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

**Committee Meeting Notes January 03, 2020**

**Town of Roseboom Committee Meeting Date: January 03, 2020 Loc: Town Office**

Present: Supervisor Gustafson, Deputy Supervisor Curtis VanDewerker, Councilperson Charles Diamond, 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**

* **Otsego County SIR 11 Cost Report (2017/2018 & 2018/2019 Seasons):** Hwy Supt has tracked monthly Snow & Ice costs on the SIR 11 form. Otsego County Hwy Superintendent, Richard Brimmer received & will review the reconciled data to confirm an outstanding balance for last year’s contract. (Due $30,363.79 less $23,722.45 Co Payment = $6641 balance due to Town. Update: Fringe Benefits = $3583 that will be paid in CY 2020. The balance for Equipment Rental & Payroll items estimated at $2868. DPW Commissioner Rich Brimmer sent a response for the Jan-Apr 2019 period. He will reconcile the Oct – Dec 2018 period and let the Town know the amount due to the Town. **Pending**
* **NYS DOT Snow & Ice Contract (2019/2020) Season: ($87,618.7653):** Board to approve/adopt the new 2019/2020 Snow & Ice Contract via resolution #10. Supervisor met with J Murello & drafted a letter requesting NYS to increase the three-year average base; based on the 3-year average is not based on actual expenditures for the contractual period. ($79,654 should be $85,257). Further, a letter was drafted requesting NYS to reimburse the Town of Roseboom for a 3- year shortfall totaling $17,394. Letter submitted to J Murello for review. Update: **Pending**
* **NYS DOT Reimbursement (Salt Shed & Vehicle Equipment): A** letter will be drafted and submitted to NYS DOT to request % reimbursement for the new Salt Storage Facility be added to the S&I Contract. Also, for equipping a Town Vehicle with Snow & Ice equipment for maintenance of NY State Highway –solely for maintaining Rte 165.
* **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!**
* **Salt Shed Facility:** Board discussed bidding process and potential grant options. Council person Diamond reported on the Town of \_\_\_\_\_\_who utilized Prof Engineers to obtain a 50%/50% grant and prepared the designs. Supervisor Gustafson set a meeting on Friday – Jan 10th @ 9:00 am at Town Office with Lamont Engineers (518-234-4028) (Zach & Brendan) to explore their municipal & structural engineering/grant services to move forward with the implementation of the Salt Shed Facility and possible addition for Town Offices.
* **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($200):** Curtis to order from BJ’s & contact Bookkeeper to utilize credit card $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**. December 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 January 2020.
* **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.*** Town claimed, received, deposited (CHIPS=$64,756.61) & (PAVE NY/EWR = $35,839.33) totaling $100,595.94; with residual funds ($20,261.40) from CY 2019 to be rolled over to CY 2020 to be used for the Middlefield Road Project. **Completed**
* **CHIPS 2020 (Middlefield Road):** discussion heard; Hwy Supt Vanburen to obtain quotes from Suit Kote,-no reply yet Gorman Bros -best so far, Cobleskill Stone-too high for Middlefield Road (grinding 6” base & CHIPS). 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 Spring 2020 asap. This will be prep work for the 2020 CHIPS program. **Deferred**.
* **Middlefield Road Tubes/Culverts 2020:** Hwy Supt to obtain quotes to replace Middlefield Road tubes/culverts in Spring 2020; prior to CHIPS implementation. **Pending.**
* **Adair Road Tube/Culvert:** Hwy Supt to obtain quote for Adair Road tube/culvert replacement. Work-scope outcome will be applied to the Quote(s) received for the Middlefield Road Tubes/Culverts replacement project. **Pending**
* **Seasonal – Limited Use Town Roads:** The issue to change to limited maintenance in CY 2020. **Deferred**
* **Annual Driving Record Review:** Hwy Supt Vanburen will address the Annual Driving Record Review Policy with the Hwy Employees. Each FTE will read, sign, and date the document. ADRR will be placed in each employee’s Personnel File. **Pending**
* **Emerson Drug & Alcohol Testing (new federal regulations):** Hwy Supt Vanburen to implement, via on-line process, the new federal regulations for all Hwy Employees. **Pending**
* **Town Garage Well (Damaged):** Hwy Supt reported in December 2019 the Well Cap was run over by Longhorn Trucking. Discussed with Longhorn. He contacted vendors to obtain repair estimates. (JM: no reply, JG: no show). Hwy Supt will contact Gates & Cole to report. He will follow up with vendors and Longhorn. **Pending**
* **Grisly Bar:** Hwy Supt reported he would explore the advantages of purchasing a used; or building a new ($3500), Grisly Bar to breakup large chunks of frozen sand and screening gravel. Currently, there are three (3) trucks w/o grates which reflects a safety concern. A grisly Bar system would eliminate the need for Grates and address safety issues. **Pending**
* **Trucks-Equipment:** Supt Vanburen reported on condition and need repairs for Truck #65 (3600) and Truck #226. Discussion heard. Supt Vanburen to explore used vehicles; including Town of Bleeker who had advertised a truck last year. Further, he will purchase lite bars for all trucks for safety regulations. Supervisor Gustafson contacted (left voice msg) Schoharie County (Ben Cooper, DPW Administrator 295-2330) to explore availability of used dump trucks (6wlr or 10 wlr) for sale. **Pending**

