**Supervisor Gustafson Financial / Business Report / Committee Reports**

**Committee Meeting Notes January 2018**

**Town of Roseboom Committee Meeting Date: Jan. 05, 2018 Loc: Town Office**

Present: Supervisor Gustafson, Councilperson Schecter, Councilperson Diamond II, Deputy Supervisor VanDewerker, Council Person Gage

Excused/Absent: none

Other Present: Highway Superintendent Mitchel Vanburen , Assessor Doug Gohde, Code Officer Lloyd Stannard

**ITEMS OF DISCUSSION**

**HIGHWAY --- CONTRACTS, ROADS, EQUIPMENT, BUILDING, CHIPS**

* **County Snow & Ice Contract 2017-2018:** The contract will be a forced account to include Labor, Fringe, Materials,, Equipment Rental reimbursement(s). Hwy Superintendent received the 2017/2018 Snow & Ice Contract. Town Board to approve (Resolution #7) at the December 2017 Town Board meeting**. Supervisor had Contract signed, notarized, sealed and submitted with resolution to the County DPW.**
* **NYS DOT Snow & Ice Contract 2016/2017¨**Supervvisor met/discussed (3 times) with NYS DOT outstanding payment ($73,668) for the 2016/2017 contract. A new “Original” has been developed by NYS DOT Jerry Murello). Supervisor reviewed and had contract notarized on 10/6/17 for re-submission. **Update: Supervisor called 4X to obtain status on the outstanding A/P due = $73,668. J. Murello reported that the contract was approved, and payment is expected by year end. Until last year’s payment is received the 2017/02018 contract will not be submitted for approval. Supervisor called/left message 01/02/2018.**
* **Cold Storage Shed Building: Phase I completed (Door replacements & Wall repairs).**  **Diamond & D. Gage reported they, along with the Hwy Department, will start the repair project in Spring 2018.**
* **Abandoned Road Proposal (Bob Rich Road):** Diamond will give copy of report to Supervisor who will discuss with Attorney West. Town Resident requested (11/9) that the Board discuss plans to abandoned Bob Rich Road with him; defining the section of road to be abandoned. Resident indicated (11/9) he would be willing to share road repair costs for the section effecting access to his property Board to meet with Highway Superintendent to determine the proposed abandonment. **Council Person Diamond will meet in Spring 2018with Hwy Superintendent to develop plan.**
* **Intersection of Co. Hwy 50 and State Hwy 165; DEFERRED until 2018:**In order for the County to raise the road elevation; Verizon has raised their Verizon fiber optic cable; the highway elevation revision is on hold. Hwy Supt Vanburen spoke with Otsego Co DPW on 10/24; County may implement road elevation changes this Fall 2017. **Update: Deferred until 2018 Spring**
* **Osh Kosh:** Osh Kosh auctioned online with Auction International until 12/13/17; minimum of $1500. Final Sale amount was $4150. Thank you Hwy Superintendent Vanburen for all your hard work in this auction process! Payment/Check pending.
* **Snow Plow (new):** discussion regarding the purchase of a new snow plow for Truck #226; used on Rte 39. A new plow was ordered 10/06/17; Equipment received, not installed.
* **Tractor for Mowing:** Deferred Spring 2018. Superintendent to explore purchase options. (Approximate cost $50-60,000). Also, will explore monthly rental options (Approximate cost $5400/Month).
* **Hoose Road Repairs:** John Schoones from Gorman Group met with Highway Superintendent Vanburen and presented a *road repair plan for Hoose Road.*  Based on the two (2) plans the Town Board, Highway Superintendent, and Deputy Superintendent will finalize the 2018 road repair plan for Hoose Road**.**
* **Local Law #2 re No Parking Town Roads:** Local Law adopted in September 2017. Town Clerk received notice via Attorney Parshall Sr that NYS received & has filed Local Law #2. Supervisor will contact NYS & Sheriff office to implement LL#2. **Update from Supervisor: will follow up with NYS Police.**
* **Edwards Road Culvert Replacement via DHSES & FEMA 4204-0005:** Supervisor received confirmation that FEMA has approved the Budget ($47,121.50) at a ratio of 75% -FEMA /25% -Town. Project commencement date is August 1, 2017 with a completion date of December 22, 2018. Culver replacement is expected late Spring-early Summer. Supervisor completed/submitted the 4st Qtr report (due 10/15/17 for period of 07/01-9/30/17). The 1st Qtr report (due 01/15/18 for period of 10/01-12/31/17) compiled /submitted by Highway Superintendent Vanburen.
* **CHIPS, EWR, and PAVE NY Total = ($170,147.68):** all revenue received & deposited for CY 2017. Thank you all who assisted in this NYS Project! Completed.
* **Flammable Safety Cabinet for Hazardous/Flammable Materials** –DA.5130.4Highway Superintendent Vanburen will review inventory needs and place order for cabinet(s) in January 2018.
* **Compressor**: motor needs repair. Looking at options to replace or accept donated compressor. Curtis to follow up.
* **Bridges NY Program:** Projects are awarded through a competitive process and supports all phases of the project development**.** Supervisor contacted NYSDOT, Linda Halaburka at Region 9 who clarified the current Bridges Program was 2016-2018; 2 years. If NYS renews funding, the Town of Roseboom can complete the application process for funding opportunities for Bridge repairs. Further, the Town can use the CHIPS & EWR funds for Bridge repairs. COMPLETED
* **FEMA 4322-DR-NY (Snowstorm Stella—March 2017):** Superintendent and Supervisor Gustafson attended FEMA meeting (8/7/17) to review FEMA reimbursement for Snowstorm Stella. FEMA paperwork / packets were completed and uploaded via e-mail with attachments on 8/8/17 by Supervisor Gustafson.Supervisor met with DHSES representative (Kevin ) on Friday, 10/20/17 to review procedures and FEMA paperwork required to determine FEMA reimbursement to the Town of Roseboom for Storm Stella (March 14 & 15, 2017). **Update: Supervisor and Hwy Superintendent Vanburen met to discuss and obtain supporting/auditing documents to submit for FEMA Reimbursement.**
