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

**Committee Meeting Notes February 2018**

**Town of Roseboom Committee Meeting Date: Feb. 02, 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 , Code Officer Lloyd Stannard

**ITEMS OF DISCUSSION**

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

* **County Snow & Ice Contract 2017-2018: COMPLETED**
* **NYS DOT Snow & Ice Contract 2017/2018:** J Murello & Town Supervisor working on completion of the 2017/2018 contract.
* **NYS DOT Snow & Ice Contract 2016/2007:** NYS DOT processed an initial payment of 67% of the contract value, or $49,357.33. Check received & deposited 01/27/18. Once the contract is re-approved by OSC the balance $24,310.33 will be paid to the Town.
* **NYS HWY 166:** Board asked Town Supervisor to contact NYS DOT to schedule a meeting to discuss Rte 166 (approx. 6.8 mi). Update: Supervisor e-mailed J. Murello requesting a meeting.
* **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. **Deferred until 2018 Spring; Council Person Diamond will meet in Spring 2018 with 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.***
* **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.
* **Flammable Safety Cabinet for Hazardous/Flammable Materials** –DA.5130.4Highway Superintendent Vanburen reported on 2 used cabinets. **ACTION NEEDED: Board to approve purchase of two used cabinets ; $250 & $150 = $400. COMPLETED**
* **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**. Update: Supervisor reported NYSDOT sent a memo regarding *2018 Bridge NY Program Solicitation.* Hwy Supt Vanburen & Deputy Supervisor VanDewerker registered for seminar on 2/21/18 in Albany, NY.**
* **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.**
* **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
* **Equipment/Tools Inventory:** Hwy Supt purchased demo-saw, Punch & Chisel sets (2)**. Continues to explore salamander, portable generator (7500)-- compatible to building’s panel box, pipe-threader.**
* **Hwy Equipment Titles & Registrations –** Hwy Superintendent will research & obtain ALL Hwy Equipment Titles & Registrations.  **Update from Hwy Superintendent: continues to obtain data.**
* **Highway Superintendent & Hwy Crew Commended by Board –** the Supervisor and Town Board expressed they have received numerous compliments on the Hwy Department’s work in addressing Snow & Ice removal on Town roads. Thank you Hwy Crew!!
* **Town Barn Building Insulation (Roof/Ceiling Area) –**Thank you Highway Department!! **COMPLETED.**
* **Overhead Door @ Town Barn:** Council Person Schecter obtained six quotes to implement an overhead garage door opener. Committee & Hwy Superintendent discussed quotes. **Update:** based on quotes submitted; the Action Garage Doors of Oneonta, NY was chosen to implement the new overhead door. **ACTION NEEDE**D: Board to approve at the Feb 2018 Board Meeting.
* **New Pick-up 4WD Truck: discussion heard regarding the need to replace the 4WD pickup truck; as the transmission is deteriorating. Hwy Supt Vanburen obtained information and quotes for purchasing new/used vehicle. Councilperson Gage contacted Cherry Valley Hwy Dept; they are in the process of purchasing a new truck, they will contact the Town of Roseboom when they are ready to sell surplus truck. Hwy Supt Vanburen & Board members will explore options for new/used pick-up truck asap.**
* **Diesel / Gas Supplier:** discussion heard regarding suppliers for diesel and/or gasoline for Hwy Dept trucks. Hwy Supt scoped out quotes (rates for fuel & delivery schedule) from other suppliers. (i.e. Parsons, Superior). Superintendent to gather additional data.

