

**ALMOND TOWN BOARD REGULAR MEETING
ALMOND TOWN BOARD ORGANIZATIONAL MEETING**

January 16, 2018

The 2018 Regular and Organizational Meetings of the Town Board of the Town of Almond, County of Allegany and State of New York were held at the Almond Municipal Building on the 16th day of January, 2018. The meeting was called to order with the Pledge of Allegiance at 6:10 pm by Supervisor Dawn Wildrick-Cole.

Present: Supervisor Dawn Wildrick-Cole, Board Members Lawrence Perry Jr, Jo-Anne Freeland, Dan Hegarty and Bryan Snyder, Acting Town Clerk Arlene McMahan, Highway Superintendent Jamie Mansfield, Justice Teresa Jaycox, Codes Officer Bill Ells, Don Weiman, and Village Board Member William Lockwood.

Judge Jaycox administered the Oath of Office to Supervisor Wildrick-Cole and Board Members Hegarty, Snyder, and Freeland. McMahan was previously sworn in by the Supervisor on January 2, 2018.

Minutes: A motion was made by Dawn and seconded by Dan to approve the December 19, 2017 minutes noting a correction that the Deputy Supervisor was not absent, only late to that meeting. All in favor.

Supervisor : After examining the new format by Baldwin for the first time and noting that this is not a final report for 2017 pending abstract #13, a motion was made by Dawn and seconded by Jo-Anne to accept the Supervisor's Report for December. All in favor.

Town Clerk : Teresa explained the December report to the Board noting an outstanding check from Ag & Markets and a reimbursement by DEC correcting their error. Motion by Dawn and second by Larry to accept the Town Clerk's report. All in favor.

Highway Superintendent:

- Out 24 times to sand and salt roads, plow drifts
- Was out 3 days thawing and opening up sluice pipes
- Had minor flooding on 1/12/2018: Bert Harvey water was over the road, and washed a small section of the road at Al Whites and Turkey Run Road, pipe plugged on bottom of Hopkins Road, pipe jammed full of ice on North Almond Valley, pipe plugged on Satterlee Hill from wood cutters dropping big wood chunks in ditch, then the chunks plugged a pipe to a driveway. I talked to head forester at NYSEG and he said he would talk to Iron Wood about not leaving large chunks in the ditches
- Been having issues with sander on 1-ton truck. Valley Fab is trying to figure out issue now. Everything they told us to do didn't work so they are not sure what is up. Sander vendor thinks it is a control box issue but testing will be done.
- Roadside mowing on Bishopville when not plowing
- Heater issues with excavator are fixed. Had to have Cat service come in and plug computer in to diagnose it. Resistor ballast and blower motor
- Rebuilt floor on 05 Sterling under the sanding chain. Had to cut old steel out and replace and redo a few brackets.

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Dog Control: Ag and Markets is happy with what we've done at the kennel. No dogs in kennel. Checking on dog cruelty issue.

Codes: The year-end report is done indicating a total of \$742 in permit fees for 2017. A copy was submitted for the Town Clerk files.

Review of Abstracts: Dawn noted we are joining the NYS Association of Towns this year. It was also noted that voucher # 425, insurance repair, will be paid from insurance proceeds by a budget modification from DA2680 to DA5130.4.

A motion was made by Dawn and seconded by Larry to approve Abstract #13 for December 2017, totaling \$42,011.98:

- General Fund A claims in the amount of \$7,863.60:
- General Fund B claims in the amount of \$48.50
- Highway Fund DA claims in the amount of \$32,426.46
- Highway Fund DB claims in the amount of \$ 1,673.42

and the January 2018 abstracts totaling 36,041.46:

- General Fund A claims in the amount of \$27,131.57
- General Fund B claims in the amount of \$510.54
- Highway Fund DA claims in the amount of \$7,316.45
- Highway Fund DB claims in the amount of \$1,082.90

Motion passed with all in favor.

Proposed Resolutions:

2018-1: Motion by Dawn, seconded by Jo-Anne to appoint Arlene McMahon as Town Clerk to fill the 2018 vacancy, retroactive to January 1, 2018, and to approve Teresa Jaycox as Deputy Town Clerk for 2018, also retroactive to January 1, 2018. Passed unanimously.

