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

**Committee Meeting Notes March 2019** *NO COMMITTEE MEETING HELD*

**Town of Roseboom Committee Meeting Date: March 8, 2019 Loc: Town Office**

Present: none

Excused/Absent: n/a

Other Present:

**ITEMS OF DISCUSSION --No Committee Meeting Held; general updates have been included.**

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

* **NYS DOT SIR 11 Cost Report (2017/2018 & 2018/2019 Seasons):** Hwy Supt will track monthly Snow & Ice costs on the SIR 11 form. Hwy Supt Vanburen met with NYS DOT J Murello to review the sand & salt portion of the SIR 11 Report for both seasons/reporting periods. **Update:** Report to be completed by Supt Vanburen and submitted to Town Supervisor for reconciliation.
* **NYS DOT Snow & Ice Contract 2018/2019 Season ($82,513.92):**. **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 does not specify the 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 for Salt. Superintendent met & discussed with Otsego Co DPW. Otsego Co DPW, Rich Brimmer will ship some salt to the Town. Supervisor received Report of Snow & Ice Plowing for County Roads. She will reconcile data.
* **Storage Shed Building (Rte 165): Phase I completed (Door replacements & Wall repairs).**  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/contact insurance representative @ Tokyo Marine to discuss Insurance requirements in order to repair building. Thank you, Mitchel & Crew, for addressing these repairs asap!
* **Qualified Abandoned Road Proposal (Bob Rich Road): deferred**
* **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
* **LP Portable Generator:** Board approved purchase of Generac LP Portable Generator. PO #35 to be shipped 0/08/19.
* **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. Deputy Supervisor VanDewerker to ask Council person Gage to discuss time frame for implementing the upgrade by COB 02/28/19.
* **Otsego County Soil & Water (Stream Management Program; Excavator Grant):**. Resolution No 3 – 2018 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:** J Clements spoke with DS VanDewerker indicating he is continuing presentations/ meetings with municipalities to gain support for his efforts to secure grant funds for this Three-Relay Partnership (Otsego County, Towns & Villages, District) to secure grant funds for an Excavator and Bulldozer. project. Currently, 20% of municipalities have approved financial support.
* **Gage School House Road (Speed Control)** **& Honey Hill Road (Speed Control):** Supervisor Gustafson & Superintendent Vanburen completed the requested NYS DOT data (i.e. terminus descriptions, segment lengths, and ownership status; including road numbers. The data and resolution 4 & 4a were sent (02/21/19) to Rich Brimmer, Otsego Co DPW for review; he will forward to NYS DOT. Status: no update
* **BID Notice:** Notice was posted. Received only 1 bid. **Update:** Board approved (01/10/19) bid ($500) from H Young for one int’l truck. Other int’l truck will be scrapped. Hwy Dept to take truck and receive scrap monies. **Update:** Status?\_\_\_\_\_
* **Security Camera Installation:** 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. Update: Hwy Supt Vanburen to explore, purchase, and install security cameras.
* **BSROE Reports:** Superintendent Vanburen, Deputy Supervisor VanDewerker, and Supervisor Gustafson met on 02/06/19 to review and discuss the 2018 year end net profit/loss and the 2019 budget goals regarding sand, salt, and diesel fuel usage. Upon discuss and budget constraints, the Highway Superintendent has decided to utilize less salt and more 1B sand during the winter season for snow removal services on all Roads (NYS, County, and Town roads).
* **MOA (Memorandum of Agreement):** at the Town Board Meeting (02/14) the Board approved for the Town Supervisor to sign the MOA with Otsego County regarding the Otsego County Highway Asset Management Program. This partnership will afford the Town’s access to an ArcGIS Online license hosted by Otsego County to collect and maintain a highway asset database. COMPLETED 02/20/19
* **Clean-up Day for Town Garage:** meeting set for ***March 18th; with March 19th as rainday***. All Highway Employees and Town Board members agreed to meet to clean up and clean out the Town Garage building. Scrapping items, and discarding others. Hwy Supt to secure a dumpster for this project.
* **Snyder Creek Bridge –** received notice from NYS DOT regarding their findings of Snyder Creek culvert/bridge(Hoose Road). NYS indicating the Town Hwy Superintendent is required to submit a ***Plan of Action for Scour Critical Bridge; BIN 2228170, Hoose Road / Snyder Creek.***  Plan is due March 5th, 2019. Hwy Supt Vanburen to review NYS DOT e-mail, click on link, fill out & submit “Plan of Action Completion Form: Met with Supervisor Gustafson on Feb 19th @ 12:30 pm to complete. **Update:**
* **NYS DOT (TSMO) Inspection of NYS Rte 165b& 166:** Based on a letter submitted by Mary Ashwood that expressed her safety concerns for the Intersection of NYS Rte 165 & 166; the NYS DOT TSMO completed a review and determined that parking at the intersection should be eliminated to improve sight distance. Town Board & Hwy Supt to meet to discuss, draft the Town’s recommendations and submit to NYS DOT TSMO (Traffic Safety & Mobility Office). No update from Hwy Supt. Supervisor discussed with Town Board (2/14/19), and sent letter to NYS DOT in support of their findings. Letter sent to Richard Brimmer, Otsego Co DPW for review. COMPETED 02/24/19
* **Resignation -**Highway Superintendent M Vanburen submitted and the Town Board approved his resignation at a Special Meeting on Feb 18, 2019; notice of meeting posted within appropriate time frame. Mr Vanburen expressed he would be leaving the area in the near future and wanted to open the way for a replacement for his position. Mr VanBuren will stay on in a temporary position (expires October 2019) as a HEO & Admin Assistant to the new Hwy Superintendent. The Board expressed its appreciation to Hwy Supt Vanburen for his dedication and service to the Town; thank you Hwy Supt Vanburen!!
* **New Hire – Highway Superintendent:** at the 02/18/2019 Board meeting the Town Clerk was asked and did post a notice of vacancy for the Hwy Supt position. The Town Board expects to appoint a candidate to full fill the unexpired term; ending 12/31/2019.
* **New Temporary Position for HEO & Admin Assistant:** at the 02/18/2019 Special Board meeting, the Town Board approved to hire Mitchel Vanburen to fill a temporary position as HEO & Admin Assistant to assist the incoming new Highway Superintendent. The temporary position will run from Mar 15 – Oct 15, 2019. This position will address the heavy work schedule of the Highway Department this Spring & Summer, as well as assist the new Hwy Supt. (i.e. New Salt Shed, Tues Replacement on Gage Road & Middlefield Center Roads, Edwards Road Tube Replacement Project -FEMA, Trimming & Mowing Town Roads, Excavation of Garage Parking area, planting of Breen Property adjacent to sand pile, ect).