**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 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 – December 2017 2017. Numerous attempt to meet with Justice to conduct Court Business; no resolve. **Update:** Town Board asked Town Supervisor to contact the 6th Judicial District in regards to the 2017 Audit. As a result of e-mail & verbal conversations with the 6th Judicial District;  **Justice Proper was asked by** **Supervising Justice Burns (on 1/24/18) to address the outstanding fees due to the Town (June-December 2017 = $923.50) and to meet & conduct an audit with the Town Board. Meeting to be scheduled asap:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Justice Court 2017 Fees:** In January 2018 the Board asked Town Supervisor to contact Joshua Shapiro at the 6th Judicial District to express their concerns regarding access to Justice Records, Dockets, and outstanding fees due to the Town. Supervisor was contact by Matthew Post from the Internal Audit Unit to discuss the concerns of the Board and Town Accountant/Bookkeeper. As the fees were not received in a timely manner; the bookkeeper sent an e-mail to the Justice expressing she was trying to finalize the year end so that she could file the annual update document (AUD) with the State Comptrollers’ office.   Further, she indicated that currently, there is a negative liability for court fees, which will produce an error in the OSC software, causing the file to reject. Supervisor was asked to forward this to J Shapiro at the 6th Judicial District. **UPDATE: as of 01/17/18 the Town received $ 2923.50 from Justice Proper for the period of June – December 2017. Justice Proper was asked by Supervising Justice Burns to address the outstanding fees and to meet & conduct an audit with the Town Board. Meeting to be scheduled asap. Board discussed a letter received from Justice Proper indicating her willingness to meet to complete the 2017 annual audit of her records& dockets. Meeting to be scheduled asap.**
* **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 $6418.740 for the Distribution Dates Jan 12th. Total 2018 Budget/Revenue Due $60,000 (100%), **Total YTD $6419 (10.7% 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 is completed and filed with NYS Office State Comptroller. **COMPLETED.**
* **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 set up annual meeting (01/17) with NYS Representative, Gene Nescot to discuss current plans with each employee. **COMPLETED.**
* **Diesel & Gasoline Certificate for State Use:** Supervisor completed & submitted (01/23/18) the certificate(s) for supplier, Mirabito Holdings Inc, Binghamton, NY. The certificate covers all purchases under a specific account (#542979) for 01/01/18 – 12/31/18. C **COMPLETED.**.
* **CDPHP Group Contract 2018:** Supervisor received, signed and submitted the contract title page to CDPHP.
* **NYS Retirement System:** New York State Common Retirement Fund increased its commitment to sustainable investing to $7 billion and expanded its investments in cleaner companies. **New York State Comptroller Thomas P. DiNapoli at the Investor Summit on Climate Risk at the United Nations announced a $2 billion increase to the New York State Common Retirement Fund's (Fund) low emissions equities index, doubling its investment. The Fund was the first public pension fund in the U.S. to create an index that excludes or reduces holdings in the worst carbon emitters and shifts investments to lower emitting corporations. The increased allocation, from the Fund's regular index holdings, raises the current value of the Fund's sustainable investments to more than $7 billion. COMPLETED.**

**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**

* **February 2018 reported:**
* **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. **Update: Town Board continues to reach out to the Assessor, Planning Chair, and BAR members to discuss the appointment. Board expects to appoint at the Feb / March 2018 meeting.**

**DOG CONTROL** C 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:** **COMPLETED 01/12/187.**

**TOWN SIGNS CEMETERY ASSOCIATIONS IT/COMPUTER ITEMS**

* **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.
* **FLAGS for Cemetery(s) –** letter sent to Pat Mabie & Richard Hansen requesting their inventory needs ((flags) for the two (2) Town Cemeteries.
* **FLAGS for Town Poles –** letter sent to Hwy Supt Vanburen to review Town inventory needs for flags and flag pole fittings.
* **PC Computers (2)/External Hard Drive-Backup Device/Malwarebytes Anti-Virus Software Subscription/installation service:** Supervisor reported on the IT & Computer needs for the Town Superintendent, Deputy Superintendent, and Supervisor. Board discuss IT & Computer needs. ACTION NEEDED: Board to approve via General Abstract at the Feb 2018 Board meeting. (A.1220.2 & A.1640.2)

**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**: **COMPLETED.**
* **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.
* **Cell Tower Meeting at CV School:** Supervisor to contact CV School to acquire info on outcome of meeting. Meeting to address the new owner of the cell tower land on Porath road.

**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 continues to proceed with Application process. Board members to assist her. **Webinar - January 25, 2018:** at 12:00 p.m. EST to learn more about submitting an application for Solarize Round 4.
* **Bulk Mailing:** Board discussed and asked Supervisor to scope out the cost of a Bulk Mailing Permit and what it encompasses.
* **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:** **J Pallone emailed indicating he spoke to the guys who do the LED’s and they will be back to put them in when they are close to the area again.  He did locate the ones referenced.**

**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 Planning Board. Town Board will meet on 2/22/18 @ 6:30 pm to review.

**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. **COMPLETED**

**ELECTIONS**

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

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

**Respectfully submitted by -**

**Patti Gustafson, Town Supervisor END**