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

**Committee Meeting Notes October 2018**

**Town of Roseboom Committee Meeting Date: October 05, 2018 Loc: Town Office**

Present: Council Persons: Allegra Schecter, Charles Diamond, and, Deputy Supervisor VanDewerker

Excused/Absent: Assessor Doug Gohde, Planning Board Chair Larry Lamb, Supervisor Gustafson

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 ($82,781.25):** Paid In Full**. COMPLETED>**
* **NYS DOT SIR 11 Report:** Hwy Supt will track monthly Snow & Ice costs on the SIR 11 form. **Update: Superintendent Vanburen & Supervisor Gustafson met** *9/26 -Wednesday at 10:00 am* **to complete the SIR 11 tracking form. Update: meeting set for 9/26/18 at 10 am.**
* **NYS DOT Snow & Ice Contract 2018/2019 ($\_\_\_\_\_\_\_\_\_\_\_\_\_\_):** Contract & Supporting documents were compiled . J. Murello to meet Hwy Supt at Town Office on 10/11/18.
* **Otsego County Snow & Ice Contract 2017/2018: Supervisor received & deposited Check ($20,595) for the Jan 01 – Jun 01, 2018 period for Snow & Ice Removal Services. Total for 2017/2018 = $ 28,859. 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: other projects have been prioritized & scheduled. Councilperson Gage & Councilperson Diamond will address repairs the 2nd week of October.**
* **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. **Update: Supervisor e-mailed Attorney.**
* **Mowing on Town Road:** Highway Superintendent Vanburen mowing completed for 2018 season. **COMPLETE.**
* **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 will be laying Cobble week of Sept 10thand in October 2018 only a few touch ups needed. Thank you Highway Crew---GREAT JOB!!**
* **CHIPS 2018 Plan:** Supervisor will compile Summary Report from the annual documents. Based on data from NYSDOT, the 2018 CHIPS Plan was drafted**. Update: the 2018 CHIPS Projects are done. COMPLETE**
* **CHIPS 2018 Funds:** No rollover of funds for 2018. Board discussed using CHIPS funds to purchase & stockpile 17.74 tons of (Mixed 1A Blend) for Gage Road; to be used for the 2019 season. Councilperson Gage will speak to local resident to request the use of their land (near Gage Road) for a stipend fee to stockpile materials to be used in 2019. Other alternatives were discussed as to locations to stockpile material near Gage Road**. Update:**
* **CHIPS 2018 NYS Report:** Supervisor, Deputy Supervisor, and Hwy Superintendent working on the NYS DOT Reimbursement Report.
* **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 & received. Due to weather; replacement work was deferred. **Update:** Discussion heard regarding conversation with Excavator Steve Gridley. Supervisor contacted NYS DEC and FEMA/DHSES to discuss an extension to complete the work. See e-mail correspondence. Extension of August 30, 2019 pending.
* **Permits----NYSDEC Joint Application process:** **Edwards Road Culvert Replacement:** DEC permits approved and received by Hwy Supt. **COMPLETE>**
* **Compressor**: motor needs repair. Looking at options to replace or accept donated compressor. A used compressor found. Hwy Department to pick up. **COMPLETED>**
* **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. 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. Supervisor received the FEMA Blue Book; signed and submit ted document to DHSES for payment. Supervisor received and deposited (09/14) FEMA Check ($7540.49-Federal Share). **Update:**
* **HAMP (Highway Assessment Management Program) through Cornell Local Roads Program: Update:** Hwy Supt unable to attend Summer Trainings due to scheduling conflicts (work projects). Will attend Future trainings.
* **LP Portable Generator:** Hwy Supt continues to explore purchase of salamander, portable LP generator compatible to building’s panel box. **Update:**
* **Highway Building – Electric Panel Box upgrade:** Hwy Superintendent to get estimate to install a compatible panel box for a LP generator, salamander. Council Person Gage contacted Thompson Electric to inquire which Generator would be the most compatible. Update: Board approved (Oct 2018 Board Meeting) to have panel box installed
* **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**.**
* **Dump Truck & Snow Plow Purchase (Auction International)-** Hwy Superintendent Vanburen reported on the purchase of a used dump truck & snow plow through Auction International @ $ 18,920**. COMPLETED**
* **Diesel / Gas Supplier:** discussion heard regarding State Contract Vendor (Mirabito for gasoline), and no bid submitted/no state contract awarded for Diesel. Noting the County uses Rhinehart for Diesel. Hwy Supt to clarify if a state contract was awarded for fuel oil. **Update:**
* **Otsego County Planning (Hazard Mitigation Plan update meetings) –** kickoff meeting 5/10/18. 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. Deputy Supervisor & Hwy Superintendent to meet with J. Duckworth (Tetra-Tech Co) to review the ten (10) Mitigation Action Items and to complete the required paperwork. Deputy Supervisor ----completed Skype On-Line Meeting 9/7/18 with Tetra Tech 10:30 am. Documents were completed by Supervisor & Deputy Supervisor and submitted to Tetra-Tech for review.
* **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. 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**. No Update for September 2018.**
* **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. Town passed a resolution (8/9) requesting a reduced speed limit on a particular section of roadway**. Update: Supervisor submitted resolution to Otsego County DPW Commissioner for concurrence/approval. If approved he will forward to NYS DOT (Tony Signorelli) at the Binghamton, NY office.**
* **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. **Update: Supervisor submitted resolution to Otsego County DPW Commissioner for concurrence/approval. If approved he will forward to NYS DOT (Tony Signorelli) at the Binghamton, NY office.**
* **Civil Service Law (non-competitive & labor class) an ACT to amend the Civil Service Law, in relation to providing that certain persons holding a position in the labor class shall not be removed or otherwise subjected to any disciplinary penalty except for incompetency or misconduct. Bill No: S8973 COMPLETE>**

**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 or August 2018. 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 8/31/18.**
* **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 $5793 for the Distribution Dates Sept 6 & 12th. Total 2018 Budget/Revenue Due $60,000 (100%), Total YTD $36,003.
* **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.
* **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.