* **Deputy Highway Superintendent:** Effective 8/7/17 Doug VanDewerker was appointed as Deputy Highway Superintendent. Oath of Office must be completed. Superintendent spoke with D VanDewerker indicating he needed to take the oath of office. **Update: to be completed.**
* **HAMP (Highway Assessment Management Program) through Cornell Local Roads Program:** On 10/24/17 Otsego County DPW Superintendent Mason provided HAMP information to Town Highway Superintendent Vanburen. HS Vanburen will explore training programs (i.e. drainage, legal liability, road master programs, paving, etc.) and explore their website for further information to benefit the Town DPW employees. On 10/24/17 Supervisor Gustafson & Deputy Supervisor C. VanDewerker reviewed/distributed HAMP information to Deputy HS D. VanDewerker. **Update from Hwy Supt:** Deferred until Spring 2018
* **CINTAS (Uniform Clothing Service):** The Town Board at the regular Board meeting in November 2017 decided the Town Supervisor will draft a termination notice and submit via “*return receipt requested”* to CINTAS when renewal term is near expiration (12/18/2019)**. Update:** Superintendent met with CINTAS Representative to discuss alternative clothing/uniform options that would meet the needs of the Hwy Crew. **COMPLETED.**
* **CINTAS Clothing Uniforms (outstanding items from previous employee):** Supervisor and previous employee discuss the need and deadline to return any outstanding items to the Town. Issue met with an amicable resolve. . **COMPLETED.**
* **Equipment/Tools Inventory:** Supervisor, Deputy Supervisor, and Highway Superintendent met with each Highway Employee to address Equipment & Tools Inventory (needs, repairs, new/used Pickup Truck 3500, mini pickup F150, etc). Each employee was asked to compile a written list and submit to the Hwy Superintendent. List will be reviewed and addressed by Hwy Supt and Board. **Update from Hwy Supt: continues to compile list. To purchase demo-saw, Punch & Chisel sets (2), salamander, portable generator (7500) & compatible to building’s panel box, pipe-threader.**
* **Safety & Building Concerns:** Supervisor, Deputy Supervisor, and Highway Superintendent met with each Highway Employee to address any Safety and Building Concerns (i.e. back wall, broken window, insulating walls, etc) noted by the Hwy employees. Each employee was asked to compile a written list and submit to the Hwy Superintendent. List will be reviewed and addressed by Hwy Supt and Board.
* **Seasonal Roads Notice / Closed Road Section of Doc Ahlers:** Town Clerk Seeley posted the Seasonal Road list in the newspaper and within the community. List is available at the Town Garage.
* **Doc Ahlers Road (Section) Closed:** Town Clerk Seeley posted that a portion of Doc Ahlers Road will be changed from Seasonal Road to Closed Road (Dec 01 – May 01). Further, the Highway Superintendent agreed to install a *“barricade”* to ensure no traffic will traverse that portion of Doc Ahlers Road. Highway Superintendent Vanburen contacted neighbors, School, Fire Department and Ambulance, Sheriff Department, NYS Police, and Otsego County dispatch indicating this change from Seasonal to Closed Road. **Update:** Highway Superintendent reported “Closed Road Signs” were ordered; to be implemented week of 12/11/17. The Barricade materials were ordered 12/08/17; implemented week of 12/11/17. Superintendent notified the applicable person(s) affected by the change in status from Seasonal to Close.
* **Hwy Equipment Titles & Registrations –** Hwy Superintendent will research & obtain ALL Hwy Equipment Titles & Registrations.  **Update from Hwy Superintendent: continues to obtain data.**
* **New Hire for HEO-**Highway Superintendent reported he has received several applications and inquiries regarding the Highway HEO position. Interviews were completed. The Highway Superintendent, along with the Highway Committee approved to hire Mr. Dennis Hoke Jr. **ACTION NEEDED:** Board to update staffing pattern at the January 2018 Board Meeting. Please join us in welcoming our new employee, Mr. Dennis Hoke Jr.!!
* **Highway Superintendent Vanburen Commended by Board –** the Supervisor and Town Board expressed their utmost appreciation to Supt Vanburen for his outstanding performance and work ethics over the past few months. The Board is in full support of Supt Vanburen’s goals for the Highway Department. Thank you Mitchell!!
* **Storm Stella (March 14 & 15) –** Superintendent Vanburen & Supervisor Gustafson working on stats & supporting documents for the time period of 3/14 & 3/15. Report will be submitted to request FEMA reimbursement for any overtime accrued during that time period. Meeting scheduled for 01/05/18 following Comm Mtg.
* **Town Barn Building Insulation (Roof/Ceiling Area) –** Hwy Superintendent & Board members obtain three (3) quotes for roof / ceiling insulation. Based on quotes; Munson Supply will proceed with insulation of the roof area to help offset heating costs. **ACTION NEEDED**: at the January 2018 Board meeting Motion to approve $1500 quote including lumber & delivery. Other quotes **ACTION NEEDED** received: Cobleskill Agway $1450 w/o lumber & delivery; Bruce Hall $1700 w/rental. It is noted the cost will be considerably lower as the Town Highway crew will be assisting in the work project. Thank you Highway Department!! **Update from Hwy Superintendent:**

