

**TOWN OF ALMOND
BOARD MEETING 2/14/17**

Attendance: Supervisor Dawn Wildrick-Cole, Councilperson(s) Bryan Snyder and Jo-Anne Phillipson, Highway Superintendent Jamie Mansfield, Book keeper Deborah Castle-Harvey, Justice Paul T. Johnson, Town Clerk Teresa Jaycox, Deputy DCO Dan Hegarty, AACSA Deborah Castle-Harvey, Quentin Castle former AACSA representative Code Enforcement/Planning Board Rep. William Ells, Don Weinman, Resident(s) Danielle Moore, Paul Gabriel, Karl Grantier

Absent – Deputy Supervisor Larry Perry, CEO William Ells

Meeting opened with the Pledge of Allegiance at 6:00 pm

1. **Meeting minutes** from January 10, 2017 meeting will be submitted with next month’s meeting minutes for approval.

2. Reports

| | | | |
|----------------------|-------------------------|-----------------------|--|
| a. Supervisor | General Fund Townwide | \$ 353,675.63 | |
| | General Outside Village | \$ 25,355.49 | |
| | Highway Townwide | \$ 611,716.32 | |
| | Highway Outside Village | \$ 367,886.04 | |
| | Trust and Agency | \$ 1,068.96 | |
| | Totals | \$1,359,702.44 | |

Budget Officer Report

Budget Modifications

| | | | |
|---|---|------------|------------|
| • | A599 APPROPRIATED FUND BALANCE | \$244.50 | |
| ○ | A9010.8 STATE RETIREMENT | | \$244.50 |
| ▪ | STATE changed figure budgeted projected | | |
| • | DA599 APPROPRIATED FUND BALANCE | \$121.75 | |
| ○ | DA9010.8 STATE RETIREMENT | | \$121.75 |
| ▪ | STATE changed figure budgeted projected | | |
| • | DB599 APPROPRIATED FUND BALANCE | \$121.75 | |
| ○ | DA9010.8 STATE RETIREMENT | | \$121.75 |
| ▪ | STATE changed figure budgeted projected | | |
| • | A3021 STATE AID COURT FACILITIES | \$4,778.00 | |
| ○ | A1110.41 JUSTICE GRANT | | \$4,778.00 |
| • | VILLAGE HALF OF FIRE HALL BLOWER MOTOR | \$346.78 | |
| ○ | B1620.4 SHARED BUILDING EXPENSE | | \$346.78 |
| ▪ | John Kuhn service call | | |

I Motion to accept Supervisor report Jo-Anne, 2nd Dawn, aye Bryan

li Other – Karl Grantier has always volunteered to raise and lower the flag in front of municipal building and has asked to be replaced because of health issues. Supervisor will ask the HWY dept. to assist.

- The Alfred Town Supervisor and Alfred Village Mayor want us to share our Teamsters union contract with them. All agreed to allow this.
- The Supervisor has researched the regulations and specifications for the expansion and repairs to the Dog Kennel. She asked that the plans be drawn up and she will submit to NYS for approval.
- No official word yet from Albany on the salt grant other than we’ve been approved. The salt shed project will be a NYS bid process. As soon as funds are received we will want to start and hopefully be near completion this year.

| | | | |
|-------------------------------|---------------------|--------------------------|-----------|
| b. Town Clerk Report : | Ck#1532 | Supervisor General Fund | \$ 143.50 |
| | Ck#1533 | Paid to AG & Markets | \$ 20.00 |
| | Ck#1534 | Paid to Allegany Co. DPW | \$ 47.50 |
| | Total disbursements | | \$ 211.00 |

I Motion to approve the Clerk's report by Dawn, 2nd Jo-Anne, aye Bryan

c. **Justice** - Judge told the board the NYS Justice Court Grant money has been received and explained the installation of the new camera's and other specifics.

- 2016 fines to NYS were \$68,157.00 - \$17,445.75 reimbursed to town, \$4,125.00 reimbursed from Allegany Co. traffic diversion program for a total of \$21,571.00 total revenue from the court plus est. \$1,000.00 reimbursed to the Village from Allegany Co. traffic diversion program.

