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

**Committee Meeting Notes November 01, 2019**

**Town of Roseboom Committee Meeting Date: November 01, 2019 Loc: Town Office**

Present: Supervisor Gustafson, Deputy Supervisor Curtis VanDewerker, Councilperson Charles Diamond, Councilperson Dan Gage

Excused/Absent: Councilperson Allegra Schecter

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. Supervisor reconciling report/data.
* **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) 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):** Hwy Superintendent & Town Board requested Town Supervisor to contact Insurance Company to inquire how the Town could reduce coverage for the storage building. Supervisor contacted, via e-mail 10/28/19, Gates & Cole Insurance to ask for a revision in the pending policy. **Pending**
* **Qualified Abandoned Road Proposal (Bob Rich Road): Deferred**
* **Edwards Road Culvert Replacement via DHSES & FEMA 4204-0005:** Total Expensed was $44,825; Town expects AR $33,619 (75%). DHSES received the Town’s reimbursement packet, however they cannot process the payment until the contract amendment for the extension is approved by the NYS Comptroller’s office; which typically takes a month or two. **GREAT JOB MITCHEL & HWY CREW! Pending**
* **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. **Deferred**: Town Hwy Dept will install appropriate signs & guide-rails after Road has been repaired; based on the TSMO findings.
* **Security Camera Installation:** Curtis to order from BJ’s and contact Bookkeeper to utilize credit card; approximate cost $200. **Pending**
* **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**. October 2019 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. **Action Needed:** One box still need installation. C Diamond to install by end of November 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 have been compiled by Hwy Superintendent 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). **Pending**
* **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). 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/evaluate Middlefield Road Tubes/culverts in the Fall 2019. This will be prep work for the 2020 CHIPS program. **Deferred**.
* **Seasonal – Limited Use Town Roads:** The issue to change to limited maintenance in CY 2020. **Deferred**
* **Seasonal Road Notice:** Town Clerk posted the Annual Seasonal Road Use notice in the newspaper. **Completed**
* **Mailbox Regulations for Hwy:** Town Clerk posted the Annual Mailbox Regulation (re: Plowing) notice in the newspaper. 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 Oct 2019. **Completed**
* **Court Hours:** Justice Yerdon holds court the 1st Wednesday each month. **Completed**
* **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**

**FINANCIAL**

* **Financial Reports –** Supervisor’s Financial Reports on file; e-mailed to Board members.
* **County Sales Tax received- (A.1120)** Supervisor received & deposited $8235 (10/29/19) for distribution dates 10/04 & 10/11.
* **Mortgage Tac -County:** Supervisor received & deposited check ($1523.79) for Mortgage Tax; distribution date 10/01/18 – 03/31/19.
* **NYS AIM (NYS Aid & Incentives for Municipalities)** Supervisor reported on the details about the future of the Aid and Incentives for Municipalities (AIM) program in certain towns and villages If your fiscal year ends December 31, February 28, March 31 or July 31, you will receive your AIM-Related payment by December 15, 2019. The second withholding, (for the May 15, 2020 AIM-Related payments) will occur the first week of May 2020, though the exact date is not yet available. 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. Pending**
* **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. Supervisor to set up credit card and review with Accountant. **Pending**
* **CDPHP Health Insurance/Dental Plan:** Hwy Department employees requested a change in plan (lower costing plan; i.e Gold Plan or Silver Plan or Bronze Plan) in order to receive a higher hourly wage. Supervisor called CDPHP. Supervisor asked & received from CDPHP a breakdown of benefits & costs for the other – lower- CDPHP Plans (Bronze, Silver, Gold). The Town discussed Plan options with the Highway Department Superintendent (11/01/19) and will make a change, to Gold 221 – Embrace Health EPO Copayment ($200) @ a rate of $850.54/Hwy FTE; plus $ 26.79/Hwy FTE for Dental, at the time of renewal (renewal date effective 12/01/2019). **Action Needed Town Board to approve new CDPHP Plan at the Nov 7th Board meeting.**
* **CDPHP Savings & Hwy FTE Pay COLA:** Town Board to approve a portion (50%) of the savings to offset 2020 COLA for Hwy FTE’s. Estimated savings = 4955. $2478 for COLA; $619/Hwy FTE; effective 6/1/20.
* **NYS Deferred Compensation Plan:** Supervisor Gustafson set meeting with NYS Deferred Compensation Plan Representative G Nescott with FTE & PTE to discuss the NYS DCP; on Friday Jan 3, 2020 at 9 am. **Pending**
* **Budget CY 2020:** see below schedule for 2020 budget process. **Pending**
* **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). Board to approved NYCLASS Municipal Cooperative Agreement resolution at the October 2019 Board meeting **Completed**

**SALT SHED**

* **Salt Shed Project Funding:** Board looking at funding options for a new Salt Shed Facility. Further, A new NYS DOT Manual re Terms, Reimbursement Procedures & Documentation was given to the Town regarding reimbursement (--%) for the costs associated for the new Salt Shed Facility
* **TOWN CLERK & TAX COLLECTOR**
* **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. MOU was not approved at the October 2019 Board meeting. Town Clerk expressed that other Town Clerks would like to see & discuss the new software before committing to an MOU for it use. **Deferred**.