**JUSTICE COURT**

* **JCAP Grant 2012:** see Outstanding Justice Court Documents.
* **JCAP Grant 2016-17 –denied by NYS Courts:** see Outstanding Justice Court Documents.
* **Justice Audit FY 2016:** resolution indicating the audit was conducted; was submitted to the NYS Unified Court.
* **Justice Audit FY 2017:** Justice Proper agreed to complete the Monthly & to submit by the 10th of each month to the Town Board. Did not receive any report or fees from Justice Proper for September & October 2017.Numerous attempt to meet with Justice to conduct Court Business; no resolve. **On 12/6 Supervisor called again to set up Audit meeting. Unable to leave voice message; box full.**
* **Justice Court 2017 Fees: Supervisor left message for Justice Proper to remit payment to the Town for the outstanding Justice Court fees she collected in CY 20177. NYS Comptroller reports indicate the Justice collected $ 4864; the Town retained $830; and paid the balance to NYS $4034. However, out of the $4864 collected only $2298 has been paid to the Town; leaving an outstanding balance due of $2491. Supervisor sent e-mail (01/03/18) to Justice regarding outstanding balance.**
* **Justice Court – New Mailing Address for Bank Accounts:** Supervisor received notice from NBT that the Justice’s request to change the Justice Court account banking address has been completed. This change effects the Court Fines & Court Bail accounts. Completed.

