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

**Committee Meeting Notes August 7th, 2020**

**Town of Roseboom Committee Meeting Date: 8/7/20 Loc: Town Office**

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

Excused/Absent: Councilperson Steve Gridley

 Other Present: Lloyd Stannard, Code Officer Guest: Mike Stannard

**ITEMS OF DISCUSSION --**

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

* **Town Highway Superintendent:** Town Board review3e potential candidates for the Highway Superintendent position. Based on the candidates and work experience, the town Board unanimously appointed Dan Gage as the new Highway Superintendent effective 9/1/2020.He will serve as acting Highway Superintendent from 7/1/20 thru 9/1/20. **Completed**
* **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 (Oct 2019 – May 2020):** Supervisor received and deposited check (dated 4/17) totaling $12,898.48 and a check (dated 6/12) totaling $18,312.51 for Snow & Ice Contract Oct 2019 – Apr 2020; YTD = $ 31,210.99. Note: This does not include the fringe benefit amount as this is usually deferred until the following year by Otsego County Treasurer. Reports need to be reconciled. Patti & Allegra to work on this reconciliation; date: \_\_\_\_\_.
* **Otsego County Snow & Ice Contract (Oct 2018 – May 2019):** Supervisor received & Deposited check (dated 7/02) totaling $2,438.94 for A/R fringe benefits for period 2018-2019. **Completed**
* **NYS DOT Snow & Ice Contract (2019/2020) Season (Joseph Thompson, Snow & Ice Program Manager @ Albany, NY: ($87,618.76) .** Town has received YTD $ 72,986.46; balance due $14,632.32. Supervisor Gustafson contacted Alan McFee to reconcile account balance**. 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**
* **Gage School House Road (Speed Control)** **& Honey Hill Road (Speed Control):** the Highway Superintendent has placed this project (upgrades & repairs) on his Work Schedule. Note: Rec’d concerns from resident regarding speed & safety issues.
* **Security Camera Installation:** Allegra to order & set up installation for a four-camera system for outdoor & indoor capabilities. Curtis to contact electrician regarding hard-wiring of camera system. Will coordinate with Allegra. Update 8/7/20: May defer & try to coordinate with JCAP. **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. Project was handed off to new Highway Superintendent to complete. **Pending**
* **CHIPS 2020 – Quotes:** quotes were obtained from Suit Kote, Gorman Bros -gave 2 revised 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 Quote -too high for Middlefield Road . A tel-conference was set up in April 2020 with John S (Gorman Brothers) to discuss quote options. All quotes were reviewed, and Gorman Brothers was approved at the Town Board meeting May 14, 2020. Councilperson Gridley contacted John S @ Gorman Brothers to set CHIPS implementation (work scheduled for week of 7/13/20.
* **CHIPS 2020 – Gorman Brothers for Middlefield Road):** Gorman Brothers was awarded the CHIPS 2020 Project for Middlefield Road.
* **CHIPS 2020 – Gorman Group / Quote (Paving Town Garage area):** Vendors canvased; Gorman Group submitted quote for the paving area at the Town Garage. (estimated at @ $16K for side and front are & $11K for side & salt shed area. Board to approve quote.
* **Right-Of-Way -Town Roads:** Middlefield Road resident met with Town Board to discuss concerns over the width of the road paved and right-of-way. Deputy Supervisor VanDewerker presented and discussed the Cornell Road Program –Prescribed Right-Of-Way 10 yrs. Issues were resolved amicably. Hwy Supt Gage to obtain deed information on the width of each Town Road to ensure that paving projects do not encroach on private property (shoulder of roads). Als
* **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**
* **Scrap & Surplus items:** Gary Hotaling was contacted for scrap & surplus items to be picked up. Town Hwy to assist in cleanup project for inside & outside the shop/garage! Thank you, crew. **Pending**
* **Sander for F550:** Curtis & Dan have placed the old sander on Auction International. Outcome **Pending**
* **Hwy FTE Handbook:** Town Clerk & Town Supervisor will draft a Highway Department Handbook for employees. **Pending Will need to amend Org. Chart/Bi-Laws**
* **Garage Overhead Doors:** Insurance payments received for the replacement of two (2) garage overhead doors. Acting Hwy Supt gage contacted vendor – Blair’s Garage Doors who will install new door and use panel parts for the other 2 doors @ $4900. Thank you, Dan! **Pending**
* **Intersection of NYS Rte 165 & Co Rte 34 Safety Issue:** Supervisor drafted and sent letter to R Brimmer (Otsego County) for his support and then to forward to NYS DOT Region 9. When response is received, the Board will approve a motion regarding the request. Action Needed.
* **Road Repairs Updates:** Acting Hwy Supt Gage & Hwy crew have addressed many road concerns during the month of July. See Hwy Supt report. **Completed**
* **Payroll -new hire packets:** Acting Hwy Supt to distribute new hire packets to part-time employees who worked during the CHIOS project. Packet to be returned to Town Supervisor for payroll processing. **Pending**

