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

**Committee Meeting Notes November 2018**

**Town of Roseboom Committee Meeting Date: November 02, 2018 Loc: Town Office**

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

Excused/Absent: Supervisor Gustafson

Other Present: Hwy Supt Mitchell Vanburen; Code Officer Lloyd Stannard, Assessor Doug Gohde, Planning Board Chair, Larry Lamb

**ITEMS OF DISCUSSION**

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

* **NYS DOT SIR 11 Report:** Hwy Supt will track monthly Snow & Ice costs on the SIR 11 form. **Superintendent Vanburen asked to meet with Jerry Murello to review the SIR 11 form and data entry. Update:** Mitchell to contact J Murello on 11/05.
* **NYS DOT Snow & Ice Contract 2018/2019 ($\_\_\_\_\_\_\_\_\_\_\_):** Contract & Supporting documents were compiled. J. Murello to met Hwy Supt at Town Office on 10/11/18 and picked up documents. **Update:** Board to approve at Nov 8th meeting
* **Resolution #8 (NYS DOT Snow & Ice Contract)-** Supervisor compiled resolution #8. Board to approve at the Nov 8th Board meeting (Town Clerk to sign & Date four (4) Original Resolutions.
* **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, was not able to start the repair project in Spring 2018.As other projects had to be prioritized for the Highway Department. Councilperson Gage & Councilperson Diamond will address repairs the 2nd week of October. **Update:** no update. Weather has impeded progress.
* **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.**
* **CHIPS 2018 Plan:** The 2018 CHIPS Projects are done; no rollover of funds for 2018. **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**. COMPLETE**
* **CHIPS 2018 NYS Report:** Supervisor, Deputy Supervisor, and Hwy Superintendent working on the NYS DOT Reimbursement Report. **Update: Supervisor working on Reimbursement Report and NYSDOT Data Sheets**
* **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 and NYS DEC regulations for accessing streams after September 30th; replacement work was deferred. 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. **Update: Supervisor received e-mail from Tom Cowin regarding extension to complete the project. Supervisor to complete (on 10/30/18) another Budget Report, send formal letter of request for the extension, and submit schedule when work will be completed in 2019.**
* **Compressor**: motor needs repair. Looking at options to replace or accept donated compressor. A used compressor found. Hwy Department to pick up. **COMPLETED>**
* **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: **Update: there has been no response from NYS regarding their share. Supervisor will follow up.**
* **HAMP (Highway Assessment Management Program) through Cornell Local Roads Program:** Hwy Supt unable to attend Summer Trainings due to scheduling conflicts (work projects). Will attend Future trainings. **COMPLETE.**
* **LP Portable Generator:** Hwy Supt continues to explore purchase of salamander, portable LP generator compatible to building’s panel box. **Update:** No update. Councilperson Diamond will do additional research.
* **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. **Update:** Tho9mpson Electric expected to completed within the next 2-3 weeks
* **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 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:** may be able to piggy-back on the County’s DPW Contract next year; missed the deadline for this year.
* **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. **Update: Supervisor contact Tetra Tech regarding any needed follow up. At this time no follow up is need; they will contact the Town if they have questions. COMPLETE.**
* **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**. Update:** no update.
* **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. Otsego County DPW approved and submitted to NYS DOT (Tony Signorelli) at the Binghamton, NY office. Supervisor received letter indicating NYS DOT will perform a review of the area to assess the current situation and outline opportunities for improvement. They will notify the Town of the results of their review.**
* **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. Otsego County DPW approved and submitted to NYS DOT (Tony Signorelli) at the Binghamton, NY office. Supervisor received letter indicating NYS DOT will perform a review of the area to assess the current situation and outline opportunities for improvement. They will notify the Town of the results of their review.**
* **HEO Vacancy: Raymond Auger Jr resigned his position (10/02/18) to accept a position with another Town DPW. The Town Board sent Mr. Auger a letter accepting his resignation and expressed their appreciation for his years of service and skills. The Board wishes him all the best!! A notice was posted regarding the HEO vacancy; applications will be accepted, and interviews will be schedule.**
* **HEO Resignation: Highway Superintendent was asked to contact Otsego County Personnel Office, complete & submit the required personnel form (for Ray Auger resignation) to Otsego County Personnel and keep a copy in Mr. Augers file. Update:** Hwy Superintendent awaiting applicable forms from County.
* **HEO New Hire: Highway Superintendent was asked to contact Otsego County Personnel Office, complete & submit the required personnel form (for new hire) to Otsego County Personnel and keep a copy in the new hire/employee file. Update:** Currently have two applicants & one verbal call of interest. Interviews scheduled for Nov 7th at 5:30 – 6:30 pm. Note: Board discussed and may approve temporary FTE at the Nov 8th Board meeting.
* **BID Notice: two trucks will be posted for public bid. 1991 International (no rear end w/motor and tranny) & 2003 International (parts truck; complete truck has been totaled).**

**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, August, September, October 2018. Note: E-mail sent to Justice Proper requesting reports and fees.
* **NYS OSC: Supervisor Gustafson received a letter from the NYS Office of State Comptroller indicating that Justice Proper has *not* properly reported to the State Comptroller for the following months: June 2018, July 2018, August 2018. AS such, pursuant to section 27 of the Town Law, every Town justice must file a report monthly with the NYS OSC by the 10th of the month following the reporting month. A report must be sent even if there is no activity that occurred. Upon receipt of the NYS OSC notice, it shall be unlawful for the Town to make any further payment of compensation to the Justice until receipt of a notice from the Comptroller that a proper accounting has been made. Supervisor will take appropriate steps to comply with the NYSOSC.**
* **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 10/31/18. **COMPLETE.**
* **NYS OSC AUDIT (RESULTS):.** 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 $7020.34 for the Distribution Dates June 28, June 29, July 12; and $8235.36 for Distribution Dates 10/04 & 10/15. Total 2018 Budget/Revenue Due $60,000 (100%), Total YTD $51,258.
* **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. **COMPLETE.**
* **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. **Update:** 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. All pertinent Departments/units/Officials was sent the memo.