**FINANCIAL**

* **Financial Reports –** Supervisor’s Financial Reports downloaded & on file. **Completed.**
* **County Sales Tax received- (A.1120)** Supervisor received/deposited $4601.170 for the Distribution Dates Dec 6th & 12th Total 2017 Budget/Revenue Due $60,000 (100%), **Total YTD $61,405 (100.025 % received YTD). Completed.**
* **Mortgage Tax –** Supervisor received/deposited $2887.08 for the distribution dates April-Sept 2017.
* **Gates & Cole Insurance (Maggie Solomczak)**: At the December 2017 Board meeting; Board approved to renew Insurance Policy with Gates & Cole Insurance. On 12/27/17, Supervisor discussed, signed, & implemented the renewal paperwork with Maggie Solomczak. **Completed.**
* **NYMIR (New York Municipal Insurance Reciprocal)** established via legislation 1993; it addresses NYS local government’s need for protection of adequate and appropriate insurance.  A majority of the more than 1600 general purpose municipalities in New York State are now members, making NYMIR the largest municipal property and casualty underwriter in the entire State.
* **NYMIR:** at the 11/9/17 Town Board Meeting County **\_**Rep. Bliss commented on the Insurance Health Consortium (Excellus Blue Cross Blue Shield). He indicated the Town Supervisor may contact Dan Crowell, Health Administrator or Len Carson, Lead Rep. Supervisor Gustafson reported that the NYMIR is a group of businesses or organizations that join together to provide [insurance coverage](https://www.investopedia.com/terms/i/insurance-coverage.asp). Insurance consortiums allow for [economies of scale](https://www.investopedia.com/terms/e/economiesofscale.asp) and increased [efficiencies](https://www.investopedia.com/terms/e/efficiency.asp), since the groups that are part of the [consortium](https://www.investopedia.com/terms/c/consortium.asp) can spread out the cost of administration and can obtain better [discounts](https://www.investopedia.com/terms/d/discount.asp) through volume. Further, she will discuss with Gates & Cole Rep. Maggie S. **Update:** Supervisor Gustafson received and commented on an e-mail from Len Carson that indicates they are currently looking at an Article 47 or another path with BOCES to allow our county municipalities an opportunity to join and lower their health care insurance costs. The Health Consortium are still gathering information on the second option and will be sharing with every community as soon as they have confirmed its ability to save. **Update: Supervisor & Deputy Supervisor to head up Health Care Insurance Project.**
* .**NYS Paid Family Leave Program (2018) –** Council Person Diamond reported on the NYS Paid Family Leave Program. Note: As of January 1, 2018 the New York State Paid Family Leave Program begins. This mandatory deduction will begin on January 1, 2018.  The maximum employee contribution in 2018 will be 0.126% of an employee’s weekly wage up to the annualized New York State Average Weekly Wage amount of $1,305.92 ($1.65 weekly max).  The link below gives a detailed overview of the program, benefits, and eligibility.
* [**https://www.ny.gov/programs/new-york-state-paid-family-leave**](https://www.ny.gov/programs/new-york-state-paid-family-leave)
* **Annual Update Document (AUD) –** Supervisor reported the 2017 AUD report is due with 60 Days at year-end. Further, the software and tools to submit your AUD for fiscal year ending December 31, 2017 will soon be available directly from our website. The independent audit reports and/or the Single Audit Report can be filed through the website or by email.
* **NYS Deferred Compensation Plan update:** Supervisor Gustafson received & distributed the Fall 2017 NYS Deferred Compensation Plan Newsletter. Town employees opt to enroll in the plan as an enhancement to the NYS Retirement System. Hwy Superintendent to call & set up annual meeting with NYS Representative, Gene Nescot to discuss current plans with each employee.

**SALT SHED**

* **Salt Shed Grant ( DEC Grant):** Town Board approved to move forward with the ***Grant Opportunity through DEC,*** which will help with 75% of the costs to replace the salt shed. This grant will be applied for by Otsego County Soil & Water (Jordan Clement). The Town may use In-Kind services for their 25% share. Councilperson VanDewerker reported he has given all documents required to Mr. Clements. **Update: grant announcement is expected in February or March 2018.Salt Shed-excavation of land for new site:** Superintended spoke with Dave Bassler who indicated the Town may excavate the bank area and only will need a building permit. As the Town will not have to have the site surveyed & engineer approval, this is a cost savings for the Town. **Update: Superintendent will begin excavation of area.**
* **TOWN CLERK & TAX COLLECTOR**
* **NYS Association Dues $500:** Town Clerk, Erin Seeley has declined to join the NYS Clerk Association for CY 2018; saving the Town $500 that may be utilized I a better format. Thank you Erin!!

 **TOWN ASSESSOR – DOUG GOHDE**

* **January 2018 reported:** sent out approximately 75 Exemption forms. Addressing a few late re-evaluation items.
* **Re-Appointment(s) to Board of Assessment Review (BAR):** Supervisor received notice regarding the BAR. A letter was sent to Pat Mabie indicating she would need to be re-appointed; as her term expired 9/30/17. Supervisor spoke with Pat Mabie who indicated she would not seek re-appointment. She suggested an alternative candidate for the Board’s consideration. The BAR Training scheduled is set for Spring 2018.

