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

**Committee Meeting Notes October 4, 2019**

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

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

Excused/Absent: Supervisor Gustafson

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 approved (Sept 2019 Board Meeting) to move to an Indexed Lump Sum Contract with NS for Snow & Ice Services contract (Indexed Lump Sum) **Update:** Meeting set (09/25/19) with J Murello to discuss 2019/2010 contract and reimbursement options. Supervisor drafted all pertinent documents (Personal Service-Hr Rates, Fringe Rate, Materials -Sand, Equipment Inventory List) for 2017, 2018, 2019, 2020. Documents were e-mailed to J Murello. J Murello will draft new/revised ILS Contract to be reviewed with NYS DOT to finalize the Base Rate amount on the Indexed Lump Sum Contract. ILS Construct will allow the Town to submit a schedule B if the Towns costs exceed the reimbursement/base amount of the contract. **Action Needed:** J Murello to draft new Indexed Lump Sum contract and submit to the Board. Board will review the new/revised *Base Amount.* Board may hold a special meeting to approve final contract in October 2019.
* **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. **Update:** Project completed by COB 8/30/19. Meeting was held 10/02/19 @ 10:00 am with Tom Cowin DHSES/FEMA to review work. Supervisor & Hwy Superintendent o compile/complete Appendix X and Work Account Forms w/ Supporting documents; will submit to T Cowin, DHSES for FEMA reimbursement. Total Expensed was $44,825; Town expects AR $33,619 (75%). **GREAT JOB MITCHEL & HWY CREW!!!**
* **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. **DEFERRED**
* **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**. September 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; payment received & deposited. Completed.
* **Equipment Truck (1-ton):** auctioned & AR due of $13K; payment received & deposited. Completed.
* **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.*** Any residual funds from CY 2019 will be rolled over to CY 2020 to be used for the Middlefield Road Project. CHIPS reimbursement reports and supporting documentation will be compiled by Hwy Supt and Supervisor. The deadline for reimbursement requests to NYSDOT regions is November 7th; in order to receive payment December 15, 2019 from NYS Office State Comptroller (OSC).
* **CHIPS 2020 (Middlefield Road):** discussion heard; Hwy Supt Vanburen to obtain quotes from Suit Kote, Gorman Bros, Cobleskill Stone for Middlefield Road (grinding 6” base). No residual NYS DOT funds from the 2019 CHIPS Project will be used for the Middlefield Road Project in CY 2020.. 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 snowstorm) any Seasonal Road up to Dec 1st. The issue to change to limited maintenance was deferred until 2020.
* **Seasonal Road Notice:** Hwy Supt will ask Town Clerk to post the Annual Seasonal Road Use notice in the newspaper.
* **Mailbox Regulations for Hwy:** Hwy Supt will ask Town Clerk to post the Annual Mailbox Regulation (re: Plowing) notice in the newspaper.
* **Seasonal Road Posting (upper section of Morton Road):** Hwy Supt will contact owner of *Morton Farm* to obtain written authorization to post the small upper section of Morton Road as a Seasonal Road for Dec 10 – May 1; as the owner indicated he would be out of the area for the winter season. Board discussed. If written authorization is obtained; Board may approve Hwy Supt request to post the upper section of Morton Road as a Seasonal Road for Dec 01 – May 01. **ACTION NEEDED**
* **HWY Dept HEO Resignation:** Steve Moore resigned effective 9/27/19 to pursue other work related opportunities. Completed.
* **Hwy Dept HEO Vacancy:** Town Clerk to post notice of HWY Dept HEO vacancy. Completed.
* **Hwy Dept HEO Hired:** Town Hwy Superintendent & Board members reviewed & discussed resumes of potential candidates. Interviews are scheduled for 10/10/19 at 6:00 pm; prior to the Town Board meeting. Board will approve the hiring of the new HEO effective 10/28/19. Completed.

**JUSTICE COURT**

* **Justice Court 2019 Reports & Fees (A.2610):** reports & fees from Justice Donna Yerdon received. Monthly receipts were submitted to Hon. Yerdon. Received & deposited funds for the August 2019 -Traffic Diversion Program.
* **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.
* **County Sales Tax received- (A.1120)** Supervisor received & deposited $6,320 (09/06/19) for distribution dates 9/5 & 9/13. Completed.
* **Mortgage Tac -County:** Supervisor received & deposited check ($1523.79) for Mortgage Tax; distribution date 10/01/18 – 03/31/19.
* **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 cannot switch plans in mid-term contract. However, the Supervisor asked & received from CDPHP 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
* **NYS Deferred Compensation Plan:** Supervisor Gustafson left a message for NYS Deferred Compensation Plan Representative G Nescott to set up a meeting with FTE & PTE to discuss the NYS DCP. Tentative Meeting: Friday – Nov 1, 2019 in AM.
* **2020 Budget:** see below schedule for 2020 budget process
* **NYCLASS –** at the Sept 30th Budget Meeting; Supervisor discussed entering into a municipal agreement with NYCLASS. New York Cooperative Liquid Assets Securities System (NYCLASS) is a short-term, highly liquid investment fund designed specifically for the public sector. NYCLASS provides the opportunity to invest funds on a cooperative basis in short-term investments that are carefully chosen to yield favorable returns while providing maximum safety and liquidity. Upon approval; the Supervisor will submit to NYCLASS Client Services the Municipal Cooperative Agreement, the Registration Form. It is noted that other municipalities have utilized this NYCLASS for over 20 years and have had very favorable returns on their investments. (i.e. a comparable town summary statement reflects a yield of $2674 on an average daily balance of $203,766). **ACTION NEEDED:** Board to approve NYCLASS Municipal Cooperative Agreement resolution at the October 2019 Board meeting via resolution.

