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

**Committee Meeting Notes April 03, 2020** **TELE-CONFERENCE COMMITTEE MEETING due to COVID 19**

**Town of Roseboom Committee Meeting Date: April 30, 2020 Loc: Town Office**

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

Excused/Absent: Councilperson Steve Gridley

Other Present: Mitchel Vanburen, Hwy Superintendent;

**ITEMS OF DISCUSSION -- updates via E-Mail & Telephone Conversations**

**HIGHWAY --- CONTRACTS, ROADS, EQUIPMENT, BUILDING, CHIPS**

* **TOWN HIGHWAY DEPARTMENT – CLOSED: effective 4/3/2020 the Town Highway Department will be closed due to COVID 19. The Acting Highway Superintendent, Mitchel Vanburen will cover calls, mail, and e-mails for emergency issues only. He will discern the emergency needs and delegate to the Highway Deputy Superintendent as applicable.**
* **Otsego County SIR 11 Cost Report (2017/2018 & 2018/2019 Seasons):** Reconciliation using SIR-11 documents indicate 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 agreed to continue with the Otsego County Snow & Ice contractual services with a 3-year contract. The Supervisor notified (via-email) Otsego County DPW Commission, Rich Brimmer on its decision. Supervisor Gustafson will gather an Insurance Certificate (e-mailed Gates & Cole Ins), current Equipment Inventory List, (e-mailed Hwy Supt Vanburen) and Current Payroll Schedule & EFBLA report (Supervisor). Update: all documents e-mailed to R Brimmer. Completed
* **Otsego County Snow & Ice (Salt Bid—American Rock Salt @ $59.95/Ton**: Otsego County Highway Superintendent, Rich Brimmer offered, and the Town Board agreed to participate in the bid for Coarse Rock Salt regarding Snow & Ice Services. Otsego County sent the Town a Computation of Bids for The Area 2—Otsego County for Item #1 Coarse Rock Salt. The low bid was from American Rock Salt @ $59.95/ton. Supervisor sent an e-mail to Rich Brimmer indicating the Town would participate in the Bid; pending reliable delivery service and acceptable payment schedule. **Completed**
* **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 deposited to Hwy Checking & transferred to NYClass --booked to Highway Road Repair Reserve Savings when received. No payment received as of 4/1/20. **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. **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 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 installed.
* **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 -will revise quote based on core test (taken 4/1/20) regarding the grinding of 6” base of existing road materials and paving overtop; want to make sure existing material will hold up; Cobleskill Stone-too high for Middlefield Road . Residual NYS DOT funds from the 2019 CHIPS Project will be used for the Middlefield Road Project in CY 2020. **Deferred**. Supervisor to contact NYS DOT, Linda Hala burka regarding 2020 monies/funding.
* **Middlefield Road Tubes/Culverts 2020:** At the March 2020 Board meeting the project was awarded to Gridley Excavation. It is noted that even though the Gridley Excavation Quote was higher, the other vendor did not include the needed culvert replacement history report. Supervisor sent letters (3/27) to all vendors to submitted bid for the project. **Update:** Started 3/31, completed 4/2/20. Out of approximately 13 tubes: 5 replaced, 1 removed. **Completed.**
* **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 April, 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. Vendor contacted but decline to submit quote for such a small project. Thus, Town Hwy Department will address culvert. **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; copy to each FTE Personnel File.  **Completed**
* **Town Garage Well (Damaged):** In December 2019 the Well Cap was run over by Longhorn Trucking. Verbally confirmed with Longhorn to pay for repairs. Vendor repaired cap and Hwy Supt sent bill to Longhorn Trucking Company. **Pending**
* **Grisly Bar:** Hwy Supt reported he would explore the advantages of building a Grisly Bar to breakup large chunks of frozen sand and screening gravel. They Hwy Dept has the steel and will build Grisly Bar later in the year. 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. Hwy Dept has the stee; just need to wled together. **Deferred due to COVID-19**
* **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 wil make the purchase; the payment will be comprised of budgeted funds and the balance from the Hwy Equipment Reserve Savings Account. **Update: Board Members (Charlie, Curtis, Steve) will scope out tractor purchase options and inspect as soon as possible. Deferred due to COVID-19.**
* **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). Rental cost from Yahoos is $65/hour with option to transfer to a monthly fee of $5500 if needed. However, rental cancelled at this time. **Deferred due to COVID-19**.
* **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:** Board approved resignation effective 4/10/2020. **Completed**
* **Acting Highway Superintendent – position:** the Board members approved to appoint Mitchel Vanburen as the PTE Temporary Acting Highway Superintendent at $25/hr for up to 10 hrs per week; effective 4/11/20. **Completed.**
* **Highway Superintendent (request to revised work schedule):** 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. **Completed**
* **Logging Issues on Town Roads:** Hwy Supt and Supervisor received numerous complaints regarding damage on Town Roads due to Logging activity. At this time issue has been deferred. Board members & Hwy Dept are working to a resolve this matter as soon as weather complies and COVID-19 mandates allow. **Pending**
* **Road Repairs:** Hwy Supt & Board discussed the needed repairs on all Town Dirt Roads, asap! Crusher run will be purchased to build a more proper & stable base.
* **Garage Overhead Doors:** Insurance payments received for the replacement of two (2) garage overhead doors. Deputy Supervisor, VanDewerker contacted George Eissler-General Contractor) & is awaiting quote to install new doors. **Pending**
* **Equipment Leasing Option:** Hwy Dept (C Duncan) was asked to contact MAC--a Lease 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 Deferred due to COVID-19. Unable to look at equipment.**
* **Buttermilk Road:** former Hwy Supt M Mabie indicates that the Tubes/Culverts at the Hwy Department were purchased and inventories for Buttermilk Road. Hwy Supt & Board to determine inventory tubes/culverts usage.
* **2020 Hwy Deputy Supt (update report from Mitchel) Update:** Deputy Hwy Supt addressing highway road & equipment issues as they arrive. Working to understand & implement his duties. Thank you, Dennis!! Curtis & Charlie to followup with D Hoke to review and needs or concerns he may have.
* **Payroll Bi-Weekly Sheets:** Highway Superintendent to complete and submit bi-weekly payroll sheets to Bonnie. Each day will indicate **(COVID-19: 8 hrs.).** These updated payroll sheets will be used for any FEMA reimbursements. Supervisor Gustafson updated and sent payroll Timesheet to Hwy Supt for future use. **Completed**

