

## ALMOND TOWN BOARD REGULAR MEETING

June 18, 2019

The regular monthly meeting of the Almond Town Board was held at the Almond Municipal Building on the 18<sup>th</sup> day of June 2019. The meeting was called to order by Supervisor Dawn Wildrick-Cole at 6:00 pm. Present: Supervisor Dawn Wildrick-Cole, Deputy Supervisor Dan Hegarty, Board Members, Jo-Anne Freeland, Bryan Snyder, Larry Perry, Highway Superintendent Jamie Mansfield, Town Clerk Shelly Stevens, Deputy Town Clerk Arlene McMahon, Don Weiman, and Village Board Member Paul Gabriel and William Lockwood, Keith Stanley.

### Minutes:

- Joanne submitted a note to the Board:
  - Note from Jo-Anne Freeland:

6/18/2019

*I would like this document added to the May 2019 Almond town board Meeting Minutes.*

*It should be noted that the Boom truck purchased for \$5000.00 from Andover is red tagged and the boom is not working properly.*

*It should be noted that the purchase was made with little allowed discussion or plan on how to pay for it, and how to repair or where the funds would come from.*

*And when further discussion was attempted the Town Clerk (Shelly Stevens) stated, that is was too late, it was voted on and passed and there wouldn't be further discussion on it.*

*The town highway crew should be made aware of this prior to use, if it used by any of them without the proper training and safety harness approved by OSHA it should be at their own risk.*

*It should be noted that the Town Board approved with 3 voting Aye, 1 Abstaining (Brian Snyder) and 1 Nay (Jo-Anne Freeland), fully aware that this truck was red tagged and not working properly.*

*I would recommend that now that the Town has made this purchase a estimate on cost of repairs, the cost of safety harness and cost of training is obtained prior to use of this truck.*

*I also would recommend that future PROPOSALS of purchases are discussed fully and documents describing the items to be purchased with comparisons are presented to the board for review and then are voted on at the next meeting after the board has had the appropriate time to review and research these purchases.*

*Respectfully Submitted*

*Jo-Anne Freeland  
Town Councilperson  
Town of Almond, NY  
6/18/2019*

- Dan noted that it was discussed in the meeting that it had a hose damaged and that it does not affect what the Highway needs it for. Bryan wanted to know if it was safe, can it pass inspection? Jamie said yes, but would not pass electrical inspection which is not what it will be used for. Larry asked if the Boom truck was structurally unsafe? Jamie said not that he's aware of. The vehicle has passed as a man lift and passed DOT inspection. Larry noted that the vehicle would be only used as a man lift for tree cutting and hanging banners. Dawn stated that she believes the vehicle is a good purchase

## ALMOND TOWN BOARD REGULAR MEETING

June 18, 2019

although the board does note that there are safety concerns if used for other purposes than tree cutting and hanging banners.

A motion was made by Jo-Anne and seconded by Larry to accept Jo-Anne's note as well as Board response to go into the June minutes. The motion passed with all in favor.

A motion was made by Dawn and seconded by Larry to approve the May 2019 Minutes. The motion passed with all in favor.

**Supervisor:** A motion was made by Dawn and seconded by Larry to approve the May 2019 Supervisors Report and monthly budget. The motion passed with all in favor.

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

### **Highway Superintendent:**

- Ditch work on Clark road, Emerson road
- Graded Bert Harvey, Wyatt Road, Prior road, Higgins Hill Road, Cook, Downing Road, Rolled and brined
- Hauled Creek gravel from Almond Dam to pit had 6 trucks hauling in.
- Been screening gravel into Item 4
- Attended Highway school in Ithaca June 3,4, 5
- Attended meeting in Belfast to go over Snow and ice contract that is up with county.
- Mowing Road side, Bishopville, Bailey hill, Canaseraga Road areas.
- Had Annual MSHA Class in municipal building, other towns included, Alfred, West Almond, Canisteo, Greenwood
- Had MSHA inspection in the pit and paperwork in office. No citations
- I been asked to be a representative for towns in our district to talk to county about the snow and ice contract in Angelica on Thursday June 20. Current Rate is 3450 Per lane Mile. We plow 17.59 miles for the county

A motion was made by Dawn and seconded by Larry to approve May 2019 Town Clerk Report. The motion passed with all in favor. Larry also wanted to note that he is very pleased with the work of the Highway Department.