**JUSTICE COURT Justice: Steve Mosenson**

* **Justice Court 2020 Reports & Fees (A.2610):** reports & fees from Justice Donna Yerdon received. Monthly receipts were submitted to Hon. Yerdon. Supervisor has received monthly reports for Jan – July 2020; indicating Fees & Court Activity. **Completed**
* **Court Hours:** Justice Mosenson holds court the 1st Wednesday each month. **Completed**
* **JCAP Grant Option for 2020:** Supervisor emailed Justice Mosenson to set a meeting to discuss JCAP. Supervisor & Councilperson Schecter to meet with Justice to discuss JCAP grant options. **Pending**
* **Justice Court Safety Plan:** Councilperson Schecter & VanDewerker, and Clerk Seeley, and Hwy Supt Gage worked with Justice Mosenson & completed plexiglass installation, ordering supplies (masks, sanitizer, cleaners, etc). for the Justice Court. These expenses will be reimbursed through Justice Fund. Supervisor Gustafson received information & forms for reimbursement processing and will submit asap. **Pending**

**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 agreed to monitor its spending most diligently!!
* **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: $1382 (5/22)
* **County Sales Tax (A.1120= $61,000 Budgeted):** Supervisor received & deposited YTD $40,904; distribution dates of Jan 10 – Jul 10, 2020. Balance outstanding: $ 20,096. **Completed**
* **County Mortgage Tax (A.3005 = $7,000 Budgeted):** distribution date 03/31/20 & 10/01/20. Supervisor received & deposited YTD $8,269 for Mortgage Tax. Revene received over budget = $1,269. **Completed**
* **NYS AID (2020-AIM: $3541 due 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. Supervisor contacted NBT Bank. NBT @ Cherry Valley is gather paperwork / forms to be completed by Supervisor. **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**
* **Verizon:** the Verizon Freedom for Business – 1 year term agreement expired 8/12/20; was automatically renewed for 1-year term. **Completed.**

**SALT SHED**

* **Salt Shed Project NYS DOT Funding:** 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, a request 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. Upon discussion the Board asked Lamont Engineers (01/10/20. (518-234-4028) (Zach & Brendan) and to move forward with grant exploration & the implementation of the Salt Shed Facility and possible addition for Town Offices. **Pending**
* **Salt Shed Pole Barn Construction Vendors:** Board discussed vendor options to construct a pole-barn (28x32 – two openings with Center Divide wall). Councilperson Gridley to contact the Amish Company, Travis Diott, Councilperson Schecter to contact Art Hubble. Board members discussed (07/08/20) having the Hwy Crew & new Hwy Supt construct the Salt Shed, that would be a significant cost savings to the tax payers. Board to ask Dan Gage to re-design plans a cost estimates for the Board’s consideration before moving forward. Board anticipates the completion of the Salt Shed project by late summer-early fall. **Pending; ASAP!!!**
* **Salt Shed Concrete Work & Town Garage parking lot area(s):**  Board discussed the concrete work that will be needed for the salt shed area.
* **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**
* **Grievance Day:** Town Grievance Day is the first Monday after the fourth Tuesday of May. Completed