I Acknowledgment of receipt of 2016 court records for audit

d. **Assessor** – no report available

e. **Highway Superintendent – written submission**

- The trucks have been out 23 times to plow or sand the roads.
- Have been mowing roadside on Donnelly, John Dixon, and Bishopville roads with excavator
- On 1/12/17 there was heavy rain and snow melt. There was flooding on Donnelly road. The pipe on top of road was taking on all the water and it couldn't keep up. The water ended up jumping the pipe and washing out the next four (4) driveway pipes. We had to haul bank run in from the shop and fix water cuts. Then we graded that section of the road. Everyone had access to their driveways that night.
- 05 Sterling issue – the box is cracking and sagging on the driver's side. We jacked it up and supported the area to weld the cracks. Will be looking at more repairs in the spring.
- When the weather was nice we hauled a bunch of creek gravel to pit.
- Serviced the roller (changed oil and all the filters). Working on ditching bucket on the excavator. Replacing worn steel on the back.

f. **Code Enforcement/Planning Board** – no report available

g. **Dog Control** – Deputy DCO met with the NYS inspector and the town has already received the written outcome of "satisfaction" with nothing needing to be fixed or replaced. The NYS Inspector is sending DCO materials to assist with duties. DCO has purchased locks, leashes, cages, etc.

h. **Municipal building & Joint Municipal programs** – Town needs to appoint a new representative.

i. **Parks/Rec: AACSA** – Quentin Castle has finalized the "Lions Community Park Trail Maintenance Proposal". This will allow the Alfred State "Disaster Relief Club" to volunteer. Deborah Castle-Harvey is the newly elected town board liaison. The Board wishes to thank Quentin for his service reporting to the board.



**Alfred Almond
Community Sports Association**

Dawn Wildrick-Cole
Supervisor
Town of Almond
1 Marvin Lane
Almond NY 14804

RE: Almond Lions Community Park - Trail Maintenance Proposal

Dear Mrs. Wildrick-Cole:

The Alfred State - Disaster Relief Club (DRC) has volunteered their equipment and members to maintain the trail system at the Town Park (Almond Lions Community Park). This maintenance will involve removal of downed trees near or in the trail system. Per the Almond Fire Department: 6-10 feet is normal trail width for rescue operation. The DRC will assess the full length of the trail system based on the 6-10 foot requirement and widen, if necessary, the trail to facilitate search and rescue activities along trail. Their Activities will also require brush and refuse clearing and removal. The DRC will use "Trails Technical Document #1, Standards and Guidelines for Trails in NYS Parks", prepared by NYS Office of Parks, Recreation and Historic Preservation Bureau Albany, NY 12238 as the basis of their trail assessment and maintenance. The "Trails Technical Document #1, Standards and Guidelines for Trails in NYS Parks" document provides standards and guidelines for trail design and development, accessibility, and trail assessment and maintenance techniques that help ensure a sustainable trail system. The DRC will be responsible for reasonable site security, as the project is completed. This would include, but is not limited to, safety devices and warning signage around the site while work is underway. The DRC will be supervised by their Advisor.

Upon Town approval of the above scope the DRC and AA-CSA will provide Proposed Date(s) for accomplishing the work. Included with these date(s) the DRC will also provide the following:

- DRC Advisors contact information.
- List of equipment that will be used to perform this work.
- Qualification of equipment and vehicle operators.
- List of emergency contacts for all DRC volunteers involved with the project.

3. APPROVAL OF ABSTRACTS – Motion Dawn, 2nd JoAnne, aye Bryan

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|--|--------------------|
| • General Fund Townwide – voucher#18 – 23, 25-28, 30-34, 38 – 49, 53, 63, 64, 67 | \$11,478.31 |
| • General Outside Village – voucher #24, 35, 36, 27 | \$ 7,693.55 |
| • Highway Townwide – voucher #50 – 52, 54 -62, 65, 66 | \$13,034.69 |
| • Fire Protection District – voucher #29 | \$25,000.00 |
| • Trust & Agency – voucher #1 | \$ 204.00 |
| Totals | \$57,410.55 |

4. Proposed Resolutions

a. Approval of proposed policies

- Procurement policy: tabled until March
- ADA Grievance Policy – remained the same with one correction. The position title of Grievance Officer is "Supervisor" instead of a specifically named person.
- Fund Balance Policy – Motion to accept the Fund Balance Policy Dawn, 2nd Jo-Anne, aye Bryan

The DRC understands the following:

- Volunteers are required to provide personal safety devices necessary protection from the elements of cold weather..
- Volunteers should not be on ladders, scaffolding or mechanical lifts or use power tools unless they have the required experience or certification.
- Volunteers are restricted from operating forklifts, backhoes, bulldozers or other equipment which may require special training or licenses without qualifications submitted as part of the above attachments.
- Volunteers are required to provide their own means of staying properly hydrated and avoiding heat-related illnesses.
- Volunteers are required to provide necessary protection from the elements of cold weather.
- Volunteers are required to provide necessary protection against exposures such as poison ivy, ticks, and mosquitos.

