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

**Committee Meeting Notes December 2018**

**Town of Roseboom Committee Meeting Date: December 7, 2018 Loc: Town Office**

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

Excused/Absent: Supervisor Gustafson (excused)

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

**ITEMS OF DISCUSSION**

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

* **NYS DOT SIR 11 Report (2017/2018 Season):** Hwy Supt will track monthly Snow & Ice costs on the SIR 11 form. Superintendent Vanburen met with Jerry Murello to review the SIR 11 form and data entry**. Update:** Mitchell completing SIR 11 Report for the 2017/2018 Snow Season. Total = $25,345.34 for Labor & Equipment; awaiting response from J Murello to complete report.
* **NYS DOT Snow & Ice Contract 2018/2019 ($\_\_\_\_\_\_\_\_\_\_\_):** Contract & Supporting documents were compiled. J. Murello met Hwy Supt at Town Office on 10/11/18 and picked up Contract documents. Board approved Resolution #8 at Nov 8th meeting. Deputy Supervisor to have Contract notarized and delivered to J Murello. **Update:** Contract delivered to J Murello; awaiting approved contract from NYS.
* **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 were not able to address repairs the 2nd week of October. **Update:** no update. Weather has impeded progress. Deferred until Spring 2019.
* **Qualified Abandoned Road Proposal (Bob Rich Road): deferred**
* **CHIPS 2018 NYS Report:** Supervisor, Deputy Supervisor, and Hwy Superintendent working on the NYS DOT Reimbursement Report. **Update:** Supervisor submitted Reimbursement Report and NYSDOT Data Sheets; expect a 12/17/18 reimbursement payment.
* **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. Extension of August 30, 2019 pending. Supervisor received e-mail from Tom Cowin regarding extension to complete the project. Supervisor completed (on 10/30/18) another Budget Report, sent formal letter of request for the extension, and submitted schedule when work will be completed; COB 08/30/19. **Update:** approval of extension request pending.
* **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:** Supervisor contacted DHSES who indicated they will follow up on NYS’s share of 12%.
* **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. Councilperson Diamond to follow up with Thompson Electric as to what type of LP Portable Generator to purchase.
* **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. Councilperson Gage reported Thompson Electric expected to complete within the next 2-3 weeks. **Update:** Councilperson Diamond to follow up installation of panel box with Thompson Electric Co. (Exploring a Generac)
* **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**. Update:** Highway Superintendent exploring option on Auction Sites.
* **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. May be able to piggy-back on the County’s DPW Contract next year; missed the deadline for this year. **Update:** Asked Hwy Supt Vanburen contact Otsego County DPW to ask what their fuel rate is; then contact Rhinehart to se if the Town can purchase fuel at the County DPW rate.
* **Otsego County Planning (Hazard Mitigation Plan update meetings) –**. Documents were completed by Supervisor & Deputy Supervisor and submitted to Tetra-Tech for review. Supervisor contacted J. Duckworth--Tetra Tech regarding any needed follow up. Tetra Tech e-mailed that they need further completion: Worksheet 3 (by T Blanchard & L Stannard, Worksheet 4 (by P Gustafson). Need to identify any specific vulnerabilities within the community (flood prone areas or specific properties, critical facilities that lack backup power). **Update:** Supervisor e-mailed T Blanchard & L Stannard for their assistance with Worksheet 3. Supervisor completed Worksheet 4.
* **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. Supervisor e-mailed J Clements; Councilperson VanDewerker to contact J Clements regarding this Grant.
* **Gage School House Road (Speed Control):** at the July 2018 Town Board meeting, an 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 section of roadway**.** 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. **Update:** review pending.
* **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.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**. Update:** review pending.
* **Civil Service 426 Form--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. Hwy Superintendent reported he is waiting for the applicable forms from County. **Update:** Forms completed, submitted, and office copy files. **COMPETED**
* **Civil Service 426 Form --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**.** Interviews scheduled for Nov 7th at 5:30 – 6:30 pm. **Update:** Mr. Steve Moore was chosen as the successful candidate for the HEO position. Highway Superintendent will notify other candidates regarding his & the Town Board’s hiring decision. Hwy Superintendent will complete, submit, and file civil service documents to Otsego County Personnel (12/07) . Further, the New Hire Packet/Documents were completed, submitted, and filed with ESB/Bonnie for processing Payroll & NYS Retirement.
* **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). **Update:** received 1 bid for 1991 international . Councilperson Diamond to contacted Ride -More who were not interested. He contacted Gary Hotaling who indicated the Town could expect $800 for the complete Truck & $400 for the incomplete Truck. Councilperson VanDewerker will ask the Town Clerk to post the Bid Notice; to be published the week of 12/10/18.
* **AAR Contract--Absolute Auction & Realty Inc (AAR):** Supervisor received, via e-mail, an AAR Agreement for Auction Services. Supervisor e-mail Otsego County DPW to clarify authenticity of AAR. **Update:** Rich Brimmer (Otsego County DPW) indicates they have an AAR Contract. He will verify if the Town can piggy-back on their contract. Town Board to approve AAR Contract at the Dec 13, 2018 Board meeting
* **Workers Compensation Form(s):** Supervisor received and forwarded the Workers Compensation Forms to Highway Superintendent Vanburen; who completed WC Form and returned to Supervisor. **Update:** Supervisor Gustafson reviewed & submitted the WC Claim & Hospital Bills to Insurance Carrier (Benetech) regarding HEO employee injury. COMPLETE.
* **Closed Road ---Thompson Hill Roads:** Due to safety issues the Hwy Supt closed some of the Seasonal Roads early. Supervisor asked Hwy Superintendent to post a “Road Closed Sign” / Barrier” (i.e. Saw Horses or other type of barrier) at the top & bottom of Thompson Hill Road. Placing the “Road Closed Sign” across from the Prill Property at the ***top*** of Thompson Hill Road; to avoid vehicle traversing down the road and getting stuck. The Road Closed Sign will be moved from the current location at the crest of the hill (near Gray property) back up to the beginning of Thompson Hill Road. **Update:** COMPLETED
* **Closed Road –Buttermilk Hill Road:** Due to safety issues the Hwy Supt closed some of the Seasonal Roads early. Supervisor asked Hwy Superintendent to post a “Road Closed Sign” / Barrier” for Buttermilk Hill Road. Thank you, Mitchel!
* **Security Camera Installation: Update:** Prior discuss had been heard regarding the need to install a Security Camera at the Town Garage/Town Office Building. Supervisor Gustafson asked Highway Superintendent Vanburen to explore options/costs for a basic model that would be appropriate to cover the area to be viewed. Hwy Supt Vanburen