**DOG CONTROL**

* **Dog Control Officer:**  no report. **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. Grant Applications due approximately July-August. Charlie to follow up. **Pending**
* **Senator Seward Office (District 51) (Broadband Initiative)**: 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). Councilperson Diamond reported that he has not delineated the type of calls at this time. However, he states it appears the Town will have to approve the Fire Contract and move forward. Town Board approved contract (5/4/20). Supervisor to have notarized and submit. **Follow up: Supervisor to ask Board to rescind approval & to hold/deferr contract for further review and fiscal impact at this time. Pending**
* **Hot Spot Internet Service:** Mary Ahswood e-mailed the Town Supervisor indicating she found that the Heroes Act has money to create WIFI hotspots in rural areas. She has already regularly been in contact with Delgado's office on this issue and others. Supervisor Gustafson asked Ms. Ashwood to explore and coordinate with Councilperson Schecter on this rural internet option. Update: Board discussed the Town’s role and asked Supervisor Gustafson to e-mail Ms. Ashwood. Email will indicate that the Town Board does not have jurisdiction over private property owners regarding internet hotspot on their property. Thus, Ms. Ashwood was asked to take the lead, as a private resident, to obtain internet hot spots for the town at various locations through Spectrum. **Completed**

**SOLAR INITIATIVE(S) LED STREET LIGHTING PIPELINE SAFETY PUBLIC SERVICE**

* **NYS Climate Smart Communities – Certification Actions: Deferred at this time.**
* **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**

* **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. . 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. Planning Board will not meet until further notice due to COVID 19 and pending Land Use review by Town Board. **Deferred at this time.**
* **ORGANIZATIONAL CHART / TOWN Bi-LAWS BULLETIN BOARD – NOTICES**
* **Organizational Chart / Bi-Laws Amendment:** 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**

* **Code Enforcement Officer:** Lloyd Stannard has indicated he will be exploring retirement options in the near future. The Town Board discussed future Code Enforcement; appointing a new Code Officer at a higher salary (due to NYS Regulations) or contracting with Otsego County**. Update 8/7/20 – Deputy Supervisor VanDewerker will contact Tony @ Otsego Co to set up a meeting to discuss the County taking over the Code Enforcement activities for the town of Roseboom. Deferred at this time.**

**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.) **Deferred at this time.**

**TOWN BOARD**

* **Highway Superintendent (new):** new Highway Superintendent to start Sept 1, 2020. During July & August he will meet with Board members and other officials to review and acclimate to the new administrative duties. He will be compensated at $25/hr out of A.1490.1 for Administrative Highway Duties. He will submit his hours to Deputy Supervisor VanDewerker monthly.

**2020 CENSUS**

**2020 Census** Operational Adjustments due to COVID 19: Town residents are encouraged to reach out to complete the 2020 CENSUS. [2020census.gov](http://2020census.gov) Thank you!

There has been virtually NO change in response rates over the past weeks. Non-Response Follow-up and direct personal enumeration begins August 11th - just 36 days from today. If current patterns hold, we can only expect another 3 percentage point increase over that time. **The Town Board encourages our residents to self-respond to help get our fair share of revenue/aid.**It will help insure everyone's safety and is the easiest form of response

**COVID -19**

* **COVID 19 Notices:** notices regarding COVID 19 sent via e-mail and posted to Town Website and at Town Building Bulletin Board.
* **Executive order 202.48:**  dated July 6th extends suspension and modification of Open Meetings law provisions through August 5th. You can see the Executive Order here:  <https://www.governor.ny.gov/news/no-20248-continuing-temporary-suspension-and-modification-laws-relating-disaster-emergency> . If anyone has any questions let me know.  Enjoy your day and be safe!
* **County Sales Tax:** Supervisor received an update from Otsego County Treasurer Alan Ruffles on the latest sales tax payment.

End