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

**Committee Meeting Notes June 2018**

**Town of Roseboom Committee Meeting Date: June 8, 2018 Loc: Town Office**

Present: Deputy Supervisor-Curtis VanDewerker, Council Persons: Allegra Schecter, Dan Gage, Charles Diamond, and Supervisor Gustafson

Excused/Absent:

Other Present: Hwy Supt Mitchell Vanburen; Jordan Clements (Otsego County Soil & Water); Assessor Gohde, Code Officer Lloyd Stannard, Michael Stannard (former Town Supervisor).

**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. **Superintendent Vanburen & Supervisor Gustafson to meet to complete the SIR 11 tracking form. Update: still pending**
* **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 approved resolution #2-2018; amending the 2017 resolution for Snow & Ice Contract; contract period reflects three (3) years (October 01, 2017 thru September 30, 2020. 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. **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 met in Spring 2018 with Hwy Superintendent to develop plan. Hwy Department waiting for good weather before moving forward. 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. **Update: Deputy Supervisor VanDewerker & Highway Superintendent met (6/6/18) to obtain measurements for the section of Bob Rich Road to be abandoned. Town Supervisor will contact the Town Attorney to move forward with a Qualified Abandonment process. Highway Department estimated the road repairs needed for the proposed (1250’ of non-abandoned section) would estimate out at $20,000+. Board & Hwy Superintendent discussed options. Supervisor will send Mr. Grasso a letter with the Town’s findings and proposal to abandon (Qualified Abandonment) the road. Note: it is recognized that the Code Officer indicated the building was given a “Seasonal Use Permit” as the road was not sufficient. Further, the road is currently listed as a seasonal road. Deputy Supervisor VanDewerker will contact the NYS Association of Town’s to clarify legal process for Qualified Abandonment for a Seasonal Use 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.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 was sent to Michaeleen Ward for allowing the Town to dump debris from the excavation site. **Update: Supervisor sent an e-mail (6/6/18) to Wm Mason, DPW Commission with (Cc to Dave Bliss, County Representative) requesting the County’s tentative date for the road elevation/repair.**
* **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). 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. **Update: Supervisor Gustafson, Superintendent Vanburen met with Supervisor Joe Harris (Town of Middlefield) to discuss a “shared equipment rental agreement”. At the Town Committee meeting Board discussed alternate options for mowing. Based on discussion: 1) Supervisor to contact Supervisor Harris to decline the shared equipment rental agreement, 2) Superintendent obtained quote for rental of tractor w/ boom mower ($2200/week with unlimited hours 3) Otsego County offered to pick up, haul, return equipment at no cost (thank you Rich Brimmer!!), 4) mowing will be completed in June 2018; not September or October 2018.**
* **Mowing on Town Road: Highway Superintendent Vanburen reported he has completed mowing for Crounch Hill Road, Gage-Schoolhouse Road, and portion of Hoose road.**
* **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**.** Hwy Superintendent Vanburen reported he has received quotes for the excavation and exchange of the tubes/culverts. At the May 2018 Board Meeting; the Board approved quote ($4000) from Steve Gridley based on the Towns’ procurement policy. **Update: Superintendent was asked to obtain the required Insurance Certificate & Hold Harmless form from the successful Vendor. Excavation/repairs are expected to commence week of 6/14 or 6/21. Further, the Hwy Superintendent & Board decided to use cobble stone vs shale.**
* **CHIPS 2018 Plan:** Superintendent Vanburen, Board members met with John Scoones, Gorman Brothers to complete road inventory & draft the 2018 CHIPS Plan. 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. Update: Hwy Superintendent Vanburen, Deputy Supervisor VanDewerker, and Supervisor Gustafson met (6/5/18) to review prior CHIPS history. Based on data from NYSDOT, the 2018 CHIPS Plan was drafted. Proposed 2018 CHIPS projects are (Doc Ahlers Road: $13,552) (Morton Road: $42,802) (Morton Road Adjacent – dirt section; $13,000) Total estimate = $69,355 w/o Town Labor & Equipment costs. Discussion heard regarding Roll-Over of remaining 2018 CHIPS funds for 2019 CHIPS Projects.**
* **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! **Update: Hwy Superintendent to obtain quotes from Gorman Group & Suit Kote.**
* **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 ).

