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

**Committee Meeting Notes September 6, 2019**

**Town of Roseboom Committee Meeting Date: September 06, 2019 Loc: Town Office**

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

Excused/Absent: Councilperson Dan Gage

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):** YTD Rec’d = $82,513.92. Completed.
* **County Snow & Ice Contract 2018/2019 Season:**  YTD Rec’d = *$26,801.29****.*** Completed.
* **NYS DOT Snow & Ice Contract (2019/2020) Season: ($\_\_\_\_\_\_\_\_\_\_\_\_):** Board discussed three reimbursement option; Time & Materials; Fixed Lump Sum; Indexed Lump Sum. **Action Needed:** Board to approve contract (Indexed Lump Sum) at September 2019 Board meeting. Supervisor e-mailed J Murello regarding reimbursement options of the new contract.
* **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. **Update:** Project completed by COB 8/30/19.
* **Highway Building –** **Electric upgrade:** to correct the problems with the electric service entrance and to add a generator transfer switch & connection for use during power company outages. Received & approved (7/11/19) quote $2900 from Cap Crew Electric. Electric repairs completed.
* **Highway Building -Electric upgrade:** to add a new 200 amp panel box on the south exterior wall in the meeting/court room. Estimated cost $1815.00. Board discussed and has deferred issue at this time.
* **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; in efforts to secure funds for excavator & bulldozer. 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. 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 of Expenditures) to the Hwy Supt for tracking purposes; and to stay on target with budgetary items**. August 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:** auctioned & AR due of $1850. **Update:** no payment received ytd.
* **Equipment Truck (1-ton):** auctioned & AR due of $13K. **Update:** no payment received ytd.
* **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 September 2019.
* **CHIPS & PAVE NY & EWR 2019 (($120,857.34):** CHIPS **($85,018.01)** & PAVE NY **($19,406.21)** & EWR **($16,433.12)** for 2019 for the Town of Roseboom is ***$120,857.34.***
* **CHIPS 2019 (Gage Road) :** Town Board awarded (6/13/19) the CHIPS 2019 Contract to Cobleskill Stone –Hot Mix @ $127,153.20. CHIPS project for Gage Road moved to early September 2019. Completed.
* **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. 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.
* **Tractor/Sweeper:** still using tractor for the 2019 season; will address repairs in Fall 2019 as needed.
* **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 & Councilperson Diamond explored options. Options discussed. Hwy Supt will maintain (will not close off Seasonal Roads; will plow in the event of a snow storm) any Seasonal Road up to Dec 1st. The issue to change to limited maintenance was deferred until 2020.

**JUSTICE COURT**

* **Justice Court 2019 Reports & Fees (A.2610):** reports & fees from Justice Donna Yerdon received. 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 $6,468.30 (09/06/19) for distribution dates 8/5 & 8/12. 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.
* **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 Supt to contact Jordan Clements, Otsego County Water & Soil to request Hydro-Seeding for site (no cost anticipated). **Update:**
* **Salt Shed Project Funding:** Board looking at funding options for a new Salt Shed Facility. Further, NYS DOT (J Murello) informed the Board there is reimbursement (--%) for the costs associated for the new Salt Shed Facility. A new NYS DOT Manual re Terms, Reimbursement Procedures & Documentation was given to the Town.
* **Salt Shed Grant Application:** Application completed & submitted. Application #92062 was ***denied*** by Climate Smart Communities; indicating it was not an appropriate project for CSC. However, it would be appropriate under the DEC Water Quality Improvement Project. Program (WQIP). Board expressed it was dismayed that MVEDA did not give better direction regarding the application submission. MVED did suggest filing under WQIP, but did not indicate that the Salt Shed was not appropriate for the CSC Grant. Board to discuss and decide if they want to submit to the WQIP.
* **TOWN CLERK & TAX COLLECTOR**
* **Web-Site for the Town of Roseboom**: To see the new web page go to: Town of Roseboom.com. Completed