**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 Feb. 2020 No fees for March 2020 as Court was closed due to COVID 19. **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**

* **County Revenue Shortfall due to COVID-19:** Councilperson Diamond reported that Otsego County is anticipating an estimated $6-10 million shortfall regarding tourism (sales tax, mortgage tax, etc). As such, the Town has agree to monitor its spending most diligently!!
* **New York State Budget Shortfall due to COVID-19:** Councilperson Diamond reported the NYS Budget (April 2020) is anticipating an estimated $12-15 Million shortfall (an increase from $6 Million) due to COVID-19.
* **Financial Reports –** Supervisor’s Financial Reports on file; e-mailed to Board members. **Completed**
* **NYCLASS Reports –**Financial Report on file; e-mailed to Board Members. YTD Interest earned: $956 **Completed**
* **County Sales Tax received- (A.1120= $61,000 Budgeted)** Supervisor received & deposited $4075.70 for distribution dates 3/5 & 3/12. YTD Received = $ 20,768.01. **Note: Supervisor spoke with Deputy Treasurer, Andrew Christman who indicted County Sales Tax payments will decline with the distribution dates of May 6 & May 12.**
* **Mortgage Tax -County:** distribution date 03/31/20 & 10/01/20 **Payments from County; pending.**
* **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):** Policy #TBD received. Invoice amount of $631 regarding Town Fuel Tanks -pollution Liability. Payment/Check will be issued and given to Gates Cole Ins. Policy term: 4/14/20 – 4/14/21. Update: Councilperson Diamond explored Town Fuel Tank testing requirements. This is a new test implemented for underground fuel tanks, now it is to cover exterior tanks as well. The pressure test of 2-15 lbs with air is injected then a 24-hr period will indicate if there is a leak. However, this test appears to rupture the older tanks (like the town). A new inground or exterior tank replacement would be very costly! Charlie will contact Ray Parsons (RL Parsons Inc) to discuss a Sonic Test to determine the thickness of the Town Fuel Tanks and what exposure we are to be concerned with. Further, Charlie will explore grant options in case the Town has to move in the direction to replace the existing fule tanks. Thank you, Charlie!!**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. **Completed**
* **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 Hwy into NYCLASS - Road Repair Reserve Savings Account;