**JUSTICE COURT**

* **Justice Court 2018 Reports & Fees (A.2610): Update:** Board has not received from former Justice Lucy Proper the monthly reports and fees for July & November 2018. NYS is apprised of this matter and is exploring the non-compliance issue as well as the outstanding funds due to the town.
* **Justice Court 2019 Reports & Fees (A.2610):** January 2019 received, February 2019 received from Justice Donna Yerdon.
* **Town Court Internet Access:** Justice Yerdon has acquired a new computer from NYS and reports she is able to access the web sites needed to complete her reports. Note: Spectrum indicates they would be able to give the Town access but at an exorbitant cost to the tax payers. Issue deferred at this time.
* **Court Hours:** Justice Yerdon holds court the 1st Wednesday each month.

**FINANCIAL**

* **Financial Reports –** Supervisor’s Financial Reports on file; e-mailed to Board members.
* **County Sales Tax received- (A.1120)** Supervisor received & deposited $2498.18 & $2043.57 for distribution dates 2/5 & 2/12.
* **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.
* **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. All Forms given to Hwy Supt to sign off, file copy to appropriate Personnel Files , and submit to Otsego County Personnel Dept. **Update**
* **Annual Update Document (AUD) Report:** Supervisor and Bookkeeper/Accountant completed & submitted the 2018 Annual Report (aka AUD: Annual Update Document) to the Office of NY State Comptroller. Copy of report sent to all Town Board members and the AUD Report is on file with Town Clerk. Completed.
* **Retirement System:** monthly report for 02/28/2019 has passed all validations and is scheduled for posting to the members' accounts. Completed 03/10/19

**SALT SHED**

* **Salt Shed-excavation of land for new site:** Hwy Superintendent 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. 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.
* **Salt Shed design:** Council Person Diamond and Gage have been working on design/plan option for the new Salt Shed. Discussion heard regarding having 2 bays instead of 1 bay, size needed, materials for walls and roofing. **Update:** Board to review, submit Plans to Code Officer L Stannard for his input and approval.
* **Salt Shed – Otsego County:** Dave Bliss, Otsego Co Board Chair & Town Representative was asked to clarify if Otsego County could assist the Town financially under the Shared Services Plan; and if there is an existing appropriation line that could be accessed to assist the Town. Thank you DAVE!! **Update:**
* **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 – Pam Dyn-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 Appointed**: on 01/10/19 the Town Board appointed Pam Dyn Gohde to fill the term (Expiration date of 09/30/19) of former Assessor,Doug Gohde. Mrs. Gohde accepted the appointment.