**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 received Justice Reports or fees for July, August, September, October, November 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. **Update:**
* **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 Town 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.
* **Town Court Internet Access Concerns (Spectrum):** Justice Proper indicated to the 6th Judicial District that she is not able to complete her Monthly reports due to Internet issues. Supervisor received a follow up e-mail from Mr. Shapiro from the 6th Judicial Office indicating he had inquired about assistance with the lack of internet access for the Town Court & Town Office. Spectrum representative to meet with Highway Superintendent to allow Spectrum to conduct an inquiry visit to determine if Spectrum could assist with the Internet Issues/concerns. **Update:** Highway Superintendent contacted Spectrum representative 11/30 & 12/03 to set up site visit. No response from Spectrum.
* **Complaints re Town Justice/Town Court:** Town Clerk received and forward to the Town Supervisor another complaint regarding the Town Justice/Town Court. The e-mail was sent to the 6th Judicial Office, Binghamton, NY and asked for procedures on how to address further complaints from the public. **Update** Supervisor received correspondence from the 6th Judicial District regarding how to file a complaint regarding the Town Justice /Town Court as follows: ***Persons who wish to issue a complaint concerning the Roseboom Town Court can be directed to our office by email at*** ***6jdjusticeCourts@nycourts.gov******, by phone at (607) 240-5350, or in writing to: Unified Court System Sixth Judicial District, Kilmer Building, 31 Lewis Street, 5th Floor, Binghamton, New York 13901-4466.*** Supervisor asked the Town Clerk to update the Town Web-Site with the process for filing complaints regarding the Town Justice/Town Court.
* **State Commission on Judicial Conduct:** Supervisor received an inquiry from the State CJC (12/04/18). A request for documentation regarding concerns/issues relating to the Town Court/Justice Proper was submitted (via e-mail/ mailed hard copy on 12/07/18) to Sate CJC, Sr. Investigator (RF). Documents sent included (i.e. NYS OSC Audit Finding (07/13/18, Committee Notes various months, 2016-2018, letters to Justice Proper, NYS OSC Engagement Letter re Audit (04/2018), 2016-2008 Board Minutes, E-mails, etc.)

**FINANCIAL**

* **Financial Reports –** Supervisor’s Financial Reports on file; e-mailed to Board members.
* **County Sales Tax received- (A.1120)** Supervisor received & deposited (11/24) $4,780.74 for distribution dates 11/05 & 11/12. Total 2018 Budget/Revenue Due $60,000 (100%), Total YTD $56,039.
* **Mortgage Tax (A. 3005) –** Supervisor received & deposited (11/24) $3,348.32 for Mortgage Tax for Apr – Sept 2018.
* **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 –** the 2019 Town Budget was approved & adopted on November 8, 2018. The Supervisor file done (1) certified copy with Otsego County Clerk of The Board (Carol McGovern) along with a completed Summary Report of salaries. **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 Highway FTE. EPO Copay 120 Platinum. **COMPLETE.**
* **Civil Service 426 Forms & Payroll List for 2019 Employees:** Supervisor to complete 426 Civil Service Forms for all FTE & PTE Employees; indicating their new 2019 salaries. **Update:** deferred until Jan 2019.
* **Cash Flow for Highway Fund:** **Update:** Due to the low Cash Flow of the Highway Fund the Town Board will approve, at the Dec 2018 Board meeting, to transfer funds (loan) from the General Fund to the Highway Fund to meet year-end expenses. The Highway Fund will reimburse the General Fund when the CHIPS reimbursement check is received. COMPLETE

