

## ALMOND JOINT MUNICIPAL BOARD MEETING

June 12, 2018

The annual joint meeting of the Almond Town and Village Boards was held at the Almond Municipal Building on the 12<sup>th</sup> day of June, 2018. The meeting was called to order by Supervisor Dawn Wildrick-Cole at 7:16pm. Present: Village Mayor John Meehan, Village Board Members: William Lockwood, Dennis George, Paul Gabriel, Tim Drum, Supervisor Dawn Wildrick-Cole, Town Board Members: Jo-Anne Freeland, Bryan Snyder, Larry Perry, Dan Hegarty, Town Clerk Shelly Stevens, Deputy Town Clerk Arlene McMahon, Village Clerk Lona Macintosh, Village Bookkeeper Sandra Washburn, Highway Superintendent Jamie Mansfield, Codes Officer Bill Ells, Fire Chief Andy Hulbert, Tammy Kokot, Don Weiman, Keith Stanley, Sandy Dennison, Matt Speed, Allegany County Director of Economic Development and Planning, Kier Dirlam, and Joint Municipal Chair, Debi Castle-Harvey.

### **Comprehensive Plan:**

Allegany County Director of Economic Development and Planning, Kier Dirlam presented the Boards with a first draft of Almond's Comprehensive Plan 2018. The last comprehensive plan was adopted in the '70s and has been strongly urged to be updated. Kier indicated that this document is in the pre-approval process, requesting the Boards review the document and submit feedback. The next step of the process would be to hold a public hearing for residents to discuss and give feedback regarding the comprehensive plan document. Assuming no major requests during the public comment, the process would move on to the State Environmental Quality Review (SEQR) assessment.

Kier: Why have an updated Comprehensive Plan?

1. You want to have a comprehensive plan to support and may be required by grants for needs such as water, fire, etc.
2. To support zoning changes, such as zoning law, in NYS, the entity is required to have a current comprehensive plan (within last 5 years)
3. Last Almond comprehensive plan was done in 1970 which leaves out the ability to accept modern business types into the district.

To proceed, both the Town and the Village Board members were asked to review the document prior to their July Board meeting at which Kier would be present and open to comments, feedback, and requested changes, with the intent of scheduling a public hearing date in the near future.

Town of Almond to be lead agency on Comprehensive Plan. Motion by Dawn, second by Larry. Town: All in favor. Motion by Bill, second John. Village: All in favor.

**Joint Municipal Committee:** Chair Debi Castle addressed both Boards -

**Village and Town Contract:** Both boards are requested to review the current contract and request proposed changes so that negotiations may move forward in the process of signing an updated/current contract

Projects:

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- Fire Hall / Outside Lights – NYSEG energy audit completed 6/12/18 did not show a significant savings. Audit included municipality building, highway building, and adjacent lighting. No action taken. Additional research on grants suggested, search to include Village street lighting research too.
- Shed Roof - John M and Bill L offered that they would volunteer the labor to repair the roof after materials are purchased. They will get a list of material costs to Debi within a week
- Fire Hall door outlets – All overhead door GFIs are on one breaker. Currently waiting 3 verbal estimates per Town’s procurement policy. Andy Hulbert is lead for this project to obtain estimates.
- Parking Lot sealing – To be completed June 15, 2018. Both the Town and the Village has already approved and agreed to split the costs. The funds are to be used from each entity’s budget and not out of the Joint Municipal (JM) fund.
- Office wiring - Matt Speed - reviewed projects for both quotes: Quote #1001 – Replace network and make compliant, includes antivirus cloud based solution, and rewiring into ceiling Cost: \$2,593. Quote #1002 – Replace camera digital system, including wiring damaged, as well as replacing analog cameras to digital Cost: \$2,340.
  - Contracts: Motion to accept quotes presented by Matt Speed by Tim, second by Paul - Village: All in favor, Town: All in favor. ACTION APPROVED. Matt stated work would begin one week after supplies ordered and that work would be completed within 30 days of that start date.
  - Payment: John makes a motion to take fund out of JM account to pay for both Matt Speed contracts, second Bryan – Village: All in favor, Town: All in favor. ACTION APPROVED
- Generator - waiting on 3 quotes to hook up generator. Andy Hulbert is lead for this project to obtain estimates. Then both boards will review estimates. Andy is working on getting rest of equipment from school related to generator that is currently not on the premise. Also, need letter of donation to be presented to the Town Clerk to keep on file. Costs for this project to come out of JM account. Andy to send quotes to John and Dawn as soon as possible. Supervisor and Mayor to be allowed to approve up to \$7,000 for estimate if presented prior to next meeting. If estimate is over \$7,000 Supervisor and Mayor would need to call a special meeting. Dawn motion, Joanne second. Town - All in favor. Tim first, Paul second – Village: All in favor
- Replacement of Fire Dept overhead doors – Andy has attempted to obtain quotes from multiple companies, and has not received responses. Quotes to repair motors include chains to lift doors open mechanically. Having a hard time meeting procurement policy with 3-5 written quotes. Generator is critical to be done now, will decide at next meeting about door estimates. TABLED
- Future topics:
  - Town/Village Contract: Dawn and John to amend together and then present to boards. Topics of discussion for amendments included:
    - Contract wording to be amended to allow projects to come out of the JM account - Dawn would like to add in major repairs as previous contract is worded for only for major improvements. Where does money come from for smaller items? John suggested renaming the Joint Municipal fund (handled as a Capital Reserve fund) to a maintenance fund allowing use of funds to be allocated for repairs in additional to smaller incidentals
    - How to update contract to allow for faster approval process for facility needs

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- Facility coordinator: Person to line up projects, instead of multiple leads, to head up the projects. Unpaid position. John requested to TABLE discussion for minimum of 1 year.

### **Registrar:**

Combination of Registrar Districts: John proposed that the Village of Almond dissolve the Village of Almond registrar district (#0252). The Town of Almond Registrar District (#0253) being the sole registrar for both the Town and the Village of Almond. Motion by Bill, seconded by Paul. Village: All in favor, Town: All in favor. Future discussion to take place to pay registrar per need.

### **Almond Community Days:**

Andy - Community Days challenge to both boards to put in float in please

A motion to adjourn the joint board was made by Larry and seconded by Bryan at 8:57 pm. The motion passed with all in favor.

Respectfully submitted,

Shelly Stevens  
Town Clerk