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

**Committee Meeting Notes June 7, 2019**

**Town of Roseboom Committee Meeting Date: June 07, 2019 Loc: Town Office**

Present: Supervisor Patti Gustafson, Deputy Supervisor Curtis VanDewerker, Councilperson Charles Diamond, Councilperson Dan Gage, and Councilperson Allegra Schecter

Excused/Absent:

Other Present: Mitchel Vanburen, Hwy Superintendent; Code Officer, Lloyd Stannard

**ITEMS OF DISCUSSION --**

**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. Report completed by Supt Vanburen and submitted to Town Supervisor for reconciliation. . **Update:** Supervisor reconciling report/data.
* **NYS DOT Snow & Ice Contract 2018/2019 Season ($82,513.92):** Rec’d $27,229.59 (05/07/19).
* **County Snow & Ice Contract 2018/2019 Season:** Rec’d $9,794.60 (04/05)
* **Storage Shed Building (Rte 165): Phase I completed (Door replacements & Wall repairs).**  Weather has impeded progress. Deferred until 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. The Qtr. Report (Jan 01 – Mar 31) completed & filed by Hwy Supt Vanburen & Supervisor Gustafson. **Update:** Supervisor e-mail T Cowin for update on extension request 6/11/19. DESHS, Mr. Cowin emailed (6/11) indicating the they spoke with FEMA & expect extension approval within 1 month; no reason the extension will not be approved.
* **Highway Building –** **Electric Panel Box upgrade:** Supervisor asked Hwy Supt to contact alternate Electrician to install panel and to obtain quote on other need electrical repairs to the Town Building. **Update:** Hwy Supt Vanburen to call Cap Crew again and to call R Brazie for quote and installation.
* **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**.** 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. **Update:** pending
* **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: NYS DOT requested TE9a form. TE9a form(s) and cover letter(s) sent to Town Clerk Seely (6/6/19) to sign & seal, and mail to R Brimmer. R Brimmer to approve & sign, and send to NYS DOT. Supervisor e-mail Town Clerk again on 6/11/2019
* **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. Hwy Supt Vanburen to explore, purchase, and install security cameras. Update: Curtis to order from BJ’s and contact Bookkeeper to utilize redit card; approximate cost $200.
* **BSROE Reports:** Supervisor to compile & submit monthly BSROE (Budget Summary & Report f Expenditures to the Hwy Supt for tracking purposes; and to stay on target with budgetary items**. May 2019 -** Completed.
* **Clean-up at Town Garage:**. The Town Board expressed their appreciation for the hard work and efforts of the Highway Employees who have been working to clean up inside and outside of the Town Building/Garage.
* **Equipment Truck #227:** may put up for auction w/plow & wing.
* **CHIPS (Middlefield Road Culverts/Tubes):** Hwy Supt reports he will address Middlefield Road Tubes/culverts in the Fall 2019. This will be prep work for the 2020 CHIPS program. Deferred until Fall 2019 for evaluation.
* **Mail Drop Boxes:** Councilperson Charles Diamond expressed he will install the new lock drop mailboxes for the Hwy Department and the Justice Court. One box has been installed. Second box pending. Thank you ! Charlie!! **Update** One box still need installation. C Diamond to install asap.
* **CHIPS 2019:** Supervisor & Hwy Superintendent received notice from NYS DOT announcing the total for CHIPS & PAVE NY for 2019 for the Town of Roseboom ***is $104,424.*** Most of these funds have been booked to repair Gage Road; with possible sealing on a few other roads. Note: Gov Cuomo’s budget eliminated the Town’s EWR funds totaling $16,433. These funds were anticipated in the Town’s 2019 Budget to complete road repairs. This is a loss to the Town!!
* **CHIPS (Gage Road):** Hwy Department preparing Gage Road for CHIPS work this summer. Has looked at several tubes/culverts (12+) that need replacement. Further, check on tube replacement for lower Gage Road; consider alternative of cross tube at intersection of Stannard Hill & Gage Road; leaving old tube on right side in place but diverting water above by inserting a cross-tube; resulting in cost savings.
* **CHIPS 2019 Projects:** Hwy Supt will obtain quotes from Gorman Group, Suit Kote, and Hansen for CHIPS projects.
* **Hoose Road:** loose dirt/gravel needs to be cleared from road. Ditch needs to be dug in front of Yearry property to allow water runoff to flow into creek; currently it is back flowing on to private property-causing damage.
* **Buttermilk Hill Road:** road repair needed. Hwy Dept completed some repairs and rebuilt in 2018. Will continue to assess and see if the project could be eligible for NRCS. J Clements, Otsego Co will assess.
* **Town Line Road (J Fedore):** large amounts of sod were torn up and parts of the ditch have been thrown several yards onto his pastureland. Town Hwy to assess and clean up debris from his property asap. Thank you, Hwy Crew,!! Completed.
* **Tractor/Sweeper:** road sweeping delayed as the tractor needed repairs. Repairs completed, but Tractor broke down again. Repair vendor contacted by Council person Diamond. Vendor will look at work slip and get back to Councilperson Diamond. **Update:** still have issues with tractor—causing delays. Hwy Supt to contact Skip (Vendor) to re-assess issues and needed repairs (6/7/19 @ 8:30 am). Note: invoice already paid.
* **Road/Hwy Committee Meetings:** Board members, Hwy Supt, and Hwy employees met on 6/7/19 @ 7:30 am. to review the new “***Hwy Dept Road Repair Work Schedule for 2019”***. In Progress.
* **Payroll Time Sheet -**Submission Deadline: Payroll Time Sheets ***must*** be submitted to the Bonnie R, (Bookkeeper) by Monday 9:00am via e-mail or fax. (i.e. payroll is based on arrears: Payroll will run Monday -Sunday; 14 days). Pay date is Friday following the ending Sunday. New Payroll forms e-mailed to Hwy Supt, M Vanburen to complete, sign off, and submit. Organizational Chart/Bi-Laws will reflect Payroll Process. Completed June
* **County Personnel Form (426):** Hwy Supt to complete & submit to Otsego Co Personnel Office for pay increases (effective 6/1/19 & Deputy Hwy Supt position for Dennis Hoke Jr. **Update**
* **AED Supplies:** Supervisor submitted application to open an account with Bound Tree Medical and submitted a supply order (06/11/19) for the AED (Automatic External Defibrillator).