**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; Supervisor e-mailed J Clements; Councilperson VanDewerker to contact J Clements for 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:**  Town Board received three estimates and approved quote (S Gridley) via motion at the Nov 8th Board meeting. Project was postponed due to weather; expect to commence work Spring 2019. COMPLETED.
* **Salt Shed Repairs:** **Update:** Highway Superintendent Vanburen and crew will make necessary repairs to brace up current Salt Shed; in order to get through one (1) more Winter Season. Thank you, Highway Department!!
* **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.** Assessor 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!! **Update:** Ms. Cole decline pending vacant Assessor position. Code Officer L Stannard to explore other potential candidates for the Assessor position. Any interested candidates for this position should contact the Town Supervisor or any Town Councilperson. Current Deputy Assessor Pam Dyn express she is interested in the Town Assessor position.

**DOG CONTROL**

* **Dog Control Officer:** Councilperson VanDewerker discussed DCO Jorgensen \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **NYS Agriculture & Markets Inspection: 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**

* **Radio Communication Tower – Cherry Valley:** Supervisor Gustafson spoke with Terri-Jo Climenhagen, CVSCS Superintendent, regarding the Radio Tower located on Delaney property in Cherry Valley. Supervisors & Superintendents met and agreed to share in the cost of 53-tree removal & 34-tree pruning services at the Tower site; at a cost of $1500 per Town. The Tower is shared by Town of Cherry Valley, Town of Roseboom, Town of Springfield, Town of Middlefield, and the CVSC School. The School will continue to pay for the licensing cost and will invoice each Town in January 2019. **Update:** Board discussed shared cost of tree service for Tower area. Board to approve $1500 cost at the Dec 2018 Board meeting.

 **SOLAR INITIATIVE(S) LED STREET LIGHTING PIPELINE SAFETY FRACKING PUBLIC SERVICE**

* **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.**
* **National Grid Street Light Agreement:** Supervisor Gustafson asked Councilperson Schecter t(11/28/18) to contact National Grid to obtain the new Street Light Agreement that includes the two (2) new lights. **Update:**
* **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!!!**
* **Clean Energy Community Grant Initiative:** Councilperson Allegra Schecter has been working diligently on this Grant Initiative as follows: 1) received letter from Office of the NYS Commissioner ***congratulating the Town of Roseboom on adopting the Climate Smart Communities Pledge,*** 2) ***First Impact Action approved***--- documentation demonstrating completion of LED Street Lights conversion, 3) ***Second Impact Action approved*** --- documentation demonstrating completion of the Unified Solar Permit, 4) ***opened an EPA Portfolio Manager Account*** ---registering the Roseboom Town Barn/Garage as a multi-use building. 5) further, Allegra has ***obtained usage history for National Grid (electric usage) and Mirabito ( Fuel usage***), 6) she e-mailed L. Stannard, Code Officer regarding an “ACTION ITEM” needed for the Cleaner Energy Community Grant. This action is to attend a free Energy Code Enforcement Training on Dec 4th from 8am-5pm. -----Code Officer Stannard sent an e-mail regarding his completion certificate (with Confirmation Number) for this learning class----Building Science Behind the Code . Allegra will go ***on-line to obtain & print a copy of the Code Officer’s Training Certificate*** to be used for getting credit for another High Impact Action. Councilperson Schecter commented that the Certification is expected to be completed by Christmas 2018. Excellent Work, Allegra. Thank You!!!!
* **Town of New Lisbon** –Supervisor Lentz contacted Supervisor Gustafson regarding the reason and process of the NYS Climate Smart Initiative. Supervisor responded with information and attached Resolution #6. 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. Councilperson Schecter updated the Appendix with new maps and submitted them to Karen Sullivan, Director Otsego County Planning. Board expresses its utmost appreciation to all the Planning Board members!!
* **SERQ Document:** Town 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 approved 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. **Update:** Supervisor delivered Comprehensive Plan to Otsego County Planning on 11/23/18. Once Otsego County Planning send their finding the Board may move forward at the Jan. 10th, 2019 to adopt/approve the revised Comprehensive Plan. Approval/Findings from Otsego County Planning pending.
* **Land Use Regulation Document:** pending discussion & revisions.
* **NYS DEC Winter Trainings:**Supervisor received and forwarded an e-mail regarding NYS DEC Winter Trainings. **COMPLETED**

**ORGANIZATIONAL CHART / TOWN Bi-LAWS**

* **Organizational Chart / Bi-Laws** - **revised to reflect CDPHP renewal Policy: EPO Copay 120 Platinum. COMPLETE.**

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

* **Building Permits: Update:** none
* **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 communication with the GMVLB. 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). **Update:** Town Board’s next step is to consider a 50/50 Resolution with GMVLB. Action Needed: Board to discuss & approve Resolution # 11.

**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. **COMPLETED**
* **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. 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. **Update:**

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

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