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

**Committee Meeting Notes June 4th, 2021**

**Town of Roseboom Committee Meeting Date: June 4th, 2021 Loc: Town Office**

Present:

Excused/Absent:

 Other Present:

**ITEMS OF DISCUSSION -- NO meeting held at Town Office @ 7:30 am**

**Updates have been completed based on verbal communications and correspondence.**

**TOWN HIGHWAY --- SNOW & ICE CONTRACTS, ROADS, CHIPS, REPORTS**

* **Otsego County Snow & Ice Contract (Oct 2019 – May 2020):** Supervisor received and deposited check (dated 4/17/20) totaling $12,898.48 and a check (dated 6/12/20) totaling $18,312.51 for Snow & Ice Contract Oct 2019 – Apr 2020; YTD = $ 31,210.99. Supervisor received & deposited (5/13/21) check (#4646) in the amount of $3,122.15 for Fringe Benefits (2019-2021). **Completed**
* **Otsego County Snow & Ice Payments (Oct 2020 –** **May 2021**): Supervisor received & deposited $7423.34 (4/9/21).
* **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 Snow & Ice Contract (2020/2021) Season:** Supervisor received and deposited $58,705.58 (03/21/21) & $7885.69 (6/14/21). Supervisor will clarify YTD ($66,591.27) revenue received.
* **SIR 11 NYS Reports:** Supervisor drafted SIR 11 forms. Supervisor & Supt Gage will continue to complete reports determining a profit vs loss.. **Pending- Action needed**
* **SIR 11 County Reports:** Supervisor drafted SIR 11 forms. Supervisor & Supt Gage have met to complete reports determining a profit vs loss. Superintendent Gage will ask the County for a payment report indicating the breakdown of revenues received. **Pending-- Action needed**
* **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
* **Adair Road Tube/Culvert:** Town Hwy Department will widen & replace culvert. **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. (Feb)**
* **Bob Rich Rad:** Board asked Town Supervisor & Hwy Superintendent to meet with Attorney to discuss process to abandon road. **Pending (Feb)**.
* **Hwy FTE Handbook:** Town Clerk & Town Supervisor will draft a Highway Department Handbook for employees. **Pending** Will need to amend Org. Chart/Bi-Laws
* **Annual Driving Record Document:** Supervisor asked Hwy Supt Gage to complete the Annual Driving Record document for each employee and copy to their personnel files. **Pending**

**TOWN HIGHWAY EQUIPMENT**

* **New Pickup Truck:** Superintendent Gage will explore options on State Contract for a 2- or 4-wheel drive fleet truck. Board to approve to move forward with options; estimated at $20-$25,000. Will utilize Equipment Reserve funds. **Pending**
* **New Loader:** Superintendent Gage will explore options (Purchase/Lease) a new Loader. Board to approve to move forward with options for new Loader. **Pending**
* **New Plows & Wings:** Superintendent Gage will explore options (may use CHIPS funds to purchase items) of 2 new plows and 2 new wings as replacements for the existing plows. Board to approve to move forward with options to purchase new plows and wings. **Pending$**

**TOWN HIGHWAY CHIPS PROJECTS**

* **CHIPS History Report:** Supervisor obtained CHIPS History Report from NYS DOT. Copies given to Deputy Supervisor VanDewerker, & Hwy Superintendent D Gage. **Pending**
* **CHIPS (2021):** Supervisor received NYS DOT letter indicating the Town’s allotment for 2021 CHIPS projects.
* CHIPS: $127,390.31 ($110,288.29 + $17,102.02 rollover)
* PAVE NY: $ 32,986.27 ($ 29,105.39 + $ 3,880.88 rollover)
* EWR: $ 28,568.34 ($ 25,281.72 + $ 3,286.62 rollover)
* **TOTALS:** **$188,944.92**
* **CHIPS (2021 Quotes):** Hwy Superintendent Gage has contacted and obtained quotes for the 2021 CHIPS project(s).