**JUSTICE COURT**

* **Justice Court 2019 Reports & Fees (A.2610):** Jan, Feb, Mar, Apr, May Fees received from Justice Donna Yerdon.
* **Court Hours:** Justice Yerdon holds court the 1st Wednesday each month.
* **Justice Court TDP-March 2019:** rec’d & Deposited $100 for the TDP (Traffic Diversion Program) Completed June

**FINANCIAL**

* **Financial Reports –** Supervisor’s Financial Reports on file; e-mailed to Board members. Completed.
* **County Sales Tax received- (A.1120)** Supervisor received & deposited $4721.99 for distribution dates 5/3&5/10.
* **Mortgage Tac -County:** Supervisor received & deposited check ($1523.79) for Mortgage Tax; distribution date 10/01/18 – 03/31/19. Completed June
* **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.
* **Retirement System:** monthly report for 04/30/2019 has passed all validations and is scheduled for posting to the members' accounts. Completed.
* **CDPHP Health Insurance/Dental Plan:** Hwy Department employees requested a change in plan (lower costing plan; i.e Silver Plan or Bronze Plan) in order to receive a higher hourly wage. Supervisor called CDPHP. CDPHP indicates the Town can not switch plans in mid-term contract. However, the Supervisor asked CDPHP to send a breakdown of benefits & costs for the other – lower- CDPHP Plans (Bronze, Silver, Gold). The Town will discuss Plan options with the Highway Department employees and make a change, if applicable, at the time of renewal (renewal date effective 12/01/2019). Completed.

