

## ALMOND TOWN BOARD REGULAR MEETING

May 15, 2018

The regular monthly meeting of the Almond Town Board was held at the Almond Municipal Building on the 15<sup>th</sup> day of May, 2018. The meeting was called to order by Supervisor Dawn Wildrick-Cole at 6:00 pm with the Pledge of Allegiance. Present: Supervisor Dawn Wildrick-Cole, Board Members, Jo-Anne Freeland, Bryan Snyder, Larry Perry, Dan Hegarty, Acting Town Clerk Arlene McMahon, Acting Deputy Clerk Shelly Stevens, Highway Superintendent Jamie Mansfield, Codes Officer Bill Ells, Don Weiman, Village Board Member William Lockwood, Karl Grantier, Matt Speed, and Debi Castle-Harvey.

**Minutes:** A motion was made by Dawn and seconded by Dan to approve the April 17, 2018 minutes. The motion passed with all in favor.

**Cameras & Internet Repairs:** Matt Speed gave an update on the camera project: most all of the cameras installed, once soccer field cameras are installed in place, Matt will be able to finish activating them. Additional cameras can be added and installed if need be.

**Quote 1:** \$2,600 to replace the equipment in the building to be compliant: proper locking cabinets, proper firewalls, ability to take credit cards (suggested to not go with mag strip online solutions, has to be chip compliant) for Clerks Office and network. Quote includes 12 network drops, wired below ceiling, though that doesn't include damage in the back area. If any of it has to go above ceiling will have casing to ensure. Quote to be split between Town and Village.

**(Requested Quote) Project 2:** Justice cameras and repair back exit camera due to wire damage.

**(Requested Quote) Project 3:** Security compliance - computer backup, storage, antivirus, cloud-based service for Town only.

Matt stated that projects could be completed this summer if approved and will be present at the June 12<sup>th</sup> meeting. Shelly made note of having cloud based service knowledge as well as the need for a new computer to be able to ensure proper security measures for future discussions. Dan to request a second quote from Rick Torrey with hopes of presenting it at the June 12 meeting.

### **Supervisor:**

Dawn requested that all agenda items please be relayed to her no later than the Friday before the next meeting each month. Jim Devlin wrote a note to the Board to thank them for the raise.

**Training** - Dawn attended an accounting training that was extremely helpful and would like to go to the next one in October which is more specific in regard to reserve balance and funds balance. Shelly can attend if available as well. Motion made by Dawn to approve Dawn Wildrick-Cole to attend Advanced Accounting Training in Ellicottville NY October 10-12, 2018. Second Joanne. The motion passed with all in favor.

**Salt Shed Update** – Motion made by Dan to approve authorization of Dawn to authorize the advertisement of bids for salt shed, upon receiving attorney approval of the engineering proposal book as well as approval by Highway Superintendent. Second Larry. The motion passed with all in favor.

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County Wide Shared Services - Dan attended shared services training for highway and courts. Dan tentatively going to next training on May 22.

Change of Meeting Date - Motion made by Dawn to approve a change in June meeting to June 12th at 6pm, followed by a joint meeting with the Village to start at 7pm. Second by Jo-Anne. The motion passed with all in favor. Noted that meeting date change and the completion of AUD will both need to be published.

NYS Paid Family Leave – Motion made by Dawn to approve to “opt in” New York state’s program of paid family leave, costs to be paid by employees (\$0.63 per paycheck) effective May 1<sup>st</sup>. Second Jo-Anne. . The motion passed with all in favor. Letter will be typed by Clerk and signed by Supervisor to submit to Teamsters for their records.

**Town Clerk/Tax Collector:** Acting Clerk submitted AUD Report from Baldwin. Budget Modifications needed for the Banners and the Justice cameras. Baldwin will be auditing clerk books May 23<sup>rd</sup> at 10am. Submitted April Town Clerk Report. IB Designs account reactivated and website is online again. Provided Board with CHIPS letter from Assemblyman Giglio. Requested future discussion about social media accounts for the Town. Requesting to do research and work towards attempt to get a NYS Archives grant for records management, storage, and electronic filing. Southern Tier West has been paid for records management, but haven’t been utilized yet. Southern Tier West has requested Town of Almond pictures for our website.

