

ALMOND TOWN BOARD REGULAR MEETING

August 17, 2021

THE REGULAR MONTHLY MEETING of the Almond Town Board was opened at 5:58 P.M. by Deputy Supervisor. Also present were Board Members: Bryan Snyder, Larry Perry and Jo-Anne Freeland, Village Mayor John Meehan, Village Board Members Bill Lockwood and Paul Gabriel, Resident Keith Stanley, and Dave Burns representing AACSA. Patrick Cahill from Integrated Services was also present.

Absent: Supervisor Dawn Wildrick-Cole, Codes Enforcement Officer Bill Ells

- Patrick Cahill presented proposals and quotes regarding an IT upgrade for the Town and Village. Copy of the proposal and quotes are attached.
- It was determined that a joint project is less costly than the Town and Village upgrade as separate projects.
- Backups are done 7 days a week for both the Town and Village computers.
- The security will allow both municipalities the ability to accept credit card payments for items such as water bills, dog licenses, and taxes for the convenience of our taxpayers. Julie understands that the municipalities will be able to charge customers a service fee equal to the amount of the credit card processing fee. Julie gave everyone present information from the US Treasury and NYS that the upgrade should be able to be paid from the ARPA funds. She is registered for a webinar on the use of ARPA funds.
- Questions were raised and answered regarding one-time, annual, and monthly fees.
- There will be a total of have computers on the licenses. The Village has 2 and the Town has 3 including a new laptop for the Supervisor/Board use. If needed an additional license can be purchased for the Assessor laptop. The Court computer is not included as it is maintained by the State.
- The Professional Services Agreement was discussed, cost vs hours. Used hours do not expire. A new plan does not need to be purchased until out of hours.
- Town and Village files will be inaccessible to each other municipality.
- PSA cost may be covered in the ARPA funds bought at the initial setup.
- Discussion was had about the storage usage of the server by each Municipality.
- Discussion about the initial cost, and then yearly amounts to budget.
- Paul asked about turnover of employees at Integrated Systems.
- Julie asked for references.
- Minimum charge for service is 20 minutes.

There was a discussion regarding the money from the sale of fencing at GNP being deposited in the Town account due to the vendor not responding to request to re-issue the check to AACSA. The Town will issue a check for \$176.60 to AACSA for the funds.

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Budget Modifications: Jo-Anne expressed that on the Budget Modifications, Baldwin's has money coming out of CHIPS to pay for the new truck. There was not a vote at the Public Hearing regarding transferring funds from the Equipment Reserve to pay for the truck. A motion was made by Dan and seconded by Larry to transfer the funds. Passed all in favor. Julie will revise the Public Hearing minutes and send it to BBS to correct the Budget Modifications for the Highway. The modifications were tabled until the September 2021 meeting.

Discussion ensued regarding various errors by the bookkeeping firm including payroll. Julie said that if Jamie sends the Highway employee hours, she will double check the payroll reports immediately upon receipt for accuracy. Julie said it was her understanding that BBS no longer does payroll in house, that it is prepared by Paychex. If so, if hours are being entered online, it is easy to make an error when entering numerous pay categories for an employee. Julie suggested finding out if payroll is being done in house at BBS; if not, it may be more cost efficient to do payroll directly with PayChex. Baldwin issue is to be discussed later.

Minutes: Dan gave an update regarding the Park vandalism. A motion was made by Bryan and seconded by Larry to accept the June 2021 regular meeting minutes with the noted correction referencing the Executive Session held. The motion passed with all in favor.

Discussion was had regarding whether the funds taken from the Equipment Reserve needs to be repaid. According to the Reserve "Manual" issued by NYS; only funds from a Snow and Ice Reserve need to be repaid.

Jo-Anne asked if the Town Clerk gmail account has been discontinued. Julie is informing all entities/persons that are sending to the gmail account, the new email address. This is taking time to accomplish. There was a conversation about the problems with the current email system i.e Board members not getting emails timely or at all was discussed. The email problems should be resolved with the IT upgrade. Motion to approve the minutes was made by Dan and seconded by Larry. Passed all in favor.

Public Hearing Minutes: Jo-Anne asked to have the Public Hearing minutes corrected to use the Reserve money to pay for the new truck. Motion mad by Jo-Anne and seconded by Bryan to accept the Public Hearing Minutes with the noted corrections. Passed with all in favor.

Jo-Anne requested a copy of AACSA Balance Sheet. Jo-Anne wanted to know what happened to fees paid for participation before the Covid shut down. Quentin responded some parents wanted a refund; others wanted the fees to be held for this year. Jo-Anne stated AACSA needs to provide Financial Statements regularly.

If the grant for the project is awarded, a Resolution accepting it will be necessary.

A question was raised regarding a statement on the playground conceptual plans about supervision. The discussion regarding the "supervision caveat" is believed to be boiler plate liability statement for the designer.

Supervisor: A motion was made by Dan and seconded by Larry to accept the July 2021 Supervisors Report and Monthly Budget. The motion passed with all in favor.

