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

**Committee Meeting Notes August 2018**

**Town of Roseboom Committee Meeting Date: August 3, 2018 Loc: Town Office**

Present: Council Persons: Allegra Schecter, Charles Diamond, and Supervisor Gustafson

Excused/Absent: Deputy Supervisor-Curtis VanDewerker, Assessor Doug Gohde, Dan Gage

Other Present: Hwy Supt Mitchell Vanburen; Code Officer Lloyd Stannard.

**ITEMS OF DISCUSSION**

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

* **NYS DOT Snow & Ice Contract 2017/2018 ($82,781.25): 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): 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: Work completed July 30th. Thank you to Otsego County DPW!!**
* **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 July 30 – August 02, 2018.**
* **Hoose Road Repairs: All cross-tubes/culvert have been implemented. Ditching commenced week of 7/09. Stone has been received and stocked piled. Update: Highway Department wil be laying Cobble week of August 6th.**
* **CHIPS 2018 Plan: Supervisor will compile Summary Report from the annual documents. 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. Update: Highway Department waiting on Gorman’s schedule due to rain delays. Town will move forward with Chip Seal asap (Gage-School House Road, Morton Road, Doc hlers Road).**
* **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 4st Qtr report (due 10/15/17); 1st Qtr report (due 01/15/18 ); 2nd Qtr report (due 04/15/18 ); 3rd Qtr report (due 07/15/18). Note: Tube/Culvert has been ordered.
* **Edwards Road Culvert Replacement Project -** Hwy Supt & Deputy Supervisor VanDewerker reviewed site determining that pole #2 does not need to be moved.
* **PERMITS----NYSDEC Joint Application process:** **Edwards Road Culvert Replacement: DEC permits approved and received by Hwy Supt. Hwy Superintendent Vanburen to call (3rd time) to Army Corp of Engineers regarding pending permits.**
* **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):** Filing completed 05/02/18. **Update: Supervisor & Superintendent met with Mr. Banker (DHSES) to sign off on the Project Exit Meeting. NYS has agreed to pay the Town the 12% which brings the total reimbursement to the Town of 87%. Total Project is $ 10,053.99; the Town will receive $8746.97. Upon receipts of the funds, they will be deposited to the Equipment Reserve Account.**
* **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 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**
* **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.
* **Otsego County Personnel (Civil Service Training): Supt Vanburen to attend training on August 23 @ 10 am – 1pm.**
* **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. Supervisor Gustafson and Hwy Superintendent to meet with J. Duckworth (Tetra-Tech Co) to review the ten (10) Mitigation Action Items and to complete the required paperwork. Meeting to be determined :\_\_\_\_\_\_
* **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 gave presentation at the July 12th Town Board Meeting. Resolution No 3 was approved to financially support the $1400 annual fee for five years for a total of $7000. Resolution was signed & sealed and sent to Mr. Clements.**
* **Gage School House Road (Speed Control): at the July 2018 Town Board meeting, and prior, the Board heard complaints from area residents that persons are not obeying the Intersection Stop Signs and traveling at a high rate of speed. Thus, a letter was sent to NYS DOT to request a speed study be competed to determine if a speed control restriction is warranted; due to safety concerns. NYS DOT Replied that local road speed limits are determined by NYS DOT, per request, by the municipality and the County. ACTION NEEEDED: Town to pass a resolution requesting a reduced speed limit on a particular section of roadway.**
* **Honey Hill Road (Speed Control): at the July 2018 Town Board meeting, and prior, the Board heard complaints from area residents that persons are traveling at a high rate of speed. Safety concerns were expressed for Children and elderly who reside on this Town Road. Thus, a letter was sent to NYS DOT to request a speed study be competed to determine if a speed control restriction is warranted; due to safety concerns. NYS DOT Replied that local road speed limits are determined by NYS DOT, per request, by the municipality and the County. ACTION NEEEDED: Town to pass a resolution requesting a reduced speed limit on a particular section of roadway.**

**JUSTICE COURT**

* **Justice Court 2018 Fees (A.2610):** Supervisor received & deposited the following YTD: January $3242.50); February ($881); March ($393); April ($190); May ($258); June ($30). **Update: Board has not receive Justice Reports or fees for July. Note: E-mail sent to Justice Proper requesting reports and fees.**
* **NYS OSC AUDIT (FINDINGS):** **Mr. Shapiro will make further inquiries regarding the poor internet connectivity 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. No response as of 7/31/18.**
* **NYS OSC AUDIT (RESULTS): The Unified Court System’s Internal Audit Services unit has audited the financial records and internal controls of the Roseboom Town Court (Justice Lucy Proper) related to cash receipts and disbursements for the period of October 1, 2017 through May 31, 2018. The audit was made as part of the 2018-19 internal audit plan approved by the Chief Administrivia Judge. The findings presented were covered in the management letter and was discussed with Justice Proper. Further, the Town Board will follow up to ensure the Court is complying with the recommendations and controls are in place to prevent the conditions identified from recurring. The following are highlights of the Audit Results:**

