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

**Committee Meeting Notes May 2018**

**Town of Roseboom Committee Meeting Date: May 4, 2018 Loc: Town Office**

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

Excused/Absent: Doug Gohde, Assessor

Other Present: Hwy Supt Vanburen; Larry Lamb, Planning Board Chairman; Lloyd Stannard, Code Officer

**ITEMS OF DISCUSSION**

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

* **NYS DOT Snow & Ice Contract 2017/2018:** Board approve 2017/2018 Contract at April 2018 meeting. Supervisor signed, notarized and mailed contract to NYS DOT.
* **NYS DOT SIR 11 Report:** Hwy Supt will track monthly Snow & Ice costs on the SIR 11 form. Update: Superintendent Vanburen & Supervisor Gustafson to meet on Wednesday (5/09) at 11:00 am to complete the SIR 11 tracking form.
* **Otsego County Snow & Ice Contract 2017/2018: Supervisor received & deposited Check ($8264.04) for the Sept-Dec 2017 period for Snow & Ice Removal Services. Update: Board to approve resolution #2-2018. Need to amend the 2017 resolution for Snow & Ice Contract; period needs to reflect three (3) years (October 01, 2017 thru September 30, 2020. ACTION NEEDED.**
* **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. **Update: no update; other projects have been prioritized & scheduled.**
* **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. Update: E-mail (5/10/18) received from Mr. Grasso; forwarded too Hwy Superintendent & Board members. Hwy Superintendent Vanburen asked to contact Mr. Grasso to discuss the Town’s plans for Bob Rich Road.**
* **Intersection of Co. Hwy 50 and State Hwy 165:** the highway elevation revision is on hold until Spring/Summer 2018. 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. **Update:** Hwy Superintendent Vanburen contacted Otsego Co DPW to obtain a written agreement for the above referenced. **No written agreement obtained. Board agreed with Superintendent to move forward with adjacent property excavation; keeping the gravel for the Town & utilizing the Towns equipment. Supervisor Gustafson to send a letter Otsego County DPW informing them that “due to time constraints; the Town of Roseboom will be moving forward with the Salt Shed project by excavating the site with Town Equipment and stock-piling the gravel for future road work” Also, a letter will be sent to Michaeleen Ward for allowing the Town to dump debris from the excavation site. 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). **Update: Superintendent Vanburen will contact & meet with Middlefield Town Supervisor Joe Harris/Board to discuss a *“Shared Equipment Agreement”* for renting a Mow Trim for 2-3 weeks. Superintendent to obtain written agreement from Middlefield; then Town Board to approve agreement and cost. Superintendent will explore a “no cost” agreement in lieu of the 2018 snow removal service for the Town of Middlefield.**
* **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 Superintendent Vanburen reported he has received a quote for the excavation and exchange of the tubes/culverts. He will obtain 1 – 2 additional quotes. ACTION NEEDED – Board to approve quote based on the Towns’ procurement policy. Superintendent was asked to obtain the required Insurance Certificate & Hold Harmless form from the successful Vendor.**
* **Hoose Road – Shale: Supervisor Gustafson contacted Vendor who confirmed he will allow the Town to purchase shale for Hoose Road repairs. Thank you, Larry Prill! Also, Hwy Superintendent Vanburen & Deputy Supervisor VanDewerker will coordinate a meeting with Mr. Prill to discuss purchase details.**
* **CHIPS 2018 Plan:** Superintendent Vanburen, Board members met with John Scoones, Gorman Brothers to complete road inventory & draft the 2018 CHIPS Plan. **Update: Supervisor requested and received (e-file) copy of all CHIPS Annual Report(s) from NYS DOT. Supervisor will compile Summary Report from the annual documents.**
* **CHIPS, PAVE NY, EWR for 2018-2019: Superintendent & Supervisor received the 2018/2019 Budget to provide funding to support the repair, rehabilitation, and modernization of local roads & bridges. Total allocated to the Town of Roseboom = $ 120,896.58!**
* **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 ).

**NYSDEC Joint Application process:** **Edwards Road Culvert Replacement;** Superintendent & Supervisor completed the (draft) NYSDEC Joint Application process for the Edwards Road Mitigation Project. 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 reviewed Joint Application & supporting documents with Hwy Supt Vanburen before submission. Councilperson Diamond submitted the Joint Application to the NYS DEC Regional Office, asking for their critique of the document before sending it to the other Agencies. **Update: Council Person Diamond reported that NYS DEC reviewed the document application and found it was accurately completed and could be submitted for final approval to all applicable agencies. Supervisor signed, scanned, printed, and mailed NYSDEC Joint Application(s) to the applicable agencies on 05/11/18.**

