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

**Committee Meeting Notes August 02, 2019**

**Town of Roseboom Committee Meeting Date: August 02, 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); $13,927.85 (6/21); ***totaling $23,722.45.***
* **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. DHSES, Mr. Cowin emailed (6/11) indicating FEMA plan to extend approval. Hwy Supt Vanburen & Steve Gridley Excavation Co. will do project August 5 – 9th, 2019; residents were notified.
* **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. Hwy Supt Vanburen to call Cap Crew again and to call R Brazie for quote and installation. **Update:** Received quote $2900) from Cap Crew Electric. Board approved (7/11/19) quote to move forward with electric repairs as needed. Hwy Supt to attach quote(s) to the final bill/invoice for audit purposes.
* **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):** Gage School House Road was determined too rough to set speed limit; NYS DOT recommends warning signs, and guide rails Further, Honey Hill Road was evaluated, and the speed limit will be reduced to 35 MPH. Town Hwy Dept will install appropriate signs based on the TSMO findings. Status: deferred to Fall 2019 Season.
* **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 credit 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**. July 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:** will 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 by end of August 2019.
* **CHIPS & PAVE NY & EWR 2019 (($120,857.34):** Supervisor & Hwy Superintendent received notice from NYS DOT announcing the total for CHIPS **($85,018.01)** & PAVE NY **($19,406.21)** & EWR **($16,433.12)** for 2019 for the Town of Roseboom is ***$120,857.34.*** Most of these funds have been booked to repair Gage Road; with possible sealing on a few other roads.
* **CHIPS 2019:** Town Board awarded (6/13/19) the CHIPS 2019 Contract to Cobleskill Stone –Hot Mix @ $127,153.20. Other Vendor Quotes are: Gorman Group-Cold Mix @ $109,917; Suit Kote—Cold Mix @ $109,416; Hansen –Hot Mix @ $150,35.
* **CHIPS (Gage Road):** Hwy Department preparing Gage Road for CHIPS work this summer. Paving expected late July/early August 2019. Cobleskill Stone to confirm date.
* **CHIPS 2019 (Middlefield Road):** discussion heard; Hwy Supt Vanburen to obtain quotes from Suit Kote, Gorman Bros, Cobleskill Stone for Middlefield Road (grinding 6” base). Residual NYS DOT funds from the Gage Road Project will be used to purchase stone for the Middlefield Road Project in CY 2020. Stone will be stock-piled. **Update:**
* **Tractor/Sweeper:** road sweeping delayed as the tractor needed repairs. Repairs completed, but Tractor broke down again. Hwy Supt reports DPW still have issues with tractor—causing delays. Hwy Supt to contact Skip (Vendor) to re-assess issues and needed repairs. **Update:** still using tractor for the 2019 season; will address repairs in Fall 2019 as needed.
* **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:** Hwy Supt to complete & submit CD, DH, SM pay increases.
* **Commercial Weed Eater/Tool:** Hwy Supt will explore options to purchase a new Weed Eater tool with handles w/ saw blades. Note: Supt Vanburen to call DG to borrow weed eater to try before purchasing.
* **Infestation (Mice) Town Building:** Supervisor received and noticed mice droppings in the Justice and Administrative Office. Hwy Sup Vanburen purchased and place rat poison within the building to defray this issue. Completed.
* **Seasonal – Limited Use Town Roads:** discussion heard regarding changing Seasonal Use Roads to include Limited Use Roads; whereas the Hwy Dept would not plow during Winter Weather (snow & ice removal). Hwy Supt to explore this issue and report to Town Board. **Update:**

**JUSTICE COURT**

* **Justice Court 2019 Reports & Fees (A.2610):** Jan, Feb, Mar, Apr, May June , July (YTD: $7160) received reports & fees from Justice Donna Yerdon. Monthly Receipts were submitted to Hon. Yerdon.
* **Court Hours:** Justice Yerdon holds court the 1st Wednesday each month.
* **JCAP Grant Option:** Supervisor Gustafson to contact Justice Yerdon to discuss JCAP Status and if there are any grant options she could assist with. **Deferred by Supervisor at this time; due to time restraints.**

**FINANCIAL**

* **Financial Reports –** Supervisor’s Financial Reports on file; e-mailed to Board members. Completed.
* **County Sales Tax received- (A.1120)** Supervisor received & deposited $7309.49 (8/2/19) for distribution dates 6/27,28 & 7/12/19. Completed
* **Mortgage Tac -County:** Supervisor received & deposited check ($1523.79) for Mortgage Tax; distribution date 10/01/18 – 03/31/19. Completed
* **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). Pending

