TOWN OF ROSEBOOM

 TOWN BOARD MEETING

**February 20, 2014**

The Regular Monthly Meeting of the Roseboom Town Board was held on February 20, 2014. Supervisor Gustafson called the regular board meeting to order at 6:37pm.

**PRESENT**: Supervisor Patti Gustafson. Councilpersons Curtis VanDewerker, Karen Donnelly, and Allegra Schecter.

**ABSENT:** Councilperson Tim Hotaling.

**OTHER OFFICIALS PRESENT:** Highway Superintendent Michael Mabie, Financial Assistance Christine Lalonde, Town Clerk Erin Seeley, Assessor Doug Gohde, Codes Officer Lloyd Stannard and Deputy Supervisor Larry Prill.

**VISITORS LISTING:** Attachment #1.

**AGENDA:** Attachment #2

**SPECIAL PRESENTATION:** By John Scoones from the Gorman Group on Road Paving. Power Point was shown and packets were given to all board members. All questions from board members and public were answered.

**MINUTES**: A **motion** was made by Councilperson VanDewerker to approve the January 9, 2014 Minutes as presented, seconded by Councilperson Schecter. All were in favor, motion passed.

**SUPERVISORS/FISCAL OFFICER’S REPORT:** Attachment #3 Supervisor Gustafson indicated that she would be giving a presentation at an upcoming board meeting to explain the new Supervisor’s/Fiscal Officer Report in detail.

**ABSTRACTS**: Attachments #4 and #5

* Abstract for General Fund number 1: $4,939.25
* Abstract for Highway Fund number 1: $11,958.01
* A **motion** was made by Councilperson VanDewerker and seconded by Councilperson Donnelly to accept the General Fund Abstract #1 in the amount of $4,939.25 and Highway Fund Abstract #1 in the amount of $11,958.01. All were in favor. Motion carried.

**AUDIT UPDATES:**

* Town Justice Books Audit- assigned to Councilperson Donnelly- the Town Justice has not yet agreed upon a date for this. **ACTION:** Councilperson Donnelly will schedule and complete this audit.
* Town Clerk Books Audit- completed by Supervisor Gustafson on 1/18/14. Everything was accurate and precise.
* An outside company (Evening Star Bookkeeping) was hired to audit the Supervisors books dating back to when Michael Stannard was Supervisor. This audit was completed and everything was accurate.

**ROAD COMMITTEE REPORT: Councilperson Donnelly**

* Councilperson Donnelly- The salt pile is rapidly disappearing so there may be a little less salt spread on the roads. Residents are advised to take caution.
* Roads and Signs have begun to be assessed and this will continue as the weather gets nicer. Supervisor Gustafson discussed the last assessment of signs that had been completed. This information will be looked at in more detail.
* There is a possibility of getting a software package and a computer from a Grant for the Highway Superintendent to use regarding sign assessment and placement.
* Fuel Comparison Study has been done. As a member of Otsego County we are able to get the same bid price on fuel as the County gets.

**COMMUNICATIONS COMMITTEE REPORT: Councilperson Donnelly**

Councilperson Donnelly- The first meeting of this committee will be on Saturday March 1st at 11am at Councilperson Donnelly’s home. For more information contact Councilperson Donnelly.

**MACHINERY COMMITTEE REPORT: Councilperson Hotaling (absent)**

* Councilperson VanDewerker will follow up with Councilperson Hotaling regarding trading the 1 ton pickup truck. **ACTION:** Supervisor Gustafson indicated that she needs an Equipment Inventory Report from this committee.

**GARAGE COMMITTEE REPORT: Councilperson Schecter**

* Councilperson Schecter- Has looked into options for ways to notify the Highway Department if the furnace goes out. Councilperson reported on the options. The cheapest of options was $99.00. This has not yet been purchased. **ACTION:** Councilperson Schecter to complete an assessment of what is needed for the Furnace.

**LAND ACQUISITION COMMITTEE REPORT: Councilperson VanDewerker**

* Councilperson VanDewerker- The committee is waiting on the purchase of the property that was found. Other options are being explored as well.

**HIGHWAY SUPERINTENDENT’S REPORT: Superintendent Mabie**

* Superintendent Mabie: Has filled out paperwork for the Office of The Comptroller regarding road maintenance, this was shared with the board.
* Discussed a Spring workshop from Cornell Roads is being held in February.
* Discussed DELTA Road Manual and what needs to be done to update this.
* Has a concern with residents plowing seasonal roads, this has created a dangerous situation for the Highway men as well as other residents. Also concern with damage being caused by loggers. **ACTION:** Supervisor Gustafson will set up a meeting with Attorney Marv Parshall to look at what legal action can be taken regarding this.
* Fuel pump has been received and will be put in.
* Gravel Bank Issue- gravel being dumped in Wetlands, this could hold up mitigation monies. This needs to be evaluated and gravel bank may need to be moved.

