

**Town of Almond Board Meeting Minutes  
Organizational Meeting 1/10/2017**

**Attendance:** Supervisor Dawn Wildrick-Cole, Deputy Supervisor Larry Perry, Councilperson(s) Bryan Snyder and Jo-Anne Phillipson, Highway Superintendent Jamie Mansfield, Town Clerk Teresa Jaycox, Dan Hegarty/Deputy DCO, AACSA Quentin Castle, Code Enforcement/Planning Board Rep. William Ells, Don Weinman  
**Absent –** Bookkeeper Debra Castle-Harvey, Justice Paul Johnson  
 Meeting opened with the Pledge of Allegiance at 6:04 pm

1. Motion to accept the minutes from the December 13, 2016 meeting by Larry Perry, seconded by Dawn, all ayes. Supervisor made these announcements:
  - There is training at Southern Tier West on 1/8/17 for new board electives.
  - The town received a resignation for Councilperson Kim Costello. In the February meeting an appointment will be made until the end of 2017. Let her know of any interested individuals.
  - A motion was made by Larry to send a letter of appreciation to Kim Costello and Arlene McMahon for their years of service to our community, seconded by Dawn, all ayes

**2a. Reports -**

a. Supervisor : General Fund – Townwide Balance	\$ 168,964.73
b. General Outside Village Balance	\$ 19,388.46
c. Highway Townwide Balance	\$ 403,846.30
d. Highway Outside village Balance	\$ 192,048.27
e. Fire Protection District	\$ -0-
f. Trust And Agency Balance	\$ 1,068.96
<b>Total All Funds</b>	<b>\$785,316.72</b>

**b. Town Clerk Disbursement Report:**

Ck#1528 Paid to Supervisor – General Fund	\$ 186.83
Ck#1528 Paid to Supervisor – Part Town Fund	\$ 50.00
Drafted Paid to NYS/DEC for Decals	\$ 14.17
Ck#1529 Paid to AG & Markets for Dog Licenses	\$ 2.00
Ck#1530 Paid to Allegany Co. DPW Landfill tickets	\$ 57.00
Total	\$ 310.00

- Clerk submitted Resolution 2017 – 6 Record Retention and Disposition report and board granted permission to dispose of within the guidelines and forward to NYS/SARA.

**c. Justice Report** – The court has received a \$4,778.54 Justice Court Fund Grant.

**d. Assessor** – No report

**e. Highway Superintendent Report December 14 – January 10, 2017:**

- The Highway Department has been out 26 different times to plow or sand the roads
- Heater issue in the fire hall. Blower mower burned up in heat exchanger unit above ambulance. Found a balloon ribbon tangled around shaft creating motor to get hot. When motor got hot and seized up it tripped the breaker and shut the other 2 units down and closed the zone valve to the entire fire hall.
- Trimmed some trees on Ryan road that were hanging low in the road

- The gate is set up at Lions Park and a stop sign mounted. The gate is not locked just chained closed. The fire chief was informed and is ok with that and they still can use it for a landing zone.
  - Changed the wing rubber and wing cover plate on 05 Sterling. Changed carbide edge on Mack. Serviced brakes on 2015 Dodge 5500. Took them apart, cleaned and greased. Changed the oil on 2015 dodge 5500 and 2016 dodge pickup. Tail light wiring issue on 2001 Sterling so we rewired and replaced lower tail lights.
  - The question posed at last meeting asking for explanation of difference in the annual pricing of the Williamsom Law software being higher for the Highway Department was answered by stating that their software is more complex, etc.
- f. Code Enforcement/Planning Board** – William Ells reported that all permits are done for 2016 and provided a list of names. **The value of permits is \$321,262.00 and Value of Fees is \$1,460.00.**
- The Planning Board will meet the 3<sup>rd</sup> Tuesday of the month.
  - While town CEO is on vacation the Village CEO will be the contact person to cover for the Town back up for insurance purposes.
- g. Dog Control** – no report available. Deputy DCO asked for the results of the recent State Audit to check on corrective action.
- h. Municipal building & Joint Municipal Programs - Councilperson Perry** asked that this committee develop a municipal procurement policy to help with the needs of the upkeep of the building. An amount indicated so that immediate small purchases can be made timely instead of having to wait for their meetings and approvals.
- i. Parks/Rec: AASCA**
- Quentin provided a copy of NYS Office of Parks/Rec & Historic Preservation Planning Bureau “ Standards and Guidelines for Trails in NYS Parks”
  - Quentin also provided a great sample to use for future volunteers. Discussion involving types of equipment and authorized personnel to operate equipment, etc. Alfred State Disaster Relief Club will provide list of everyone and their certifications, safety standards, and OSHA requirement. Hoping to have final Volunteer application and Proposal ready for the February meeting.
  - Quentin stated that AASCA will have next election February 14, 2017 and a new town representative will be appointed.
- 3a. Proposed Resolutions**
- The Board approved the new meeting dates and time for 2017 to be every second Tuesday of the month at 6:00 pm. This is included on page 5 information.
- b.** Motion to approve the following Budget Modification by Dawn, seconded by Larry, all ayes.