Supervisor Gustafson met 9/14/18 with Accountant/Bookkeeper to review 2019 Tentative Budget figures**. Update:** Tentative Budget was reviewed by the Town Board. Town Board approved Tentative Budget; making it the Preliminary Budget. The Town Clerk posted notice that Preliminary Budget on file for public inspection. Notice was posted that a Public Hearing will be held on Nov. 8th 2018. **Upon adoption & certification by the Town Clerk of the 2019 Budget, the Supervisor will file one (1) copy with Otsego County Clerk of The Board (Carol McGovern) along with a completed Summary Report of salaries.**

* **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. **COMPLETE.**
* **Workers Compensation Plan:** Supervisor received a copy of the Otsego County’s 2019 Workers Compensation Budget that was adopted by the Board of Representatives on 10/03/18. The WCP table reflects the breakdown of the amount each municipality; Town of Roseboom share is $5797 for 2018 & $4946 for 2019. These amounts are raised through the county tax levy. **COMPLETE.**
* **Traffic Diversion Program:** Supervisor received & deposited a check ($100) for the TDP (August 2018: DA (8/18). **COMPLETE.**
* **CDPHP I& Delta Dental Insurances (Renewal 12/01/18):** Supervisor received CDPHP packet dated 10/01/18. Documents were reviewed. The 2019 Budget reflects anticipated increases of 7+%. Supervisor completed the CDPHP Notice of Renewal Form & Employer Group Attestation Form; mailed 11/08/18. Organizational Chart & Bi-Laws will reflect coverage for Individual FTE.

**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. **Update: no update**
* **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:** three estimates received. Board to approve bid (S Gridley) via motion at the Nov 8th Board meeting
* **TOWN CLERK & TAX COLLECTOR**
* **Web-Site for the Town of Roseboom**: To see the new web page go to: Town of Roseboom.com. **COMPLETE.**

 **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. 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. Update:**
* **Assessor Resignation:** Doug Gohde notified the Board that he will be resigning his position effective Jan 01, 2019. He was asked to submit a written letter of resignation to the Town Supervisor. Board will search for a new Assessor candidate. Councilperson Gage will contact Cassy Cole, Assessor for Cherry Valley. We will miss you Doug!!

**DOG CONTROL**

* **Dog Control Officer: Councilperson VanDewerker discussed DCO Jorgensen October 2018 report.**
* **NYS Agriculture & Markets Inspection: Supervisor received a notice indicating that NYS Ag & Markets completed an inspection of the Dog Control Officers facility and rated it as “satisfactory”. Supervisor sent copy of notice report to Mr. Jorgensen. Thank you Bob! COMPLETE.**

**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**

* **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******.* 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. Update:** two lights have been updated.
* **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. 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!!! **Update:** **Allegra attended the MVEDD meeting in Little Falls (10/29). She spoke with Amy Wyant who will meet with Allegra on Friday (11/02) @ 11:30 to go over the solar items the Town has completed. Once the Town has completed four (4) actions (which we have already done for the Cleaner Energy Communities) and they are certified, the Town may be eligible for a $5000 general grant that may be used as the Town deems necessary. The process is complicated, and Ms. Wyant will assist in the tabulation of data to be entered. Again, thank you Allegra for a great job!!!**

**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: Update:** T**own Board discussed the SEQR Process and completing the FEAF Forms without hiring an attorney. Supervisor downloaded the three (3) part FEAF, has completed some of the required data, and presented to Deputy Supervisor for the Board to review and complete. The Town Board will take the following action at the Nov 8th Board meeting: to declare the Revised Comprehensive Plan as a Type 1 action, then the Board declares it has completed the FEAF (parts 1,2,3), then the Board declares there are “no negative impacts to the environment”. The Town Board authorizes the Town Supervisor to submit the revised Comprehensive Plan to Otsego County Planning for their review, approval, and comments. Once Otsego County Planning send their finding the Board may move forward at the Dec. 13th to adopt/approve the revised Comprehensive Plan.**
* **Land Use Regulation Document:** pending discussion & revisions.

**ORGANIZATIONAL CHART / TOWN Bi-LAWS**

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

**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; and attended the October 2018 Board Meeting to discuss the Town’s next step in the process. The Town Board will discuss three (3) potential properties that could qualify. Also, Deputy Supervisor VanDewerker & Councilperson Allegra Schecter will contact Otsego County to clarify if the County has special regulations before moving forward with identifying three properties (aka: properties that may be in arrears).**

**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. Supervisor Gustafson attended meeting (9/27/18) and voted *‘YES*” in support of the County’s Shared Services Plan. **COMPLETE.**

**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 Meeting (11/14/18):** Supervisor received & forward a copy of the HMP Notice that there is a meeting on Nov 14th at 6-8:00pm. Supervisor has asked that Deputy Supervisor VanDewerker & Hwy Superintendent Vanburen attend the meeting. Update:
* **HMP:** Supervisor & Deputy Supervisor 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. Upon review, the HMP was submitted to Otsego County Planning, Karen Sullivan; meeting the deadline of 09/28, 2018. **Update:** Supervisor Gustafson contacted (via e-mail) Tetra Tech to follow up on the progress with the HMP. Tetra Tech indicates they received the Town’s Report and they are working on the County HMP. If they have any questions, they will contact the Town. COMPETE

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

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