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

**Committee Meeting Notes January 2019**

**Town of Roseboom Committee Meeting Date: January 04, 2019 Loc: Town Office**

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

Excused/Absent: Dan Gage

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**.** Mitchell completing SIR 11 Report for the 2017/2018 Snow Season. Total = $25,345.34 for Labor & Equipment; awaiting response from J Murello to complete report. **Update:** Supervisor Gustafson e-mail J Murello to request his XLS Spreadsheet that reflects the total usage of slat & sand the Town used/reported in 2017-2018 season. Response pending.
* **NYS DOT Snow & Ice Contract 2018/2019 Season ($\_\_\_\_\_\_\_\_\_\_\_):** 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. Contract delivered to J Murello; awaiting approved contract from NYS. **Update:** still pending NYS authorization.
* **County Snow & Ice Contract 2018/2019 Season:** Hwy Superintendent VanBuren reported that Salt costs have increased 20%. Further, the contract calls for 250 tons of salt allowed for season; but the Town has had to use 251 tons of salt for County Roads. Town has paid for Salt material; noting that the County owes to the Town 1 ton of slat YTD. Superintendent will discuss with Otsego Co DPW. Supervisor to give copy of contract to Superintendent.
* **Storage Shed Building (Rte 165): 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. Insurance Company indicate they would not be able to cover building at the current replacement value rate. Board discussed and Hwy Superintendent VanBuren and his Crew will address Insurance requirements in order to repair building. Supervisor to obtain and forward required items to be repairs to Supt VanBuren. Thank you, Mitchel & Crew, for addressing these repairs asap!
* **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. Supervisor submitted Reimbursement Report and NYSDOT Data Sheets; expect a 12/17/18 reimbursement payment. **Update:** CHIPS reimbursement received & deposited. COMPLETE.
* **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. The Qtr Report (Oct 01 – Dec 31) completed & filed by Supervisor Gustafson. COMPETED
* **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%. DHSES Finance Office indicates they are waiting for the NYS Division of Budget to send them the 4th Qtr. payments for 16 active open disasters. DHSES expect payment week of 01/14/19. Supervisor will call to follow up with Joanne Tierney 518-408-8738.
* **LP Portable Generator:** Hwy Supt continues to explore purchase of salamander, portable LP generator compatible to building’s panel box. Councilperson Diamond will do additional research. Councilperson Diamond to follow up with Thompson Electric as to what type of LP Portable Generator to purchase. (i.e. Generac) **Update:** Thompson Electric delayed.
* **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. Councilperson Diamond to follow up installation of panel box with Thompson Electric Co. (Exploring a Generac) **Update:** Thompson Electric delayed.
* **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**.** Highway Superintendent exploring option on Auction Sites. **Update:** At Town Board meeting the Board authorized (12/13/18 meeting) Hwy Superintendent Vanburen to purchase Hwy Vehicle Equipment up to $25,000; utilizing the Equipment Reserve funds.
* **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. Asked Hwy Supt Vanburen contact Otsego County DPW to ask what their fuel rate is; then contact Rhinehart to se e if the Town can purchase fuel at the County DPW rate. **Update:** Can not purchase fuel at County rate. Will have to wait until next year. COMPLETED
* **Diesel Supplier (Parsons Co):** update 01/09/19—on Jan 9th Mirabito was informed the Town will no longer use them as a vendor; as they failed to delivery two times. Thus, Board will approve to contract with Parson’s Oil Co effective 01/09/19.
* **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 will completed Worksheet with Tetra Tech asap. Further, Supervisor, Superintendent, & Deputy Supervisor will attend HMP Meeting on Jan 29th @ 5-8pm.
* **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. Supervisor e-mailed J Clements; Councilperson VanDewerker to contact J Clements regarding this Grant. **Update:** no update from J Clements.
* **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 --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. COMPLETED
* **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). Received 1 verbal inquiry 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. **Update:** Notice was posted. Received only 1 verbal bid. Action Needed: to accept bid from H Young and scrap other truck. Hwy Dept to take truck and receive scrap monies. COMPLETED
* **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. 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. **Update:** Board approved AAR Agreement; Supervisor to complete and submit.
* **Closed Road –Doc Ahlers 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 section of Doc Ahlers Road. Supervisor received inquiry from resident on Doc Ahlers Road concerning access to driveway. Board discuss with Hwy Superintendent (12/13/18) who indicated he has pushed-back the snow pile (extra barrier) as far over the knoll as possible. He is not able to go any further because the Hwy Trucks would not be able to back up on the road. A Road-Closed sign was placed a distance before the driveway; alerting all who traverse the road that the road is closed ahead. Further, there is adequate space from the end of the driveway to the snow pile for entrance & turn arounds for any vehicle (Fire Truck , Ambulance, UPS, etc..) As the resident was concern with emergency vehicle access; the Board verified with the Ambulance representative that there is enough space for them to access the residence. Supervisor will follow up with resident. **Update:**
* **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 to explore options.