**PERMITS----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.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. **Update: permits pending.**

* **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. Update: no 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).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.**:** 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!! **Update: no update**
* **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** **continues to explore purchase of salamander, portable generator (7500)-- compatible to building’s panel box, pipe-threader.**
* **Highway Building – Electric Panel Box upgrade: Hwy Superintendent to get estimate to install a compatible panel box for a generator, salamander. Update:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Hwy Equipment Titles & Registrations –** Hwy Superintendent will research & obtain ALL Hwy Equipment Titles & Registrations.  **Hwy Superintendent obtained & will complete “form” from Otsego County DMV to acquire the proper documents. COMPLETED.**
* **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. Mirabito, Parsons, Superior, Rhinehart). Superintendent gathered additional data to develop “Fuel Oil Cost Projection Report”. Hwy Superintendent will obtain final quotes. Board discussed quotes and options. Will defer until 2019 Budget process.
* **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. **Update: Supervisor Gustafson will review the Agreement between the Town & Mr. Breen. Supervisor will draft & send letter to Michael Breen; giving an update & pictures on the excavation work for the Salt Shed, etc.**
* **Otsego County Personnel Forms: Supervisor completed & submitted updated Personnel forms (MSD-426) to Otsego County for all Highway personnel. All are non-competitive positions. Copies given to Hwy Supt for employee Personnel Files. COMPLETED.**
* **Highway Equipment (Dump Truck #65) –accident information & vehicle title was filed. The Town will receive book value of $15K, less $2K for buy back of truck = $13K. Gates & Cole Ins (Tokyo Marine Co) Will prepare Insurance Claim. Hwy Supt waiting for Claim; will sign & notarize and send to Gates & Cole Ins.**
* **Otsego County Planning (Hazard Mitigation Plan update meetings) – kickoff meeting 5/10/18. Supervisor & Hwy Superintendent will be attending future meetings. HM Plan will analyze the hazards faced by the County and its municipalities and identify a strategy for minimizing the County’s vulnerability to these hazards. The HMP was last adopted in 2013 and will expire in November 2018.**
* **FEMA 4031 DR NY (Applicant Closeout)– Town Supervisor received letter from Homeland Security & Emergency Services indicating they have paid all eligible claims for disaster assistance for the FEMA 4031 DR NY project (Tropical Storm Lee). Note: FEMA records must be retained for three (3) years. COMPLETED.**
* **Otsego County Soil & Water (Stream Management Program; Excavator Grant): Jordan Clements (Otsego County Soil & Water) discussed a Three-Relay Partnership (Otsego County, Towns & Villages, District) to secure grant funds for an Excavator and Bulldozer. A tax (Town of Roseboom share: $2pp x 700 population = $1400) would be used to offset the maintenance & insurance costs. A Power Point presentation was given. This proposed program would follow the same program implemented by both Chemung & Stueuben County(s). The Town Board expressed its interest in securing grant funds & supporting the OCSWD by sending a letter of support. Update:\_**
* **Hoose Road ( Hidden Driveway Road Sign): At the May 2018 Board meeting, Mr. Petersen requested that a “*Hidden Driveway” road sign*  be placed near his residence on Hoose Road. Update: Hwy Supt plans to implement sign week of 6/14).**
* **OSH KOSH History: resident Carol Brodie and others have inquired about the history and reasons for selling the Osh Kosh. Supervisor to call Ms. Brodie re (lack of storage space, lack of use, and not able to obtain parts, decision to scrap the Osh Kosh and use funds for other Hwy equipment). It is noted that Town expected only $1500 but received $4150 through Auction International. Thank you Superintendent Vanburen for all your work with Auction International!!**