**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. Driveway built up and shoulder installed. Grading on side of driveway completed. Hwy Supt to contact Jordan Clements, Otsego County Water & Soil to request Hydro-Seeding for site (no cost anticipated). **Update:**
* **Salt Shed design:** at the April 2019 Board meeting the Board reviewed Salt Shed plan(s)/design(s) submitted by Council Person Diamond and Councilperson Gage. Upon discuss the Board chose to build 2 bays instead of 1 bay. Estimated cost is $25,000 ($13,00 excavation & concrete work, and $12,000 Materials/Supplies w/Town Hwy Dept to build salt shed). **Update:** Board reviewed written Plan/Design submitted by Dan Gage . The Design was submitted to Code Officer L Stannard (6/12/19) for his input and approval. Upon submission of plan/design and Code Officer approval; Supervisor Gustafson will explore funding options. Board looking at Revenue Anticipation Note (RAN); building the deficit cost into the 2020 & 2021 Budgets (Debt Service)
* **Salt Shed Funding – Otsego County:** Co Rep Bliss reports that the County is unable to assist with the new Salt Shed costs due to the financial constraints resulting from negative impact of the NYS Budget. Completed June
* **Salt Shed Funding –NYS DOT** Town Board Members & Hwy Supt met with Jerry Murello who informed the Board there is reimbursement (%) for the costs associated for the Slat Shed. A new NYS DOT Manual re Terms, Reimbursement Procedures & Documentation was given to the Town. Completed June
* **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.** In the Fall 2018 there were approximately (10) more parcels that needed to be addressed by the former Assessor. The new appointed Assessor (Pam Dyn Gohde will be expected to address these items. Supervisor Gustafson sent an e-mail (04/28) to Assessor Dyn-Gohde requesting a status on the re-evaluation outstanding issues. Assessor reported that it was too late to address the issues; deadline was 04/15. Board discussed why there was no follow through on this matter. Completed June
* **Assessor Vacancy effective 10/01/2019:** Supervisor has received resume(s) and letters of interest in serving as the Town Assessor. Town Clerk Seeley will post notice in newspaper in July 2019. Board will review all potential candidates and appoint Sole Assessor at the August or September Town Board Meeting. Supervisor asked (via e-mail) the Town Clerk to post another notice in the newspaper (July 2019). Town Clerk submitted notice to newspaper.
* **The Board of Assessment Review** met at **Roseboom Town Barn** on **May 30th, 2019, from 4 pm to 8 pm** to hear and examine all complaints in relation to assessments on the application of any person believing himself to be aggrieved. Completed June
* **Assessor Activity Work Report:** Assessor submitted her Activity Work Report for Feb -Apr 2019. Board reviewed and discussed.
* **NYS Dept of Taxation & Finance –Notice of Tentative State Equalization Rate:** Supervisor received and reviewed the Notice of Tentative State Equalization Rate of $109.54. Completed June
* **NYS Dept of Taxation & Finance –Notice of Tentative Telecommunications Ceiling:** Supervisor received and reviewed the Notice of Tentative Telecommunications Ceiling for Verizon New York Inc is $128,028; with Equalization Rate of $114.19. Completed June

**DOG CONTROL**

* **Dog Control Officer:** no report for May 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.
* **Bulletin Board Sign:** Supervisor will discuss with vendor the cost for making a sign to fit inside one side of the Town Building Bulleting Board (outside). The sign would list the various administration, directory (names, meeting dates, etc.) Hwy Supt Vanburen was asked to take pictures & measurements of Bulletin Board and e-mail to Town Supervisor.

**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. Supervisor received National Grid Agreement. Agreement was signed, notarized and submitted to National Grid in June 2019. Completed June
* **NYS DEC: Clean Energy Community Grant Initiative No.1): Update:** The Town of Roseboom was not successful in obtaining this 1st grant. Thank you, Allegra for all your hard work! Completed June
* **NYS DEC: Clean Energy Community Grant Initiative No.2):** to open May 1st, 2019. Application due July 26th. Councilperson Schecter has explored this next grant opportunity. Supervisor Gustafson will assist. Councilperson Schecter discussed that the Town will have to work on getting additional points before we are certified and qualify to apply for this grant. Supervisor & Deputy Supervisor VanDewerker contacted (6/05 & 6/11) J Clement, Otsego County Water & Soil to request a copy of the Grant he submitted last year (re: Slat Shed). **Update:** pending

