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

**Committee Meeting Notes March 06, 2020**.

**Town of Roseboom Committee Meeting Date: March 06, 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):** Reconciliation using SIR-11 documents indicate an an outstanding balance due from Otsego County. Estimated at $6641; with $3583 for Fringe & $2868 in payroll & equipment). DPW Commissioner R Brimmer working with Supervisor to resolve the outstanding balance due. **Pending**
* **Otsego County Snow & Ice Contract (2019/2020):** 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 (Joseph Thompson, Snow & Ice Program Manager @ Albany, NY: ($87,618.76:** NYS DOT Approved to increase the three base-average from $79,654 to $85,257; as well as reimbursement of $16,809 for the three-year shortfall. Supervisor completed documents & attached resolution #3, submitted to NYS DOT for payment on 3/13/20. Funds will be booked to Highway Road Repair Reserve when received. **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. **Pending**
* **Salt Shed Facility:** 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**
* **Salt Shed Facility Alternative:** Board members & Hwy Department discussed 1) relocate/build a new Salt Shed Facility on NYS Rte 165, 2) remove old storage shed, 3) pave area, 4) hiring local vendors to construct structure. Lloyd Stannard will scope our potential vendors and how to proceed within NYS Building Codes. **Pending**
* **Gage School House Road (Speed Control)** **& Honey Hill Road (Speed Control):** NYS DOT recommends 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 compiled & submitted monthly BSROE (Budget Summary & Report of Expenditures) to the Hwy Supt for tracking purposes; and to stay on target with budgetary items**.** **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 March 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.**
* **Middlefield Road (CHIPS 2020):** Highway Superintendent will obtain quotes from Gorman Brothers, Suit Kote, and Cobleskill Stone for the 2020 CHIPS Paving Program. Quotes are expected to be reviewed and approved at the March 12, 2020 Board Meeting. **Pending. Action Needed!**
* **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 Action Needed!**
* **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**
* **Town Garage Well (Damaged):** Hwy Supt reported in December 2019 the Well Cap was run over by Longhorn Trucking. Estimate was received. Verbally confirmed with Longhorn to pay for repairs. Vendor to repair and Hwy Supt to send bill to Longhorn Trucking Company. **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**
* **Equipment-Tractor:** Hwy Dept obtained a quote of $32,500 for a used tractor (2011 JD 5083 w/o mower w/ front loader) and a trade offer of $15,000 for the Town’s current tractor. After Comm Meeting members had further discussion and sited their concerns regarding high hours and if the model is the most appropriate for the town needs. Board will ask Hwy Dept to scope out other models that may be more suitable for the town. When the appropriate tractor is found and the Board approves the purchase; the payment will be comprised of budgeted funds and the balance from the Hwy Equipment Reserve Savings Account. **Action Needed!!**
* **Equipment Rental (Boom Mower):** Board discussed and approved Hwy Dept to scope out rental costs for renting a boom tractor for one month. (Estimate: $5k / mo).
* **Sander for F550:** The old sander will be auctioned off on Auction International. **Pending**
* **Benetech Inc (Worker Comp Ins):** Supervisor completed three (3) outstanding Worker Compensation claims. **Completed**
* **Hwy FTE Handbook:** Town Clerk & Town Supervisor will draft a Highway Department Handbook for employees. . **Pending Will need to amend Org. Chart/Bi-Laws**
* **Highway Superintendent -Resignation:** Highway Superintendent, Mitchel Vanburen gave notice that he will resign his position effective 4/10/2020. Mr. Vanburen will pursue full time employment that meets his future endeavors. Upon discuss the Board members decided there was a need for & approved a temporary PTE Acting Highway Superintendent position to meet the Administrative duties of the position; effective 4/11/20 at $25/hr for 10hrs/week. **Action Needed: Resolution #4-**
* **Acting Highway Superintendent – position:** the Board members decided they will appoint Mitchel Vanburen as the PTE Temporary Acting Highway Superintendent; effective 4/11/20. **Action Needed: Resolution #4-2020**
* **Highway Superintendent (request to revised work schedule):** discussion heard, and board members agreed on a request to revise the temporary PTE Acting Hwy Supt work schedule to meet his new employment obligations, as well as, the administrative duties of the Town Hwy Supt position. Effective 04/04/2020 the Hwy Supt will delegate the routine maintenance and repairs of town highway roads, the general supervision of the highway employees, and any equipment needs to his Deputy, Dennis Hoke Jr. **Action Needed: Resolution #4-2020**
* **Logging Issues on Town Roads:** Hwy Supt and Supervisor received numerous complaints regarding damage on Town Roads due to Logging activity. Hwy Supt spoke with Logger (Mike Sulas) to cease logging until road is stable (Frozen/hard) enough to continue with logging activity. Roads were also posted. Reports continued that Logger did not cease. Hwy Supt to call DEC to file complaint. Update: Council Person Diamond contact NYS DEC (Vickey) and also spoke to logger M Sulas regarding issues. At this time issue has been deferred. Note: use of excess salt throughout the winter season and warm weather have contributed to the extreme rutting & mud for some town roads. Board members & Hwy Dept are working to a resolve. **Pending**
* **Garage Overhead Doors:** Insurance payments has been received for the replacement of two (2) garage overhead doors. Deputy Supervisor, Curtis VanDewerker to contact vendor (George Eissler-General Contractor) for quote to install new doors. **Pending**
* **Equipment Leasing Option:** Hwy Dept (C Duncan) was asked to contact a Lese Company to meet on May 8th to discuss possible leasing options and associated costs. **Pending**
* **Equipment (Used 10 Wheeler):** Board asked Hwy Supt to scope out used trucks in Vermont –201 MAC, 2010 MAC & Box for Truck #40, and report to the Board. If a purchase is agreed upon the board will opt for a RAN (estimated $100K for 5 years). **Pending**

