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

**Committee Meeting Notes No Meeting in December 2020.**

**Town of Roseboom Committee Meeting Date: Dec. 4, 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

**ITEMS OF DISCUSSION -- Updates per verbal confirmation & emails**

**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 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 approved a 3-year contract starting next year in Fall 2021. Supervisor to sign-off and submit contract to Otsego County DPW Comm, Rich Brimmer. Note: Contract reviewed at meeting between R Brimmer, D Gage, M Mabie for final details. M Mabie via approval by R Brimmer to consult with Town Highway Department regarding Snow & Ice Daily Ticket preparation & submission. Thank You, Mick!!
* **Inventory-Equipment List:** Supervisor & Superintendent to update Inventory Equipment List. When completed, the Equipment List will be sent to Otsego Co DPW with Snow & Ice Contract. Supervisor sent list to Hwy Supt for final review & edits. **Pending**
* **Auction International Inc (sale of scrap equipment):** Supervisor received & deposited a check ($20,445) for the sale of 2007Int’l Dump Truck, 2001 Int’l Dump Truck, and Stainless Sander. **Completed**
* **Auction International Inc (purchase 2010 Mack):** due to time constraints, the Board members were contacted and verbally approved & signed-off on voucher #158 as a pre-pay on November 19, 2020 to purchase a 2010 Mack dump truck with sander & plow wing for $28,158 less deduction of $988 = total of $27,170. It is noted that this pre-pay was not in accordance with the procurement policy due to time constraints in obtaining the used vehicle. Further, the organizational/Bi-Laws will be revised to clarify how to address pre-pay purchases of Equipment.
* **Auction International (Truck #69 6-Wheeler):** Hwy crew cleaned, painted, completed minor repairs and will be put up for sale on Auction International. Proceeds will be booked to Equipment Reserve Account. **Pending**
* **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 –**Supervisor & Deputy Supervisor VanDewerker completed invoices and paperwork for reimbursement. CHIPS payment due approximately Dec 15th. **Pending**
* **CHIPS 2020 –(Paving Town Garage area):** due to 20% reduction for CHIPS this project is deferred until CY 2021. Defer
* **CHIPS History Report:** Supervisor obtained CHIPS History Report from NYS DOT. Copies given to Deputy Supervisor VanDewerker, & Hwy Superintendent D Gage. **Pending**
* **Adair Road Tube/Culvert:** Town Hwy Department will widen & replace culvert. **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**
* **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.
* **Mike Stannard (Middlefield Road) –** Town Clerk received certified letter from Mr. Mike Stannard indicating he resides at 993 Middlefield Road, Town of Roseboom, hereby gives notice to the town of Roseboom that, at no time did he give anyone at the Town of Roseboom permission to take any of his property to widen the Middlefield Road. Letter on file. **Note: Hwy Supt Gage reported he had spoken with Mr. Stannard offering to raise his driveway. Mr. Stannard declined at that time. Hwy Supt Gage was asked by the Board to discuss Mr. Stannard’s concerns and work towards a resolve; offering again to raise his driveway. It is noted that in Cy 2020 Middlefield Road was taken down 2.5 inches and resurfaced at 2.0”; lower than previous years.**
* **Bob Rich Rad:** Board asked Town Supervisor & Hwy Superintendent to meet with Attorney to discuss process to abandon road. **Pending**
* **FEMA/NYS DHSES (Request for Change of Applicant’s Authorized Agent/Primary & Alternate):** Supervisor completed and submitted two change forms indicating the following: Primary Agent: Dan Gage. Hwy Supt; Alternate Agent: Curtis VanDewerker, Deputy Town Supervisor. **Completed**
* **FEMA (4129 DR NY – Severe Storm: June 28 – July 4, 2013):** Supervisor received and filed the FEMA close out letter for the Severe Storm Project. **Completed**
* **Uniform/Clothing/Boot Allowance (DA.9089.8):** Supervisor to review Organizational Chart/Bi-Laws & detail transaction report to determine allowance breakdown for Highway Employees. Hwy Supt Gage was notified of the balance due to each employee. **Completed**
* **Cornell On-Line Training:** Hwy employees completed an on-line training ( ) through Cornell Road Maintenance.