Sincerely,

Quentin Castle
AA-CSA President
1(607) 545-1393
www.aasports.com

Town Acceptance

Acceptance of this Proposal (Letter of Agreement) will serve as a commitment between the Town and AA-CSA. Deviation of the terms of this Letter of Agreement may only result of mutual consent in the form of a signed Amendment. Please indicate acceptance of the terms of this letter by signing in the space provided below and returning one (1) copy for our files.

to be filled out by Town representative

| | |
|-----------|------------------|
| _____ | _____ |
| Name | Position (print) |
| _____ | _____ |
| Signature | Date |

b. Proposal to fill vacancies:

- Add Don Weiman's name to the list of appointments
- Dan Hegarty as Dog Control Officer (as of January 11th, 2017)
- Bryan Snyder assigned to joint Municipal committee
- Keith Stanley to the Assessment Board of review, term to expire 9/30/2022
- Dennis Stachowski to the Planning Board, term to expire 12/31/2021
- Town Board vacancy: to be tabled until March meeting

5. **Other** – The CD term is up this month. Need to decide to rollover or cash in.

- Board and book keeper discussed options to assist in the future purchase of the 2017 Peterbuilt 10 Wheeler with plow equipment.
- Other expense to use CD for in full or portion is the "Complete Streets" project money of \$3,019.64. Presented at this meeting was an estimated \$75 each for town HWY employees to build ten (10) benches throughout Lions Park and purchasing garbage receptacles. Motion by Dawn to take 103,377.10 (half the CD reducing the reserve for the truck and \$3,019.64 for the "Complete Streets" project. Renew the CD minus the two amounts seconded by Bryan, aye Jo-anne.
- Karl Grantier and Paul Gabrielle were in attendance to present the "Flags Project" . Veteran's pictures on flags displayed on main street light poles. This was originally presented to the village but the money has already been collected into a specified account and these gentlemen will purchase the flags. The town is needed for maintenance should a strap break. Also, to hang and take down flags for storage during the winter. The town will consider this project.
- The annual Quest farm letter requesting that no spraying be done close to the organic farm growing areas was prepared and signed for mailing. Quest farm letter to the Town and Village designated all the properties involved. Highway Superintendent will be notified.

Motion to adjourn at 7:35 by Dawn, 2nd Bryan, aye Jo-Anne

Respectfully Submitted

Teresa L. Jaycox
Almond Town Clerk

2017 Appointments

| | |
|-------------------------------|----------------------------|
| Deputy Supervisor | Lawrence Perry |
| Highway Superintendent | Jamie Mansfield (12/31/17) |
| Deputy Highway Superintendent | Wayne Jefferds |
| Bookkeeper | Debra Castle-Harvey |
| Payroll Clerk | Debra Castle-Harvey |
| Budget Officer | Debra Castle-Harvey |
| Records Management Officer | Teresa Jaycox |
| Registrar of Vital Statistics | Teresa Jaycox |
| Dog Control Officer | <i>Vacant</i> |
| Deputy Dog Control Officer | Dan Haggerty |
| Historian | Almond Historical Society |
| Court Clerk | Teresa Jaycox |
| Attorney | David Pullen, Esq. |
| Custodian | James Devlin |
| Fire & Building Inspector | William Ells |
| (Backup: Steve Kilmer) | |
| Zoning Inspector | William Ells |
| Newspaper | Hornell Evening Tribune |

Meetings: Second Tuesday of the Month at 6pm

Mileage rate: 53.5 cents per mile (in town and out of town)

Assessment Board of Review

Vacant

ZBA

Steve Pilgrim

Tim Drum

Dave Owlett

Vacant (2)

Planning Board

Tammy Kokot

Sandra Dennison

William Ells

Dennis Stachowski

Keith Stanley

Regional Planning Board Rep: *vacant*