Town Board to approve at the 6/17/21 Board Meeting the following:

* Stannard Hill Road: Paving $66,156.20 Suit Kote:
* Gage Road: Chip Seal $ 5,353.09 Suit Kote
* Doc Ahlers Road: Chip Seal $ 4,633.34 Suit Kote $76,142.63
* Beaver Street: Chip Seal $ 2,691.54 Gorman
* John Deere Street: Chip Seal $ 2,507.24 Gorman
* Honey Hill Road: Chip Seal $17,668.17 Gorman
* Hansen Road: Chip Seal $ 3,369.71 Gorman $26,236.66
* Town Garage Front Parking Area: obtaining quote from Suit Kote (Note: deferred Side Areas for 2022)
* Lower Hoose Road: Tube Replacement: Estimated at $2500-$3000. (ay use CHIPS for the purchase of tubes)

**TOWN GARAGE/OFFICE BUILDING**

* **Garage Doors –** new garage doors installed and older one repaired. Old door(s) broken down and taken to MOSA (April).
* **Garage Back Wall – potential addition for workspace:** Hwy Superintendent & Supervisor discussed the possibility of building an addition onto the back wall of the garage to create additional workspace. Hwy Supt will draft plans and associated costs for the addition. Plans will be reviewed and approved by Code Officer, Lloyd Stannard. The Hwy Crew is expected to complete the building project. **Pending**
* **Office Space Rugs:** Supervisor asked Hwy Superintendent Gage to purchase (1) small rug for the office entrance area, and (1) large rug for the garage door entrance area. As dust & mud & dirt are unavoidable in the garage & office area, it was decided to purchase the rugs to help alleviate some of the dust & mud & dirt that accumulates.
* **Office Space/Bathroom Cleaning (Maintenance) Services:** the cleaning/maintenance vendor will be asked to increase the cleaning from 1 hr./week to 2 hrs./week. The extra 1 hr. per week will assist in keeping the office area & bathroom in a cleaner state for all those who share the office space. The extra hr./week may include wiping the chairs& legs, conference table & legs, filing cabinets, and inside windows. We greatly appreciate everyone’s cooperation as we move forward with this resolve.
* **Furnace/Heating System:** Councilperson Schecter, Diamond, and Hwy Supt Gage discussed the option (i.e. geo-thermal, Air Forced Heat Pump). The Grant monies ($5K) will be used to help offset the costs. **Pending June. Note: the $5k grant monies have not been received. Will ask Councilperson Schecter to follow up.**
* **LED Lights:** Councilperson Schecter and Highway Superintendent to obtain quotes for LED lights (no fixtures) for the Town Office and Garage. **Update: 25 LED’s were purchased June 2021. Completed June).**
* **Mail Drop Boxes:** Project was handed off to new Highway Superintendent to complete. **Pending**

**JUSTICE COURT Justice: Steve Mosenson**

* **Justice Court 2021 Reports & Fees (A.2610): May 2021 (193.00)** reports & fees from Justice Steve Mosenson received. **Completed (June)**
* **JCAP 2020 Results:** Judge Mosenson received a letter from the 6th Judicial District indicating that our application for the 2020-2021 JCAP was not approved. Town and Village Courts applied for $3.5 million in grants, which exceeded the amount of available funding. The Office of Court Administration has requested JCAP funding for the upcoming fiscal year and is hopeful that it will be included in the 2021-22 budget. **Completed**
* **Unified Court System’s Internal Audit re Town Court records for fiscal year 2020:** Supervisor Gustafson & Justice Mosenson have decided to complete the audit with virtual meeting. Justice Mosenson will complete the documentation(S) and will review with Town Supervisor. Virtual meeting to be set to complete the required audit. **Pending**
* **NBT Bank:** Justice Mosenson requested Town Supervisor Gustafson to sign-off on a NBT Bank form that will allow him to utilize a debit card for deposits only. The debit card will be for the NBT Fines account. Due to his work schedule and the banks open from M-F during business hours, the Justice has to deposit in the over-night deposit box. Supervisor to meet with NBT (Christine) to sign form asap. **Pending**