**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**
* **NYS OSC:** Justice Mosenson was asked to contact NYS Office State Comptroller to inquiry as to why the Town has not received an invoice for their share of the town Court fees from Jan-Oct 2020. **Pending**
* **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..* **Completed**
* **JCAP 2020 Resolution #5a-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. Resolution 5a given to Justice Mosenson on 11/10/20 to scan and submit to JCAP. **Pending**
* **JCAP 2020 Required Documents:** JCAP requires---Signature Page, Board Resolution, Annual Budget (Justice Court) Estimates (0ne per item). Hon Mosenson filed all documents with JCAP. Thank you, Justice Mosenson,!!
* **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: $16262 (as of 11/30/20)
* **County Sales Tax (A.1120= $61,000 Budgeted):** Supervisor received & deposited YTD $63,988; distribution dates of Jan Nov 2020; Sales Period of Sept 2020. Balance outstanding: none. **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 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**
* **CDPHP –** Supervisor to enroll applicable Hwy Employee Duncan effective 01/1/200. Pending
* **Gates Cole Insurance –**Councilperson Diamond was asked to obtain 2 other Insurance Quotes for CY 2021. Pending
* **General Journal Entries (CHIPS):** Supervisor requested general journal entry revisions regarding CHIPS expenses. Increase DA.5112.4 and decrease DA.5110.4 for Voucher #113 & #119. Pending
* **COVID-19 Impact Survey:** Supervisor completed the online COVID-19 Impact Survey initiated by SUNY Cobleskill, Oneonta, and Utica. **Completed\**
* **NYS OSC Audit (Tax Cap Override & Budget)** Supervisor received and email request from NYS Office State Comptroller Office (Ms. Fisher). NYS OSC randomly chose the Town of Roseboom for the audit regarding Tax Cap Override & Budget. Supervisor emailed the Tax Cap Override(s) resolutions and adopted Budget(s) for 2020 & 2021. **Completed.** It is noted that the Town held public hearings and passed Board resolutions for the tax cap override(s) and annual budget(s). However, the notice and minutes did not reflect the passing of a local law for the Tax Cap Override. Supervisor is in contact with NYS OSC to resolve this matter, In the future, public hearing will be held regarding local law.

**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 in Spring 2021. Deferred
* **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**
* **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. Completed
* **Exempt Impact Report:** Supervisor received and filed with the 2021 Budget the Otsego County Real Property Tax’s 2020 Exempt Impact Report. **Completed**

**DOG CONTROL**

* **Dog Control Officer:**  no report. Report Pending
* **NYS Ag & Markets -**Dog Control Officer Inspection Report completed on 10/19/20 was rated “satisfactory”. **Completed**
* **Susquehanna SPCA Contract:** board to review & approve the 2021 service contract. **Pending**

**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 Through the William G. Pomeroy Foundation (315) 913-4060 and follow up with Board, and Pat Mabie, Historian. Grant Applications via online letter of intent due 12/14/20. Final application due 01/18/21. 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:** The Cherry Valley Fire District (Lyman) sent a three-year Contract covering 2020,2021,2022. The proposed increase reflects (2020 from $9,000 to $14,500), (2021 from $14,500 to $20,750), (2022 to $27,000). Town Board approved contract (5/4/20). Supervisor had contract notarized and mail (12-9-20). **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.
* **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**
* **CCAP (Community Choice Aggregation Program) (Louise @ joulecommunitypower.com; 917-977-0401):** Councilperson Allegra Schecter & Town Clerk Erin Seeley arranged a presentation (via zoom) by CCA Administrator for NYS. After the slide presentation, discussion was heard regarding the process for National Grid customers to opt out to obtain 5-10% credit on their existing bill. A local law is required to move forward with the process. There is no costs associated with this program. Further, the local law will indicate a default offering for residents. It is noted that residents can opt out of this program w/in 30 days and there is no lock-in. If a local law is approved, then CCA will sign the agreement and within 60 days will commence the public education & outreach. The Power Point Presentation is on file with Councilperson Schecter & Town Clerk Seeley for public review. ACTION: Councilperson Schecter was asked to prepare the local law, have the attorney review the local law and present to the Board for consideration. The Board will approve to hold a public hearing on the LL and ask the Town Clerk to post the notice. At the January 8th Committee Meeting the Local Law draft will be reviewed. At the January 14th Board meeting the Town Board will consider the adoption of the local law. Thank you Allegra!

**PLANNING BOARD… st 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:** 2021 to be updated regarding Hwy FTE leave & comp time, etc. Pending

**SHARED SERVICES with OTSEGO COUNTY.**

* **County MOU MUNIS** *Tax Billing & Collection software***:** **Deferred**
* **County MOU** *E****-****mail Sharing & Archiving:* **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 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**

 **BUDGET 2021 – completed & filed with County**

**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!

**End**