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

**Committee Meeting Notes May 08, 2020**

**Town of Roseboom Committee Meeting Date: May 08, 2020 Loc: Town Office**

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

Excused/Absent: Mitchel Vanburen, Acting Hwy Superintendent;

Other Present:

**ITEMS OF DISCUSSION --**

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

**COVID-19**

* **TOWN HIGHWAY DEPARTMENT – RE-OPEN: effective 4/20/2020: Town Highway Department re-opened effective 4/20/20. The Acting Highway Superintendent, Mitchel Vanburen will cover calls, mail, and e-mails, bills, vouchers, for Highway department business. He will discern the issues & needs & delegate to the Highway Deputy Superintendent as applicable.** Completed
* **TOWN HIGHWAY DEPARTMENT – RE-ENTRY & SAFETY PLAN NOTICE: a letter and 3 notice regarding the re-opening of the Hwy Department and safety plan was mailed to each employee. Also, e-mail sent to all board members & Hwy Supt.** Completed
* **TOWN HIGHWAY DEPARTMENT – PPE (SAFETY SUPPLIES): Town Supervisor received an e-mail notice from**
* **COVID**-19 – **OTSEGO COUNTY TREASURER Tel-CONFERENCE**(s): Supervisor Gustafson involved/participated in Otsego County Treasurer’s Monday 10 am power point presentations & updates re COVID-19 impact to the County and community municipalities. **Completed**
* **Town Highway Superintendent-Vacancy:** effective immediately. Town Clerk to post vacancy.
* **Town Acting Highway Superintendent-resignation:** effective 5/14/20 Mitchel Vanburen resigned as Acting Hwy Superintendent (PTE). No backfill is anticipated. 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 (2019/2020/2021):** 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 Contract (Oct 2019 – Apr 2020):** Supervisor received and deposited (4/27/20) a check totaling $12,898.48 for Snow & Ice Contract Oct 2019 – April 2020). This does not include the fringe benefit amount as this is usually deferred until the following year by Otsego County Treasurer. Supervisor requested & received Detail Summary Report for this payment. Reports need to be reconciled. Patti & Allegra to work on this reconciliation; date: \_\_\_\_\_.
* **County Snow & Ice Tickets (Oct 2019 – Apr 2020)–** corrections needed: Hwy Co Supt R Brimmer returned the Snow \* Ice Tickets to Town Highway Supt for corrections (duplicate tickets). Tickets corrected and re-submitted to Otsego County.
* **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**
* **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:** Allegra to order & set up a four-camera system for outdoor & indoor capabilities. **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):** Residual NYS DOT funds from the 2019 CHIPS Project will be used for the Middlefield Road Project in CY 2020.
* **CHIPS 2020 (2020 Funds for Middlefield Road):** Supervisor called and spoke with NYSDOT Linda H. So far the Town can expect to receive $120,847.60 for 2020. But Gov Cuomo may cut as much as 20%. (CHIPS-$85,010.08 PAVE NY -$19,404,.46 EWR-$16,433.12 = $120,847.60. With 2019 roll-over the Town will have $141,109.00 if there are no cuts from NYS. **Completed**
* **CHIPS 2020 Quotes:** discussion heard; Hwy Supt Vanburen obtained quotes 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 will be set up in April 2020 with John S (Gorman Brothers) to discuss quote options. All quotes will be reviewed asap and final approval from the Board Supervisor e-mailed NYS DOT, Linda Halaburka regarding 2020 monies/funding, who indicating she has not heard an update re NYS Budget for CHIPS. **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**
* **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. Curtis to contact McFadden Co.**
* **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. Rental was cancelled due to COVID-19. On April 14th, Curtis contacted Company to set up rental & delivery; as the Hwy Department will re-open on April 20th. Boom Mower received and Hwy Crew working on roads week of 5/4. **Update:**
* **SAND:** have Kiser Sand haul sand. This hauling option is more cost effective and will decrease the wear on equipment. **Completed**
* **Scrap & Surplus items:** Curtis to contact Gary Hotaling and set up a date 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**
* **Creek Bank Area:** Hwy crew to clean up & scrap and pick up items adjacent to the creek area.
* **Side Yard:** Hwy crew to move salt & dirt pile **up** to Rte 165 storage facility to alleviate the mud hole accumulating.
* **Back Yard:** Hwy crew to grade-clear out back yard area & put in new base and materials.
* **Clean up of Hwy Trucks:** Hwy crew are working to clean out trucks.
* **Clean up Shop/garage:** Hwy crew to clean up shop/garage (i.e. paint, sweep. Scrap metal items, etc)
* **Sander for F550:** The old sander will be auctioned off on Auction International. Curtis to ask Mitchel V to post equipment for auction, asap. **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. 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. **To be re-scheduled due to COVID 19.**
* **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. Update: Hwy Committee (CV,CD,SG) to inspect roads for needed repairs. They will make a list & schedule for the Hwy Department Crew…
* **Intersection of NYS Rte 165 & Co Rte 34 Safety Issue:** Curtis received a safety notice from concerned citizens regarding the parking on NYS Rte 165 at the Intersection of NYS Rte 165 & Co Rte 34. Acting Hwy Supt contacted NYS DTO (J Decker) asking NYS DOT to explore this safety issue. **Pending**
* **FEMA 4322 NYDR (Mar 2017 snowstorm)** Supervisor received & files closeout letter regarding FEMA 4322 NY DR. The NYS Division of Homeland Security & Emergency Services has paid all of the eligible claims for disaster assistance under the aforementioned referenced disaster. The State closed the claim on March 30, 2020. Complete
* **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.
* **Road Repairs Updates:** Gage School House Road (Mary Ashwood concerns), Piers Hill Road (Mike Burns Culvert installation requested) Supervisor spoke with Cody Duncan (Hwy Crew) asking he contact each resident to follow up with their concerns. **Update:** Hwy Committee (CV,CD,SG) to inspect roads for needed repairs. They will make a list & schedule for the Hwy Department Crew.
* **Highway Telephone** – **Voice Message set up):** Supervisor discussed with Cody Duncan, Hwy Crew, the voice message that needs to be set up at 607-264-3293. Cody indicated the Town may need to purchase a new phone. Supervisor e-mailed Erin who did assist in setting up the Town Office voice message & some in-office training to use the phone. **Thank you, Erin!**
* **Hwy Dept BSROE’s:** Supervisor reviewed Hwy Dept Abstracts & Bills for March & April 2020 in compiling the BSROE Report for the Hwy Supt. Errors were found, corrected, and revised abstracts were sent via e-mail to the Town Clerk for posting. BSRROE given to Acting Hwy Supt (MV) on May 8th**.** Complete