1. **Inadequate – Separation of Duties: Justice Proper did not implement the controls necessary to ensure all payments made to the Court were deposited, reported, and transmitted in accordance with the Office of the State Comptroller’s regulations for Tow Justices.**
2. **Justice Proper did not establish accountability over payments made to the Court: Justice Proper had one bank account for fines/fees and one bank account for bail. However, she did not reconcile either account and did not always deposit funds within 72 hours of collection or transmit monthly revenues to the JCF by the 10th of each month.**
3. **Inadequate – Accountability over the Court Mail: The Justice, in conjunction with the District Office, should obtain a secure drop-box for the Court.**

**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 & approved 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. See Board motion from July 12th Board meeting. Supervisor to set up credit card and review with Accountant.
* **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” via telephone was completed 08/02/18. A copy of the report-findings was sent to the Supervisor and all Council Persons. The only Key Findings were 1) Town Officials have no long-term plans for funding equipment and infrastructure needs, 2) The Town’s major pieces of equipment ae beyond their recommended useful life. Supervisor will compile & submit a Narrative Response and a Corrective Action Plan (CAP) due 8/10/18. Note: Approval by Town Board of NR & CAP will be addressed at the Sept 2018 Board Meeting.**
* **Local Sales Tax Collection Growth 4.4%: NYS Local sales tax collections across New York grew 6 percent in the first six months of 2018,** [**according to a report**](https://www.osc.state.ny.us/localgov/pubs/research/first-half-2018-local-sales-tax-collections.pdf) **released today by State Comptroller Thomas P. DiNapoli. Through June, local collections totaled $8.5 billion compared to $8 billion during the same period last year. The Southern Tier (Otsego County) reflects 4.4% increase.**
* **2019 Town Budget – Supervisor Gustafson sent (via e-mail) a 2019 Town Budget Memo indicating the Budget process will begin in a few weeks. All pertinent Departments/units/Officials was sent the memo. All Budget requests must be submitted in writing to the Town Supervisor by September 01 for review. Note: Memo on file.**

**SALT SHED**

* **Salt Shed Grant ( DEC Grant):** Original Grant Application was denied. Revised Application submitted. Otsego County Soil & Water (Mr. Clements) will scope out alternate funding sources. **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. Council Person Diamond & Hwy Superintendent Vanburen to scope out use & cost of Tonka Blocks w/ cover for Salt Shed.**
* **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**

* **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.**
* **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 August 2018 Committee meeting.**

**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.
* **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 was issued from the Town to the SVPBUC (Richard Hansen, Treasurer) in July 2018.**

**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.**
* **Verizon (Town Building Service Provider): Board discussed to the continuation of the Verizon Freedom for Business – 1 year term agreement; that expires 8/12/18. No action is required as the plan will automatically renew for an additional year. 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. Update: Town received an inquiry regarding the two lights. Council person Schecter was asked to follow up. Supervisor to send a copy of the Paid Invoice from 2017.**
* **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. Update:

**PLANNING BOARD……………2nd Monday each Month @ 7pm**

* **Comprehensive Plan Comparison:Supervisor, Councilperson and Planning Board members obtained 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:** Town Board, Planning Board, and Council Person Schecter continue to address community concerns regarding land use. Code Officer L Stannard & Planning Board Chairman L Lamb attended the July 12 th Town Bard meeting for discussion on the proposed Land Use regulations and the process. Upon discussion Mr. Stannard sent a copy of the Town of Carlisle Subdivision Law. An E-mail was forwarded to Planning Board members for their review. **Thank you again PB Members; great job!!**

**ORGANIZATIONAL CHART / TOWN Bi-LAWS**

* **Organizational Chart / Bi-Laws** - **no updates**

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

**Building Permits:**

**Greater Mohawk Valley Land Bank (GMVLB):** Council Person Allegra Schecter submitted newspaper notice regarding ‘resolutions” passed by another 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 contacted Mr. Rob Albrecht (GMVLB) , he will do a presentation at the Town’s Committee Meeting (08/03) at 9:00 am at the Historical Society Building in Roseboom. Other Town Supervisors were asked to join the preswentation.

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

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