**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). Completed.
* **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:** Climate Smart Communities GrantApplication was ***denied;*** indicating the project would be appropriate under the DEC Water Quality Improvement Project. Board to discuss and decide if they want to submit a grant application to the Water Quality Improvement Project. **DEFERRED**
* **TOWN CLERK & TAX COLLECTOR**
* **Web-Site for the Town of Roseboom**: To see the new web page go to: Town of Roseboom.com. Completed
* **Munis Tax Billing & Collection software**: Supervisor received & Board reviewed a MOU with Otsego County, part of the Shared Services Plan, indicating the County will transition to a new software with Tyler technologies in CY 2020, going live in CY 2021. This new software has the ability to accept online payments. The current, ATC, will no longer be subsidized by the County. Town Clerk Erin Seeley gave feedback to Supervisor Gustafson. MOU is part of the Shared Services Agreement between the Town & County. ACTION NEEDED: MOU to be approved at the October 2019 Board meeting.

 **TOWN ASSESSOR – Pam Dyn-Gohde**

* **Assessor Vacancy effective 10/01/2019 – 09/30/2025:** Board interviewed (9/12/19) all potential candidates and appointed Matthew S Lippitt as Sole Assessor at the September 2019Town Board Meeting. Supervisor sent letters to all candidates and to Mr. Lippitt. Completed.

**DOG CONTROL**

* **Dog Control Officer:**  report for September 2019. Completed.

**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:** No report. Completed.

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

* **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!
* **NEXAMP Solar Agreement:** Board entered into Agreement with NEXAMP Solar (8/8/19). This agreement is estimated to reduce electric costs by 10%. **Update:** Community Solar with Nexamp -- supporting local clean energy. Construction on the Little Falls project is still underway, and our crews are working diligently to complete the project as safely and efficiently as possible. We expect to finish construction next year and for the project to go live shortly after. You can expect to receive credits on your electricity bill 2-3 months after the project goes live. Support Team at **855-727-4636**or **support@nexamp.com** with any questions.

**National Grid & Community Solar Community Options:** After speaking with National Grid’s Commercial Department, Supervisor Gustafson searched website *powertochoose.org.* The web site for Power to Choose, the official and unbiased electric choice website of the Public Utility Commission of Texas. This website is available to all electric providers to list their offers for free. Compare offers and choose the electric plan that’s right for you. For zip code *13320* ---No plans found; noting that the our zip code may not be in a service area open to competition. The Town will continue to move forward with NEXAMP; hoping they will go live in April 2020.

**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. 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. Completed Comprehensive Plan was submitted to the County Planning Department with all pertinent documentation. Completed.
* **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. Supervisor sent letter to Mr. & Mrs. Shafer indicating the Board’s acceptance of their resignation(s) and too express the Board’s appreciation for their dedication and support to the Town Planning Board & the Town of Roseboom. Thank you! Completed.
* **Planning Board Appointment (Pat Duncan, George Duncan, Bob Schecter):** Board appointed (8/12/1) Pat Duncan, George Duncan, and Bob Schecter to the Planning Board due to the recent three (3) resignations. Completed.
* **Planning Board Appointment (Allegra Schecter as Liaison):** Board to approve appointment at the October 2019. It is noted that a Board member can not serve on the Planning Board; however, the Town Board can appoint a liaison to serve the Town Planning Board, the County Planning Board, the Town Board, and other Municipal Entities as needed. **ACTION NEEDED:** Board to appoint Allegra Schecter at the October 2019 Board meeting. Town Organizational Chart with reflect this approval.
* **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 (Request to transfer property from Treasurer to Town to GMVLB):** **Update:** There has been no update or correspondence from GMVLB since prior to August 2019.

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

* **Organizational Chart / Bi-Laws**: update for October 2019 – appoint Allegra Schecter as Planning Board Liaison. 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. Deferred.

**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.
* **County MOU:** Town Board to authorize Supervisor Gustafson, at the October 2019 meeting, to sign MOU with County Treasurer’s Office regarding the new

MUNI*S Tax Billing & Collection software.* Town Clerk Erin Seeley was asked for her input on MOU. The transition is

 scheduled for completion mid 2020; with a goal of going live with the 2021 town & county tax season. Completed.

**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**

**ANNOUNCEMENTS FROM COUNTY**

**2020 TOWN BUDGET**

* **Sept 01st: Budget Officer/Supervisor furnishes Dept Units with estimate forms & memo** Completed.
* **Sept 20th: Estimates are due to Supervisor from Dept Units** Completed.
* **Sept 13: Supervisor prepared the Tentative Budget w/ Accountant-Bookkeeper on 9/13/19.** Completed.
* **Sept 30: Tentative Budget is developed by Town Supervisor & filed with Town Clerk** Completed.
* **Sept 30: Board met to review Tentative Budget on 9/30/19 @ 7:30 am.** Completed.
* **Oct 05: Tentative Budget given to Town Board by Town Clerk** Completed.
* **\_\_\_\_\_\_: 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**

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

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