**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: $1199 **Completed**
* **County Sales Tax received- (A.1120= $61,000 Budgeted)** Supervisor received & deposited $6,106.25 for distribution dates 4/06 & 4/10 YTD Received = $ 26,874.26 ..**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. Update from Treasurer A. Ruffles---**more information forthcoming but I wanted to get this out to all of you ASAP.  Sales tax came in today.  We were down 26.99
* **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 was 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 fuel tanks. Thank you, Charlie!!**Pending**
* **Financial Items (March 2020):** Supervisor will prep the following financial items for May consideration: 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**

* **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**: **Supervisor received, reviewed, filed the renewal for the Pollution Liability Policy effective 4/14/20. Completed**
* **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.
* **FEMA/DHSES 2019 Single Audit Certificate:** Supervisor Gustafson received, completed, submitted via e-mail (4/20/20) the Single Audit Certificate for CY 2019; indicating the Town of Roseboom are not subject to the audit requirements because our federal awards expended from all funding sources are less than the federal threshold of $750,000.00. Completed
* **NYS Deferred Compensation Plan:** Supervisor received notice & brochure indicating that NYS DCP allows eligible participants to make Designated Roth Contributions, which are after-tax contributions with tax-free qualified withdrawals. Town Board to discuss with Hwy Employees to determine if the Town will agree to participate in the NYSDCP Roth Contributions. Note: NYS DCP is able to accept Roth 401(k)’s, 403(b)’s, TSP but not Roth IRA’s yet.  That is a work in progress with the IRS.  **Pending**
* **NYS Retirement Report (Former Employee acquiring Service for period of 08/01/78 – 05/31/87):** Supervisor received a request for salary paid to a former employee in order to update their records. Former employee is considering buying back the time he worked for the Town of Roseboom. Supervisor has been working on finding back payroll documents, social security statements and other payroll documents to complete the NYS Retirement Salary and Service Certification document. The report is completed and reviewed with employee (5/10/20), will be sent to the NYS Retirement Service with a copy to the former employee. Completed