* **Compressor**: motor needs repair. Looking at options to replace or accept donated compressor. **Update: none**
* **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; Additional Filing completed 05/02/18. 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: Hwy Superintendent obtained & will complete “form” from Otsego County DMV to acquire the proper documents.**
* **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 repaired. Board reviewed associated costs.**
* **New Pick-up 4WD Truck:** discussion heard regarding the need to replace the 4WD pickup truck. Hwy Supt Vanburen & Board members continue to 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 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 regarding the contract and verbal agreement Funded by DA.5110.4**
* **Otsego County Personnel Forms: Supervisor to complete & submit updated Personnel forms to Otsego County for all Highway personnel. All are non-competitive positions.**
* **Sale of Scrap Metal ($48.60): Supervisor received & deposited $48.60 for the sale of scrap metal. Funds booked to Equipment Reserve (DA.230a). COMPLETED.**
* **Sale of Culvert Pipe($242.30): Supervisor received & deposited $242.30 for the sale of culvert pipe. Funds booked to Road Repair Reserve (DA.230). COMPLETED.**

**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. No payments or reports received for March or April 2018; as of 05/08/18.**
* **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.**
* **Justice Court Mail: Supervisor was addressed by postal clerk regarding Town mail & Court mail not being picked up at the PO Box. Thus, discussion heard regarding numerous letters, checks, invoices that were not picked up by Justice Proper (some more than a month old) and town mail not forwarded to the Town Office. This delay and mis-direct of mail has caused time delays in deposits and correspondence, as well as late payments and charges. As such, the Board has asked the Supervisor to review issue and have “ALL” mail be delivered to the Town Office at 126 Co Rte 50. All Court mail will be logged in and given to Justice Proper. This will revert to the mailing practice that the Town has had in place for prior Justices.**
* **Otsego County Traffic Diversion Program: Supervisor received & deposited check ($100) for TDP-January.**
* **Justice Court Fees: Supervisor reported she has not received any court fees or reports for the months of March 2018 and April 2018. An e-mail was sent to Justice requesting payment & reports be sent to the Town.**

**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 –**
* **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 Association of Towns:** Supervisor declined to join the 2018 Association of Towns; saving the Town $500. **Update: At the April 2018 Board meeting the Board approved to join the NYS Association of Towns; cost $500. Supervisor to pay annual fees.**

**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. Jordan should have confirmation by June 2018 if we are successful in securing funds via grant. 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!!!!!

 **TOWN ASSESSOR – DOUG GOHDE**

* **Tentative Assessment Roll: pursuant of section 506 and 526 of the Real Property Tax Law – the “Notice of Completion of Tentative Assessment Roll” has been posted. A copy of the Tentative Assessment Roll was given to the Town Clerk for public inspection from May 01 – May 22, 2018. Hearing of Complaints --- Assessor Gohde will be in attendance with the Tentative Roll at the Town Office on May 7 (3pm-7pm(, May 10 (4pm-8pm), May 15 (2pm-6pm), May 19 (8am-Noon)**
* **Board of Assessment Review: the Board of Assessment Review (BAR) will meet at the Town Office -Garage on May 22, 2018 from 4pm – 8pm.**
* **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.**
* **Re-Assessment concerns remaining: local resident and Board members expressed their concerns regarding the remaining re-assessment concerns brought to their attention. Update: Supervisor, Deputy Supervisor and assessor met to discuss concerns. Supervisor had a follow up meeting with Assessor Gohde (5/03) to discuss revised assessments and other concerns.**

**DOG CONTROL**

* **Susquehanna Animal Shelter (invoice $150): Supervisor received & paid invoice totaling $150.00 for dog brought in on 01/12/18 and not claimed by owner. After the contracted five days holding the dog was transferred to the SAS.**
* **Susquehanna Animal Shelter (Ck $25): Supervisor received & deposit $25 check from SAS for dog reclaimed by owner.**

**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 . COMPLETED.**
* **FLAGS for Town Poles –Update:** **Superintendent reported he received and put up flags. Also, he indicated the need for 22 additional flags sets (18 Pleasant Brook, 3 John Deere Street, 1 Co 57) to place on poles. Supervisor to place order for 13 sets due to budgetary constraints.**
* **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!!**
* **South Valley Pleasant Brook Union Cemetery:** Board received letter from Pat Mabie, Assistance Secretary -Treasurer for the SVPB Cemetery. The Board approved SVPBUC request to have the Town of Roseboom accept funds from the Riley Warren-Bea Blanding Foundation for the SVPBUC.. Trustees from the Foundation indicated they would need a letter from the Town requesting the funding on behalf of the SVPBUC. Supervisor to compile letter to Foundation; with Cc to Pat Mabie. COMPLETED. **ACTION NEEDED BY BOARD AT BOARD MEETING**

**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**

* **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. **Board Meeting: 05/8/18. Supervisor & Deputy Supervisor to attend the May 14th Planning Board Meeting. A copy of the proposed draft-Land Use Document was submitted (e-mail) to Lloyd Stannard for his review.**

**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 e-mail Lloyd Stannard regarding Permits. Follow up: Code Officer, Lloyd Stannard will present ALL permits to Council Person VanDewerker, forward to Town Clerk who will make a copy, and she will present originals to the Assessor at the monthly Town Board Meetings.**

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

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