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

**Committee Meeting Notes June 2018-------(No Committee Meeting Held) (Updates Only)**

**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 ($82,781.25):** Board approve 2017/2018 Contract at April 2018 meeting. Supervisor signed, notarized and mailed contract to NYS DOT. **Supervisor received & deposited (7/13) check ($55,463.77) and check ($27,317.98); Balance due to Town: Paid In Full.**
* **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**
* **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):** 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. **Update: Supervisor e-mailed Mr Grasso regarding Town Board’s decision to abandon the road. Further, Town Supervisor Gustafson spoke with Attorney West on 07/10/18 to discuss “Qualified Abandonment of Bob Rich Road”. E-mail was sent to Otsego County. Otsego County DPW & County Attorney will discuss with Town Attorney as to level of involvement for the County. Depending on the type of abandonment the County may be involved. Usually, if it is a straight abandonment, it is up to the Town, and the County is not part of the proceedings. Town Attorney to get back to County Attorney if County involvement is needed.**
* **Intersection of Co. Hwy 50 and State Hwy 165:** 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. **Update: Tentative work date – August 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. Update: First Round is complete, second round is scheduled for August 2018.**
* **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. **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. Update: All cross-tubes/culvert have been implemented. Ditching commenced week of 7/09. Stone has been received and stocked piled.**
* **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. Note: Hwy Department expects to CHIP (grounded) Morton Road week of July 2nd; paver coming on 7/16.**
* **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 obtained quotes from Gorman Group & Suit Kote. ACTTION NEEDED: Board approval of vendor for CHIP Projects.**
* **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 ).
* **Edwards Road Culvert Replacement Project -National Grid Pole: Supt Vanburen reported that pole #2 needs to be moved regarding the elevation portion of the project (estimated cost $12,000). As this was not in the original application & budget; Supervisor Gustafson contact FEMA/DHSES to discuss issue. Hwy Supt & Deputy Supervisor VanDewerker to review site to make final decision on moving pole #2. Hwy Supt & Supervisor will contact FEMA & DHSES (Tom Cowin) the Town moves forward with project. Note: DEC permits have been received.**

**PERMITS----NYSDEC Joint Application process:** **Edwards Road Culvert Replacement: Update: DEC permits approved and received by Hwy Supt. Army Corp of Engineers permits pending.**

* **Compressor**: motor needs repair. Looking at options to replace or accept donated compressor. **Update: pending**
* **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; deferred**
* **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. Council Person Gage will contact Thompson Electric to inquire which Generator he would recommend for the Town. Update:**
* **Highway Building – Electric Panel Box upgrade: Hwy Superintendent to get estimate to install a compatible panel box for a generator, salamander. Council Person Gage will contact Thompson Electric to inquire which Generator would be the most compatible. Update: pending**
* **Highway Building (Hot Water Heater): Hot water heater was purchased an installed.**
* **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 (Civil Service Training): Supt Vanburen to attend training on August 23 @ 10 am – 1pm.**
* **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. Supervisor received & deposited $13,000 check. Funds booked to Equipment Reserve Savings. COMPLETTED
* **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. 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. **Update: Jordan Clement to give presentation at the July 12th Town Board Meeting.**

**JUSTICE COURT**

* **Justice Court 2018 Fees (A.2610):** Supervisor received & deposited the following YTD: January $3242.50); February ($881); March ($393); April ($190). **Update: Board has not receive Justice Reports or fees for May, June, July. Note: E-mail sent to Justice Proper requesting reports and fees.**
* **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: **Mr. Shapiro will make further inquiries regarding this issue and get back to the Town.  He reported 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, he will reach out to them to see if they have suggestions.**

**FINANCIAL**

* **Financial Reports –** Supervisor’s Financial Reports on file; e-mailed to Board members.
* **County Sales Tax received- (A.1120) Supervisor received/deposited $4641.20 for the Distribution Dates June 5th&12th. Total 2018 Budget/Revenue Due $60,000 (100%), Total YTD $24,256**
* **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.**
* **NBT Credit Card**: Town Board supported Hwy Superintendent Vanburen’s request to obtain a Town Credit Card for emergency purchases with a cap of $3000. Currently, the Town has an NBT Visa Debit Card which is used for large purchases (i.e. Auction Item) as needed. ACTION NEEDED by Board.
* **NYS Office State Comptroller (Financial Audit):** **Supervisor spoke with Steve Troutman, CPA who conducted the internal financial audit of the Town’s records. An “exit Interview” has been scheduled for 7/20/18. A copy of the report-findings will be sent to the Supervisor and all Council Persons.**