**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 & deposited the following YTD: $ 3242.50 for January; $881 for February; $393 for March; $190 for April. Update:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **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.
* **NYS OSC AUDIT (FINDINGS):** Supervisor Gustafson reported on the OSC response concerning the Justice’s ability it connect to the internet. The IT reported there is nothing wrong with the Wi-Fi connection. However, the actual internet connection has extremely high ping (600-800ms average) and timed out constantly; making it unusable for the necessary courtroom operations and financial reporting. Based on this finding, Town Supervisor contact the local ISP, OEC and spoke with Mr. Jim Foot. **Based on the discussion it was determined that the there are more firewalls/security for State and Bank sites; which require better connection than the Town currently has with OEC. Currently, the Town connects to OEC’s modem then goes out to a space satellite then on to Winnipeg, then back; that impacts the transference of energy (satellite signal). OEC is currently building Fiber-Optic service; stopping at Co Ret 33 @ a cost of $15K / mile. OEC has no plans to move into the Town of Roseboom area. Further, Hughes Net and VIASAT will also have internet connection latency (the delay before a transfer of data begins following an instruction for its transfer issues. Board discussed option using either ATT or Verizon (hot spot internet connection). Town will check if an ATT or Verizon cell phone works at the Town Office. Also, the ATT & Verizon Towers are only a few miles away; thus the transference of energy/signal would travel a less distance than OEC. If there is cell phone service, then Town would proceed with vendors. Note: no contract will be signed until internet connection and latency concerns are resolve. It was determined that neither ATT or Verizon cell service is available at the office. Supervisor contacted NYS Court System to ask for direction. 6/11/18 Supervisor received e-mail from NYS Court Administration as follows:** **I (Mr. Shapiro) will make further inquiries regarding this and get back to you.  I know that the Office of Justice Court Support in Albany has had some success in recent years with expanding internet access to some of our very rural courts, I will reach out to them to see if they have suggestions.**
* **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:** the Board has asked the Supervisor to review mailing 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. **Update: Supervisor received a call from NBT requesting Justice Proper’s signature on an address change form. Contacted Justice Proper via cell & home phone and left messages (2x); no response as of 6-13-2018.**
* **Otsego County Traffic Diversion Program:** Supervisor received & deposited check ($100) for TDP-January.

**FINANCIAL**

* **Financial Reports –** Supervisor’s Financial Reports on file; e-mailed to Board members.
* **County Sales Tax received- (A.1120) Supervisor received/deposited $4855.38 for the Distribution Dates Apr. 5th&12th. Total 2018 Budget/Revenue Due $60,000 (100%), Total YTD $19,615**
* **Mortgage Tax – Supervisor received & deposited $4110.06 for Mortgage Tax for period of Oct 2017-March 2018.**
* **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:** **Town has joined the NYS Association of Towns; cost $500. COMPLETED.**
* **Otsego County Worker’s Comp Ins Program:** **Supervisor Gustafson received, completed, and submitted the updated Worker’s Compensation Insurance –Employee Count Form (6/1/18) to the O.C. Attorney’s Office. This data submitted provides information to the insurance provider; as well as the number of employees is used to allocate the costs for each municipality.**
* **NYS Comptroller Office (Audit of Town Financial Records) – Town Supervisor reported that the Office of the NYS Comptroller Office (auditor) has completed its audit (draft) and has forwarded to the Albany Office for editing. An exit conference is expected in August 2018. Some of the highlights included: 1) Road Survey consensus- the N.W. rated fair to poor, the S.W. rated fair to good, noting the Town recognizes the N.W. is a priority for road repairs; 2) Highway Equipment – the life/age of all 11 pieces of equipment are “over” useful recommended life, noting the need to fund the existing Capital Project Account via annual budget; 3) Maintenance Cost of Highways – the analysis indicates the Town of Roseboom rate 13th out of 23 Towns in Otsego County, this was calculated over a 5 year period, noting the Town’s costs are not majorly high; 4) Financial Goals – analysis indicated Board reducing appropriated fund balance, leveling to a stable tax base, utilizing a 3-4 months unreserved fund balance, noting the Board will fund Equipment & Road Repair Reserve accounts annually via budget when appropriated fund balance is no longer utilized to keep within the required tax cap amount.**
* **NYS DEC (Jamie Lacko):** **Supervisor received, completed & submitted to NYS DEC an Updated Contact List for Town Emergency Personnel (6/1/18) COMPLETED.**

**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. Discussion heard that 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 CV Department to obtain the grant writer’s name. **Update: Jordan Clements reported he will re-submit in June 2018 for the $3rd time ; should know results in November 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 continues to excavate area.**
* **Excavation Screening: Hwy Superintendent reported he will rent a Screener to excavate bank run gravel to become Item 4 & Cobble.**
* **TOWN CLERK & TAX COLLECTOR**
* **Web-Site for the Town of Roseboom**: To see the new web page go to: Town of Roseboom.com.

