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

**Committee Meeting Notes October 02, 2020**

**Town of Roseboom Committee Meeting Date: 10/02/2020 Loc: Town Office**

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

Excused/Absent: Councilperson Gridley

 Other Present: Lloyd Stannard, Code Officer Dan Gage, Hwy Superintendent Maggie S-Gates Cole Ins

**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 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**
* **Otsego County Snow & Ice Contract (Oct 2020 –** May 2021) Supervisor received the Snow \* Ice Contract indicating that Otsego County would like to go to a 3-year contract vs a 1-year contract. Hwy Supt Gage & Town Board discussed and will approve a 1-year contract but remain open to a 3-year contract starting next year in Fall 2021. Action Needed:
* **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. Deferred
* **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:** Project was handed off to new Highway Superintendent to complete. **Pending**
* **CHIPS 2020 – Gorman Brothers for Middlefield Road):** Gorman Brothers was awarded the CHIPS 2020 Project for Middlefield Road. Supervisor & Hwy Superintendent to complete invoices and paperwork for reimbursement. Pending
* **CHIPS 2020 – Gorman Group / Quote (Paving Town Garage area):** due to 20% reduction for CHIPS this project is deferred until CY 2021. Defer
* **Adair Road Tube/Culvert:** Town Hwy Department will address culvert. **Pending**
* **Scrap & Surplus items:** Thank you, crew. Project completed: Received $2330 -less $1500 (tires) = net of $830. Completed
* **Equipment: Sander for F550:** Scrap Equipment sold to Westford. Payment (Check) received & Deposited. Completed
* **Equipment: 10 Wheeler Dump Truck:** Using NYCLASS Equipment Reserve funds Tow Hwy purchased a 2004 10-Wheeler Dump Truck with Stainless Steel Box. 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**
* **Garage Overhead Doors:** Blair’s Garage Doors presented $4900 quote –approved by the Town Board -August 2020 Meeting 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 summer & Fall months. See Hwy Supt report. **Completed**
* **Payroll -new hire packets: Completed**

**JUSTICE COURT Justice: Steve Mosenson**

* **Justice Court 2020 Reports & Fees (A.2610):** reports & fees from Justice Steve Mosenson received. Monthly receipts were submitted to Hon. Yerdon. Supervisor has received monthly reports for Jan – August 2020; indicating Fees & Court Activity. Budgeted $ 1500 – less received $1416= $84 balance due. **Completed**
* **Court Hours:** Justice Mosenson holds court the 1st Wednesday each month. **Completed**
* **JCAP Grant Option for 2020:** Supervisor Gustafson, Justice Mosenson, & Councilperson Schecter met (9/02 @ 1pm) to discuss JCAP grant options. Discussion heard regarding items such as *security cameras, % of paving parking lot, rehab of office floor and bathroom..* **Pending**
* **JCAP 2020 Resolution #5-2020:**  A certified copy of a Board Resolution is required which shall state the Town authorizes the Town Court to apply for a JCAP grant in the 2020-21 grant cycle up to $30,000.00, or the exact amount being requested. Resolutions that do not state this language cannot be considered for JCAP funding. Action Needed!!
* **JCAP 2020 Required Documents:** JCAP requires---Signature Page, Board Resolution, Annual Budget (Justice Court) Estimates (0ne per item). Action Needed!!
* **JCAP 2020 Guidelines re prior awards not closed out:** Supervisor Gustafson asked Hon Mosenson to contact JCAP to inquire if there is an outstanding JCAP award that needs to closed out. If so, the Town Board will resolve the matter so we can move forward with 2020 JCAP submission. Action Needed!!

