

**ALMOND TOWN BOARD REGULAR MEETING**

May 21, 2019

The regular monthly meeting of the Almond Town Board was held at the Almond Municipal Building on the 21<sup>st</sup> day of May 2019. The meeting was called to order by Deputy Supervisor Dan Hegarty at 6:07 pm. Present: Deputy Supervisor Dan Hegarty, Board Members, Jo-Anne Freeland, Bryan Snyder, Highway Superintendent Jamie Mansfield, Town Clerk Shelly Stevens, Deputy Town Clerk Arlene McMahon, Town Codes Officer Bill Ells, Don Weiman, and Village Board Member Paul Gabriel and William Lockwood. Late Arrivals: Supervisor Dawn Wildrick-Cole and Board Member Larry Perry

**Minutes:** By request of Jo-Anne, it was requested that additions to the April minutes include requests to discuss and clarify reserves, that there were discrepancies with Baldwin not errors, and that the specific amount approved for the purchase of the Fire Department chains for doors was \$2,102. A motion was made by Bryan and seconded by Jo-Anne to approve the April 2019 Minutes. The motion with corrections included passed with all in favor.

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

- **Baldwin** - Baldwin issued additional monthly budget report with minor changes, A9060.8H removed and included(combined) into A9060.8, budget modifications and AUD discussed. Baldwin requested an extension to the state for the submission of the 2018 AUD.
  - **Budget modifications** - Justin and Ashley, representatives of Baldwin Bookkeeping service, presented proposed budget modifications (see image underneath). It was requested that budget code A1620.4B be changed to A1620.4A to ensure consecutive order as no .4A existed prior. Dawn and Arlene will be working on a Fund H budget for the Salt Shed grant. Justin noted that budget modifications should be made in advance, not post. A motion was made by Dawn and seconded by Larry to approve budget modifications. The motion passed with all in favor.
  - **Justice Audit** - Justin provided Baldwin audit report for 2019 Justice audit. A motion was made by Dawn and seconded by Jo-Anne to the 2019 Justice audit report. The motion passed with all in favor.

TOWN OF ALMOND

PLEASE MAKE THE FOLLOWING TRANSFERS AT YOUR 05/21/2019 MEETING:

GENERAL FUND - TOWNWIDE

<i>Transfer From:</i>	AUB	Unexp Balance	\$ 12,000.00
			<b>TOTAL:</b> <u>\$ 12,000.00</u>
<i>Transfer To:</i>	A1670.4	Central Print & Mail,contr Expend	\$ 500.00
	A1680.4	Central Data Process, Contr Expend	\$ 1,200.00
	A1920.4	Municipal Assn Dues, Contr Expend	\$ 800.00
	A5132.2	Garage, Equip & Cap Outlay	\$ 2,000.00
	A5132.4A	Garage Utilities	\$ 7,500.00
			<b>TOTAL:</b> <u>\$ 12,000.00</u>

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**Town Clerk/Tax Collector:** A motion was made by Dan and seconded by Jo-Anne to approve April 2019 Town Clerk Report. The motion passed with all in favor.

- **Hometown Hero Program finances:** Jo-Anne requested that a summary of income and expenses for the 2018/2019 Hometown Heroes program be brought to the next meeting by Shelly to verify that 2018 income meets 2019 expenses for the purchase of 12 new banners.

### **Highway Superintendent:**

- Ditch work on Brown road, Link Letter, Canaseraga road, twin valley, Whitney valley heights
- Graded North almond valley where road keeps sliding down the bank, Graded bush road up to plow turn around, Graded Brown road and Link Letter
- Hometown Hero Banners washed then installed on poles.
- Cut down 2 trees for village, 1 up on Crescent place other at corner of Union and Chapel. Installed 4 no parking signs on union street
- Hauled Creek gravel from Almond Dam to pit
- Been screening gravel into Item 4
- Attended Superintendents meeting in Almond at Mulheisen's
- All highway employee's attended Sexual Harassment class in Belfast fire Hall put on by the Highway superintendents Association.
- Attended the classes that were held in Houghton.
- Emerson road bridge is open and traffic is on it. Binder is down and looks good. Fished lack top will be soon.
- Sewer drain line plug at municipal building between building and septic tank. Got unplug with manual snake. Septic tank was half way up inlet pipe. Had Larry's latrines pump it. They will be Back Tuesday to pump the rest out their truck was full.
- Jamie also included in his report the need for a Sexual Harassment and Workplace Violence Policy per NYS and informed the Board that it is required that training for all employees be complete by October 2019. The Highway department has already completed their training.
- The municipal building had the septic tank pumped on 5/21/2019
- Chips – 2<sup>nd</sup> payment of 3 received. \$22,000 remaining of Chips funding for which the Highway Dept is researching projects.
- Total replacement of sidewalks on Chapel street, between Union and School St in the Village to be complete late summer/early fall per the request of Dennis George, Village Board Member.