**TOWN ASSESSOR – DOUG GOHDE**

* **NYS Tentative Equalization Rates (2018) – Supervisor received notice (5/15/18-that the tentative rate is 114.19.**
* **Board of Assessment Review: the Board of Assessment Review (BAR) was held at the Town Office -Garage on May 22, 2018 from 4pm – 8pm. Note: Assessor Gohde reported only three residents presented at the BAR.**
* **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. Thank you Doug!!**
* **Office Hours: Assessor set 16hrs of office hours to hear assessment issues at the Town Building. Only two residents presented.**

**DOG CONTROL**

* **Dog Control Officer: no update for June 2018 Committee meeting. Note: reported in May 2018 that tickets were issued & Mr. Jorgensen is working with Justice Proper on each issuance. Copy to be sent to Deputy Supervisor VanDewerker, and then onto Town Clerk Erin Seeley.**

**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.
* **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: **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. Board approved at May 2018 Board Meeting & Supervisor compiled letter to Foundation; with Cc to Pat Mabie. COMPLETED.

**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 implementing tower on Larry & Nancy Prill property (Top of Thompson Hill Road area). County trying to obtain provider for cell service (ATT). Contact County Representative Dave Bliss for further information.**
* **Emergency Communication Tower: Supervisor e-mailed (6/11/18) Dave Bliss, County rep, to ask how the site location was chosen for the tower. Also, to clarify if ATT becomes a ISP will the Town receive “property tax revenue”.**

**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. 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. **Update: Street Lights were repaired. However, the old style lights have not been replaced with LED>/. Council person Schecter to follow up.**

**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! **Update: own Supervisor & Deputy Supervisor & Council Person Schecter met with Planning Board members to review changes and updated Comprehensive Plan. Supervisor, Councilperson and Planning Board members will obtain various documents to be included with the Comprehensive Plan. Comprehensive Plan, Supporting Documents, and SEQR are required for Town Board to finalize and submit to the Otsego County Planning for their review. Board expresses its utmost appreciation to all the Planning Board members!!**
* **Land Use Regulation Document:**Planning Board completed the DRAFT of the proposed Land Use Regulation Document; Town Board reviewed. Supervisor & Deputy Supervisor attended the May 14th Planning Board Meeting. A copy of the proposed draft-Land Use Document was submitted (e-mail) & reviewed by Code Officer, Lloyd Stannard. Based on discussion with Code Officer Stannard; the Board asked Mr. Stannard to obtain the Land Use Law from the Town of Wright and Town of Carlisle. These laws will be reviewed by the Planning Board. Discussion was heard regarding the existing NYS & Federal regulations that are already in place and how they are/are-not enforced. **Update: Code Officer L Stannard obtained the Land Use Laws for Town of Carlisle & Town of Wright; and the Solar Law from Town of Carlisle. Town Board will review with Mr. Stannard and pass along to Planning Board. He e-mailed the documents to Town Supervisor. Supervisor will distribute copies for 6/11/18 Planning Board meeting. Supervisor Gustafson and Council Person Schecter attended the 6/11/18 Planning Board meeting. Comprehensive Plan appendixes/attachments have been requested from various agencies. When all supporting documents are received, the Town Supervisor will send the “revised” Comprehensive Plan with Attachments, and SEQR to the Otsego County Planning Board. Upon their approval/findings the Town Board will move forward with he approval process. Further, the Planning Board discussed the Land Use regulations for the Town of Carlisle. Kim Gray offered to make copies of the Carlisle Site Plan Review Regulation to be distributed and reviewed at the July 2018 Planning Board Meeting. Thank you again PB Members; great job!!**

**ORGANIZATIONAL CHART / TOWN Bi-LAWS**

* **Organizational Chart / Bi-Laws** - **need motion to amend (pg-3-) Organizational Chart at the June 2018 Board Meeting. Delete Hwy PTE’s: Dan Kesoe, Dustin Graig, Brian Fassett.**

**CODE ENFORCEMENT BUILDING CODE/PERMITS NFIP (Flood Maps)**

**Building Permits: report from code officer issued 3 permits, a few pending. Code Officer, Lloyd Stannard will present ALL permits 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**