 4-A2-1 of the Uniform Commercial Code.*
- The bank or trust company processing an electronic or wire transfer must provide written confirmation of each such transaction to the officer ordering such transaction no later than the business day following the day on which the funds are transmitted. Said confirmation shall be kept along with the other financial transaction records for the period. The Board is required to adopt a system of internal controls for the documentation and reporting of all electronic or wire transfers or disbursements.”* – will be put back on agenda for next month in case Deb requires it.  
 \*\*\* noted \*\*\* this is for electronic and wire transfers only
- c. **Regarding the original Municipal Agreement (maintenance).** No action tonight.  
 Motion by Larry, 2<sup>nd</sup> by Kim all ayes

5. **Other Business** – Former clerk Arlene asked if the Board was aware that the hall was used for funeral dinner today at no charge. Board asked if this pertains to services within Almond, etc. Supervisor clarified later that the hall was preapproved for funeral usage at no cost for town of Almond residents or those attending town of Almond churches. All ayes.  
 Motion to adjourn 6:50 by Dawn, 2<sup>nd</sup> by Kim, all ayes.

Respectfully submitted,

Teresa L. Jaycox  
 Town Clerk/Collector  
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