**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. A test by Gorman Group indicated the test sample contains a lot of clay and sand.**
* **; which effects Item 4. A second test may be obtain for confirmation. Further, the Cobble will be used for Hoose Road Repairs. Hwy Supt anticipates he may have to use the excavated Item 4 for “fill”.**
* **TOWN CLERK & TAX COLLECTOR**
* **Web-Site for the Town of Roseboom**: To see the new web page go to: Town of Roseboom.com.
* **NYS Optional Charitable Reserve Funds-Training Seminars: Town Tax Collector was given a notice the Town received from the Association of Towns that announced they are offering seven free regional seminars to provide training on the optional charitable reserve funds created by NYS in response to the Tax Cuts & Jobs Act. Note: Intended to alleviate the increased tax burden imposed on New Yorkers that itemize, these charitable reserve funds will significantly change the tax collection process at the local level. The training will provide an in-depth analysis of charitable reserve funds and address many practical questions regarding these changes. Town Tax Collector, Erin Seeley to give update after the training seminar.**

**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 follow up meetings with Assessor Gohde (April & May) to discuss revised assessments and other concerns. Thank you Doug!! Assessor indicates the Final Tax Role is complete; and he will be addressing approximately (10) more parcels in the fall of 2018.**
* **Office Hours: Assessor set 16hrs of office hours to hear assessment issues at the Town Building. Only two residents presented.**
* **Cell Tower – Tax Assessment: Assessor Gohde spoke with Director of Otsego County Real Property Tax who indicates that any company(s) putting a module on the tower would be assessed. The tower (only the tower) would not be assessed as the County would not pay taxes on it. When the module is assessed then the County, Town and the School district would all receive taxes on it, just like any other utility. Note: the module would be assessed at a different rate than the tower itself. Thank you Doug for looking into this for us!!**
* **Special Franchise Full Value for 2018 – National grid & Verizon: the NYS Real Property Tax Service has determined the final special franchise full value for the following special franchise companies: National Grid ($1,109,778), Verizon ($155,622).**

**DOG CONTROL**

* **Dog Control Officer: no update for July 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.**
* **Agriculture & Markets Report: Supervisor received the Municipal Animal Shelter Inspection Report completed on 06/20/18 indicating the services are rated satisfactory (in compliance). COMPLETED**

**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 –** 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. **Update: Supervisor received & deposited a check ($20,000). A check will be issued from the Town to the SVPBUC (Richard Hansen, Treasurer) in July 2018.**
* **WWII Monument – the Town Board expresses their appreciation to Pat Mabie for the “up-keep” and “planting flowers” at the Towns’ WWI Monument. THANK YOU PAT!!**

**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.**
* **Cell Tower – Tax Assessment: Assessor Gohde spoke with Director of Otsego County Real Property Tax who indicates that any company(s) putting a module on the tower would be assessed. The tower (only the tower) would not be assessed as the County would not pay taxes on it. When the module is assessed then the County, Town and the School district would all receive taxes on it, just like any other utility. Note: the module would be assessed at a different rate than the tower itself. Thank you Doug for looking into this for us!!**
* **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”.**
* **Foreign Fire Insurance Premium Tax Distribution: Supervisor received and forward a check ($1267.84) with cover letter to the Cherry Valley Fire Department. COMPLETED.**

**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 some old style lights have not been replaced with LED>. Council person Schecter followed up; sent e-mail to Mr. Pallone; who responded that he will research why the two light were never included in the Town’s original billing, as they were located in the field.**
* **Military Banners –** Honoring Military Service: Supervisor asked Council Person Allegra Schecter to head up a “***Military Banner Initiative”*** honoring our community’s military service person(s). Sponsorship cost $50.

**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!!**
* **Sub-Division Inquiry: Inquiry from Cooperstown NY Attorney was received. Response was sent indicating the Town of Roseboom does not have any Sub-Division regulations. COMPLETED.**

**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.**

**Greater Mohawk Valley Land Bank (GMVLB): Council Person Allegra Schecter submitted newspaper notice regarding ‘resolutions” passed by other Town(s) to partner with Greater Mohawk Valley Land Bank (GMVLB). By collaborating with mutual government and community volunteers, “blighted properties” would be addressed; with the goal to rehabilitate vacant, abandoned and foreclosed properties and return them to the tax rolls. The resolution refers to properties rehabilitation by the land bank which are then sold and returned to the tax roll. Board to review with Code Officer and before passing “resolution”. Council Person Schecter was asked to contact Mr. Rob Albrecht (GMVLB) and ask if he would do a presentation at the Town’s Committee Meeting (08/03) or Board Meeting (08/090.**

**Land Use – Subdivision Regulation -Draft: a draft of Subdivision regulations was sent to L Stannard for his review. Council Person Schecter was asked to be the lead person working with the Code Officer & the Planning Board. Update:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-**

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

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