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

**Committee Meeting Notes December 6, 2019**

**Town of Roseboom Committee Meeting Date: December 6th, 2019 Loc: Town Office**

Present: Supervisor Gustafson, Deputy Supervisor Curtis VanDewerker, Councilperson Charles Diamond, Councilperson Dan Gage, 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 has tracked monthly Snow & Ice costs on the SIR 11 form. Report completed by Supt Vanburen and submitted to Town Supervisor for reconciliation. Supervisor, Deputy Supervisor, and Hwy Superintendent met (12/09/19) to reconcile the County Remittance Report to the Town’s report/data. The reconciliation indicated a deficit of approximately $ 6641. A meeting will be set with Otsego County Hwy Superintendent, Richard Brimmer to review the reconciled data and the process to receive the outstanding balance for last year’s contract. (Due $30,363.79 less $23,722.45 Co Payment = $6641 balance due to Town. Update:
* **NYS DOT Snow & Ice Contract (2019/2020) Season: ($87,618.7653):** Board discussed three reimbursement option; Time & Materials; Fixed Lump Sum; Indexed Lump Sum. Board approved (Sept 2019 Board Meeting) to move to an Indexed Lump Sum Contract with NYS for Snow & Ice Services contract. J Murello to drafted a new Indexed Lump Sum contract and submitted to the Board on 12/6/19. Board reviewed the new/revised *Base Amount($87,618.7653) at the Dec 6th Committee Meeting w/ J Murello.* **Action Needed, asap!** *Board to approve/adopt the new 2019/2020 Snow & Ice Contract via resolution #10.*
* **Storage Shed Building (Rte 165):** There is concern over the situation of the storage building that you had questioned.  Due to the condition of the building, and the decision to not do the repairs, the insurance company no longer feels that it is an insurable building.  In addition to not offering the building coverage, with the location not structurally sound and not blocked off, they do not want the liability exposure for that location either.  Until something else is done to the property such as removal of the building or repairs, they will be excluding liability coverage from the location.  This change will be effective at renewal.  So, obviously, the sooner the situation can be rectified, the better.Update: Council Person Dan Gage & Hwy Supt Mitchel Vanburen met & reviewed the needed repairs. Their plan & time frame to implement the repairs was submitted to Gates & Cole (And to the Underwriter). Repairs will be completed asap! **Action Needed, asap!**
* **Edwards Road Culvert Replacement via DHSES & FEMA 4204-0005:** Total Expensed was $44,825; Town expects AR $33,619 (75%). DHSES/ Tom Cowin advised the Town Supervisor that the contract amendment was approved, and he will be process our voucher this afternoon. Town Rec’d & Deposited check (11/25/19) into the Hwy Equipment Reserve Acct. **Completed**
* **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. **Deferred**: Town Hwy Dept will install appropriate signs & guide-rails after Road has been repaired; based on the TSMO findings. The Town Highway Superintendent has taken under advisement the NYS DOT recommendation to replace and upgrade existing warning signs and advisor speed limits sub-panels, as well as guide rail sections on the road. The Highway Department had scheduled these road upgrade for their Fall Work Plan. However, due to the delay of the CHIPS implementation for road paving this project was not able to be addressed in a timely manner. **Action Needed** The Highway Superintendent has placed this project (upgrades & repairs) on his Spring 2020 Work Schedule. Note: Rec’d concerns from resident regarding speed & safety issues.
* **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**. November 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 December 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 & Submitted by Hwy Superintendent and Supervisor to NYSDOT regions meeting the November 7th deadline; in order to receive payment December 15, 2019 from NYS Office State Comptroller (OSC). Update: Town will receive $100,595; rolling over $20,261. **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**

**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.
* **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**
* **Justice Elected for 2020:** the Town Board welcomes the newly elected Town Justice, Honorable Steve Mosenson. Town Board will assist Hon Mosenson as he takes on the roll of Town Justice.

