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

**Committee Meeting Notes April 2018**

**Town of Roseboom Committee Meeting Date: April 06, 2018 Loc: Town Office**

Present: Curtis VanDewerker, Allegra Schecter, Dan Gage, Charles Diamond

Excused/Absent: Supervisor Gustafson

Other Present: Hwy Supt Vanburen

**ITEMS OF DISCUSSION**

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

* **NYS DOT Snow & Ice Contract 2017/2018:** Hwy Superintendent met withJ Murello, NYS DOT. The Board to review & approve Contract at the April 2018 Board meeting via resolution.
* **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. **Update: Balance of $24,310.33 received & deposited 3/31/18. COMPLETED.**
* **NYS DOT SIR 11 Report:** Hwy Supt will track monthly Snow & Ice costs on the SIR 11 form. Update from Superintendent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Otsego County Snow & Ice Contract 2017/2018: Supervisor received & deposited Check ($8264.04) for the Sept-Dec 2017 period for Snow & Ice Removal Services.**
* **NYS HWY 166:** Town Supervisor, Town Hwy Superintendent Met with NYS DOT Jerry Murello to discuss Rte 166) in the Town of Roseboom. Update: At this time the Town will not pursue contract for Rte 166 due to costs and staffing patterns. **COMPLETED.**
* **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. **No Update for April 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. Update: Hwy Department waiting for good weather before moving forward.**
* **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 until Spring/Summer 2018. **Update: Otsego County DPW (Shared Services):** **Otsego County DPW has proposed an agreement that would allow them access to our “Gravel” with the newly acquired property (former Breen property), with the County supplying the “Equipment”. In exchange the County DPW will haul “Cobble” to Kiser Sand & Gravel Company to have it crushed for the Town. Further, the County DPW will leave any leftover screened gravel; and the Town may retain any road millings from Co Rte 50. Hwy Superintendent Vanburen to contact Otsego Co DPW to obtain a written agreement for the above referenced. ACTION The Board to make decision at the April 2018 Town Board Meeting.**
* **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**. Update: Hwy Department waiting for good weather before moving forward.**
* **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 following reports 1) 4st Qtr report (due 10/15/17); 1st Qtr report (due 01/15/18 ); 2nd Qtr report (due 04/01/18 ). **Update: Superintendent & Supervisor completed the (draft) NYSDEC Joint Application process. Note: The Town must separately apply for and obtain PERMITS from each involved agency before starting work. The (completed) Joint Application will be sent to the following: 1) NYSDEC, 2) USACE, 3) NYSOGS, 4) NYSDOS. Board to review Joint Application & supporting documents with Hwy Supt Vanburen before submission. Councilperson Diamond offered o take the Joint Application to the NYS DEC Regional Office to ask if they would critique the document before sending it to the other Agencies.**
* **Flammable Safety Cabinet for Hazardous/Flammable Materials** –DA.5130.4Highway Superintend 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 April 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 not able to attend seminar nor webinar. **Based on time constraints & Conversation with Otsego County DPW Commissioner, William Mason, , Supervisor Gustafson opted - to have NYSDOT design and then let the culvert project in a bundled construction contract., and to submit the draft application(s) for preview. Update: Supervisor Gustafson completed draft applications (8) for Culvert Replacement projects and submitted to NYBridges on COB 03/15/18. Hwy Superintendent Vanburen discussed process with Otsego County (Wm Mason & Rich Brimmer) and is working with Delta Road to meet the 03/13/18 Deadline. Delta Road Construction (Roads & Transportation) is the lead company to assist the Town with completion of the Culvert Applications. Update: Town may not be able to meet the deadline; waiting on Delta Construction Company.**
* **Turpenings Road Culvert/Bridge: Hwy Supt Vanburen & Road Committee will inspect the Turpenings Road culvert/bridge. Will follow up with Otsego Co DPW, Wm Mason.**
* **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).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. **Update: Supervisor & Hwy Superintendent compiled and scanned paperwork; e-mailed documents to L. Banker (DHSES). Filing Completed 3/30/18!!! Thank you Mitchell!!**
* **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, and Tractor Mount Broom.**
* **Hwy Equipment Titles & Registrations –** Hwy Superintendent will research & obtain ALL Hwy Equipment Titles & Registrations.  **Update: from Hwy Superintendent: continues to obtain data & will go to Otsego County DMV to acquire the proper documents.**
* **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 Vacancy: Town Board advertised & interviewed several candidates for the HEO position. The Board & Hwy Superintendent hired Cody Duncan. Welcome Duncan!!! COMPLETED.**
* **Chevy Pick Up (1 Ton):** Hwy Supt reported the Chevy Pick-up broke down during the Riley Snow Storm and has been repaired. **Update: pick-up transmission still not working correctly (acting up).**
* **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 reported Cherry Valley Hwy Dept they will keep the used vehicle. Hwy Supt Vanburen & Board members continue to explore options for new/used pick-up truck asap**.**
* **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). Superintendent gathered additional data to develop “Fuel Oil Cost Projection Report”. Hwy Superintendent will obtain final quotes on 04/11. Board to discuss at Town Board meeting whether to change from Mirabito to Superior.
* **Grass Seeding – Breen Property: Discussion heard; Hwy Department will move forward with seeding the Breen property (fields) as agreed to in the contract. Funded by DA.5110.4**