**FINANCIAL & OTHER BUSINESS ITEMS**

* **County Revenue Shortfall due to COVID-19:** 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: $1623 (as of 8/30/20)
* **County Sales Tax (A.1120= $61,000 Budgeted):** Supervisor received & deposited YTD $52,495; distribution dates of Jan Sept 2020. Balance outstanding: $ 8505 **Completed**
* **County Mortgage Tax (A.3005 = $7,000 Budgeted):** distribution dates 03/31/20 & 10/01/20. Supervisor received & deposited Apr 2020 payment of $8,269 for Mortgage Tax. Revenue received over budget = $1,269. Another payment due Fall 2020.**Completed**
* **NYS Mortgage Tax:** roseboomtownsupervisor@gmail.com has been successfully subscribed to Real estate transfer tax and mortgage recording tax for New York State Department of Taxation and Finance. Completed Town Supervisor committed to the Privacy Agreement when visiting the New York State Department of Taxation and Finance (hereinafter “DTF”) website. The website is designed to make it easier and more efficient for individuals, businesses and tax professionals to interact with DTF. DTF recognizes that it is important for individuals, businesses, and tax professionals to be confident that their privacy is protected when they visit DTF’s website. 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:** Deferred
* **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 updated demographic data; effective 01/01/2020, for all Town Employees via County Personnel 426 forms; and submitted to Otsego County Personnel Office, via mail on 9/9/2020. Completed
* **CDPHP –** Supervisor to enroll applicable Hwy Employee Duncan effective 11/1/200. Pending
* **OEC Blue -Patronage Capital Credit Notice:** Supervisor received and informed the Board of the OEC Notice indicating that in CY 2019 the Town Account was allocated $14.34 –which represents the Town’s share of the operating margins (excess of income over expenses) realized by our cooperative. The of Board of Director’s makes an annual decision whether to retire (pay) this amount to OEC customers. At this time, due to the Cooperative’s financial condition and partly due to the large investments that they are making in capital construction this year, the Patronage Capital Credit will not be retired. Completed
* **Gates Cole Insurance –** Supervisor Gustafson contact Gates Cole Insurance to obtain a quote for CY 2021. Ins. Rep Maggie Solomczak emailed that she contacted the underwriter from HCC and he stated that they are not looking for any renewals to be more than 6% but of course this varies depending on exposure changes and losses. Rep Maggie S. gave an insurance review at 9:00 am. Councilperson Diamond was asked to obtain 2 other Insurance Quotes for CY 2021. Pending
* **NYS Comptroller – Fiscal Stress Monitoring System to examine the annual financial information reported by the Town of Roseboom:** The AUD (Annual Update Document –aka Annual Financial Report) ending 12/31/2019 review was completed. Fiscal Stress FYE 2017 (Fiscal Stress Score =3.3 with 40.0 = Moderate Environmental Stress), FYE 2018 (Fiscal Stress Score 6.7 with 33.0 = Susceptible Environmental Stress), and FYE 2019 (Fiscal Stress Score 3.3 with 40.0 Moderate Environmental Stress). The recent financial uncertainty and resulting challenges will be reflected in reports in CY 2021 and beyond. 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 through Lamont Engineers. **Deferred**
* **Salt Shed Pole Barn Construction** Board discussed options to construct a pole-barn (28x32 – two openings with Center Divide wall). The new Hwy Superintendent Dan Gage & the Hwy Employees will construct the new salt shed –Fall 2020.
* **Salt Shed Concrete work:**  Board discussed the concrete work that will be needed for the salt shed area. Hwy Dept to address concrete work with Councilperson S Gridley overseeing as needed.
* **TOWN CLERK & TAX COLLECTOR**
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* **TOWN SOLE ASSESSOR – Matthew Lippitt**
* **Assessor’s Report:** received, reviewed, file Assessor’s Quarterly Report for \_\_\_\_\_\_\_\_\_\_\_\_\_\_. **Completed**
* **Grievance Day:** Town Grievance Day is the first Monday after the fourth Tuesday of May. Completed
* **Zombie Properties:** I investigated the zombie property situation and found a few things. First is the fact that they are extremely hard to identify because technically there has been no transfer of ownership. Secondly the Town stands to gain nothing by identifying them and then sending them to the land bank because as soon as the land bank takes possession the property is removed from the tax roll. I think you and the rest of the Town Board would agree that lost tax revenue is the last thing the Town needs right now. Lastly the Town really has no right to get involved with the process, if the land bank is looking to include a government official in their process, they should contact the County Treasurer or the County Attorney.