**Dog Control Officer:** No report given

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### Codes Officer:

- Flaitz – No Update
- Permits issued - Alfred-Almond Bible Church to begin their large addition, new home construction to begin on Clark Rd, new cabin on Link Letter Rd, and addition at Barr residence in Bishopville.

### Review of Abstracts:

A motion was made by Dawn and seconded by Dan to approve Abstract #5 for 2019 for a total of \$30,881.78 with the following change of Voucher #161 to be changed to vendor Northern Supply. Suburban questioned in April meeting was not paid, error was made by Suburban. Jo-Anne brought up credit card usage, Larry noted that funds weren't being misused, Dan offered to contact NYS Assoc. of Towns to request samples of credit card policies so that the Board can work towards a policy in the future. Jo-Anne and Dawn agreed that credit card can be used for costs incurred for training courses, including hotel

- General Fund A claims in the amount of \$16,983.82
- Highway Fund DA claims in the amount of \$11,197.06
- Highway Fund DB claims in the amount of \$2,700.90

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.
- ATV law: Motion by Dawn and seconded Bryan to authorize the Supervisor to contact the attorney's office to prepare a local law A local law regulating use of "Limited Use Vehicles" and "All-Terrain Vehicles" on Almond Town roads. Additionally, discussed was that this law would allow the Town to be able to enforce insurance requirements, and registration if possible. Law would make clear to Town Justice and local law enforcement what is and is not an offense in regards to ATV/UTVs. Motion passed with Jo-Anne voting Nay.
- Deputy Supervisor Code: Motion by Dawn and seconded Larry to authorize the Deputy Supervisor Dan Hegarty access via personal door code to the Town Clerk's office. Motion passed with all in favor.
- Park Electric: Motion by Dawn and seconded Dan to improve installation of electric line at Almond Lions Park, accept the invoice of which the town will pay half of, and to modify budget to move \$425 from unexpended budget to A7110.4 parks and rec. Motion passed with all in favor.
- Bucket Truck: Motion by Dan and seconded Larry to purchase the Village of Andover Bucket truck in the amount of \$5,000, to be paid from budget line DA5130.2. Motion passed with Jo-Anne voting Nay and Bryan abstaining.

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### Old Business:

- Salt Shed: Project awarded to Eagle, additional paperwork to be filed by grant writers as Eagle is not a WMBE company
  - RAN funds currently in a CD which is set to expire - Dawn to renew CD unless Eagle requires a deposit. RAN funds are to be used to pay required expenditures
  - According to Eagle, Salt Shed wall installation will take approximately 10 weeks from start date to complete
- JM Contract: Dawn and Village Mayor John Meehan met to continue discussions. Dawn will be slightly tweaking the contract based on their discussion and will resubmit to all board members prior to next meeting
- DOT Speed Study – Shelly provided the Board with a copy of the NYS DOT investigation of speed limit on McHenry Valley Rd – Case #616-7020 File #02.16.180 completed in 2016. Board agreed not to request another study. The Board requested the Clerk reach out to the county regarding the investigation requesting that a "30 MPH sign at the village line is very weathered and should be replace, and A W3-5 Reduced Speed limit (30 MPH with the ahead arrow) ahead sign should be placed 435' to 525' in advance of the 30 MPH sign" to see if that could be completed.
- Cameras/Wiring: Internet – complete, Wiring - complete, Cameras - 2 not working, technology upgrade project with Matt Speed considered complete. Additional work if needed to be at an hourly wage.

### New Business:

- Culvert: Larry and Jamie discussed the addition of a another, smaller culvert to assist in drainage at 8121 Bishopville Rd. Jamie will proceed with the install.

A motion to move the meeting to Executive Session – employee related - was made by Dawn and seconded by Dan at 8:14 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 Dan and seconded by Dawn at 8:25 pm. The motion passed with all in favor.

Respectfully submitted,

Shelly Stevens  
Town Clerk