**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 Dec. 2019. **Completed**
* **Justice Audit:** Board will meet with Justice Yerdon on Jan 7th at 10:00 am to audit her records & dockets and record audit findings in the Jan 2020 Board minutes via Resolution no. 1 -2020; and to NYS OCS’s Internal Audit Services. Attendees: Patti, Allegra, ?? **Completed**
* **Court Hours:** Justice Mosenson 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 role of Town Justice.
* **NBT Bank Letter of Authorization:** Supervisor drafted and present to NBT bank a letter of authorization for Justice Steve Mosenson to utilize the Town of Roseboom’s tax Id for the two (2) Justice Court Bank Accts for Fines & Bail. **Completed**

**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 (Nov) & $ 193 (Dec). **Completed**
* **County Sales Tax received- (A.1120)** Supervisor received & deposited $4689.05 (01/03) for distribution dates 12/05 & 12/12.
* **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. Check received & deposited $3541 to Ckg. Acct. **Completed**
* **NYMIR:** Supervisor & Deputy Supervisor to head up Health Care Insurance Project**. Pending**
* **NBT Credit Card ($3K cap)**: 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**
* **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. **Completed**
* **ESB Payroll Update Document:** Supervisor completed and submitted the Payroll Annual Update Document. **Completed**
* **Personnel Forms (426 forms):** Supervisor to update demographic data; effective 01/01/2020, for all Town Employees via County Personnel 426 forms; and submit to Otsego County Personnel Office. **Pending**
* **Gates & Cole Insurance:** Insurance presentations were conducted in Fall 2019. Based on Policy coverage and rates; the Town chose Gates & Cole Insurance as the Town Insurance carrier. Board members reviewed and discussed the policy & coverage on 12/06/19 with GCI Representative Maggie S. Supervisor Gustafson met with GCI representative to sign the Policy on 12/27/19. Final: $9538.44 + $505.00 = $10,043.44 **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. A letter will be drafted and submitted to NYS DOT to request % reimbursement for the new Salt Storage Facility be added to the S&I Contract. Also, for equipping a Town Vehicle with Snow & Ice equipment for maintenance of NY State Highway –solely for maintaining Rte 165. **Pending**
* **Salt Shed Facility Engineering & Grant Services:** Board discussed bidding process and potential grant options. Council person Diamond reported on the Town of \_\_\_\_\_\_who utilized Prof Engineers to obtain a 50%/50% grant and prepared the designs. Supervisor Gustafson set a meeting for Friday – Jan 10th @ 9:00 am at Town Office with Lamont Engineers (518-234-4028) (Zach & Brendan) to explore their municipal & structural engineering/grant services to move forward with the implementation of the Salt Shed Facility and possible addition for Town Offices. **Pending**
* **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): pending**

**DOG CONTROL**

* **Dog Control Officer:**  no report for December 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 and deadline was missed (Oct 2019). He will call to explore grant monies and follow up with Board and Pat Mabie, Historian. **Pending**
* **Senator Seward Office (District 51) (Broadband Initiative)**: 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 downloaded & reviewed the NYS Audit report indicating the allocation of costs associated with the Fire Contract. **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. They 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**

* **Resignation-Planning Board Chairperson Lamb:** Supervisor received e-mail from Larry Lamb indicating he is resigning his position as PB Chairperson effective 01/14/20; but would like to serve on the Planning Board. Board to accept his resignation and appoint him to the planning Board at the Town Board meeting Jan 9th, 2020.
* **Planning Board Chairperson (new):**Planning Board to vote on new PB Chairperson; effective 01/14/2020. **Pending**
* **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. Town Board members to meet 01/06/20 to discuss & review document. **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 drafted by Supervisor; will be presented for adoption at the January 9th, 2020 Board Meeting. Resolution #1-2020. **Action Needed.**

**SHARED SERVICES with OTSEGO COUNTY.**

* **County MOU MUNIS** *Tax Billing & Collection software* **:** see above under Town Clerk section. **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--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**

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

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