DA.5130.2.1 Machinery (Equipment) Reserve, Out of Hwy 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**
* **CDPHP (re M Vanburen):** Supervisor completed CDPHP termination form and submitted; effective 4/11/20. Completed
* **NYS Association of Towns:** Supervisor received and forwarded to Board Members the NYSAOT Budget Impact Report; whereas the balanced budget amendment combined with reduced sales tax revenue, permitting fees, mortgage recording tax etc. undoubtedly stresses the ability to budget, particularly as we continue to provide essential services to help our community.
* **NYS Association of Towns Financial Impact Survey:** Supervisor received & will fill out a [fiscal impact survey](https://forms.office.com/Pages/ResponsePage.aspx?id=elb1gj8dHU-CT-BiEplavev1aUjEdY1CrwMFj5c6rbxUMlI0QzNMOUY4UTM5QVNYSzQ1V0dKMjZLSS4u) developed by the National Association of Towns and Townships to use in advocating for direct funding to local governments from the federal government.
* **Otsego County Revenue Impact Report/Projections due to COVID-19:** Supervisor received and forwarded to Board members the Otsego County Treasurer’s Office Revenue Impact/Projection Report due to COVID-19.
* **Otsego County Treasurer Office (Deputy Alan Ruffles)**: Supervisor Gustafson will participate in the weekly tel-conference call every Monday morning at 10:00 am. Please use the call in number below.  If you have any questions don't hesitate to contact me by phone, email, or at [coronavirus@otsegocounty.com](mailto:coronavirus@otsegocounty.com).  Call in: 515-604-9094 Access Code: 886-198-158#
* **Gates-Cole Insurance re COVID-19:** Supervisor requested response from Insurance carrier regarding a reduction in premium due to COVID-19 (equipment not used or sporadically used for emergency’s). Representative responded that she has not seen premium reduction with the commercial insurance companies just basically answer questions and focusing on many Insured’s requesting coverage for “loss of income” and then the companies outreaching to offer and extend coverage in some cases for hired and non-owned auto coverage with the stores and restaurants now offering delivery service that was not a part of their normal practice before this.
* All companies are being more forgiving regarding payments and not cancelling for non-pay and waiving late fees.  This is necessary and helpful of the companies, but I’m so afraid that Insureds might take advantage of this and then when things have calmed down, then their premiums will be higher than normal and then there might not be exceptions made and they will be unable to pay at that time.  To date, she has not heard nothing regarding the municipalities reducing premiums and highly doubt that they will, but I will certainly check and get back to you.

**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**.
* **Certificate of Vacancy**: Town Clerk to file two (2) Certificate of Vacancy with Otsego County Board of Election regarding the resignation of Council Person D Gage and Highway Superintendent M Vanburen. Both positions will up for election in Nov 2020. Update: Town Clerk indicates she has notified the Board of elections regarding Dan Gage & Mitchel Vanburen resignations and vacancy for their positions.
* **Application to grant extension to collect real property taxes:** As of April 1st the collector’s warrant terminates in accordance with Section 904 of the real Property Tax Law, unless an extension of time for the collection of the remaining unpaid taxes is granted by the Otsego County Treasurer Office. Supervisor Gustafson completed, signed, and mailed the application on 4/2/2020. Total collected, without penalties, is $ 337,080. Thank you, Erin for all your hard work as Tax Collector!!

