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

**Committee Meeting Notes February 07, 2020----**Meeting Cancelled due to weather (ICE); Notes have been updated.

**Town of Roseboom Committee Meeting Date: February 07, 2020 Loc: Town Office**

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

Excused/Absent:

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**
* **Otsego County Snow & Ice Contract (2019/2020):** Hwy Superintendent, Town Deputy Supervisor VanDewerker, and Town Supervisor met with DPW Comm Rich Brimmer to discuss the current contract and the potential to continue/terminate the contract. Discussion was heard regarding the amount of material (Sand & Salt) to be used on County Roads, and cost factors associated with the snow & ice removal services. The Board will meet in April 2020 to determine whether to continue with the contractual services. The Board will notify Otsego County DPW Rich Brimmer on its decision. **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; due to the 3-year average is not based on actual expenditures for the contractual period. ($79,654 should be $85,257). A 2nd letter was drafted requesting NYS to reimburse the Town of Roseboom for a 3- year shortfall totaling $17,394. Letter & Documents were mailed (01/21/20 to Joseph Thompson, Snow & Ice Program Manager @ Albany, NY 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):** Council Person Gage reportedthe Storage Building on Rte 165 has been repaired. Gates Cole Representative Maggie Solomczak took pictures, submit them to the company, who has approved of the repairs. Further, the Storage Facility will have liability insurance only, no fire insurance. **Completed**
* **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 & Board members met Jan 10th @ 9:00 am at Town Office with Lamont Engineers (518-234-4028) (Zach & Brendan) to explore their municipal & structural engineering/grant services. Upon discussion the Board asked Lamont Engineers and to move forward with grant exploration & the implementation of the Salt Shed Facility and possible addition for Town Offices. **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. **Deferred**: Town Hwy Dept will install appropriate signs & guiderails 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. **Update:** Mary Ashwood contacted NYS DOT regarding their study and plans to attend the Feb 2020 Town Board meeting to give an update.
* **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-Acct Payable & Jan 2020** **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 2020 (2019-Rollover $20,261.40 for 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. Hwy Supt to register on-line that the Town of Roseboom has chosen Emerson Co for testing purposes. **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**
* **Sander for F550:** Hwy Supt Vanburen discussed (01/22) with Deputy Supervisor VanDewerker the repairs need for the small sander for the F550. Repairs would include $1100 -Control Box, $570 -Bed Chain, $1400 – Bed Chain Motor = Totaling $3070. The purchase of a new sander ($4550) was approved by the majority of Board members -on an emergency basis. The old sander will be auctioned off on Auction International; with a conservative revenue value of $500. **Update??**
* **Edwards Road (DHSES/FEMA):** Supervisor received, reviewed, and signed off & returned (02/01/2020) the NYS Sub-Recipient Closeout Report Form regarding the Edwards Road Mitigation Project. **Completed**
* **Benetech Inc (Worker Comp Ins):** Supervisor & Superintendent followed up on two (2) outstanding Worker Compensation claims.
* **Hwy FTE Handbook:** Town Clerk & Town Supervisor will draft a Highway Department Handbook for employees. Supervisor was asked & contacted Otsego County Personnel (Erica) – who e-mailed a copy of the Otsego County Highway contract, outlining employment rules & regulations (i.e. sick, vacation, personal leave, clothing allowance, and etc). Further, Supervisor contacted the Town of Cherry Valley Hwy Dept (left msg 1/22/20) to request a copy of their Highway Department Hwy rules & regs. **Pending May need to amend Org. Chart/Bi-Laws**

**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 Jan. 2020 **Completed**
* **Justice Curt – OSC Invoice(s):** Supervisor has not received the Dec 2019 & Jan 2020 invoices from OSC. **Pending**
* **Justice Audit:** Board will meet with Justice Yerdon on Jan 7th at 10:00 am to audit her records & dockets. The audit findings were recorded in the Jan 2020 Board minutes via Resolution no. 1 -2020: and to NYS OCS’s Internal Audit Services. Attendees: Patti, Allegra. Supervisor submitted via e-mail the Audit Report & Resolution (01/21/2020. **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**
* **NBT Bank Resolution:** Supervisor signed NBT’s Resolution authorizing the Town Justice to use the Town of Roseboom’s Tax ID for his two bank accounts (Bail & Fines). Deputy Supervisor VanDewerker to sign-off – “attest by one other officer” on NT’s Resolution. **Pending**