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Town Clerk/Tax Collector:

- Julie gave an update on DECALS. NYS will not accept new applications for Sales Vendors until after December 1, 2021.
- Gave an update on schooling (Webinars through OSC and other entities). Julie did not attend the schooling that was approved at the July 2021 meeting due to cost, curriculum, and length.
- Julie stated that effective September 1, 2021, the Town Clerk's office will be open Wednesday evenings from 6 – 8. She will post notices to inform residents of the additional hours, and will have the website changed to reflect the same. Also, in January 2022, the office will be open every Saturday for property tax payments and then starting February 2022, the 1st and 3rd Saturdays of each month.
- Dan asked about the security deposit amount on the clerk's report being \$60.00. It was explained the person who rented the room only had \$20.00's and petty cash was unable to break the \$20.00 into smaller amounts.
- Jo-Anne asked about the credit card. Discussion that after the IT upgrade is completed, the Town Clerk may not need it. However, the Highway Supervisor may get one in the future for an emergency such as running out of fuel which has happened in the past. The credit card issue has been tabled for the time being.

A motion was made by Larry, seconded by Jo-Anne, and to accept the July 2021 Clerk's report. The motion passed with all in favor.

Dave Burns-AACSA:

- He emailed the Financial Reports to the Clerk.
- Basketball season was not affected by COVID. Softball and Baseball registrants were given the choice of refund or rollover fees to this year. Most requested the rollover. Soccer registration was done online and went smoothly. Will continue to offer online registration.
- Discussion was had regarding the different sports were separate financial entities.
- Jo-Anne asked why if there is a surplus in an account, the Town was asked to provide money. The amount requested from the Town was if the AACSA received the grant applied for, there may be matching funds needed. The matching funds may be satisfied by "in kind".

Highway Superintendent:

- Highway Superintendent's report was submitted in writing.
- Larry asked Jamie about the Highway Expenses. It was determined that Julie did not filter the abstract correctly.
- Jamie wants to add work on Clark Rd, Clark Extension and Donnelly road to CHIPS at an estimated cost of \$51,000.00. The Highway Dept has done approximately \$100,000.00 worth of CHIPS work so far.
- There has not been any progress on the shop door.
- Jo-Anne asked about reimbursement for CHIPS. Jamie said it should be received about the middle of September.

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- Jo-Anne questioned the amount received from CHIPS listed on the monthly report. Jamie said he is the payment he has submitted for this year. He will submit the next one in November. Jamie will look into the \$30,000.00 + number listed on the Monthly report.
- Jo-Anne made the motion for Jamie to add the additional roads for \$51,000.00. Dan seconded the motion. The motion passed with all in favor.

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

Dog Control Officer: Nothing to report.

Codes Officer: Nothing to report. Written report was not given.

Review of Abstracts:

- Dan asked about the fan and the account number 1620.4 on the abstract. Should it come out of the JM Fund? Jamie understood that the General Fund pays then JM Fund reimburses. Jo-Anne suggested that Dawn explains the procedure.
 - Jo-Anne asked about the A615 account is due to the vouchers (and Abstract) for return of Security Deposit. Julie explained that Security Deposits are not income and should be on the balance sheet as A615 as they will be returned to the customer. Therefore, when deposits are returned, the money comes from the same account decreasing the liability. BBS evidently shows the Security deposits as Rental income which it is not.
 - Dan asked about the Northeast Invoice for printer ink. That is for the Highway Department.
 - Julie mentioned that prepaid voucher 252 – the check had still not been received from BBS. It was initially sent to BBS on August 10th. BBS had cut a duplicate check for a different prepaid. Julie informed BBS the second check needed to be voided and a check issued for voucher 252. Sent voucher again on 8/17. Will contact BBS in the morning regarding the check.
 - Dan made a motion to accept Abstract #8 for August 2021 for a total of \$17,185.30. Larry seconded the motion. The motion passed, all in favor.
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- General Fund A claims in the amount of \$3,946.50
 - General Fund B claims in the amount of \$105.54
 - General Fund DA claims in the amount of \$4,330.18
 - General Fund DB claims in the amount of \$8,803.08
 - Joint Municipal Fund JM claims in the amount of \$0
 - Fire Protection District SF claims in the amount of \$0

Dan motioned to accept the Abstract. Larry seconded. The motion passed with all in favor.

At 8:17 Dan wanted to go into executive session regarding the Assessor. Larry made a motion to adjourn to Executive Session, Dan seconded, passed all in favor.

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8:30 The Board returned to regular session.

ARPA Funds, both the Town and the Village need to register with Sam.gov and another federal website to submit reports. Dan and Julie will go over the requirements during normal business hours.

Old Business:

- Additional Camera purchase for the park due to vandalism. Dan is still waiting for a quote.
- IT Contract – There needs to be a Joint Public Hearing with the Town and Village. Also is PSA contract is approved use of the Stimulus?
- Julie will schedule and post a Notice for a Special Joint Meeting on August 24, 2021 regarding going forward with the IT upgrade.
- Solar Policy – This item will be brought up again at the September 2021 meeting.

New Business:

- The Board wants the Assessor to return to the office in Almond. Dan will speak with the Assessor to see if it is viable for her to return to the Almond office and why the Board wants the Town hours to resume. Dan made a motion to speak with the Assessor and Jo-Anne seconded it, passed all in favor.

A motion to adjourn the meeting was made by Dan at 8:31 pm. The motion passed with all in favor.

Respectfully submitted
Julie Phillips
Town Clerk