THE Regular Board Meeting was called to order by Supervisor Dan Hegarty at 6:03 pm with the Pledge to the flag. Also present were Council members Bryan Snyder, Jo-Anne Freeland, and Nate Woodruff, Town Highway Superintendent Jamie Mansfield, Village Board Member Bill Lockwood. Also in attendance were Keith Stanley, and Town Clerk Julie Phillips.

**Absent:** Town Council Member Larry Perry and Town Code Enforcement Officer Bill Ells.

Dan wanted to start the meeting with recognizing Former Town Supervisor Dawn Wildrick-Cole for her service to the town. Dawn did not make it to the meeting, so Dan asked someone to take a picture of the cake so it could be sent to her.

**Minutes:**

A motion was made by Dan and seconded by Jo-Anne to accept the February 15 2022 minutes with the corrections to the preliminary minutes sent to the Board prior to the meeting. The motion passed with all in favor.

**Supervisor**:

Jo-Anne asked about Town tax monies not showing in a Fund yet. Julie explained that as she gave Dan checks for taxes monies, she just went down the lines allocating it to the different Funds. It was Julie's understanding from the Tax Collector handbook and training that the Town warrant gets satisfied first, then remaining monies collected go to the County.

A discussion was held regarding how current the figures on the Supervisor's and Monthly Budget reports are; and if moving the date of the meeting would allow for more current numbers. Due to the Abstract needing to be approved, submitted to the bookkeeping firm for the issuance of checks, it is nearly impossible to have current figures for the month of the meeting. It is understood that the budgetary numbers at meeting will always be the prior month.

Dan motioned to accept the Supervisor's Report and Jo-Anne seconded it. The motion passed with all in favor.

**Town Clerk/Tax Collector**:

The Clerk reported she had contacted Community Bank regarding doing remote deposits for the Tax Collector and Town Clerk Accounts, especially with the legal time frames imposed by the state. Julie gave the 3 options given by Community Bank, none of which were feasible due to lack of security, costs, or limits on the amount of funds deposited.

Julie had contacted Five Star Bank where the Town has its operating accounts. The current scanner the Supervisor uses to deposit funds into the operating accounts can be shared with the Clerk/Tax Collector. Each would have their own token for access, and neither would have access to the others' account. There would be no charge for this.

With permission for the Supervisor with a letter authorizing such, Julie wrote a check from Community Bank in the amount of $54.25 (the carrying balance) from the Clerk's Account and opened an account at Five Star Bank. No funds were needed to open the Tax Collector account.

Julie informed the Board that on February 15, 2022 she opened a notice from Community Bank the Clerk Account was overdrawn for two checks totally $1,850.00. The numbers of the overdrawn checks was still in her possession and had not been written out. She met with the branch manager on Friday with the blank checks in question along with a copy of a voided check with her signature. The scanned images of the checks did not match valid checks; were written to a private individual which is never done with the Clerk Account and were remotely deposited. Julie signed an affidavit of Fraud/Forgery for each check with the bank so the bank's Fraud unit could investigate, and the Town be held harmless for the amounts. Julie and Dan contacted the NYS Police to file a deposition regarding this. The investigator was given copies of the checks from the bank, copies of the blank checks in question as well as the voided check. She also said that she received a call later that day from the investigating officer that BCI determined there was enough of a resemblance to her signature that she was asked if she wanted to file and pursue criminal charges of forgery. Julie met with the officer Saturday morning to file the criminal complaint.

Julie is also going to check into what she thinks is called “Sure Pay'' with Five Star Bank where any checks presented are checked into this system to be sure that it hasn't already been paid. This service is free to the Town. Dan also mentioned Five Star will accept property tax payments at no charge. Julie will also check into this for next year.

Town Clerk's office has not had much activity other than certified copies of Death Certificates. Very few dog license renewals or applications.

Dan motioned to accept the Town Clerk's Reports. Jo-Anne seconded, and the motion passed with all in favor.

**Highway Superintendent:**

* Superintendent’s written report was submitted.
* Jamie ordered one tank of gasoline.
* Highway Superintendent reported the WEX Fuel cards have been received.
* Jamie got an estimate for the excavator, have been having trouble with it in driving mode. He stated the speed of the excavator when traveling varies and at times will slow down to a stop almost instantly then pick speed back up. Technician has been out a number of times testing it and changed parts but is still unable to determine the cause. The technician has been working with the engineers (while on the phone) performing tests. The engineers want the machine in the shop in Batavia to tear apart the hydraulic drive motor. The engineers have narrowed the problem down to the hydraulic drive motor and the estimate to fix it is $8,750.00 to fix. The machine has 9,044 hours on it and the Town has already spent over $3,600.00 to repair it. Without the repair, it is unknown how long it the excavator will last. The shop currently has the parts available to fix and would take 2 to 3 weeks to be completed. The County will haul the machine to Batavia. The Board wanted to know about the timing of transporting and repair. Jamie said the Town will clean the excavator before sending it to the shop. The shop will steam clean after the repairs to insure there are no leaks. It was decided to fix the excavator due to cost and length of time to replace the current one.
* Bryan motioned to fix the excavator; Jo-Anne seconded the motion. Passed all in favor.

