

TOWN OF MALONE
REGULAR MEETING
January 26, 2022

A Regular Meeting of the Town Board of the Town of Malone, County of Franklin and the State of New York was held at the Town Offices, 27 Airport Road, Malone, NY on the 26th day of January 2022.

PRESENT: Andrea Stewart Supervisor
Terry Maguire Deputy Supervisor
Jody Johnston Councilor

ABSENT: Brian Taylor Councilor
Paul Walbridge Councilor

ALSO PRESENT: Denice Hudson, Budget Officer
Jean Marlow, Town Clerk
Alex Violo, Malone Telegram
Bruce Burditt, Airport Manager
Mike Andrews Superintendent
John Manley, Malone

Supervisor Stewart called the Regular Meeting to order with the Pledge of Allegiance.

MINUTES:

RESOLUTION 34 - 2022 – Minutes

On a motion of Deputy Supervisor Maguire seconded by Councilor Johnston the following resolution was

ADOPTED Ayes 3 Stewart, Maguire, Johnston
Nays 0

Resolved to approve the following minutes:

January 12, 2022 – Organizational and Regular Meeting

REPORTS:

RESOLUTION 35 - 2022 – Reports

On a motion of Councilor Johnston seconded by Deputy Supervisor Maguire the following resolution was

ADOPTED Ayes 3 Stewart, Maguire, Johnston
Nays 0

Resolved to approve the following reports:

NYS Comptroller, Justice Court Fund – December 2021

SUPERVISOR REPORT:

RESOLUTION 36 - 2022 – Taxiway A Rehabilitation (Design) Grant

On a motion of Deputy Supervisor Maguire seconded by Councilor Johnston the following resolution was

ADOPTED Ayes 3 Stewart, Maguire, Johnston
Nays 0

Resolved to approve and give permission for Supervisor Stewart to sign the grant application for Taxiway A Rehabilitations (Design) Grant. The total project cost is \$ 101,731.00; the Town portion is \$5,087.00.

RESOLUTION 37 - 2022 – Taxiway A Rehab (Design) Engineering Services Agreement

On a motion of Councilor Johnston seconded by Deputy Supervisor Maguire the following resolution was

ADOPTED Ayes 3 Stewart, Maguire, Johnston
Nays 0

Resolved to approve the Engineering Services Agreement for the Taxiway A Rehabilitation (Design) project.

A reasonable fee letter will be sent to the FAA.

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RESOLUTION 38 - 2022 – Airport Perimeter Fence, Phase I (Design)

On a motion of Councilor Johnston seconded by Deputy Supervisor Maguire the following resolution was

ADOPTED Ayes 3 Stewart, Maguire, Johnston
Nays 0

Resolved to approve and give permission for Supervisor Stewart to sign the Airport Perimeter Fence, Phase I (Design) Grant application. The total project cost is \$ 83,604.00; the Town portion is \$4,180.00.

RESOLUTION 39 - 2022 – Airport Perimeter Fence, Phase I (Design) Engineering Services Agreement

On a motion of Deputy Supervisor Maguire seconded by Councilor Johnston the following resolution was

ADOPTED Ayes 3 Stewart, Maguire, Johnston
Nays 0

Resolved to approve the Engineering Services Agreement for the Airport Perimeter Fence, Phase I (Design) project.

A reasonable fee letter will be sent to the FAA.

RESOLUTION 40 - 2022 – Airport Lighting & Signage Improvement (Construction)

On a motion of Councilor Johnston seconded by Deputy Supervisor Maguire the following resolution was

ADOPTED Ayes 3 Stewart, Maguire, Johnston
Nays 0

Resolved to approve and give permission to Supervisor Stewart to sign the pre-application for the Airport Lighting & Signage Improvement (Construction) grant. The total project cost is \$1,100,000.00; the Town portion is \$ 55,000.00.

SUPERINTENDENT OF HIGHWAYS:

The new on call policy is going well.

When the roads do not need it the highway crew is plowing, salting and sanding intersections only.

The meeting about highway radios was moved to tomorrow.

Superintendent Andrews is looking for suggestions or referrals for a steam boiler technician.

