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

**Committee Meeting Notes No Committee Meeting Held for March 2018**

**Town of Roseboom Committee Meeting Date: Updates from Town Supervisor Loc: Town Office**

Present:

Excused/Absent

Other Present:

**ITEMS OF DISCUSSION**

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

* **NYS DOT Snow & Ice Contract 2017/2018:** J Murello, Town Hwy Superintendent met on 2/22/18 to discuss & work on the 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 DOT SIR 11 Report:** Hwy Supt will track monthly Snow & Ice costs on the SIR 11 form.
* **NYS HWY 166:** Town Supervisor, Town Hwy Superintendent Met with NYS DOT Jerry Murello to discuss Rte 166) in the Town of Roseboom. Update:
* **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! **Update: Supervisor received & deposited check ($4150) in to the Hwy Equipment Reserve Account. Completed.**
* **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**.**
* **CHIPS 2018 Plan:** Superintendent Vanburen, Board members will meet with John Scoones, Gorman Brothers to complete road inventory & draft the 2018 CHIPS Plan.
* **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. **Update: Superintendent & Supervisor working on DEC Permit Applications for FEMA Project.**
* **Flammable Safety Cabinet for Hazardous/Flammable Materials** –DA.5130.4Highway Superintendent Vanburen reported on 2 used cabinets. **Update: Board to approve on 2/8/18 the purchase of two used cabinets; $250 & $150 = $400. Invoice to be processed March 2018.**
* **Compressor**: motor needs repair. Looking at options to replace or accept donated compressor. Curtis to follow up. **Update:**
* **Bridges NY Program:** Projects are awarded through a competitive process and supports all phases of the project development**.** 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. **Update:**
* **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 RFP paperwork / packets were completed and uploaded via e-mail with attachments on 8/8/17.Supervisor & Hwy Superintendent met with DHSES representative(s) on 10/20/17 to review FEMA procedures required paperwork to determine FEMA reimbursement to the Town of Roseboom for Storm Stella (March 14 & 15, 2017). **Update: Supervisor and Hwy Superintendent Vanburen met with DHSES, Louie Banker on 2/16/18 to discuss and compile supporting/auditing documents to submit for FEMA Reimbursement. Supervisor & Superintendent met to address the submission of paperwork/forms via e-mail.**
* **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!!
* **HEO Resignation (D VanDewerker): HEO VanDewerker submitted his resignation (effective 3/2/18) to pursue a promotional position with Otsego County DPW. The Hwy Superintendent & Town Board expressed their appreciation for Mr. VanDewerker years of service & wishes him success in his future endeavors.**
* **HEO Vacancy: Town Board advertised to fill the HEO vacancy; and met with candidates.**
* **Overhead Door @ Town Barn: Town Board approved (2/8/18) the quote from Action Garage Doors of Oneonta, NY. Door implemented on 2/20/18. Thank you Hwy Supt Vanburen & Councilperson Schecter for completing this project!!**
* **Chevy Pick Up (1 Ton): Hwy Supt reported the Chevy Pick up broke down during the Riley Snow Storm. Update:\_\_**
* **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**. Hwy Superintendent reported on options to purchase a used/new Pick Up Truck.**
* **New Pick Up Truck Financing/Bidding: Supervisor Gustafson reported that according to the Town of Roseboom’s Procurement Policy (Resolution #6-1998; re-adopted 01/01/18); all purchases of supplies or equipment which exceed $10,000 in the fiscal year or public works contracts over $20,000 shall be formally bid pursuant to GML, 103.**
* **Loader: Hwy Superintendent & Town Board have been exploring the need to purchase new Loader; as well as pricing & financing. Update: Superintendent Vanburen obtained quotes from John Deere, Caterpillar, Volvo.**
* **Loader Bid Solicitation: Supervisor Gustafson reported that Bid Solicitation must be implemented. An advertisement must be published in an official newspaper. The law requires only a single advertisement. In addition, specifications may also be mailed to prospective bidders so long as it is done in good faith.**
* **Loader Financing/Bidding: Supervisor reported that “Leases” are not purchases and, thus, a true lease is not subject to General Municipal Law #103. Further, “Lease-Purchase Arrangements” as authorized by General Municipal Law #109-b must be competitively bid. The “Lease-Purchase Financing” is an alternative means of financing the acquisition of the Town’s capital equipment needs through the utilization of the installment purchase contract mechanism authorized by General Municipal Law 109-b. By statute in New York State, the “Lease-Purchase Financing” cannot be used to avoid referenda, competitive bidding.**
* **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). **Update: Superintendent gathered additional data; working with Supervisor to develop “Fuel Oil Cost Projection Report”. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**JUSTICE COURT**