**PLANNING BOARD……………2nd Monday each Month @ 7pm**

* **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. Planning Bd met on April & May 2019; and deferred final changes to the Comprehensive Plan until the June 2019mtg. Chairperson Lamb to obtain needed Ag Map and contact K Sullivan to request process for completing the County’s Recommendations; listed above. **Update:** Chairman Lamb canceled the June 10th Planning Board Meeting.
* **Land Use Regulation Document:** pending discussion & revisions. Supervisor to draft Land Use Ordinance for approval.
* **GMVLB:**Councilperson Diamond expressed his concerns regarding the “power/authority afforded to the GMVLB”. He will research and report findings to the Board. **Update:** no update from Councilperson Diamond on issue.
* **GMVLB (Request to transfer property from Treasurer to Town to GMVLB):**Board discussed Otsego County’s policy. County will not transfer property to Town; they keep on Auction list in order to capture back taxes. Also, Town can not purchase property(s) at Auction, as this would be a mis use of taxpayers monies. Supervisor e-mailed Mr. Albrecht indicating the Town Board will not pursue a transfer of property or the purchase of property(s). Further, Supervisor received, reviewed, and Board approved GMVLB letters (3) to Town property owners indicating GMVLB interest in acquiring their property(s) to remediate or demolish their vacant or distressed property(s).

**ORGANIZATIONAL CHART / TOWN Bi-LAWS BULLETIN BOARD - NOTICES**

* **Organizational Chart / Bi-Laws** – Payroll Process added/approved -- **Payroll Time Sheet -**Submission Deadline: Payroll Time Sheets ***must*** be submitted to the Bonnie R, (Bookkeeper/Accountant) by Monday 9:00am via e-mail or fax. (i.e. payroll is based on arrears: Payroll will run Monday -Sunday; 14 days). Pay date is Friday following the ending Sunday. New Payroll forms e-mailed to Hwy Supt, M Vanburen to complete, sign off, and submit. Completed.
* **Town Bulletin Board (Outside Town Building)**: Board needs to purged & updated.

**SHARED SERVICES with OTSEGO COUNT.**

* **County-Wide Shared Services Plan:** meeting scheduled for June 13th @ 5:30 @ ONC Boces, Milford, NY.

**HAZARD MITIGATION PLAN with OTSEGO COUNTY**

* **HMP Meeting** 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, D. Supervisor, and Hwy Supt. will work on completing the HMP Worksheet with Tetra Tech.

**CODE ENFORCEMENT OFFICER**

* **Hoose Road Property**: Code Officer, Lloyd Stannard reported he has condemned the Leo W Yearry property located at 316 Hoose Road (Tax ID 103.00-1-9.00). Further, the NYS DEC (Environmental Police Officer) inspected the property and it was reported to the Town Supervisor that potential citations/fines to be issued to the resident that was residing at the property. The Town Supervisor was asked and did contact the Town Attorney to confirm the Town’s option in “Cleaning Up the property”. Note: it has been reported to the Town Board and the Board discussed the accumulation of abandoned vehicles, trailers, mowers, garbage, tires, etc. The Town Board decided to move forward with implementing NYS Codes/Regulations to address the blighted a\property. Town Attorney inspected the sight (04/27) and made recommendation to the Town Supervisor. Attorney Findings/Recommendation: 1) property is up for taxes @ $2500, 2)as this property is up for Tax Sale, let the process of the Tax Sale, in August 2019, take place, 3) the new owner will be responsible for the cleanup 4) if no-one buys the property at the Tax Sale then the County becomes the owner and they would have to clean up the property. 5) Town will need the Health Officer to complete an inspection Report of the property (i.e. dog/cat feces, dead animals, animals living in abandoned trailers, other safety & health issues). Town Supervisor contacted Dr Delong & left message on 4/30/19; no reply. Supervisor has been in contact with concerned resident(s) regarding this issue.

**TOWN HISTORIAN**

Town Historical Signs: documents from Historian Pat Mabie given to Council Person Diamond to review & Submit. Council person reported the forms were for prior years grant opportunity. CP Diamond to contact company to see if new grant opportunities and forms are available to purchase the historical landmarks signs. **Update:** Council Person Diamond reported grant opportunities will not become available until approximately September 2019. He will followup.

**ANNOUNCEMENTS FROM COUNTY**

* **USDA Rural Development (Section 504 Home Repair Program):** a notice was received and posted indicating a USDA representative will be available to assist residents with the 5044 Home Repair Program on June 21st and June 25th. The program provides loans to very-low- income homeowners (50% of the area median income) to repair, improve or modernize their homes, or grants to elderly (62 y/o +) very-low-income homeowners to remove health & safety hazards. Completed June

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

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