**FINANCIAL & OTHER BUSINESS ITEMS**

* **Financial Reports –** Supervisor’s Financial Reports on file; e-mailed to Board members. **Completed (Mar)**
* **Financial Meeting –Completed (May)**
* **NYCLASS Reports –**Financial Report on file; e-mailed to Board Members.
* **County Sales Tax (A.1120= $61,000 Budgeted):** Supervisor received & deposited a payment of 5232.57 for distribution dates of May 2021; Sales Period of March 2021. YTD $28,777.87 **Completed (June)**
* **Mortgage Tax (A.3005):** Supervisor received & deposited check (#37351 - $3820.40) for Mortgage Tax. **Completed (May)**
* **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 gathering paperwork / forms to be completed by Supervisor. **Pending**
* **Tentative Special Franchise Full Value Notice (National Grid & Verizon):** Supervisor received and reviewed the notice indicating the State Office of Real Property Tax Services has determined the tentative special franchise full value. The tentative full value is $1,258,953 (Nat Grid) + $ 136,841 (Verizon) = $ 1,395,794. Completed (Feb/Mar)
* **Gates Cole Insurance (Pollution Liability Quote re fuel tanks):** Gates Cole Ins Rep, Maggie S presented (via email) quote for pollution liability for the Towns’ fuel tanks. Quote & payment to be approved March 2021. **Completed (Apr)**
* **NBT Checking Account (NYSERDA GRANT):** Supervisor to set up new NBT Checking account for the $5000 NYSERDA Grant. Further, new revenue & expenditure lines will be set up in the budget for tracking and auditing purposes related to the implementation of the grant funds. Update: No funds received as of 5/5/21.

**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 Pole Barn Construction** Board discussed options to construct a pole-barn (28x32 – two openings with Center Divide wall). Hwy Superintendent Dan Gage & the Hwy Employees will construct the new salt shed in Summer 2021.
* **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/Summer 2021. Deferred
* **Salt Shed Solar Panels:** Councilperson Schecter is researching the possible use /costs of solar panels on the roof (facing south) of the salt shed building. The use of solar panels would be used for a “heat pump – forced air. **Pending**
* **Solar Panels for new Salt Shed:** Board discussed the option of purchasing solar panels for the new salt shed. This would be a cost savings over the years. Councilperson Schecter & Hwy Supt Gage to move forward with options and costs. Note: Board may consider using some of the Federal Stimulis Grant monies to purchase the solar panels; estimated at $20K. **Pending**
* **TOWN CLERK & TAX COLLECTOR**
* Town Clerk, Erin Seeley, has spoken to ATC indicating that the Town of Roseboom is still covered this tax season (2021) under the county's contract.  She said the County had some confusion as to when the contract ends.  Should we decide to continue with them in 2022, we would need to pay an annual fee.  Erin will go ahead and request that amount so that we have it, as well as, when we see the new software program from the county, we can make that decision.
* **Tax Payment for 2021 Taxes –** Supervisor received the following payments: General $80,895; Fire Protection $20,750; Highway $256,728; total received & deposited $358,373. **Completed (.Mar)**
* **Tax Collection for Penalties & Postcards (A.1090):** Town Clerk Seeley received and gave a check to the Town Supervisor for $2,086.45 for late fees and postcards fees. This exceeds the budgeted amount of $1800 by $286. Supervisor deposited the check 6/14/21. **Completed June**
* **TOWN SOLE ASSESSOR – Matthew Lippitt**
* **Assessor’s Report:** received, reviewed, file Assessor’s Quarterly Report for \_\_\_\_\_\_\_\_\_\_\_\_\_\_. **Completed**
* **Board of Assessment Review (BAR):** Supervisor requested and received from Assessor Lippitt that the three BAR members will continue their term for CY 2021. Confirmation was sent to H Schecter, Real Property Tax.Completed (Mar)
* **Grievance Day (June 1st):** Board of Assessment Review (R. Hansen, N. VanBuren, E. Yerdon met on June 1st, 2021 to hold the Town of Roseboom’s Grievance Day. **Completed June**