* **JCAP Grant 2012:** see Outstanding Justice Court Documents.
* **JCAP Grant 2016-17 –denied by NYS Courts:** due to Outstanding Justice Court Documents.
* **Justice Audit FY 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. Update: e-mail sent to Justice Proper requesting date & time convenient for her to meet with Town Board to conduct 2017 Annual Audit. \_\_\_\_\_\_\_\_\_\_**
* **Justice Court 2017 Fees:** 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 2018 Fees: Supervisor received (2/16) a check ($3242.50) for Jan. 2018 court fees. Deposit made.**
* **Justice Supplies: Supervisor authorized Town Clerk to place supply order and postage stamps were given to Justice Proper (3/7/18).**

**FINANCIAL**

* **Financial Reports –** Supervisor’s Financial Reports downloaded & on file. **COMPLETED.**
* **County Sales Tax received- (A.1120)** Supervisor received/deposited $4442.51 for the Distribution Dates Feb 5th&12th. Total 2018 Budget/Revenue Due $60,000 (100%), **Total YTD $10,862 .**
* **Mortgage Tax –**
* **Gates & Cole Insurance (Maggie Solomczak)**:
* **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.**
* **FMLA (Family Medical Leave Act)**: **the NYS FMLA became effective 01-01-18. This is only for private employers/employees. This does not apply to public employers/employees. However, they may opt-in and use the 0.126% withholding to offset Disability premiums through a private carrier. The Town of Roseboom has chosen not to opt-in to this program. Employees are covered under the County’s workers compensation plan and may utilize accrued leave time when needed. COMPLETE.**

**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: Deputy Supervisor VanDewerker reported that the “Original Grant Application” was denied. A revised application has been submitted. Also, Otesgo County Soil & Water will scope out alternate funding sources.**
* **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 has begun 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!!
* Web-Site for the Town of Roseboom: Town Clerk has re-built the new Town web site. To see the new web page go to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TOWN ASSESSOR – DOUG GOHDE**

* **Mach 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 March 2018 meeting.**

**DOG CONTROL**

**TOWN SIGNS CEMETERY ASSOCIATIONS TOWN HISTORIAN 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.
* **FLAGS for Cemetery(s) – Update: Pat Mabie contacted Town Supervisor requesting 144 flags for South Valley Cemetery & Mary Stannard indicated no flags are needed for Roseboom Cemetery. Supervisor Gustafson placed flag order (#37477000;2/26). Hwy Dept will deliver flags to Pat Mabie when received. Update:\_\_\_\_\_\_\_\_\_\_\_**
* **Town Budgeted $2000:** South Valley Cemetery Association was paid $1000. Board will reach out to the Roseboom Cemetery Association ( ) regarding the remaining $1000. If declined; South Valley Cemetery Association can access balance. **Update: Supervisor sent a letter to Mrs. Mary Stannard inquiring if the Roseboom Cemetery Association has financial need of the budgeted monies ($1000).**
* **FLAGS for Town Poles –** letter sent to Hwy Supt Vanburen to review Town inventory needs for flags and flag pole fittings. **Update:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Town Historian: Town Historian, Pat Mabie submitted her 2017 annual report & news items. The Report is on file; located at the Town Office for anyone wishing to review the document. The Town Board reviewed and expressed its sincere appreciation to Mrs. Mabie for all her hard work and dedication to preserving the Town’s history. Thank you Pat!!!**
* **Town Historian –** 150 Years History for Town of Roseboom Book: **Update: Historian Pat Mabie processing the “The 150 Years History of Town of Roseboom”. Books will be for sale in near future. Note: Board will follow up with Mrs. Mabie to post notice in the Town’s official newspaper, at local businesses, Town office, and the Web. Thank you Pat!!**
* **PC Computers (2)/External Hard Drive-Backup Device/Malwarebytes Anti-Virus Software Subscription/installation service:** Board discuss and approved (2/8/18) IT & Computer needs. **Update: New PC’s were ordered & received. IT, Paul Schecter (OCX Company) meet with Hwy Superintendent & Town Supervisor to implement the new PC’s, updates and set up. Thank you Paul Schecter for your knowledge and assistance in meeting the Town’s computer needs!!**

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

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

* **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**

* **Bulk Mailing:** Board discussed and asked Supervisor to scope out the cost of a Bulk Mailing Permit and what it encompasses. **Update: Supervisor reported that it would not be cost effective, at this time, to obtain an annual mailing permit.**
* **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 Planning Board adjourned until April 2018**

* **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. Due to adverse weather conditions the Town Board was not able to meet on 2/22/18 @ 6:30 pm to review the proposed Land Use Regulations Document. **Board Meeting re-scheduled for 03/20/18 at @ 6:30 am. And on 3/23 @ 9:00 am with Code Officer Lloyd Stannard**

**ORGANIZATIONAL CHART / TOWN Bi-LAWS**

* **Organizational Chart / Bi-Laws Amended:** Town Board to review, discuss and approve revisions to the Organizational Document at the March 2018 Town Board Meeting (Revisions to include paid leave regulation–pg 4)
* **Highway Employee Handbook –** Supervisor continues to draft 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Respectfully submitted by -**

**Patti Gustafson, Town Supervisor END**