**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 contract notarized and mail to CVJFD. **Pending**

**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.
* **NEXAMP Solar** (Sept 2020) reached out with another status update regarding our community solar farm. The Little Falls community solar farm remains in the interconnection phase with National Grid. NEXAMP continues to work closely with them to ensure the project is connected to the electric grid as safely and efficiently as possible. NXAMP thank the Town of Roseboom for our continued patience throughout this process. We can expect to receive an update as soon as National Grid completes this connection or by the end of December, whichever comes first. If you have any questions or concerns, please don't hesitate to contact our support team at **support@nexamp.com**. **Pending**

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

* **Site Plan Ordinance Document:** **Deferred at this time.**
* **ORGANIZATIONAL CHART / TOWN Bi-LAWS BULLETIN BOARD – NOTICES**
* **Organizational Chart / Bi-Laws Amendment:** C**ompleted**

**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**.** Deputy Supervisor VanDewerker will contacted Tony @ Otsego Co to discuss the County taking over the Code Enforcement activities for the town of Roseboom. **The Town would need to pass a local law indicating it approves Otsego County take over the Code Enforcement activities of the Town. Local Law must be approved and filed with Otsego County by \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2021! Deferred at this time.**

**TOWN WIDE CLEAN UP DAY**

* **Town Wide Clean Up Day: Deferred at this time.**

**TOWN BOARD**

**TOWN BUDGET 2021**

* **Budget 2021:** Supervisor Gustafson met on Sept. 23rd with accountant/bookkeeper to compile the 2021 Tentative Budget draft. Supervisor & Deputy Supervisor VanDewerker met 10/02/2020 with Hwy Supt to discuss the 2021 Hwy Dept budget.
* **Tentative Budget:** Supervisor drafted tentative budget and met with Town Board on 10/05/20 to review proposed 2021 tentative budget.
* **Preliminary Budget:** Supervisor made revisions regarding the tentative budget as requested & unanimously agreed upon by the Town Board. Preliminary Budget completed and filed (10/06) with Town Clerk. Public can review the Preliminary Budget by contacting the Town Clerk. Estimated tax increase @ 6.32%; estimated dollar increase $21,293. {last year = 6.33%}
* **Tax Cap Override:** Supervisor reported the Board will hold a public hearing (Nov 5th @ 6:30 pm) regarding the tax cap override. This year the growth factor is 1.0156 (not 2%) = $5,258 total increase allowed. The preliminary budget is 6.32% = $21,293.
* **Final Adopted Budget:** Supervisor reported the Board will hold a public hearing (Nov 5th @ 6:30 pm) regarding the proposed 2021 Town Budget.
* **Public Hearing Notice(s):** Supervisor requested (10/6) the Town Clerk to post legal notices (at least 5 days prior to hearing) indicating there will be a public hearing on Nov 5th, 2020 at 6:30 pm at the Town Office regarding the tax cap override and proposed budget for 2021.