**DOG CONTROL**

* **Dog Control Officer:**  no report. Report Pending
* **NYS Ag & Markets -** The 3/23/21 report deficiencies were corrected; the 4/13/21 report indicates satisfactory rating.
* **Susquehanna SPCA Contract: Completed**
* **SQSPCA new Animal Shelter & Campus:** Supervisor received an invitation to attend the “ribbon cutting ceremony” and open house on July 17th @ 10:45 am for the new animal shelter. Board members were offered to attend the ceremony; with RSVP to Stacie Haynes 607-547-8111. The new facility marks the culmination of a 3-year journey for a more suitable location, buoyed by a $500,000 NYS Companion Animal Capital Fund Grant through NYS Department of Agriculture & arkets. CONGRATULATIONS SQSPCA!! **Completed**

**TOWN SIGNS CEMETERY ASSOCIATIONS TOWN HISTORIAN CELL / INTERNET SERVICE**

* **SIGNS --Town of Roseboom Sign(s):**. **Pending**
* **Town Historical Signs**: Due to the intense labor involved, the Board members did not wish to pursue grant options at this time. **Completed (Feb & Mar)**
* **Cemetery Flags:** South Valley Assoc requested and Supervisor ordered (4/7) 130 cemetery US flags (8”x12”)w pointed dowel). Flags will be shipped to the Town Office for Cemetery Association member to pick up. **Pending**

**Chery Valley Joint Fire District/ EMS Squad Cell Tower/Service AED Unit**

* **Cherry Valley Joint Fire District Contract:** 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**

**CLIMATE SMART COMMUNITIES (NYS DEC)**

* **NYS DEC: NYS Climate Smart Communities – Certification Actions: Deferred at this time.**
* **NYSERDA/NYSDEC Action Items in Progress:** Councilperson Schecter will head-up the Environmental Energy Initiatives for the Town of Roseboom. Supervisor Gustafson & Superintendent Gage will assist her. Supervisor Gustafson will compile/obtain documents (FEMA projects, NRCS Projects, Energy Costs & Consumption Reports, etc)

**CLEAN ENERGY COMMUNITIES (NYSERDA)**

* **NYSERDA: Clean Energy Communities Program “GRANT AWARD”:** Councilperson Allegra Schecter reported on the NYSERDA Clean Energy Community – Grant award under the Clean Energy Communities Program. A “thank-you” letter was drafted indicated the Town was appreciative of the grant award and would use the monies toward a more efficient heat source at the Town Garage Building. It was noted that replacing the existing heating system components (aka furnace) with a new energy-efficient heat source will help lower fuel usage, lower fuel costs, support reduction in greenhouse gases and improve the air quality not only for the community, but across-the-board increase in the health of our planet. The Town Board approved at the Town Board meeting -Feb 2021 to move forward with the grant award application & letter to secure the funds ($5000). The Board discussed and recognized that this grant award will not cover the full cost of this initiative, to replace the existing furnace with an energy-efficient product. Councilperson Schecter will contact Heat Smart Otsego (Dave Johnson) re Heat Pump system quote. The Town Board will move forward completing the points needed for a BRONZE status level of the Climate Smart Community, qualifying the Town for other grant opportunities. If successful, the Town Board will utilize these additional grant funds for the completion of the furnace project and possible LED lights for the community residents. The Town Board expressed its utmost appreciation to Councilperson Allegra Schecter for her excellent work and outstanding dedication to securing funds to assist in making the Town of Roseboom a Clean Energy Community!!! We are so grateful to have such a great asset on our Team, who is so dedicated to our Town residents!
* ** Thank you, ALLEGRA!!!! Update:** Councilperson Schecter submitted the application & letter to NYSDERA. NYSERDA has awarded the Town $5000. Payment due within 2 weeks. Again, great job Allegra! **Update (May 2021): Allegra contacted NYSERDA** regarding application submitted and the $5000 grant. NYSERDA indicated theystill working through some bugs in the technology platform they use to review and approve grant applications. They are making good progress and should have an update for the Town as early as next week. They did receive the application.