**SALT SHED**

* **Salt Shed Project Funding:** Board looking at funding options for a new Salt Shed Facility. Further, A new NYS DOT Manual re Terms, Reimbursement Procedures & Documentation was given to the Town regarding reimbursement (--%) for the costs associated for the new Salt Shed Facility. A letter will be drafted and submitted to NYS DOT to request % reimbursement for the new Salt Storage Facility be added to the S&I Contract. Also, for equipping a Town Vehicle with Snow & Ice equipment for maintenance of NY State Highway –solely for maintaining Rte 165. **Pending**
* **Salt Shed Facility Engineering & Grant Services:** Board discussed bidding process and potential grant options. Council person Diamond reported on the Town of \_\_\_\_\_\_who utilized Prof Engineers to obtain a 50%/50% grant and prepared the designs. Supervisor Gustafson set a meeting for Friday – Jan 10th @ 9:00 am at Town Office with Lamont Engineers (518-234-4028) (Zach & Brendan) to explore their municipal & structural engineering/grant services to move forward with the implementation of the Salt Shed Facility and possible addition for Town Offices. **Pending**
* **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, and Deputy Supervisor VanDewerker to contact ?\_\_\_\_\_\_\_\_\_\_. **Pending**
* **Salt Shed Concrete Work:** Board discussed the concrete work that will be needed for the salt shed area. Gridley Excavation will submit a quote. (Note: Councilperson Gridley will abstain/not vote on any concrete quotes that are submitted to the Town Board for approval. **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**
* **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!! **Completed**
* **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**
* **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

**DOG CONTROL**

* **Dog Control Officer:**  no report. **Completed**
* **Susquehanna SPCA – Municipal Shelter Inspection Report:** Supervisor received the Municipal Shelter Inspection Report completed on 03/21/2020 by NYS Agriculture & Markets. The report indicates the dog shelter services were rated “Satisfactory”. **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
* **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). Councilperson Diamond reported that he has not delineated the type of calls at this time. However, it appears the Town will have to approve the Fire Contract and move forward. **ACTION NEEDED: Approval of Contract.**

**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,!**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**](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. Board will meet: \_\_\_\_\_\_\_\_@\_\_\_pm **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. **Completed**

**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**

**2020 CENSUS**

* **2020 CENSUS:** You may have noticed the Census Bureau's press release announcing proposed changes in the operational timetable for the 2020 Census. In case you have not, here's the link.

[https://2020census.gov/en/news-events/operational-adjustments-covid-19.html](https://urldefense.proofpoint.com/v2/url?u=https-3A__2020census.gov_en_news-2Devents_operational-2Dadjustments-2Dcovid-2D19.html&d=DwMFAw&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM&r=4NqGvSzKoRzR2sMIf10O7OVwCn11tIvOXABnlYcVysQ&m=bNqI4FwemeGsDXb9wINjJk2xFRVS9ElL4dSTt8z0TpI&s=jIXpNxK4WkaNmdAbl1gWLgr9Dbm8hP4bHdgL5_JTISk&e=)

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|  | [2020 Census Operational Adjustments Due to COVID-19](https://urldefense.proofpoint.com/v2/url?u=https-3A__2020census.gov_en_news-2Devents_operational-2Dadjustments-2Dcovid-2D19.html&d=DwMFAw&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM&r=4NqGvSzKoRzR2sMIf10O7OVwCn11tIvOXABnlYcVysQ&m=bNqI4FwemeGsDXb9wINjJk2xFRVS9ElL4dSTt8z0TpI&s=jIXpNxK4WkaNmdAbl1gWLgr9Dbm8hP4bHdgL5_JTISk&e=)  The 2020 Census is underway and households across America are responding every day. In light of the COVID-19 outbreak, the U.S. Census Bureau has adjusted 2020 Census operations in order to:  [2020census.gov](http://2020census.gov) |