**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-mails sent to Justice Proper requesting date & time convenient for her to meet with Town Board to conduct 2017 Annual Audit. No response from Justice Proper.**
* **Justice Court 2018 Fees (A.2610): Supervisor received (3/19) & deposited check ($881.00) for Feb. 2018.**
* **Justice Supplies: Supervisor authorized Town Clerk to place supply order and postage stamps were given to Justice Proper (3/7/18). COMPLETED.**
* **NYS OSC Audit of Town Court: Supervisor Gustafson received a copy of a letter (via e-mail; dated 4/10/18) sent to Hon. Fitzgerald, Sixth District Administrative Judge from the Unified Court System indicating the Unified Court System’s Internal Audit Services unit has scheduled an audit of the financial records and internal controls of the Roseboom Town Court related to cash receipts and disbursements. The audit is being made as part of the 2018-19 internal plan approved by the Chief Administrative Judge. Audit is scheduled to begin as soon as April 12, 2018.**
* **Lexis Nexis (Matthew Bender Law Books): Supervisor received notification of outstanding balance due to Matthew Bender since November 2017. No Invoices were received, and no notice of purchase order given to Town Board. In order to avoid any confusion in the future; the Town Supervisor contacted Matthew Bender and has directed them to notify the Town Supervisor before any order(s) can be placed. Upon notification the Town Supervisor will contact Justice Proper for order confirmation and then authorize the purchase. This will allow for proper purchasing practices; and avoidance of late charge fees.**

**FINANCIAL**

* **Financial Reports –** Supervisor’s Financial Reports downloaded & on file.
* **County Sales Tax received- (A.1120)** Supervisor received/deposited $4442.51 for the Distribution Dates Mar. 5th&12th. Total 2018 Budget/Revenue Due $60,000 (100%), **Total YTD $14,760 .**
* **Mortgage Tax –**
* **Gates & Cole Insurance (Maggie Solomczak)**: Supervisor received the renewal for Pollution Liability with AmWins Brokerage of New York. Policy is effective 04/14/2018 for a period of one year; annual premium totals $589. Board to approve at the April 2018 Board meeting
* **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.**
* **Workers Compensation Qtr Report**: completed and filed the Quarterly Assessment for Workers Compensation with Otsego County. **COMPLETED**
* **NYS Association of Towns:** Supervisor declined to join the 2018 Association of Towns; saving the Town $500. **Update: Discussion heard whether joining may assist with questions that arise allowing Board members to call the Association of Towns instead going through an Attorney. ACTION: Board to decide at the April 2018 Board Meeting.**
* NYS Retirement: Supervisor received & reported that NYS LRS has redesigned the *Employer’s Guide* to make it easier to find and access the NYS LRS information needed**. COMPLETED>**
* **NYS OSC Audit – Town of Roseboom: Supervisor Gustafson reported the Division of Local Government and School Accountability of the Office of the State Comptroller has selected the Town of Roseboom for an audit. An entrance conference has been scheduled for Friday April 13, 2018 at 10:00 am.**

**SALT SHED**

* **Salt Shed Grant ( DEC Grant):** Deputy Supervisor VanDewerker reported that the “Original Grant Application” was denied. A revised application has been submitted. Also, Otsego County Soil & Water (Mr. Clements) will scope out alternate funding sources. **Update: no response on the “revised application” that was submitted. Discussion heard regarding the use of a “grant writer”. It was noted that the Cherry Valley Fire Department was successful in acquiring grant funds by utilizing a grant writer. Board asked Mitchell to contact Marty to obtain the grant writer’s name.**
* **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**
* **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 of Roseboom.com. Great job Erin & Jeremy!!!!!
* **Property Tax Changes from Otsego County: Supervisor Gustafson received notice from Town Clerk Seeley that there have a few property tax changes implemented by Otsego County. COMPLETED**

**TOWN ASSESSOR – DOUG GOHDE**

* **April 2018 reported: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Re-Appointment(s) to Board of Assessment Review (BAR): Update: Town Board was unable to meet with candidates nor hold special meeting due to weather conditions. As such, the Board decided via telephone vote to appoint Everett Yerdon to serve on the BAR. Supervisor sent e-mail to Otsego County Hank Schecher informing him of the appointment to include Mr. Yerdon in the Spring 2018 training. The Town Board will make official appointment at the April 2018 Meeting. Note: there were several outstanding candidates and the decision was extensively considered. Thank you to all the candidates. Supervisor sent letters to each candidate indicating the Board’s BAR appointment.**
* **Age Exemption (Local Law #3-2017): due to an oversight, on the behalf of the Town Supervisor, the “Age Exemption” was not submitted to the Otsego County Real Property Tax Office. ACTION: Town Supervisor submitted (via e-mail) a copy of Local Law #3-2017 to Otsego County Real Property Tax Office; and copy to Town Assessor Doug Gohde. COMPLETED 04/10/18.**
* **Re-Assessment concerns remaining: local resident and Board members expressed their concerns regarding the remaining re-assessment concerns brought to their attention. Concerns will be given to Assessor at the April 2018 Board meeting; a meeting with the Town Assessor to discuss the concerns will also be scheduled.**

**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 delivered flags to Pat Mabie .**
* **FLAGS for Town Poles –** letter sent to Hwy Supt Vanburen to review Town inventory needs for flags and flag pole fittings. **Update:** Superintendent Vanburen compiled order. Flags ordered & received. COMPLAETED.
* **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!!**

**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: \_Board will try to meet in April 2018; will discuss at the Board Meeting of 4/12/18.**

**ORGANIZATIONAL CHART / TOWN Bi-LAWS**

* **Organizational Chart / Bi-Laws Amended:** **Action** Town Board to approve revisions to the Organizational Document at the April 2018 Town Board Meeting (re: BAR, Sick Leave, and Funeral Allowance; page 1 and page 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: no report from code officer. Note: Assessor commented he has not received any Permits. Supervisor will e-mail Lloyd Stannard regarding Permits.**

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

**Respectfully submitted by - Patti Gustafson, Town Supervisor END**