Supervisor Gustafson met 9/14/18 with Accountant/Bookkeeper to review 2019 Tentative Budget figures**. Update:**

* **NYS State Aid:** Supervisor received notice that the State Aid payment in the amount of $3541 has been processed by NYS. The payment is for the annual AIM (Aid and Incentives to Municipalities). **Update: Check received & deposited.**

**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. Superintendent continues to excavate area. Board members discussed & decided to implement Plan B (to build Salt Shed w/o grant funds). Councilperson Gage will compile Materials List.& discuss with Code Officer. Councilperson Diamond will scope out design/size, excavation needs, concrete slab & wall work, and quotes from potential vendors to perform various construction needs. All was discussed with Code Officer. Funds are available in the 2018 Town Budget for some of the construction work. If the DEC Grant is secured; costs will be booked to the Grant**. Update:**
* **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**

* **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.**
* **Emergency Communication Cell Tower – Tax Assessment:** 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**. COMMPLETE>**

**DOG CONTROL**

* **Dog Control Officer: Councilperson VanDewerker discussed DCO Jorgensen October 2018 report.**

**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.

**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. Chairman Dave Bliss informed the Town Board he and the County are reaching out to Congressman Faso for assistance in obtaining a provider (i.e. ATT) to join on the County’s Emergency Tower (Prill Property).
* **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 at blissd@otsegocounty.com.***
* **Cell Tower – Tax Assessment: 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!! COMPLETE>**

**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, 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 in the field. Update: Town received an inquiry regarding the two lights. Council person Schecter was asked to follow up. Supervisor sent a copy of the Paid Invoice from 2017.**
* **Community Solar Initiative (update):** **Councilperson Schecter reported a shared solar farm project and grant opportunities. Further, she is working with NYSERDA to schedule a presentation for National Grid consumers in the area.**
* **Adopt the Climate Smart Communities Pledge (Resolution):** Councilperson Schecter discussed and presented a model resolution for the Town Board to consider regarding “steps needed to qualify for a DEC Clean Energy Community. **Update: Resolution #6 was approved. This allows the Town of Roseboom to be designated as a Clean Energy Community and will help with grant opportunities. THAK YOU ALLEGRA!!!**
* **Otsego County Office of the Aging (Annual Info Fair & Public Hearing; October 13th): Supervisor Gustafson received a notice from Chairman Dave Bliss announcing the Annual Info Fair & Public Hearing on October 13th (9:00 am – 1:30 pm). Town Clerk was asked to post Notices within the Community. Info Fair to address *Long Term Services & Supports, Medicaid & Medicare Ins info, Alzheimer’s & Dementia, Health & Wellness, Home Care Services, Caregiver Supports, Veterans Supports, and Volunteer Opportunities. COMPLETED>***

**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!!**
* **SERQ Document:** Councilperson Schecter contacted Attorney M Kennedy to request her services to attend the October 2018 Board meeting to review & complete the SEQR for the revised Comprehensive Plan**. Update:**
* **Land Use Regulation Document:** pending discussion & revisions.

**ORGANIZATIONAL CHART / TOWN Bi-LAWS**

* **Organizational Chart / Bi-Laws** - **amend bi-laws to include paid leave for Full-Time Town Employees who are volunteer fire fighters & EMS. Update:** **Motion to Amend Organizational & Bi-Laws Document was approved at the October 2018 Board Meeting.**

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

* **Building Permits: Update:**
* **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 presentation. Board passed resolution to enter into communication with the GMVLB. **Update:** **Mr Albrecht received the resolution of engagement; he will attend the October 2018 Board Meeting to discuss the Town’s next step in the process.**

**SHARED SERVICES with OTSEGO COUNT.**

* **County-Wide Shared Services Plan:** requirement of the plan is that each Chief Elected Official of each municipality in Otsego County is part of the Shared Services Panel. Written comments on the Plan were accepted until 8/17/18. A vote to approve or deny the Plan was held on 9/6/18. Supervisor Gustafson attended meeting and voted *‘YES*” in support of the County’s Shared Services Plan. **Update: Supervisor attended meeting on 9/27/18.**

**HAZARD MITIGATION PLAN with OTSEGO COUNTY**

* **HMP:** kickoff meeting 5/10/18. 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. Deputy Supervisor VanDewerker discussed (9/7/18) HMP with J. Duckworth (Tetra-Tech Co) to review the ten (10) Mitigation Action Items and to complete the required paperwork
* **HMP:** Supervisor & Deputy Supervisor have met (9/19/18) to discuss, prepare, and submit (via e-mail 9/20) the Town’s chapter of the HMP to Tetra-Tech representative Ms Duckworth. Tetra-Tech is the contract consultant working with Otsego County Planning & Solid Waste to update the County’s current Hazard Mitigation Plan (HMP). If the Town of Roseboom does not participate in the HMP, our municipality ***will not*** be eligible for FEMA or NYS DHSES funding!! The next update is not until CY 2013. **Update:** Upon review, the HMP was submitted to Otsego County Planning, Karen Sullivan; meeting the deadline of 09/28, 2018.

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

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