

ALMOND TOWN BOARD REGULAR MEETING

December 28, 2021

THE Regular Board Meeting was called to order by Deputy Supervisor Dan Hegarty at 6:12 pm with the Pledge to the flag. Also present were Board Members: Council members Bryan Snyder and Jo-Anne Freeland, Town Highway Superintendent Jamie Mansfield, Town Code Enforcement Officer Bill Ells, Village Board Member Bill Lockwood. Also in attendance were resident Nathan Woodruff, and Town Clerk Julie Phillips.

Absent: Town Supervisor Dawn Wildrick-Cole and Town Board Member Larry Perry

Minutes: A motion was made by Dan and seconded by Bryan to accept the November 2021 regular meeting minutes. The motion passed with all in favor.

A motion was made by Dan to approve the November 16, 2021 Executive Session minutes and was seconded by Bryan. The motion passed with all in favor.

Supervisor: Julie informed the Board that the Supervisor Report and the Line Transfers included in the middle of their packages have been replaced with updated reports which were sent late in the day. Jo-Anne asked about payments that come out of the JM accounts. Julie said that the costs are allocated to the A Fund, B Fund, etc. and a transfer is made from the appropriate JM account for the payment. A conversation was had regarding a voucher for the sealing of the municipal parking lot. Julie said she went through the Town abstracts and the Village records to be sure it was not previously paid. There was a discussion regarding the difference in the report capabilities between the Williamson Law Clerk Program and the program in the Highway Department. Although the Clerk program processes the vouchers and abstracts, it does not allow for reports to check if an invoice has been paid. It was suggested that Julie contacts Williamson to see if it is possible to add a module i.e. accounts payable to provide the helpful reports. It was suggested to schedule a meeting with Justin Bennett of Baldwin Business Services regarding the Line Transfers. There was no action taken on the Lines Transfers at this time. Dan motioned to accept the Supervisor's Report and was seconded by Bryan and passed with all in favor.

Town Clerk/Tax Collector: The Clerk informed the Board that an email was received from Southerntierwest regarding our website. They are working on coding the website so that the Town can upload minutes, notices, etc. instead of emailing the items to them. If the Town participates, there will be a \$90.00 discount on the yearly fees. A motion was made by Dan and seconded by Jo-Anne to accept the November 2021 Clerk's report. The motion passed with all in favor.

Dan stated that he spoke with Courtney from IB Designs regarding issues with the Town "@almondny.com" emails. One issue is that the mailboxes are not large enough for the volume of emails and attachments. Also, the email accounts need to be regularly cleaned up on the web.mail site.

Highway Superintendent:

- Highway Superintendent's report was submitted in writing is attached.
- Jamie stated there is no State bid for gasoline in Allegany County due to the small volume purchased. Short's Oil price for gasoline will fluctuate. Rinker will match the Steuben County bid. He has placed a call to Valley Propane & Fuel but has not heard back as of the meeting.

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Jamie said that some are using WEX card which doesn't charge tax plus gives a discount. There was a discussion as to control of use. A vehicle number and driver id number is required to use it. The monthly statement gives a complete accounting as to which driver and vehicle gasoline is purchased for. The Board agreed to have Jamie look into the Town obtaining an account.

Dan motioned to accept the Highway Superintendent Report. Bryan seconded and it passed with all in favor.

Dog Control Officer: Nothing to report.

Code Enforcement:

- Bill attended school in Rochester, so his required education for 2021 is complete. He will be attending another class the third week of March if it isn't cancelled due to Covid.
- Bill read his Letter of Resignation from the Planning Board as of January 1, 2022. He feels that it is a conflict of interest for him to be on the Planning Board and also be the Code Enforcement Officer for the Town. He mentioned that both he and Dan have someone in mind to replace Bill on the Board. If the Board agrees, Dawn Wildrick-Cole will be appointed to the Planning Board.
- Bill states the Planning Board is still 6 months before the new plan is complete.
- Court is scheduled for December 29, 2021 for the Flaitz matter.

Review of Abstracts: A question was asked about Voucher #436 to NYALGO. It is an organization regarding local government records management. It was decided to not renew the membership. Jo-Anne asked about the Integrated Systems voucher. It was explained that it is the monthly hosting fees and is split on the voucher for the Town and Village share for clarity. It also aids in invoicing the Village for reimbursement. Jamie asked if a work order was sent for approval for the time spent on the highway computer issues.

- General Fund A claims in the amount of \$31,444.00
- General Fund B claims in the amount of \$531.80
- General Fund DA claims in the amount of \$69,002.49
- General Fund DB claims in the amount of \$19,965.00
- Joint Municipal Fund JM claims in the amount of \$895.00
- Fire Protection District SF claims in the amount of \$0

Dan made the motion to approve Abstract #12 in the total amount of \$121,838.29 excluding Voucher #436 to NYALGO. Bryan seconded. The motion passed with all in favor.

Proposed Resolutions: None

New Business:

- Town Assessor had sent an e-mail regarding Executive Order No. 11.1 by Governor Hochul. This Order allows assessing units the option to eliminate the renewal application requirement for 467 and 459-C

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tax exemptions. The Assessor asked the Town to consider passing a resolution to allow the exemptions to be renewed without filing applications. Jo-Anne motioned for the Town to pass a resolution to opt in as stated above. Dan seconded the motion and it passed with all in favor.

- Remote access to computers – Julie gave information regarding the need for remote access to the cloud. For example, Jamie needing to take his laptop to meetings, classes or needing it in the field when dealing with FEMA, etc. She presented a quote from Integrated Systems for a monthly fee of \$7.95 per month per computer needing remote access. Discussion ensued regarding the Recovery Funds and the balance showing on the monthly report from Baldwin Business Services. Dan motioned for the Town to approve 2 remote VPN connections for the Highway and Clerk computers. Jo-Anne seconded and the motion passed all in favor.

Old Business:

- Budget Modifications – Jo-Anne asked about JM amounts. The amount was from the gutter and roof repairs on the Fire Hall and Municipal building. Dan asked Jamie about the amount for Garage Contractual. Jamie stated it was for the cameras. Discussion included Dan stating he wanted to encumber \$2,000.00 from the 2021 Attorney Contractual for use in 2022 for completion of the Solar/Wind Local Law which has not been completed this year. The Modifications have been tabled until a meeting with Baldwin Business Services can be scheduled. A Special Meeting has been scheduled for Wednesday, January 5, 2022 at 6:00 pm. Julie will post a Legal Notice for the meeting.
- Dan made a motion to encumber \$2,000.00 for attorney fees for things that need to be completed in 2022. Bryan seconded the motion. Dan and Bryan voted “aye”, Jo-Anne voted “nay”.
- Highway internet access – the issue with the service for the Highway Department is that it is a dynamic service. This causes the IP address to change every 2 weeks. This creates an issue for the Highway computer to access the cloud. Jamie contacted Frontier. The current plan is a residential account. A commercial account would be \$59.99 monthly plus \$5.00 a month for a static IP address. This will solve the access issues currently experienced. Dan motioned for an internet upgrade in the highway building with Frontier. Jo-Anne seconded the motioned and it passed with all in favor.
- Solar Policy – has been tabled to another meeting.
- No smoking/No vaping signs for the parks have been ordered.
- Park Cameras – At the time of the meeting, there is no stock available.
- Door locks – Dan will contact the locksmith again.

At 7:50 pm Bryan motioned to adjourn the meeting. Jo-Anne seconded and passed unanimously.

Respectfully submitted
Julie Phillips
Town Clerk