**JUSTICE COURT Justice: Steve Mosenson**

* **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**
* **Court Hours:** Justice Mosenson holds court the 1st Wednesday each month. **Completed**
* **JCAP Grant Option:** Supervisor Gustafson to contact Justice Yerdon to discuss JCAP grant options. **Deferred**

**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 **Completed**
* **County Sales Tax received- (A.1120)** Supervisor received & deposited $2990.53 & $2122.17 for final Dec. 2019 distribution dates. **Completed**
* **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 (July 2019) a request to obtain a Town Credit Card for emergency purchases with a cap of $3000. . **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**
* **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**
* **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 April 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**

* **NBT Bank & Bank of NY Mellon: Tri-Party Collateral Agreement:** Supervisor received (2/13/20) a notice (dated 2/3/20) from BNY Mellon – Broker/Dealer Services. The notice/advice is supplied as part of the Tr-Party Collateral agreement among the Customers, NBT Bank, and the Bank of NY Mellon. As agent they confirm that the collateralized deposit information received from NBT Bank, was segregated on our behalf. This notice reflects the financial assets and indicative data. **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 Quarterly 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. Councilperson Diamond reviewed and gave update to Town Supervisor. Town Supervisor signed & mailed (2/25/20) out thee 2020 Initial Boundary Validation Program (BVP) Document. Thank you, Charlie!!!! **Completed**
* **Grievance Day:** Assessor Lippitt informed the Board there will need to be a local law adopted to change the Grievance Day to---the first Monday following the Fourth Tuesday in May. For 2020 it would be on Monday – June 1st, 2020. A public Hearing will be held on March 12th, 2020 at 6:30 pm. Town Clerk Seeley was asked to post the notice in the newspapers. Note: Local Law#1-2020 to adopt a Town Grievance Day as the first Monday after the fourth Tuesday of May. Action Needed!!
* **NYS DEC Acquiring Parcel of Land in Town:** Supervisor received letter and documents indicating that NYSDEC may be acquiring a parcel of land in the Town, which would be an addition to the Department’s R. Milton Hicks Memorial State Forest. If the acquisition is successful, it would be classified as State Reforestation Area, which the Department would pay taxes on. A copy was given to the Town Assessor, Matt Lippitt. **Completed**
* **Board of Assessment Review (BAR) member resignation:** Assessor Matt Lippitt informed the Supervisor that one BAR member is planning to resign. Supervisor asked Assessor Lippitt to contact the BAR member and ask if they would complete this year; thus, giving the Town Board time to find & appoint a new member. Note: Hank Schecher to be notified & training will be set up for new BAR member. **pending**