Motion by Dawn, seconded by Bryan and passed unanimously to approve the proposed 2018 appointments:

Deputy Supervisor	Lawrence Perry, Jr.
Highway Superintendent	Jamie Mansfield
Deputy Highway Superintendent	Wayne Jefferds
Bookkeeper /Payroll Clerk	Baldwin Business Services
Town Clerk/Tax Collector (vacancy)	Arlene McMahon
Deputy Town Clerk	Teresa Jaycox
Registrar of Vital Statistics	Teresa Jaycox
Deputy Registrar of Vital Statistics	Arlene McMahon
Dog Control Officer	Dan Hegarty
Deputy Dog Control Officer	Megan Fawley

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Historian	Almond Historical Society
Court Clerk	Teresa Jaycox
Attorney for Town	Richardson & Pullen
Custodian	James Devlin
Fire and Building Inspector	William Ells
Deputy/Backup Inspector	Steve Kilmer
Zoning Inspector	William Ells

Assessment Board of Review

Susan Olix Anderson (09/30/18)
Helen Spencer (09/30/19)
Sally Doty (09/30/20)
Keith Stanley (09/30/21)
Tom Stuart (09/30/22)

Planning Board

Keith Stanley (12/31/18)
Sandra Dennison (12/31/19)
Tammy Kokot (12/31/20)
Dennis Stachowski (12/31/21)
William Ells (12/31/22)

Zoning Board of Appeals

John Thompson 12/31/18)
Don Weiman, Chair (12/31/19)
Tim Drum (12/31/20)
Steve Pilgrim (12/31/21)
Dave Owlett (12/31/22)

Regional Planning Board Rep

Vacant

Other

Town Board meeting on 3rd Tuesday of the month at 6:00 pm

Standard Work Day: Full time employees – 8 hours; part time employees – 6 hours

Elected Supervisor, Town Board and Justice paid monthly

Mileage Reimbursement: \$.545 per mile

Official Newspaper: The Evening Tribune

Designation of Depositories: Community Bank, Five Star Bank and First State Bank (Citizens and Northern)

Permission for Supervisor to pay Insurance Premiums, Contracts, Obligations, Utility bills

Return Check Fee: \$25.00

Fee for copies: \$.25 per page

2018 Salaries and Wages:

Highway Superintendent	\$ 54,642
Deputy Highway Superintendent	\$ 1,273
Dog Control Officer	\$ 2,126
Court Clerk	\$ 3,733
Justice	\$ 9,938

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Supervisor	\$ 4,265
Council	\$ 1,671 (each)
Town Clerk/ Tax collector	\$ 11,779
Assessor	\$ 11,829
Code Enforcement officer	\$ 5,513
Custodian	\$ 10.55 per hour, maximum \$4,000 per year

1. Motion by Dawn and seconded by Larry to approve the Attorney Retainer Agreement for Richardson and Pullen. The retainer is \$160 an hour and \$75 for paralegal. Motion passed unanimously.
2. Motion by Dawn and seconded by Dan to approve Shared Services Agreement with Allegany County. Motion passed unanimously. All members to sign the Agreement.
3. Motion by Larry and seconded by Bryan to approve \$18,350 for Kheops to provide engineering and bidding services for the salt shed. Motion passed unanimously. The Town will apply for a bond for the salt shed and the grant will pay us back. Money is budgeted for legal fees for this procedure.
4. Motion by Dawn and seconded by Dan to renew 2018 membership in Southern Tier West and put the invoice on the February abstract. Motion passed unanimously. They will also provide website maintenance (\$150) and records management (\$200).

New Business:

- Question from the custodian: Can the old refrigerator in the kitchen be taken to the dump? Jamie will do it.
- Clerk has information about the training schools in NYC.
- Jo-Anne will investigate uniform contracts prior to renewal of the current contract by calling other towns to compare.
- Re Town Clerk vacancy: After discussion, a motion was made by Dawn, seconded by Jo-Anne and passed unanimously to authorize the Town Clerk to advertise the position, including a list of duties, with resumes due prior to the February meeting.

A motion was made by Dawn at 7:45 and seconded by Jo-Anne to go into executive session at the request of the Codes Officer regarding pending litigation. Motion passed unanimously.

Executive session closed with no action taken. Motion to adjourn executive session at 7:55. Motion to adjourn regular board meeting at 8:00 pm.

Respectfully submitted,

Arlene McMahan
Acting Town Clerk