**Dog Control Officer**: Nothing to report other than working a number of cruelty issues.

**Code Enforcement:**

* There wasn't a report left from the CEO. However, he did call the Town Clerk to check in. He said there was nothing going on at this time.

**Review of Abstracts**:

* General Fund A claims in the amount of $4,778.12
* General Fund B claims in the amount of $215.28
* General Fund DA claims in the amount of $26,466.05
* General Fund DB claims in the amount of $0
* Joint Municipal Fund JM claims in the amount of $0
* Fire Protection District SF claims in the amount of $0

After review and questions, including the amount charged to change the locks on the kitchen and main door. Jo-Anne asked about the health insurance costs. There was an issue with health insurance for the union highway employees for the December 2021 payment. Dan explained that he and the clerk had numerous conversations with Baldwin Business Services regarding the December 2021 payment that had not made, even though Baldwin BS insisted it had. Jo-Anne noted that the referenced payment was coming out of A Fund instead of DA. Julie will contact Baldwin to get it corrected. How notice of the December payment for the union payment had not been submitted was an email from Amy at the Teamsters. She had January and February payments but not December. It appears that the check number BBS stated paid the December payment had not been received by the Clerk and did not clear the Town Operating Account. Callie did send the check to be printed and signed on February 15. Julie called the union to let them know it was being mailed the same day. Jamie asked if the Clerk gets the invoice for the monthly union dues. She stated that she does not get them until she receives the check to print from BBS. There was a question regarding the amount of the National Fuel amount.

Dan made the motion to approve Abstract #02 in the total amount of $31,459.45. Bryan seconded. The motion passed with all in favor.

**Proposed Resolutions:** Resolution No. 2022-03 – Resolution to assign working Hours for Town Assessor

Dan made a motion to approve Resolution 2022-03, seconded by Nate and signed and passed with all Board Members in attendance in favor.

Dan and Jo-Anne will speak with the Assessor at Town of Alfred during her hours there regarding the resolution exempting persons from having to renew their property tax exemptions as well as holding hours at the Almond Municipal Building.

**New Business:**

* Dan informed the Board that the Justice is training Rick Torrey as Court Clerk.
* The approval of Town Policies has been tabled until everyone can be at a workshop to review and approve.
* Kitchen – Dan replaced the plumbing under the sink due to a number of leaks. A used electric stove in good condition was donated by a relative of Dennis George. It was noted that the kitchen needs to be cleaned and/or painted as well as the cabinetry either replaced or the doors replaced. The ceiling tiles need to be replaced. It recommended that additional electric lines are run into the kitchen due to the alarm monitor being on the same circuit. The breaker for the line has kicked off on occasion when the Community Room and kitchen have been in use for various functions. Dan asked for approval from the Town Board to agree with the Village Board to upgrade the kitchen using Joint Municipal money. The Boards will look into the cost to upgrade the electric and replacing cabinets in the kitchen. Bryan motioned to get prices.
* Spectrum Phone Upgrade – Dan presented the Board with estimates for replacing the current Town and Village telephone systems. The current Town system is CallCentric, while inexpensive, the call quality is horrible and unreliable. The Village currently pays $93.00 to $95.00 per month for 1 line through Frontier. Jo-Anne asked if a new phone system needs to be put to bid. Dad stated he did. Frontier quoted $40.00 per month for each phone line. Armstrong was an extremely higher amount. The system quoted through Spectrum is what many municipalities use. The phones have voice mail and are Bluetooth compatible. Headsets can be purchased for $20.00 or more depending on quality and capabilities. Jo-Anne asked about budget issues with the additional costs. The actual installation should be able to be paid from the Covid Relief funds due to new guidance issued. Dan is going to find out about the cost for a line for the fax. It was discussed that the Fire Department only needs a basic phone on an extension from one of the Village lines. Dan mad a motion to move forward with upgrading the municipal phones systems to Spectrum. Jo-Anne seconded it and it passed with all in favor. Jamie asked about looking into changing the Highway Department phone to Spectrum also since there is a cable for television already at the building. Dan will look into it.

**Village Resident:** Nothing to report.

**Fox Financial:** It had been previously decided to wait to switch the bookkeeping to Fox Financial from Baldwin Business Services until after the Clerk/Tax Collector audit had been done. Due to additional issues with BBS, Dan wants to see if Fox Financial will perform the audit, and if so, the additional cost.

**Old Business:** None

Dan asked if anyone had any other business they would like to address.

The Board went into Executive Session at 8:14 pm for a personnel wage discussion.

The Board returned to Regular Session at approximately 8:25 pm.

The wages for the minimum wage employee was raised to the NYS minimum.

At 8:30 pm Dan motioned to adjourn the meeting. Jo-Anne seconded and passed unanimously.

Respectfully submitted

Julie Phillips

Town Clerk