**TOWN CLERK’S REPORT:** Attachment #6

* Summary of monies received for January 2014

Dog Licenses: For the Town- $34.00 For NYS- $9.00 Total: $43.00

Other: For the Town- $40.00 Total: $40.00

* Supervisor Gustafson received a check from the Town Clerk for $74.00 on 2/20/14
* A check was mailed to NYS Ag & Markets from the Town Clerk for $9.00 on 2/20/14
* The town has been paid in full all tax monies for the year, all monies collected going forward will be sent to the County.
* Town Clerk presented to the board options for renewing the Town website with GoDaddy.com as well as the current domain name townofroseboom.com.
* A motion was made by Councilperson Schecter to renew our subscription with GoDaddy.com for the town website for 1 year, the cost of this will be $30.15, seconded by Councilperson Donnelly, all were in favor, motion passed.
* **ACTION:** Email Supervisor Gustafson information about renewing the website so that a decision can be made as to how this will be renewed online.

**TOWN FINANCIAL ASSISTANT REPORT: Christine Lalonde**

* Town Financial Assistant Lalonde gave her report. She indicated that FEMA is still waiting on the GRANTS that have been submitted.
* Had a conversation with someone from Senator Seward’s Office regarding a problem that was discovered with a crossing of information, the person at this office will follow through and assist Christine to fix the issue.
* Judge Travis has received a Grant to replace the front door on the town building, improve exterior lighting, paint the floor and walls of the meeting room, purchase new tables and chairs for the meeting room, as well as several other things. **ACTION:** Councilperson Donnelly to get a copy of this grant from Judge Travis and give to Supervisor Gustafson so this can be tracked.

**TOWN CODES OFFICER: Lloyd Stannard**

* Discussed NFIP, building permits, and dilapidated buildings within the town. Shared that when a building is condemned, the liability then falls within to the Town.

**TOWN ASSESSOR REPORT: Doug Gohde**

* Indicated that any exemptions (Star and other) need to be submitted by the 1st to Assessor Doug Gohde.

**OTHER BUSINESS:**

* A **motion** was made by Councilperson Schecter to pay the Town Board on a monthly basis, seconded by Councilperson Donnelly. All in favor, motion carried.
* Supervisor Gustafson discussed two seminars/trainings that she would like at least one board member to attend. Councilperson Donnelly agreed to attend the Mohawk Valley Economic Development Seminar/Luncheon on Wednesday February 26th at noon to discuss grant opportunities and funding programs. Councilperson VanDewerker will see if he is able to attend the Oneonta Economic Improvement training/seminar.
* Supervisor Gustafson will be implementing a new payroll procedure and this will be reviewed with Highway Supervisor Michael Mabie in the near future.
* Supervisor Gustafson attended the last Planning Board meeting, she shared some details about this meeting and what took place.
* As requested by the Planning Board, A **motion** was made Councilperson Donnelly and seconded by Councilperson Schecter to allow the Planning Board to proceed with the development and implementation of The Town of Roseboom’s Emergency Plan. All were in favor, motion carried.
* The Planning Board has asked for a liaison to attend their meetings and they will send a representative to the regular board meetings as well. Supervisor Gustafson will attend for now until another individual can be assigned to this.
* Discussion took place on the NFIP. The town has created a Draft Local Law for Flood Damage Prevention. Councilperson Donnelly, Codes Officer Stannard and Supervisor Gustafson provided details about this Local Law. A **motion** was made by Councilperson Donnelly and Seconded by Councilperson VanDewerker to accept the Draft NFIP Local Law and submit the Draft Local Law to the DEC and Otsego County Planning Department for review. All were in favor, motion carried. - Once the review is complete, a Public Hearing would then be scheduled to adopt the Local Law.
* Codes Officer Lloyd Stannard shared information about two trainings regarding the Flood Plain. One will be held in March, the other in April. For more information contact Codes Officer Lloyd Stannard.
* Supervisor Gustafson discussed a letter that was sent to the Town Historian Pat Mabie, this letter was read to the board. The letter discusses the APHNYS (Association of Public Historians of New York State). The association has joined this in Pats name. There are several benefits that she will have as a member.
* Supervisor Gustafson discussed various meet and greets that she has been able to attend throughout the community. Supervisor Gustafson then discussed several projects that she would like Councilpersons and other Town Officials to work on. Projects were then assigned to each Councilperson. See Attachment #7.

**OTHER ACTIONS NOT LISTED ABOVE:**

* **Town Clerk Seeley**: Create an official letterhead for the town.
* **Town Clerk Seeley:** Complete an assessment of need as well as a list of equipment needed with regards to updated computers for the Town Board and other Town Officials.
* **Highway Superintendent Mabie:** Will complete Delta manual and get to Town Clerk.
* **Town Clerk Seeley:** Put the new Delta manual on town letterhead and return to Highway Superintendent Mabie.

**PUBLIC COMMENT:**

* Discussion took place regarding Cell Phone Placement within the town.

**NEXT TOWN BOARD MEETING:** will be held on Thursday, March 13, 2014 at 6:30pm at the South Valley First Christian Church Fellowship hall located at State Hwy 165, Cherry Valley, NY 13320.

### MEETING ADJOURNMENT:

* A **motion** to adjourn the February 20, 2014 meeting was made by Councilperson VanDewerker and seconded by Councilperson Donnelly. All were in favor. The meeting was adjourned at 9:57PM.

Respectfully Submitted,

Erin Seeley

Town Clerk