Dawn announced she received Arlene McMahon’s resignation. Larry Perry, “Arlene has done a wonderful job.” Dawn; “On behalf of all of us thank you for stepping in and helping transition.” Motion made by Dawn to accept Arlene’s resignation and appoint Shelly Stevens as Almond Town Clerk and Registrar with Arlene McMahon being appointed Deputy Clerk. Second by Jo-Anne. The motion passed with all in favor. Hours will remain the same Tuesday and Thursday 8:30am-2pm.

### **Highway Superintendent:**

- Ditch work on Dungan Road. Installed new driveway pipe on Dungan road as well.
- Installed driveway pipe on Bishopville Rd in the narrows at the old barn. Cleaned ditch area to get water flowing.
- Hauled creek gravel out of creek below Almond from the Dam Reservoir. Also hauled creek gravel from Thomas Hill area.
- Screening gravel at pit from creek gravel
- Village rented broom so we broomed all of the village and housing developments.
- Paige started this week. Starting with getting banners organized to start putting them up.
- Working on 05 Sterling. Truck is taken apart and trying to figure out what is going on. Taking head to machine shop on Wednesday to have some testing done. Pressure test under heated conditions. We are not seeing cracks visually.

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- 2011 Mack serviced, engine oil and filters, transmission oil, rear end oils changed, fuel filters changed. Had issue with locking differential lights indicating lock condition when not. Removed wire harness and checked connections. Cleaned everything and seem fine now.
- Serviced 2001 Sterling, engine oil and filters, fuel filters, had an ABS air valve go bad, took some time to find a part for it. Installed water tank in truck to help with brooming.
- BUD Permit (Brine Beneficial Use Determination annual report) – still having issues getting permit. Called National Fuel and they are working on a resolution

**Codes:** Bill stated that permits have been submitted and approved. That the Flaitz case will be served and he will attend the court date. He mentioned that during the training at Houghton he learned that there are many grants available. The planning board is starting to work on the zoning of the Town and Village. Another meeting on the comprehensive plan will be on May 21<sup>st</sup>, should be able to have a copy to everyone by June 12 meeting. Dan requested update on C. Gayner new property on McHenry Valley not being a permitted dump site. Bill said that he had spoken to him a few times and Gainer has cleared some up, but may write him a letter and will ask him to kindly move the process a little faster to clean it up.

Bill excused himself at 7:29pm

**Review of Abstracts:** Dan requested to know where the dog control reserve was listed on the budget and question of amount showing spent under Dog Enumeration. Clerk will follow up with Dan after speaking with Baldwin. Second bill from Khoeps also on the abstract (under category H).

A motion was made by Larry and seconded by Dan to approve Abstract #5 for May, 2018 for a total of \$23,524.97:

- General Fund A claims in the amount of \$10,593.92
- General Fund B claims in the amount of \$2,500
- Highway Fund DA claims in the amount of \$3,620.08
- Highway Fund DB claims in the amount of \$5,185.97
- Capital Project Fund H claims in the amount of \$1,625

The motion passed with all in favor.

### **New Business**

#### **Fire Chief:**

Brown out a couple of weeks ago caused a major situation as the generator didn't work causing the fire department to not be able to get into the fire house to open the doors, as they don't have the safety latches to use to open the doors without electric. The 7 firemen in attendance used pipe poles to put the doors up at that time. Overhead Door provided quotes for repairs on 2 of the doors' motors to be replaced and all 4 doors to have installed safety latches as well as a quote for chains to be able to open the doors without electric as opposed to using the poles.

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Alfred Almond Central School donated a previously used Generator to the Town of Almond per Dawn's understanding; however the Town hasn't received any paperwork at this time. Dawn requested that the Fire Chief find 2 additional quotes for the repairs to the doors. Additional priority should be given to get the generator hooked up.

Dawn made a motion to enter Executive Session at 7:55pm. Second Larry. The motion passed with all in favor. The regular meeting reconvened at 8:15pm

**Joint Municipal Update** – Discussing Town and Village contract and possible negotiations. It was noted that Bryan is currently the Town representative for the JM Board.

A motion to adjourn the regular board meeting was made by Dawn and seconded by Larry at 8:51 pm. The motion passed with all in favor.

Respectfully submitted,

Shelly Stevens  
Town Clerk