**Financial Items (March 2020):** A.1620.4 Municipal Building $10,000

Out of General into NYCLASS - Municipal Building Reserve Savings Account

DA.5110.4.2 Road Maintenance Reserve $ 5,000

Out of Highway into NYCLASS - Road Repair Reserve Savings Account

DA.5130.2.1 Machinery (Equipment) Reserve

Out of Highway into NYCLASS - Equipment Reserve Savings Account

**FINANCIAL & OTHER BUSINESS ITEMS**

* **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: 244 (Jan: General Funds) & $ 0.00 (Jan: Hwy Funds) **Completed**
* **County Sales Tax received- (A.1120)** Supervisor received & deposited $6890.56 (01/30) for Dec 2019 distribution dates.
* **Mortgage Tax -County:** distribution date 03/31/19 & 10/01/19 **Completed**
* **NYS AID (2020-AIM: $3541due Dec 15th):** 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.
* **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**
* **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**
* **Payroll Adjustment (2019):** Supervisor & Hwy Supt identified a 2019 payroll error. Payroll adjustment will be corrected and payment to FTE.
* **Contact List (2020-updated):** Supervisor updated and sent out (1/22) an updated Contact Directory List consisting of Town & Otsego County Offices/Personnel addresses and telephone numbers. **Completed**
* **Insurance (Ace American Ins Co):** Supervisor received & discussed notice from Ace American Ins Co indicating the Environmental Liability will expire on 4/1/2020. She will follow up with Gates Cole to complete necessary data and supporting documents to re-new the Environmental Liability Policy. **Pending**
* **Insurance (Tokio Marine HCCC):** Supervisor discussed claims submitted for two (2) damaged overhead garage doors on 2/7/20. Insurance Claim Adjuster, Joel Stitt authorized payment of $3950 for each claim; totaling $7900. These funds will be deposited to the *Municipal Building Reserve Savings Account.* **Pending**
* **Annual Financial Report:** the AUD ) Annual Update Document) is being prepared and will be submitted by the required deadline in Feb. 2020. The AUD is compiled by the Bookkeeping/Accountant ESB Company. **Pending**
* **Financial Items (March 2020):** Supervisor will prep the following financial items in March 2020: A.1620.4 Municipal Building $10,000, Out of General into NYCLASS - Municipal Building Reserve Savings Account; DA.5110.4.2 Road Maintenance Reserve $ 5,000, Out of Highway into NYCLASS - Road Repair Reserve Savings Account;

DA.5130.2.1 Machinery (Equipment) Reserve, Out of Highway into NYCLASS - Equipment Reserve Savings Account. **Pending**

**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**
* **US Census Bureau - Boundary Validation Program:** Supervisor received packet from the US Census Bureau regarding the Boundary Validation Program. The packet was given to Council Person Charles Diamond to coordinate with the Town Assessor to clarify the boundary data/maps to ensure the Census Bureau has the correct legal boundary, name, and status for the Town. **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
* **South Valley & Roseboom Cemetery(s):** Supervisor received a call from Mr. Cox indicating the South Valley Cemetery will be submitting a letter (Feb. 2020) requesting their 2020 budgeted funds ($1000) for mowing services. Further, the Supervisor will send purchasing information from two (2) vendors (i.e. Carrott Top Co, True American Flags & Signs) to Mr. Cox & Mr. Bauer regarding flags for the two (2) Cemetery(s). Mr. Cox will submit their list of flags and the Town Supervisor will place the order. **Pending**

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

* **Cherry Valley Joint Fire District:** see below; last page. CVFD requested an increase for the Town budget from $9K to $17K for CY 2020. The Town approved an increase from $9K to $14,500. The Cherry Valley Fire District (Lyman) is compiling a Contract and will send it to the Town in February 2020. Deputy Supervisor downloaded & reviewed the NYS Audit report indicating the allocation of costs associated with the Fire Contract. Town Board will review to clarify associated costs with fire & emergency service calls. Pending

**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…1st Thursday @ Month @ 7pm Kim Gray-Chair George Duncan-Vice Chair**

* **Planning Board 2020 Slate of Officer(s):** Planning Board held their election and the new slate of Officers (Chair-Kim Gray, Vice Chair-George Duncan, Secretary-Pat Duncan, Board Liaison-Allegra Schecter) was appointed/approved at the Town Board meeting in Feb 2020. **Completed**
* **Planning Board Chairperson (new):**Planning Board voted/approved Kim Gray as the Chair. Congratulations Kim!!
* **Land Use Regulation Document:** Town PB members reviewed the draft-Land Use Ordinance in October 2019 and January 2020. Board members would like to defer the Land Use Ordinance at this time as members would like to clarify community input, cost factors for new enforcement officer, court fees, and existing NYS laws that address many of the land use ordinances, etc. At this time, the Town Board will ask the Planning Board to concentrate on and compile a draft for a Site Plan Ordinance. **Deferred /Pending**
* **Site Plan Ordinance Document:**The Town Board asked that the Planning Board concentrate on and compile a Site Plan Ordinance before continuing with the Land Use Law. The PB Liaison, Allegra Schecter was given a copy of the Carlisle NY Site Plan Law to use as a guide for the Town of Roseboom proposes Site Plan Ordinance. **Pending**
* **Meeting:** Lloyd Stannard, Code Officer; Town Board Members, and Planning Board Chair will meet on February 21st @ 9 am to discuss proposed Land Use Ordinance & Site Plan Ordinance.
* **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.

**Organizational Chart / Bi-Laws Amendment:** Board to amend Organizational Chart to reflect the new 2020 Planning Board Officers, and Vacation wording. **Action Needed. Supervisor to print out an updated Organizational Chart / Bi-Law document for each Board Member.**

**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**

* **Annual Report of Code Enforcement:** Supervisor received & forwarded (2/13/20) an e-mail to Code Officer, Lloyd Stannard, requesting assistance in completing the report. **Pending**

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

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