**DOG CONTROL**

* **Dog Control Officer (Robert Jorgensen):**  **Update:** Deputy Supervisor VanDewerker continues to be the liaison for the Town of Roseboom’s DCO Jorgensen. Quarterly Report are expected from DCO.
* **Susquehanna Animal Shelter Contract 2018:** Supervisor Gustafson received the 2018 Contract from SAS to comply with the NYS Ag & Markets Law. **ACTION NEEDED: Board to approve via motion at the January 2018 Board meeting.**

**MISCELLANEOUS**

* **SIGNS --Town of Roseboom Sign(s):** Board moving forward with the placement of three (3) new WELCOME TO ROSEBOOM SIGNS (the Rte 165 Schoharie/Otsego County Line, Rte 166 Middlefield Town/Roseboom Town Line, and Rte 166 the Cherry Valley Town/Roseboom Town Line). Supervisor discussed with Vendor who will e-mail her three (3) design samples. . Supervisor & Council Person Gage to work on Sign Project.
* **Computer Equipment:** Board authorized computer service/diagnostic and installation of new router. A new lap top will be order (Quote = $999)and the old one will be utilized by the Deputy Superintendent & other Hwy staff.
* **FILES:** Supervisor Gustafson continues to address filing system.

**LAND BUILDING OUTDOOR LIGHTS FOR HWY DEPT.**

**Chery Valley Joint Fire District/ EMS Squad Cell Tower/Service AED Unit Internet/Broadband Service**

* **AED UNIT /CPR TRAINING**: Councilperson Gage & Superintendent Vanburen reported they spoke with Aaron VanBuren and scheduled Training for Hwy Employees. **Update: AED/CPR Training of 12/4 & 12/11 @ 8am was scheduled. Highway Department employees attended. Certificates received & filed to Personnel Files.**
* **Cell & Internet Service:** Town Board continues to explore cell service options for the Town residents.
* **Emergency Communication Tower:** County exploring locations for Emergency Communication Tower.

**SOLAR INITIATIVE(S) LED STREET LIGHTING PIPELINE SAFETY FRACKING PUBLIC SERVICE**

* **Solar-Town Community Solar Initiative:** Allegra continues to seek a Community Solar site.
* **Solarize (PON) 3011 –**Program Opportunity Notice was received by Councilperson Schecter. NYSERD invites local governments, school districts, and other community partners to participate in SOLARIZE, a program designed to make solar more economical through community-driven initiatives. Applications due: Feb. 28, 2018 by 5:00pm EST. **Update:** Councilperson Schechter will proceed with Application process. Board members to assist her.
* **LED Street Light Conversion update:** Councilperson Schecter reports that only 20 of the 22 lights have been converted. She e-mailed J. Pallone regarding this outstanding issue. **Update:** response pending from J Pallone.

**PLANNING BOARD……………2nd Monday each Month @ 7pm**

* **Comprehensive Plan Comparison:**the old and revised Comprehensive plan will be sent via e-mail to Councilperson Schecter who is gracious enough to complete the reconciliation/proof reading of the document. Thank you Allegra!
* **Land Use Regulation Document:**Planning Board completed the DRAFT of the proposed Land Use Regulation Document. Town Board will review over the next few months and then meet with Palnning Board. Town Board will inform the Planning Board that they may adjourn their monthly meetings until April 2018.

**ORGANIZATIONAL CHART / TOWN Bi-LAWS**

* **Organizational Chart / Bi-Laws Amended:** updates for CY 2018. Supervisor has begun proposed revisions. Draft was presented to Board members 12/08/17 for their review and input; with a final approval at the January 2018 Town Board meeting.
* **Highway Employee Handbook –** Supervisor is drafting an Employee Handbook for full time Highway Department Employees. The data will be extracted from the Organizational Chart/Bi-Laws document.

**CODE ENFORCEMENT BUILDING CODE/PERMITS NFIP (Flood Maps)**

**Building Permits: no report/no activity.**

**CEMETERY ASSOCIATIONS (SOUTH VALLEY) & (ROSEBOOM)**

* **Town Budgeted $2000:** Supervisor received invoice for $1000 from South Valley Cemetery Association; funds will be used to offset maintenance expenses. Board will reach out to the Roseboom Cemetery Association ( ) regarding the remaining $1000. If declined; South Valley Cemetery Association can access balance.

**ELECTIONS**

* All elected officials were reminded to contact the Town Clerk to take their Oath of Office.

**TOWN BOARD AGENDA- requests for Agenda Items.**

**Respectfully submitted by -**

**Patti Gustafson, Town Supervisor END**