**Dog Control Officer:** No report given

### **Codes Officer:**

- Bill Ells was out of town for this meeting and had no report to submit

### **AACSA:**

## ALMOND TOWN BOARD REGULAR MEETING

June 18, 2019

- Dan stated that Rebecca Powell would like to put a bench in honor of her son, on a trail towards the ledges, which requires Town approval. Dawn noted that those trails are not as well maintained and would be up to the Powell family to maintain the bench (including winterizing the bench). Jo-Anne questioned the safety of the bench. Dawn will continue discussion with Rebecca. Jo-Anne requested that she bring a proposal to the Board. It was also mentioned that when ready and prior to install, the Highway Superintendent approve the safety of the bench.
- Installation Scoreboard on the Softball field - Softball is doing all of the work, just requested approval from AACSA and the Town. Note that Board is aware and has been informed.
- Jo-Anne and Dan commented dissatisfaction with porta-potty not being emptied often enough.
- Paul Gabriel brought up that wonders if there is enough garbage receptacles? Dan said he would take note back to AACSA
- Larry made note that he is very happy and proud of Almond of the Lions park and AACSA for what it does and offers for the youth of our community

### Review of Abstracts:

A motion was made by Dawn and seconded by Dan to approve Abstract #6 for June 2019 for a total of \$29,482.86 with the following change of Voucher #177 change to A7110.4. Dan requested that there be a A7310.4 youth program in 2020 budget. Jo-Anne requested that AACSA come to a meeting to update the Board on what they're doing and need to know what Town Board responsibilities are. Jo-Anne asked about creating credit card policy. Dawn will add to July meeting to discuss credit card policy.

- General Fund A claims in the amount of \$11,835.96
- Highway Fund DA claims in the amount of \$6,635.43
- Highway Fund DB claims in the amount of \$5,896.47
- Capital Project Fund H claims in the amount of \$115.00
- Joint Municipal Fund JM claims in the amount of \$5,000.00

The motion passed with all in favor.

### Proposed resolutions:

- Town Clerk/Tax Collector from elected to appointed: Motion by Jo-Anne and seconded Bryan to authorize the Supervisor to contact the attorney's office to prepare a local law to change the offices of Town Clerk and Tax Collector from elective offices to appointive offices. Motion passed with all in favor. Public hearing to be held June 18, 2019.
- Elected/Appointed Position: Motion by Dawn and seconded by Jo-Anne to approve of the Town Law to change the position of Almond Town Clerk from elected to an appointed position as of January 1, 2020, subject to public referendum
- Approval of sexual harassment policy: **tabled**. Shelly will forward email from NYS Association of Towns will possible policies for consideration.
- Approval of updated JM agreement: **tabled**

## ALMOND TOWN BOARD REGULAR MEETING

June 18, 2019

- Deputy Clerk pay: Motion by Dawn and seconded Jo-Anne to approval of proposal to pay deputy clerk at \$100 per day for scheduled coverage, as previously arranged and approved by supervisor, and \$20 per hour for any additional on-call services (death/marriage certificates etc), minimum two hours.
  - Additional vacation comments: Planned vacations (up to 1 week/7 days) clerk office can be closed, unexpected circumstances ok to close except for during Tax season - presumption is that tax season shifts will always be covered. Clerk's work day is to be listed as published hours.

### Old Business:

- Salt Shed: Good to move forward. Jamie informed board that project moving forward and projected to start middle of August. It is possible that Salt Shed may be complete to be used this upcoming season
- JM Contract: The JM contract was received late this evening and is tabled so that Board can review
- Baldwin/Bookkeeping: Every Board member has received a copy of the 2018 AUD and Baldwin informed that it has been submitted to the state. Joanne noted that last year nor this year have we contributed to the reserves. Arlene noted that Justin stated that we are ok and that fund balances are not overly high.
- Local Laws: Proposed local laws:
  - The Board is aware of the below local law hearing dates. Dawn informed the Board that she had requested that the lawyer provide hard (printed) copy of each law to the Board the month before its public hearing for review prior to the hearing.
    - ATV law, Site Plan Review : proposed public hearing of September 17<sup>th</sup>.
    - Proposed local laws: Best Value : proposed public hearing November 19<sup>th</sup>.
    - Proposed local laws: Animal Ordinance, Dual Position December 17<sup>th</sup>.
- NYS Archives Grant: Town Clerk received the following information regarding the grant that had been applied for records management, "After reviewing your proposal for a Local Government Records Management Improvement Fund (LGRMIF) grant, the New York State Archives, a unit of the NYS Education Department (SED) is pleased to inform you it has tentatively awarded your organization a grant in the amount of \$35145." Shelly will advise as process proceeds.

### New Business:

- None

A motion to move the meeting to Executive Session – employee history related - was made by Larry and seconded by Dawn at 7:30 pm. The motion passed with all in favor.

The meeting was called back to order and a motion to adjourn the meeting was made by Larry and seconded by Dawn at 7:58pm. The motion passed with all in favor.

Respectfully submitted,

**ALMOND TOWN BOARD REGULAR MEETING**

June 18, 2019

Shelly Stevens  
Town Clerk