**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 12, 2019 regarding resumes/letter of interest submitted by the candidates.
* **Final Equalization Rate ($109.54):** Supervisor received notice from NYS Dept of Taxation & Finance that the 2019 Equalization Rate Status is $109.54. (Note: 2018 was $114.19; a difference of 4.25%. Completed

**DOG CONTROL**

* **Dog Control Officer:**  report for August 2019

**TOWN SIGNS CEMETERY ASSOCIATIONS TOWN HISTORIAN CELL / INTERNET SERVICE**

* **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.
* **Senator Seward Office (District 51) (Broadband Initiative)**: Supervisor Gustafson contacted (08/16/19) Spectrum (Ashley) regarding broadband (internet service)(cable) for the Town of Roseboom. Spectrum indicated that most of the area is not serviceable / out of market coverage area. Supervisor spoke with ***Senator Seward’s office (Katie @ 607-432-5524***) regarding Spectrum and Broadband service for the town of Roseboom. Supervisor discussed the NYS Buildout of Broadband initiative through grant funding; where four (4) companies bid on the 3-phase grant in CY 2015. These companies were broken up into units to coverage specific county’s in NYS. Senator Seward’s office (Katie) will contact Spectrum and NYS Broadband to discuss options for our Town and update Supervisor Gustafson. **Update:**

**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 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 #6 indicates the Town of Roseboom has developed and adopted 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 Comprehensive Plan (via Resolution #5). At that time Councilperson Schecter may send in the resolution#5 & #6 to earn (from 3 – 21) points.
* **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). Board to approved at the August 8th meeting., Supervisor Gustafson signed & submitted e-file agreement. NEXAMP will go live early next year (2020); Supervisor will set up on-line account. Completed.

**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 inserted 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 (Sue Shafer & Gary Shafer):** Mrs. Shafer gave verbal notice at the 8/12/19 & 9/09/19 Planning Board Meeting that they resign from their appointed position effective 09/09/19. Board expressed their appreciation for Mr. & Mrs. Shafer’s dedication and support to the Town of Roseboom.
* **Planning Board Appointment (Pat Duncan, George Duncan, Bob Schecter):** Board to appoint Pat Duncan, George Duncan, and Bob Schecter to the Planning Board due to the recent three (3) resignations. **Action Needed**
* **Land Use Regulation Document:** pending discussion & revisions. The September 9th meeting hosted guest, Neal Newman, Code /Zoning Officer, Town of Middlefield---to discuss Land Use Regulation for the Town of Roseboom. Discussion heard regarding the difference regarding Code regulations and Land Use. Planning Board will review their draft (based on the Cherry Valley Ordinance) for final edits. The Town Board will review and discuss Code Enforcement & Land Use Enforcement options.
* **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** – update for September 2019 – Planning Board resignations & appointments.
* **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 Nov. 14, 2019 @ 5:30 pm @ ONC Otsego CO Meadows Office, Cooperstown, NY (607-547-4225). Deputy Supervisor VanDewerker & Superintendent Vanburen to attend w/ Town Supervisor Gustafson.

**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**

**2020 TOWN BUDGET**

* **Sept 01st: Budget Officer/Supervisor furnishes Dept Units with estimate forms & memo**
* **Sept 20th: Estimates are due to Supervisor from Dept Units**
* **Sept 30: Tentative Budget is developed by Town Supervisor & filed with Town Clerk**
* **Oct 05: Tentative Budget given to Town Board by Town Clerk**
* **\_\_\_\_\_\_: Preliminary Budget Meeting with Board; held to modify the Tentative Budget**
* **Oct 28th: Notice for Public Hearing is posted**
* **Nov 7th: Public Hearing (Thursday after election day)**
* **Nov 7th: Final revisions to Preliminary Budget; prior to final adoption**
* **Nov7th: Adoption of Budget**
* **Nov 20: Final date for final adoption of Budget**

**Supervisor Gustafson has a budget meeting with Bookkeeper/Accountant to review tentative data on 9/13/19.**

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

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