**FINAL BUDGET MODIFICATION**

- A2705
  - o A8810.4
  - o A8810.4
  - o A2544
- A1990.4 CONTIN
  - o A1670.4
- A1990.4 CONTIN
  - o A1410.1
- A1990.4 CONTIN
  - o A9030.8
- A1990.4 CONTIN
  - o A1650.4
- DA599
  - o A5130.4
- DA599
  - o A5142.1
- DA599
  - o A9730.7
- DB511
  - o DB5110.

I hereby verify that the above is  
 Board on 1/10/17 during the regular meeting.  
 A motion to accept was made and seconded.  
 And carried by Bryan Smyth

As note taker of this meeting I  
  
 Teresa L. Jaycox/Township Clerk

c. Motion to pay bills by Dawn, seconded by Larry, all ayes

Abstract #13 2016

• GENERAL FUND TOWNSIDE	Vouchers 408 – 416	\$ 4,035.24
• GENERAL OUTSIDE VILLAGE	Voucher 419	\$ 14.99
• HIGHWAY TOWNSIDE	Voucher 417 – 423	\$ 7,734.87
• TRUST & AGENCY	Voucher 24	\$ 59.43

Abstract #001 2017

• GENERAL FUND TOWNWIDE	Vouchers 1,2,4,5,7,9,14,16	\$19,467.00
• GENERAL OUTSIDE VILLAGE	Voucher 6	\$ 390.00
• HIGHWAY TOWNWIDE	Vouchers 8,10,11,12,13,15,17	\$ 1,174.79

Motion to approve Dawn, seconded Larry, all ayes

d. Approval of proposed transfer of monies from fund balance to increase reserves

- From B Fund – fund balance to Youth Reserves: \$ 4,000.00
- From DA Fund – fund balance to Machinery: \$50,000.00
- From DA Fund - fund balance to Bridges: \$20,000.00
- From DB Fund – fund balance to Accrued Benefits \$30,000.00

Motion to approve by Dawn, seconded by Larry, all ayes

INTER-MUNICIPAL MUTUAL AID AGREEMENT

TO: Allegany County Town Highway Superintendent's Association  
C/O Jesse Griffith  
10954 Mill Street  
Swain, New York 14884

FROM: Town of Almond

The below listed persons (2or3) shall be authorized to either render or accept aid under this Mutual Aid Agreement.

1) Name: Jamie Mansfield Title: Highway Superintendent  
Address: 1 Marvin Lane Almond NY 14804  
Office Phone: 607-276-5290 Home Phone: 607-382-2660  
Other means of Contact: \_\_\_\_\_

2) Name: Wayne Jeffords Title: Deputy Superintendent  
Address: 1 Marvin Lane Almond NY 14804  
Office Phone: 607-276-5290 Home Phone: 607-382-1951  
Other means of Contact: \_\_\_\_\_

3) Name: Dawn Wilderk-Cox Title: Supervisor  
Address: 6936 Turn Ten  
Office Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Other means of Contact: 585-362-1598

Larry Perry Deputy Supervisor  
(607) 382-5610

Note: If there are any changes to the "Responsible Persons" list during the term of this agreement it is the responsibility of the municipality to update the "Municipal Resolution" and an "Inter-municipal Agreement" with the Allegany County Town Highway Superintendent's Assoc. as possible. Thank you.

- e. Approval of Municipal Aid Agreement – Motion to approve Dawn, Seconded Larry, all ayes
- f. Approval of purchase of plow equipment through County Bid System – Motion to approve by Dawn, seconded by Larry, all ayes.
- g. Tabled until Feb. is approval of town policies and appointment of vacant board member position that can be viewed on page 5.

Supervisor moved to enter Executive Session pursuant to Public Officers Law Section 105 to discuss employment history and appointment of an employee. Executive session ended at 7:57. No action taken

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 6 pm

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

Assessment Board of Review

ZBA

*Vacant*

Steve Pilgrim  
Tim Drum  
Dave Owlett  
*Vacant (2)*

Planning Board – Regional Planning Board Rep: vacant

Tammy Kokot

Sandra Dennison

William Ells

Dennis Stachowski

Keith Stanley

Page 5