We continue to closely monitor the self-response rates by city, town, village and tract and here is the latest data for Otsego County and last week's progress. Note that the county as a whole continues to lag NYS and the nation though a few areas are approaching the state or nation. With the operational delays, it is increasingly important to encourage self-response by Internet, phone and paper. I'm happy to participate in a virtual call to discuss strategies for getting the message out.

Town of Roseboom = 33.9 as of 4/12/20

National Total = 48.1

NYS Total = 42.3

Otsego County = 37.0

Town residents are encouraged to reach out to complete the 2020 CENSUS. Thank you!

**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 – Re-Open 4/20/20**
  + **Meetings –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.
* **Otsego County Treasurer Conference Call 4-27-20:** Several things were discussed today. The first and problem the most important was the possible 10%-20% reduction in state aid/reimbursement that the Governor is proposing. The Governor stated in his press conference last week that there could be up to a 20% reduction in state aid/reimbursement if the Federal Govt. didn’t step in to help. As of now there has been no aid coming from the Federal Government and the budget director put out a release saying to expect at least a 10% decrease in State aid/reimbursement. But we won’t have any actual details until May 1.
* **Otsego County Treasurer Conference Call 5/4/2020:** Municipality call 5/4/2020 at 10:00 am This was a brief call this morning. I mentioned that the State should be releasing it’s reduction plan. We haven’t seen anything yet, but are thinking State reductions could be around 20% across the Board. We do know the State is looking at reducing aid to localities by $8.2 billion per a press release from the Division of Budget. As soon as I get the confirmation on the appropriations the State is cutting and by how much I will get that information to everyone. We also discussed sales tax. The County has a sales tax payment coming Wednesday this week and as soon as that is received I will be reaching out to the municipalities to let them know if it went down and by how much. We will continue to monitor how the Governor will be opening up our region. Little is known as this point. He did discuss some criteria to open at his press conference yesterday, but there were still a lot of unknowns. Our next call will be May 11 at 10:00 am.
* **E-Mail re Meeting Minutes Transcriptions:** Yes Gary.  Minutes are still required but the guidance put out says that a transcription is required if it is requested by a resident.  You can have a recording of the meeting with minutes and not have a transcription done, but if a transcription is requested you will have to go back to the recording meeting and have it transcribed.  That's the latest that was put out and that's what we are doing at the County, but I would definitely check with your City attorney and what their interpretation of the law is.  At the County level we will be following the guidance of our Attorney which is: "The Executive Order permits a transcript to be provided 'later'.  One possible approach is to order whatever transcript is available from the system used and also save the video or audio recording.  If a request for a transcript is later made and no system transcript is available,  then a transcript could be prepared at the time of the request.  If a zoom or other system transcript was obtained, that could be provided.  If the system transcript was inadequate, then another transcript could be prepared.  Of course the usual minutes of all meetings still must be completed. "As always, be sure to check with your municipality's attorney.  I hope this helps and if you have any other questions let me know.  Enjoy your day and stay safe!

**E-Mail from Treasurer Ruffles:** I wanted everyone to see these three articles.  They are all related to what Counties have been doing to get local municipalities money in the latest federal stimulus package.  There was money in the latest round and I'm sure many of you have heard this morning that the money for local governments has been removed from the stimulus package.

* <https://spectrumlocalnews.com/nys/central-ny/politics/2020/04/22/nysac--funding-cuts-to-local-governments-would-be--devastating->
* <https://www.thebatavian.com/mike-pettinella/nysac-leader-calls-upon-feds-to-provide-relief-to-state-counties-that-have-suffered>
* <https://www.wamc.org/post/county-leaders-seek-relief-funding-next-covid-19-stimulus-bill>
* I hope these are helpful.  The news about the money removed from the stimulus for all our municipalities is a blow to us all, but we will get through.  We just need to stick together.

Have a great day!

END