**FINANCIAL**

* **Financial Reports –** Supervisor’s Financial Reports on file; e-mailed to Board members. **Completed**
* **NYCLASS Reports –** Year-To-Date Financial Report on file; e-mailed to Board Members. YTD Interest earned: $182.
* **County Sales Tax received- (A.1120)** Supervisor received & deposited $5026 (11/21/19) for distribution dates 11/05 & 11/12.
* **Mortgage Tax -County:** distribution date 03/31/19 & 10/01/19 **Completed**
* **NYS AID (AIM):** NYS Comptroller’s Office has released a new accounting bulletin on the accounting for Aid and Incentives for Municipalities (AIM)-Related Payments. These payments are a result of a recent amendment to the New York State Tax Law, which requires a portion of county-imposed sales tax revenues to be withheld and distributed by the State Comptroller to certain towns and villages in accordance with new Tax Law Section 1261. OSC will begin distributing AIM-Related payments on the following schedule: Villages with a fiscal year end that is not May 31 and all Towns will receive AIM-Related payments by December 15, 2019 and every December thereafter. A/R = $3541 will be deposited to Ckg Acct.
* **NYMIR:** 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:** Board terminated CDPHP Platinum Plan 11/30/19. Board approved enrollment with CDPHP Gold 221 – Embrace Health EPO Copayment ($200) and Delta Dental, effective12/01/2019). Supervisor completed & submitted all documents and paperwork. New CDPHP Packets were distributed to the Hwy FTE’s. **Completed**
* **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:** **Completed**
* **NYCLASS –**Board to approved NYCLASS Municipal Cooperative Agreement. **Completed**
* **Worker’s Compensation Insurance Plan:** Supervisor received and reviewed with the Board that the Town’s share ($4524) for the 2020 Worker’s Compensation Plan, under the County, is raised through county tax levy. **Completed**
* **Worker’s Compensation Claim:** Supervisor & Hwy Superintendent received, completed, and submitted WCP Claim to Bassett for Hwy FTE injury (8/8/19). **Completed**
* **ESB Payroll Update Document:** Supervisor received, completed, and submitted the Payroll Annual Update Document. **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**: 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**

* **Assessor’s Report:** received, reviewed, file Assessor’s Report for Oct. 2019. **Completed**
* **NYS Retirement System Report of Activity (ROA):**

**DOG CONTROL**

* **Dog Control Officer:**  no report for November 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. **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. **Supervisor received letter (copy) from NYS from Senator Seward to Executive Vice President for Innovation & Broadband in NYC regarding the lack of broadband availability in the Town of Roseboom, and when they anticipate our community receiving adequate broadband service. Pending**

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

* **Cherry Valley Joint Fire District:** see below; last page. CVFD increase their budget from $9K to $17K for CY 2020. Deputy Supervisor will download the NYS Audit report indicating the allocation of costs associated with he Fire Contract. **Pending**
* **OSC – 2019 Annual Report:** Supervisor received & forwarded to Ms Vicky Gaughan a letter from NYS Office State Comptroller regarding the 2019 Annual Report of revenue & expenditures of Foreign Fire Insurance Premiums. **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,! **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; hoping they will go live in April 2020. **Completed**
* 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**](mailto:support@nexamp.com) with any questions. **Pending**

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

* **Comprehensive Plan –Completed**
* **Planning Board Appointment (Allegra Schecter as Liaison):** **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**: the CY 2020 Organizational Chart / Bi-Laws will be draft by Supervisor; will be presented for adoption at the January 9th, 2020 Board Meeting.

**SHARED SERVICES with OTSEGO COUNTY.**

* **County-Wide Shared Services Plan:** meeting scheduled for Nov. 14, 2019 @ 5:30 pm @ ONC Otsego CO Meadows Office, Cooperstown, NY (607-547-4225).
* **County MOU MUNIS** *Tax Billing & Collection software* **:** Town Board decided to defer the MOU; to sign MOU with County Treasurer’s Office regarding the new **MUNIS** *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. Town Clerk to research and report back to the Board with her decision regarding the utilization of the new proposed software. **Deferred**
* **County MOU** *E****-****mail Sharing & Archiving:* Town Board decided to defer the 5- year MOU; to sign MOU with County Treasurer’s Office regarding the partnership to reduce overall cost to taxpayers by sharing an e-mail and e-mail archiving system. **Deferred**

**HAZARD MITIGATION PLAN with OTSEGO COUNTY**

* **HMP Meeting**. 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 – Completed**

**2020 Tax Cap Form -** The status of the Tax Cap Form for Town of Roseboom, fiscal year ending 12/31/2020, has been changed to Submitted. **Completed.**

**2020 Town Budget filed with County Clerk –** Supervisor delivered the 2020 Budget to the County Clerk Office. **Completed.**

**2020 Cherry Valley Fire Department Budget –** Supervisor contacted L Johnson & V Gaughan & requested copy of the CVFD Budget and Audit Report indicating the justification for raisng the Town of Roseboom’s share from $9K to $14.5K. Called & left message 12/03 for Lyman Johnson. Board will look at justification for increase and scope out alternate fire service (i.e. Town of Middlefield).

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

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