**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:** A public Hearing was held on March 12th, 2020 at 6:30 pm. Local Law#1-2020 was adopted; whereas the a Town Grievance Day is the first Monday after the fourth Tuesday of May. Completed
* **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. Assessor Lippitt contact the BAR member and they agreed to complete this year; thus, giving the Town Board time to find & appoint a new member. Completed

**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):** Annual payments were sent to both cemetery(s). 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) sent a three-year Contract covering 2020,2021,2022. Deputy Supervisor downloaded & reviewed the NYS Audit report indicating the allocation of costs associated with the Fire Contract. Supervisor Gustafson sent a copy of the Fire District Contract to Charlie & Curtis who will review the proposed Contract to clarify associated costs with fire & emergency service calls. A meeting will be set with Mr. Lyman and Fire Dept Officials to discuss the proposed contract. Town Board to discuss the budgetary impact and amount to be budgeted for coming years. The proposed increase reflects (2020 from $9,000 to $14,500), (2021 from $14,500 to $20,750), (2022 to $27,000). 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**
* **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**
* **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. Cancelled due to COVID 19.
* **Joint Meeting:** the Town Board & Planning Board will meet on May 7th @ 7pm to review & move forward with the proposed Site Plan Ordinance. **Pending re COVID 19**
* **ORGANIZATIONAL CHART / TOWN Bi-LAWS BULLETIN BOARD – NOTICES**
* **Organizational Chart / Bi-Laws Amendment:** Board amended 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. Completed

**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. **COMPLETED**
* **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!! **COMPLETED**

**COVID -19**

* **COVID 19 Notices:** notices regarding COVID 19 sent via e-mail and posted to Town Website and at Town Building Bullketin Board.
  + **Town Offices – closed Town Court - Closed Town Highway Department – Closed (Emergencies Only)**
  + **Meetings – cancelled and/or Tele-Conference**
  + **Notices Posted: NYS Executive Order Federal Pay & Leave Mandate Notice Closures**
  + **FEMA Webinar -** On March 20, 2020, the State of New York received a Major Disaster Declaration FEMA-4480-DR from President Trump for the COVID-19 Incident. The incident started on January 20, 2020 and is ongoing. The declaration authorizes public assistance for Category B Emergency Protective Measures. On **April 1, 2020** began holding applicant briefings for **Region 4** via WebEx.
  + **Tele-Conference – Go To Committee Meetings:** Councilperson Schecter researched and set up Tele-Conferencing to conduct Town Board business. The Committee Meeting will be held April 3rd @ 10:00 am via Go to Committee Meeting. An e-mail was sent to each Board member inviting them to join in on the tele-conference. Thank you so much, Allegra!! Great Job!!
  + **Tele-Conference – Go To Board Meeting:** Councilperson Schecter was asked, as the Organizer, to set up the Go To Town Board Meeting for April 9th @ 6:30 pm. Town Clerk, Erin Seely, will record meeting and transcribe minutes.

**April 3 @ 10:00 am – Committee Meeting – Tele-Conference Go To Committee Meeting @ 10:00 am**

**April 9 @ 6:30 pm – Board Meeting – Tele-Conference Go To Town Board Meeting @ 6:30 pm**

**April 24 @ 9:00 am – Site Plan Meeting w/Lloyd – cancelled re COVID 19**

**May 7 @ 7:00 pm – Meeting w/ Planning Board re Site Plan – cancelled re COVID 19**

**May 8 @ 10:00 am – Committee Meeting - Tele-Conference Go To Committee Meeting @ 10:00 am**

**May 8 @ 9:00 am - Equipment Lease Presentation –pending re COVID 19**

**May 14 @ 6:30 pm – Board Meeting – Tele-Conference Go To Town Board Meeting @ 6:30 pm**



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