**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 ($13,000 excavation & concrete work, and $12,000 Materials/Supplies w/Town Hwy Dept to build salt shed). Board reviewed written Plan/Design submitted by Dan Gage . The (OLD) 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) **Update:** Board asked Mr. Prill, Engineer to review/draft design & sign off on a revised Design/Plan. Mr. Prill completed and Board received.
* **Salt Shed Grant Application:** Council Person Schecter & Board members are working on a NYSDEC Grant; requesting 50% matching funds to erect a new salt shed. Board asked Mr. Prill, Engineer to review/draft design & sign off. The DEC Grant Application is 85% completed. Supervisor to upload Budget and Work Plan data by COB 07/26/19. The Grant Application and supporting documents will be uploaded and sent to Amy Wyant@ MVED for review & suggestions before the final Grant Application is submitted. Thank You Town Board for all your support and help in this endeavor!! Note: Bid notices will be drafted. Supv. Gustafson clarified the Town Project will use the prevailing wage policy.
* **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
* **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**

* **Assessor Vacancy effective 10/01/2019:** Supervisor has received resume(s) and letters of interest in serving as the Town Assessor. Town Clerk Seeley posted notice in newspaper in July 2019. Board will review all potential candidates and appoint Sole Assessor at the September Town Board Meeting. Interviews will be held in September 2019 regarding resumes/letter of interest submitted by the candidates.
* **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
* **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
* **NYS Dept of Taxation & Finance –Certification of Final Special Franchise Full Value (National Grid & Verizon):** Supervisor received and reviewed notice indicating the final full value = $1,140,778 & $145,420; respectively; totaling $1,286,198. Completed

**DOG CONTROL**

* **Dog Control Officer:**  report for May/June 2019
* **Dog Complaints (South valley Area):** A resident attended the Committee Meeting on 07/02 and was informed that the written complaint & support of other neighbors would be required for the Officials to move forward. Resident indicated, via e-mail, he was appreciative of the Board’s efforts and currently there are no issues with the dogs. Completed July

**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.
* **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 follow up.

**Chery Valley Joint Fire District/ EMS Squad Cell Tower/Service AED Unit Internet/Broadband Service**

* **Cherry Valley Joint Fire District**

**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
* **NYS DEC: Clean Energy Community Grant Initiative No.2):** opened 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). Supervisor & Board members are pursuing the DEC Grant with a deadline of July 26, 2019. The Budget and Work Scope, and certified design plans are expected to be completed by COB 07/26/19. Grant Application will be sent to Amy Wyant MVED for her review and recommendations. The final Grant Application will be submitted by July 26,2019.
* **NYS Climate Smart Communities – Certification Actions:** Councilperson Schecter is working on obtaining a “Bronze Status” through CSC. This level (Bronze) will assist the Town in obtaining future CSC grants. The Town needs 120 action points to achieve the Bronze level; currently working on 64 points. Thank you Allegra!
* **NYS Climate Smart Communities – Certified Action -**Resolution to develop and adopt a comprehensive plan with sustainability elements. The Town of Roseboom’s current Comprehensive Plan identifies this element. Thus, when the Planning Board completed their revisions, the Town will hold public hearing to adopt the Plan. At that time Councilperson Schecter ay send in the resolution to earn (from 3 – 21) points. **Pending Planning Board completion of Comprehensive Plan revisions.**
* **NEXAMP Solar Agreement:** Board discussed entering into Agreement with NEXAMP Solar. This agreement is estimated to reduce electric costs by 10%. (i.e. $100 Nation Grid Bill - $100 Solar Credit Earned = $0 due to National Grid; $100 Nexamp Bill – less 10% ($10) = $90 due; savings of 10% ($10). **Action Needed:** Board to approve at the August 8th meeting. If approved, Supervisor Gustafson will sign e-file agreement and set up on-line account.

**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:** Planning Board met on July 8th. Two representatives from Otsego Co Planning Dept were present. The final correction were discussed. Council Person Allegra Schecter will insert a notation in Section 3 re AG & Mkt map add various maps, and other action items. Upon completion it will be sent to the County Planning Department for final approval.
* **Planning Board Resignation (Mr.** **Wilcox):** Mr. Wilcox gave notice that he resigns his appointed position effective 7/8/19. Board expressed their appreciation for Mr. Wilcox’s dedication and support to the Town of Roseboom.
* **Land Use Regulation Document:** pending discussion & revisions. Supervisor drafted Land Use Ordinance for review Town Board will be asked to attend the August 2019 Planning Board meeting to discuss the Land Use Ordinance.
* **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). **Update:** no update

**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 was purged & updated. Supervisor discussed having a sign made indicating dates, meeting, Boards, etc and the other side of the bulletin board for on-going notices. Supervisor received dimensions from Hwy Supt. Supervisor to obtain quote from sign vendor.

**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**

* **Salt Storage Facility – Building Permit approved & received. Building Permit submitted with NYS DEC CSC Grant Application.**

**ANNOUNCEMENTS FROM COUNTY**

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

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