**DOG CONTROL**

* **Dog Control Officer:**  no report. **Completed**
* **Susquehanna SPCA – Municipal Shelter Inspection Report:** Supervisor received the Municipal Shelter Inspection Report completed on 02/21/2020 by NYS Agriculture & Markets. The report indicates the dog shelter services were rated “Unsatisfactory” due to the written contract agreement with the Town of Roseboom was not on file. Supervisor contacted Susquehanna SPCA (Stacey Haynes) via e-mail (3/7) & mailed hard copy of the executed 2019 contract. **Completed**

**TOWN SIGNS CEMETERY ASSOCIATIONS TOWN HISTORIAN CELL / INTERNET SERVICE**

* **SIGNS --Town of Roseboom Sign(s):**. **Pending**
* **Town Historical Signs**: Council Person Diamond will explore grant monies and follow up with Board, and Pat Mabie, Historian. **Pending**
* **Senator Seward Office (District 51) (Broadband Initiative)**: Pending
* **South Valley & Roseboom Cemetery(s):** South Valley Cemetery & Roseboom Cemetery submitted their request for their annual 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. Supervisor to set up meeting with CVFD (Mr. Lyman Johnson) & Town Board to discuss the budgetary impact and amount to be budgeted for coming years. Meeting set for: ? 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** 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**
* **Site Plan Ordinance Document:**The Town Board asked the Planning Board to concentrate on 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. Planning Board will defer work on the Site Plan until the Town Board meets to review their draft and then meet with the Planning Board on May 7th @ 7:00pm. **Pending**
* **Meeting:** Lloyd Stannard, Code Officer; Town Board Members, and Planning Board Chair met on February 21st @ 9 am to discuss proposed Land Use Ordinance & Site Plan Ordinance. **Completed meeting**
* **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.
* **SEQRA Education Session (Monday: March 30 from 6:30-8:30 @ Otsego Town Hall, Fly Creek, NY):** Councilperson Schecter was asked to register any Planning Board members & Town Board members who wish to attend the education event.
* **Joint Meeting:** the Town Board & Planning Board will meet on May 7th @ 7pm to review & move forward with the proposed Site Plan Ordinance. **Pending**

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

* **Organizational Chart / Bi-Laws Amendment:** Board to amend Organizational Chart to reflect the new Grievance Day—to be the first Monday following the fourth Tuesday of May. In CY 2020 this will be Monday -June 1st. 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**. 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) & (2/24/20) an e-mail to Code Officer, Lloyd Stannard, requesting assistance in completing the report. **Pending**

**TOWN WIDE CLEAN UP DAY**

* **Town Wide Clean Up Day:** Councilperson Allegra Schecter discussed having the Planning Board work on a Town Wide Clean Up Day in the Fall 2020. The Planning Board (Allegra) will draft flyers & notices. Thank you, Allegra! The Town Board will address other work-related items (dumpsters, Hwy Crew involvement, associated costs, etc.)

**TOWN BOARD**

* **Resignation (Dan Gage):** Dan Gage will resign his Council Person position effective 3/12/20 in order to meet personal and professional endeavors. The Board will accept his resignation with deep regret and expresses it sincere appreciation for the many years of dedication & service to the residents of our community. Supervisor to draft letter of acceptance.
* **Appointment of Council Person (Steve Gridley):** the Board discussed potential candidates to be appointed to fulfill the remaining term of Dan Gage’s Council Person’s position; effective 03/13/20. Supervisor will contact Lori L @ Board of Elections regarding term period. Supervisor will send letter of appointment to Mr. Gridley. Welcome Steve!!

**March 06 @ 7:30 am – Committee Meeting**

**March 12 @ 6:30 pm – Board Meeting**

**April 3 @ 7:30 am – Committee Meeting**

**April 9 @ 6:30 pm – Board Meeting**

**April 24 @ 9:00 am – Site Plan Meeting w/Lloyd**

**May 7 @ 7:00 pm – Meeting w/ Planning Board re Site Plan**

**May 8 @ 7:30 am – Committee Meeting**

**May 14 @ 6:30 pm – Board Meeting**

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