

ALMOND TOWN BOARD REGULAR MEETING

December 17, 2019

THE REGULAR MONTHLY MEETING of the Almond Town Board was opened at 6:39 pm by Supervisor Dawn Wildrick-Cole. Also present were Board Members Jo-Anne Freeland, and Larry Perry, Highway Deputy Superintendent Wayne Jefferds, Town Clerk Shelly Stevens, Village Board Member William Lockwood

Absent: Board Member Bryan Snyder, Highway Superintendent Jamie Mansfield, Codes Officer Bill Ells, and Deputy Town Clerk Arlene McMahan

Minutes: A motion was made by Dan and seconded by Dawn to accept the November minutes and the November Special meeting minutes. The motion passed with all in favor.

Supervisor: A motion was made by Dawn and seconded by Larry to accept the report with the exception of the JA and H funds which the Board needs further clarification on from the bookkeepers. The motion passed with all in favor.

Town Clerk/Tax Collector: A motion was made by Dawn and seconded by Dan to approve the November 2019 Town Clerk Report. The motion passed with all in favor.

Highway Superintendent:

- Plowed and sanded roads 14 different times
- Replaced Steel Hydraulic lines on underbody 05 sterling Dump body, also blew Front hydraulic line to front plow. Replaced Hydraulic tank that we couldn't get to stop leaking
- Cut trees on side bank that was leaning over the fire hall used bucket truck. Used the county chipper to clean up
- Been Out trimming trees along the roadside that hang low when snow weighs them down
- Mower installed on digger and is ready to mow some brush
- Put up snow fence on Gayhart.
- Worked on more locates for water. Wayne and Justin worked on village water leak at south end of town.
- Salt shed was filled with all the county and town sand salt.
- Changed a wing edge on 01 sterling
- Changed out Zone pump for the Clerk's office in the boiler room.

Larry noted that the Town of Almond Salt Shed houses salt for the Town of Almond, Village of Almond, Alfred-Almond Central School, as well as Allegany County.

Shelly noted that the Post Master wanted to relay what a great job the Highway employees do on plowing, particularly Bailey Hill Rd.

Codes Officer: No report was given

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Dog Control: Dan notified the Board of a Village resident complaint of dog barking. Dan has been checking issue for 3 months and has not been able to locate a dog barking issue

Review of Abstracts: Dawn made a motion to accept Abstract #12 for December 2019 for a total of \$463,430.97 with the following exceptions that Voucher #416 and #420 both be held and not paid at this time until further information is confirmed. Dan seconded the motion. It was also requested that Jamie confirm that Unifirst was notified that their contract will not be renewed as agreed upon in a previous meeting.

- General Fund A claims in the amount of \$15,453.53
- Highway Fund DA claims in the amount of \$36,183.00
- Highway Fund DB claims in the amount of \$14,400
- Capital Project Fund H claims in the amount of \$371,765.32
- Joint Municipal Fund JM claims in the amount of \$629.12
- Fire Protection District Fund SF claims in the amount of \$25,000

The motion passed with all in favor.

Proposed Resolutions:

- **Training:** A motion was made by Dawn and seconded by Dan to authorize attendance at January New Elected Official training for Dan, Shelly, and Bryan. The motion passed with all in favor.
- **Year End Meeting:** A motion was made by Dawn and seconded Jo-Anne to set a year end close out meeting for December 30, 2019 at 6pm. The motion passed with all in favor.
- **Credit Card Limits:** A motion was made by Dawn and seconded Dan to approve credit card purchase limit of \$350 and a total limit of \$1000, with instruction to follow the procurement policy and including that with supervisor approval the limit can be raised on a case by case basis. The motion passed with Jo-Anne voting Nay.
- **Credit Card Policy:** A motion was made by Dawn and seconded Dan to approve of credit card policy. The motion passed with Jo-Anne voting Nay.
- **Employee Unused Time:** A motion was made by Dawn and seconded Larry to approve of submitted rollover and payout of highway employees' unused vacation hours that was submitted by Highway Superintendent Jamie Mansfield. The motion passed with all in favor.

Jo-Anne requested a copy of the Town's Procurement Policy.

A request was made that the Town Clerk set up a binder with all current policies inside. Those policies then could be easily viewed at any time, as well as easily approved after review each January.

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A motion to move the meeting into Executive Session was made by Dawn and seconded by Larry at 7:41pm to discuss pending litigation. The motion passed with all in favor.

A motion to end Executive Session was made by Larry and seconded by Dawn at 7:58pm. The motion passed with all in favor.

A motion to adjourn the meeting was made by Larry and seconded by Dawn at 7:59 pm. The motion passed with all in favor.

Respectfully submitted

Shelly Stevens
Town Clerk