BOARD MEMBER / COMMITTEE ITEMS:

Deputy Supervisor Maguire appreciates the highway crew burning wood in an effort to save money.

CORRESPONDENCE:

From Liberty Utilities: Emergency Personnel List.

From Franklin County Legislature: 2022 Statement of Taxes & 2022 Equalization Table.

From Charter Communications: Upcoming Changes.

NEW BUSINESS:

RESOLUTION 41 - 2022 – Journal Entry

On a motion of Deputy Supervisor Maguire seconded by Councilor Johnston the following resolution was

ADOPTED Ayes 3 Stewart, Maguire, Johnston
Nays 0

Resolved to give permission for the Budget Officer to make the following Journal Entry as Per Comptroller Notice for December 2021: From A690 Clearinghouse \$8,276.50 to A980 Revenues \$8,276.50 (A2610 court fines & fees).

RESOLUTION 42 - 2022 – Fixed Asset Policy

On a motion of Supervisor Stewart seconded by Deputy Supervisor Maguire the following resolution was

ADOPTED Ayes 3 Stewart, Maguire, Johnston
Nays 0

Resolved to adopt the following Fixed Asset Policy:

**Town of Malone
Fixed Asset Policy**

Content

- 1. Purpose**
- 2. Definitions**
- 3. Responsibility**
- 4. Tagging & Identifying Assets**
- 5. Transfer & Disposition of Assets**
- 6. Physical Inventory**

1. Purpose

The purpose of this policy is to set forth the regulations and procedures governing the control and reporting of capital assets. It is intended to assist personnel in implementing and maintaining an effective property control program. The implementation of an effective and accurate process for tracking fixed assets is necessary for several reasons:

- The Town of Malone prepares financial information using the Generally Accepted Accounting Principles (GAAP). Government regulations require us to track an asset's cost, depreciation, and the disposal of the asset. Assets that will be depreciated have been categorized and assigned a depreciation life.
- Asset records are utilized for insurance purposes. In the event of a loss it is necessary to have an accurate record of the asset to ensure adequate insurance coverage of the item lost.
- The most important reason is accountability. Assets are purchased using taxpayers' funds. It is important to have a process in place to account for the use of taxpayers' funding

2. Definitions

Capital Assets

Refers to real or tangible property having:

- A value greater than or equal to \$1,000 and having an estimated useful life of greater than one year from the time of acquisition.
- Assets to include:
 - Machinery & Equipment
 - Buildings
 - Land
 - Infrastructure
 - Construction in Progress

3. Responsibility

Asset Control Manager

The Asset Control Manager is responsible for the following:

- Conducting asset audits and physical inventories
- Recording asset acquisitions, transfers, and disposals.
- Creating and maintaining Asset Cards for all Machinery & Equipment, Buildings & Land
- Updating and maintaining the Asset Inventory Software as the master record of all Town of Malone assets.
- Is responsible for administering this policy and related regulations and procedures.

Department Supervisor

The Department Supervisor is responsible for custody and control of assets assigned to the applicable department/facility. For the purpose of this policy, the following Town Officials shall be considered Department Supervisors: Budget Officer/Deputy Supervisor, Town Clerk/Receiver of Taxes, Superintendent of Highways, Assessor, Code Officer, Airport Manager, Town Justice(s).

4. Tagging and Identifying Assets

All equipment with a replacement value above \$1,000 must be *tagged* with a property tag. Such assets including, but not limited to:

- Vehicles, Machinery & Equipment
- Furniture, Electronics & Office Equipment

Assets *identified* and assigned a unique number instead of a property tag are:

- Buildings
- Land
- Infrastructure
- Construction in Progress

Asset Cards will be created and maintained for all *Machinery, Equipment, Buildings & Land* and will include all pertinent information on the asset.

Fixed Asset Inventory Software will be utilized and maintained as the master record for all fixed assets.

5. Transfer and Disposition of Assets

In order to maintain accurate asset records, transfer and disposition of assets shall be reported to the Asset Control Manager promptly. The Department Supervisor transferring or disposing of assets stolen, destroyed, surplus or traded shall complete a disposition form for each asset no longer in the custody of their department.

6. Physical Inventory

A Physical inventory will be conducted annually for all tagged assets.

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