**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. December 2018 fees were received & funds deposited. Note: E-mail sent to Justice Proper requesting reports and fees for the outstanding 6 months.
* **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:** no update
* **NYS OSC AUDIT (RESULTS):.** The following are highlights of the Audit Results:
1. Inadequate – Separation of Duties:
2. Justice Proper did not establish accountability over payments made to the Court:
3. Inadequate – Accountability over the Court Mail:
* **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.)
* **Justice Lucy A Proper Resignation:** Supervisor Gustafson received an e-mail from Mr. Shapiro, Special Counsel for Town Courts. Mr. Shapiro indicates that Justice Proper was suspended and has resigned her position, and pursuant to the authority of the NYS 6th Judicial Court and Pursuant to UJCA $ 106(2), the Administrative Judge ordered that Hon. Donna Yerdon, Middlefield Town Court, Otsego County, be temporarily assigned to the Town of Roseboom, Otsego County effective immediately with payment limited to three (3) half day sessions per month and continuing temporarily until December 31, 2019.
* **Hon Donna Yerdon (meeting 01/11/19):** Supervisor will meet with Justice Yerdon, Mr. Shapiro, and Deputy Supervisor VanDewerker on Friday (01/11/19) at 10:30 am to discuss Town Court issues as we move forward. Welcome Justice Yerdon.

**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. And $4910.28 for distribution dates 12/05 & 12/12. Total 2018 Budget/Revenue Due $60,000 (100%), Total YTD $60,000. COMPLETED
* **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 Tax Roll & Tax Bills –** the 2019 Town Tax Roll & Tax Bills were picked up & delivered to the Town Clerk by Supervisor Gustafson. **Update:** 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:** Due to the low Cash Flow of the Highway Fund the Town Board approved (12/13 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. **Update:** CHIPS check received; accounts reimbursed. COMPLETE
* **Quarterly Worker’s Compensation Report (4th Qtr):** report to be completed and submitted by Jan 10th. COMPLETED.
* **Fund Balance (2018):** Supervisor will meet with Bookkeeper/Accountant to review 2018 Fund Balance and disbursement of funds for Long Term Financial Capital Projects (i.e. Equipment and Road Repairs). See Resolution# 7.

**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. Supervisor e-mailed J Clements; Councilperson VanDewerker to contact J Clements for update. **Update:** no update from J Clements
* **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:** 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: the new appointed Assessor will be expected to address these items.
* **Assessor Resignation:** Doug Gohde notified the Town Board, via e-mail notice, that he will be resigning his position effective Jan 01, 2019. 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 expressed that she is interested in the Town Assessor position. Board discussed the need to fill the vacancy and potential candidates. Supervisor sent e-mail to Pam Dyn asking if she would accept the appoint effective 1/10/19; upon Board approval.

**DOG CONTROL**

* **Dog Control Officer:** Councilperson VanDewerker discussed DCO Jorgensen \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Susquehanna Animal Shelter Contract/Agreement:** Supervisor received e-mail regarding the 2019 Contract. Hard copy pending.

**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 & approved (12/13/18 meeting) shared cost of $1500 for tree service for Tower area.
* **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!!

**Comprehensive Plan –***Otsego County Planning Findings:* The county planning agency, under GML 239, has reviewed the Town of Roseboom's referral, Comprehensive Plan Update. Via e-mail; attached is their notice of action, summary and template for the town to return once a decision is made. Their 3 recommendations are only binding to the point the Town need only override the agencies recommendations by a majority plus one vote. #1 – Reference County’s updated Ag. Farmland Protection Plan #2- Include Action Items for each strategy #3 – Reference consolidation of Ag. Districts and include updated ag map. **Update:** Supervisor sent e-mail to L Lamb, Planning Board Chairman asking if the Planning Board will make the recommended changes “or” have the Town Board move forward with a Public Hearing in February 2019.

* **SERQ Document:** 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. 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. **Update:** Otsego County Planning sent the Town a notice (12/07) indicating they had received the Comprehensive Plan, Referral form, and SEQR parts 1-4 They will remit their findings within 30 days.
* **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, Salary Rates, ect)**
* **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 property’s 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).Town Board’s next step is to consider a 50/50 Resolution with GMVLB. **Update:** Board discussed & approve Resolution # 11 at 12/13/18 meeting. Supervisor to mail Resolution 311 to GMVLB.

**SHARED SERVICES with OTSEGO COUNT.**

* **County-Wide 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.
* **HMP Meeting (01/29/19):** Supervisor, Deputy Supervisor and Hwy Supt will attend the HMP Meeting (01/29) from 5-8 pm.

**NYS ASSEMBLY 102 DISTRICT –** Assemblyman Christopher Tague was elected to serve the 102nd Assembly District. He can be contacted at 518-455-5363 (Albany NY Office), 518-295-7250 (Schoharie, NY Office), or e-mail *tague@nyassembly.gov.*

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

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