**DOG CONTROL**

* **Dog Control Officer:** no report for March 2019.
* **Susquehanna Animal Shelter Contract/Agreement:** Supervisor completed & mailed the 2019 Contract on 01/18/2019.

**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**

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

* **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:**
* **NYS DEC: 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. Councilperson Allegra Schecter has been working diligently-- received letter from Office of the NYS Commissioner ***congratulating the Town of Roseboom on adopting the Climate Smart Communities Pledge.***
* **NYSERDA: Clean Energy Community Grant Initiative:** 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!!! Councilperson Allegra Schecter has been working diligently on this Grant Initiative as follows: 1) ***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. Council Person Schecter reported she completed & submitted the 4-action items; she is waiting to hear from Amy W to see if the Town will qualify.
* **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.
* **Southern Tier 8 Regional-** the Southern Tier 8 Regional Board will be providing information sessions on funding through the Appalachian Regional Commission’s Area Development Program. The sessions are designed for municipal governments and non-profit organizations that are seeking funding for projects slated to begin in 2020. Council person Schecter was asked to contact Meghan Johnston at Otsego Co Planning to see if the Town of Roseboom could benefit from this funding opportunity. 607.547.4225

**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.

**ORGANIZATIONAL CHART / TOWN Bi-LAWS**

* **Organizational Chart / Bi-Laws** – Assessor Pam Dyn Gohde requested a date change for the Assessment Review Board. As such, the Town Board to approve an amendment to the Organizational Chart & Bi-Laws to reflect the ***Assessment Review Board will meet on the 4th Thursday in May 2019.***  Further, Assessor Dyn-Gohde was asked to remind the assessment review board members of the date change (Board members: Richard Hansen, Norma VanBuren, Everett Yerdon)
* **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. Board discussed & approve Resolution # 11 at 12/13/18 meeting. Supervisor e-mailed Resolution #11 to GMVLB. **Update:** Councilperson Schecter reported that the Women’s Club could not take on the role of “Worthy Partner” under one of GMVLB requirement. As such, the GMVLB informed Council Person Schecter that the Town can move forward by having “public input” (i.e. Roseboom Historical Society) then no Worthy Partner is needed. Council Person Schecter will contact and set up a meeting with the RHS to see if they are interested as we explore blighted property’s that could be consider for rehabilitation. **Update:**
* **GMVL & Otsego County:**  The Town Board was informed that Meg Kennedy from Otsego County Planning Department is on the GMVLB Board. Completed 03/01/19

**SHARED SERVICES with OTSEGO COUNT.**

* **County-Wide Shared Services Plan:** meeting scheduled for March 21st @ 5:30 @ ONC Boces, Milford,NY Supervisor and others will attend.**.**

**HAZARD MITIGATION PLAN with OTSEGO COUNTY**

* **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. Town Supervisor, Deputy Supervisor VanDewerker & Tetra Tech revised worksheet of the updated draft annex in January 2019. The “drafted Annex” will be used at the 02/19/19 HMP Meeting. Supervisor to discuss with Deputy Supervisor & Hwy Superintendent; then contact Tetra Tech to update the “Drafted Annex”.
* **HMP Meeting (01/29/19):** Supervisor, Deputy Supervisor and Hwy Supt attended the HMP Meeting (02/19/19) from 5-8 pm. Met with DHSES, Steve Bornt, Project Manager for Mitigation Projects. Mr. Steven Bornt, Project Manager, DESHS assisted in completing two (2) Mitigation Items and expressed he would be available for consultation if needed. The Town Board has completed some of the Mitigation Items that were originally identified in prior years. Most of the new Mitigation Items will revolve around Tube / Culvert Replacement. (i.e. Stannard Hill Intersection, Morton Road, Adair Road, Honey Hill Road, Turpenings Road). Supervisor, Deputy Supervisor will work on completing the HMP Worksheet with Tetra Tech.

**CODE ENFORCEMENT OFFICER**

* **NYS Annual Report 2018**: Supervisor Gustafson received a notice that the town of Roseboom is responsible for administration and enforcement of the Uniform Code and Energy Code in its jurisdiction.  The notice is a reminder that NYCRR Title 19 Part 1203 requires every city, village, town, and county, charged with administration and enforcement of the NYS Uniform Fire Prevention and Building Code (Uniform Code) to annually submit a report of its activities to the Secretary of State.  Supervisor forwarded the e-mail notice to Code Officer, Lloyd Stannard for completion by April 1st.
* **GMVLB Survey Monkey**: Supervisor completed survey from GMVLB regarding shared services and Code Enforcement Officer data.

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

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