 **TOWN SOLE ASSESSOR – Matthew Lippitt**

* **Laptop purchase for Assessor:** Town Board authorized purchase of a laptop, MS Software, and Security Software. Supervisor & Town Clerk Erin Seeley explored options. A used Laptop & Software will be purchased ($340+) from OCX Computer Co. in October 2019. **Completed**
* **Assessor’s Report:** received, reviewed, file Assessor’s Report for Oct. 2019. **Completed**

**DOG CONTROL**

* **Dog Control Officer:**  report for October 2019. **Completed**
* **NYS Agriculture & Markets Inspection:** The Dog Control Inspection was completed on 10/24/19; the report indicates the DCO services were rated “Satisfactory”. A copy of the report was mailed to B Jorgensen, DCO on 11/7/19. **Completed**
* **Susquehanna SPCA Agreement CY 2020: Action Needed** Board to approve 2020 Susquehanna SPCA Agreement on Nov 7th. Supervisor to e-mail executed agreement to Susquehanna SPCA & hard copy to Bob Jorgensen, DCO.

**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. **Pending**
* **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. Council Person Diamond reported grant opportunities will not become available until approximately September 2019. He will follow up. **Pending** Council Person Diamond reported the deadline for grant applications was missed (Oct 2019). He will call to see if he can obtain grant monies and follow up with Board and Pat Mabie, Historian.
* **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 cover specific counties in NYS. Senator Seward’s office (Katie) will contact Spectrum and NYS Broadband to discuss options for our Town and update Supervisor Gustafson. **Pending**

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

* **Cherry Valley Joint Fire District:** see below; last page. CVFD increase their budget from $9K to $17K for CY 2020.

**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,! **Pending**

* **NEXAMP Solar Agreement:** Board entered into Agreement with NEXAMP Solar (8/8/19). This agreement is estimated to reduce electric costs by 10%. 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. **Pending**
* **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. **Completed**
* **Susquehanna River Region:** Supervisor updated the Verification Form for the three (3) Resources for the Town. **Completed**

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

* **Comprehensive Plan –**Completed Comprehensive Plan was submitted to the County Planning Department with all pertinent documentation. **Completed**
* **Planning Board Appointment (Allegra Schecter as Liaison):** Board approved appointment at the October 2019. It is noted that a Board member cannot 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. to appoint Allegra Schecter at the October 2019 Board meeting. Town Organizational Chart with reflect this approval. **Completed**
* **Land Use Regulation Document:** Town PB members reviewed the draft-Land Use Ordinance in October 2019. Draft Ordinance will be reviewed/discussed by Town Board. Supervisor Gustafson sent via e-mail a draft to Town Board Members. **Pending**
* **GMVLB (Request to transfer property from Treasurer to Town to GMVLB):** 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 Nov. 2019 – CDPHP Insurance Plan (Gold 221 – Embrace Health EPO Copayment ($200). . **Action Needed.**

**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 decided to defer the MOU; to sign MOU with County Treasurer’s Office regarding the new

MUNI*S Tax Billing & Collection software.* Town Clerk Erin Seeley expressed her concerns regarding the new MOU. Other

 Town Clerks would like to opportunity to see and review the software before committing to using it. Town Clerk Seeley

 expressed her positive experience using the existing software program. **Pending** Town Clerk to research and report back to the

 Board with her decision regarding the utilization of the new proposed software. **Action Needed.**

**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**
* **Oct 28: Preliminary Budget Meeting with Board; held to modify the Tentative Budget Completed**
* **Oct 28th: Notice for Public Hearing is posted Completed**
* **Nov 7th: Public Hearing (Thursday after election day)**
* **Nov 7th: Resolution #9 – Tax Cap Override (applicable for 2020 budget) Completed**
* **Nov 7th: Final revisions to Preliminary Budget; prior to final adoption**
* **Nov7th: Adoption of Budget**
* **Nov 20: Final date for final adoption of Budget**

**Fire District Budget:** the Cherry Valley Fire District informed the Town Supervisor that the share for Roseboom will increase from $9000 to $14,500 for CY 2020; based on an auditor report. The CVFD was not equitably charging the Towns for fire calls. Overall, the Town of Roseboom’s annual budget will need to reflect a Fire District Budget of $25,000. To reach this figure, the CV FD will work with the Town over a three-year period to build this into the annual budget process. Please note that: a fire district can levy taxes and incur debt without the approval from any other governmental entity. It is responsible for adopting an annual budget - subject to certain expenditure limitations - after a public hearing. Once approved, the district's budget is filed with the Town or Towns in which the Fire District is located; the Town Board cannot change a fire district budget. As a rule, the Town must attach the fire district budget to its own budget and submit them both to the county. The county then levies the fire district tax, and the tax is collected by the Town and turned over to the fire district.

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

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