**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 2020.48:**  dated July 6th extends suspension and modification of Open Meetings law provisions 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 & be safe!
* **County Sales Tax:** Supervisor received an update from Otsego County Treasurer Alan Ruffles on the latest sales tax payment.
* **COVID-19 Moratorium on Utility & Municipal Shutoffs:**Protecting Residential Utility and Municipal Customers During the COVID-19 Pandemic. As you may know, a recent amendment to the Public Service Law enacts a moratorium on disconnecting residential electricity, gas, steam, telephone, and water customers during the COVID-19 state of emergency. In cooperation with the Department of State, Division of Local Government Services, I am reaching out to local government leaders to offer technical guidance and answer questions you may have. The new law, which amends Public Service Law [§89-b](https://protect2.fireeye.com/v1/url?k=736461bf-2f4255e4-7366988a-000babd905ee-293bd060bbe299ef&q=1&e=cd73a109-6bd9-44d7-a925-17b16d0430ea&u=http%3A%2F%2Fr20.rs6.net%2Ftn.jsp%3Ff%3D001Sb47KF9bkt012xMxW6aX3jjjybxyPRKpGZO-pJZsncE2MfAApMtSXHsHfsXCf79nL26Rh98LUXehPRaM7Yiuq_7dAaeqZty-RhxTjwobaU1NQrzDY24rGkeWRd4iQ5PMCfaGWxK3VlBGN6pmIXIvzsQ7Xw_tIiwTTKW8KTacx9qfYm4OQ-hE-WStfBbTZQXj%26c%3DmA-DgT_pwSrTw4gX0MvJQ4S5mXpcMOpnJfrG0BlefjDpj3PkFQ721A%3D%3D%26ch%3D36sXj_sLGmoN5y7wQkCodZuUn0G1eX6V4YPiu-ZoHxgKC6vv0Vh7FA%3D%3D) and [§89-l](https://protect2.fireeye.com/v1/url?k=f315410f-af337554-f317b83a-000babd905ee-3676b9a950009b85&q=1&e=cd73a109-6bd9-44d7-a925-17b16d0430ea&u=http%3A%2F%2Fr20.rs6.net%2Ftn.jsp%3Ff%3D001Sb47KF9bkt012xMxW6aX3jjjybxyPRKpGZO-pJZsncE2MfAApMtSXHsHfsXCf79nJyOlg51GCPsIvmwSvreFLF1RjJ7v7HJUl01Ns9h7QzSY8hfDfqEgE3m8c3JeZu5vAXvTbzJSSX_58SfcCsQJ4wLG_tyytJKUcMuVRBrC4Afk9ZPZfU7vOYuG3YbEq5zk%26c%3DmA-DgT_pwSrTw4gX0MvJQ4S5mXpcMOpnJfrG0BlefjDpj3PkFQ721A%3D%3D%26ch%3D36sXj_sLGmoN5y7wQkCodZuUn0G1eX6V4YPiu-ZoHxgKC6vv0Vh7FA%3D%3D), prohibits water works corporations and municipalities from disconnecting residential customers for nonpayment during the COVID-19 state of emergency. The law further prohibits disconnections for nonpayment for 180 days after the state of emergency is lifted or expired (which is currently set for October 4, 2020) if the customer has experienced a change in financial circumstances during the state of emergency. The law does not eliminate a customer’s obligation to pay for service and instead requires water systems to offer deferred payment agreements with no money down, late fees, or penalties to customers who would otherwise be subject to be disconnection for nonpayment. Water systems must notify their residential customers of these protections. The Department of Public Service recently published the enclosed guidance in [Matter 20-01676](https://protect2.fireeye.com/v1/url?k=5fe971ed-03cf45b6-5feb88d8-000babd905ee-0d3cfc9d54a131b5&q=1&e=cd73a109-6bd9-44d7-a925-17b16d0430ea&u=http%3A%2F%2Fr20.rs6.net%2Ftn.jsp%3Ff%3D001Sb47KF9bkt012xMxW6aX3jjjybxyPRKpGZO-pJZsncE2MfAApMtSXHsHfsXCf79ntYJZPE8FHaOp8_llrOkIwLU288GXqpeHaglr3T4iamV6Mwm5vZmrTO_rEi7mMP035JhXteN-10pSOqFC98gdiz-hl_9JXh0izUCgl2lEfoKhNCBLGXQTZkD5ipbzYRxYhOFDe9MAogn-VYlFgxMxBGZevn8v8YZvwrZyNOq2E-fuY5chVYlqwZZbN19N-eINUM8_mZkVVYs%3D%26c%3DmA-DgT_pwSrTw4gX0MvJQ4S5mXpcMOpnJfrG0BlefjDpj3PkFQ721A%3D%3D%26ch%3D36sXj_sLGmoN5y7wQkCodZuUn0G1eX6V4YPiu-ZoHxgKC6vv0Vh7FA%3D%3D) to help utility providers interpret and implement the law. **If you have any questions about these customer protections, please contact the Department of Public Service at** **utility.moratorium@dps.ny.gov****.**

**End**