**NEXAMP SOLAR**

* **NEXAMP Solar Agreement:** Board entered into Agreement with NEXAMP Solar (8/8/19). This agreement allows the Town a share in the Community Solar with Nexamp -- supporting local clean energy. The Town earns solar credits that are applied to the National Grid bill. Then Nexamp send the Town an invoice for the amount of the earned solar credit given on the Nat Grid bill less 10%. The Town gets 10% savings of the Solar Credit; not 10% off the Nat Grid bill. Support Team at **855-727-4636**or **support@nexamp.com** with any questions.
* **NEXAMP Solar** is live!! The Town received an invoice with the amount of solar credit earned ($31.29) less the 10% the Town saves ($3.13) = the amount the Town pays to NEXAMP. Overall, the Town saved $3.13 for the Oct-Nov 2020 period. The Town is estimated to save $88 (Town Building) and $220 (Street lighting). Supervisor Gustafson has set up a tracking report indicating the number of solar credits issued and the 10% savings. **Pending**
* **NEXAMP SOLAR Billing:** Supervisor & Bookkeeper reviewed the 2 bills process for NEXAMP. Bookkeeper will process NEXAM invoices like other monthly on-line payments. Supervisor contacted NEXAP (Zack & then Mary) to discuss why no solar credits have been issued to the Street Lighting Account & why they have a two (2) bills model. She will update Town Supervisor asap. Note: National Grid bills reflected the solar credit total amount from November, December, January, and February on the town Building Account only. NEXAMP has only billed for the October & November 2020 period. No updates from NEXAMP to Supervisor. **Pending**

**COMMUNITY CHOIC AGGREGATION PROGRAM / CCAP (Joule Community Power)**

* **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% solar 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. Councilperson Schecter obtained a template of the CCA Agreement local law. She had the Town attorney review / approve the local law. Board reviewed CCA local Law at the Feb 05th Committee meeting. Town Board adopted the local law March 11th. Supervisor signed & submitted the CCA Local Law (CCA Agreement) for final execution. Supervisor received the executed CCA Agreement; copy to Councilperson Schecter.
* **CCAP AGREEMENT/CONTRACT:** Councilperson Schecter & Supervisor received the CCA Administrator Agreement. The agreement/contract was reviewed & approved by Attorney Parshall. Board to approve CCA Administrator Agreement March 11th. Supervisor signed & submitted the CCA Local Law (CCA Agreement) for final execution. Supervisor received the executed CCA Agreement; copy to Councilperson Schecter. **Completed (Mar)**
* **CCA Initiative –** **Contact/Point Person & Press Releases (Allegra Schecter):** Supervisor received an email requesting information to support the planning of the “OUTREACH”. Supervisor requested and appointed Councilperson Allegra Schecter as the contact/point person for the CCA Initiative. Anyone who has an interest or questions may contact Allegra. Further, she will coordinate any press release with the Town Supervisor & Town Clerk. **Completed (Mar)**
* **CCA Initiative – Social Media/Point Person (Erin Seeley):** Supervisor received an email requesting information to support the planning of the “OUTREACH”. Supervisor requested and appointed Town Clerk Erin Seeley as the Social Media Contact Person. She will be responsible for media issues & for any town notices, web-site updates, and postings within the town. **Completed (Mar)**
* **CCA Initiative “Kickoff Meeting”:** a web ZOOM meeting was held 4/29 @ 6pm (aka Kick Off Meeting) with Louise (JOULE Community Power), and Board members.
	+ Town of Roseboom proud participant of Mohawk Valley Community Power, an energy program that provides town residents with cleaner and cheaper electricity.
	+ Joining together with other communities to leverage the collective purchasing power of our residents and small businesses, the Town can negotiate better terms for electricity supply and community solar.
	+ Electricity supply offering provides access to renewable electricity at lower prices with reduced volatility through a fixed rate contract.
	+ Eligible residents and small businesses are automatically enrolled, but they can choose not to participate in one or both program offerings.
	+ Joule will use multiple forms of outreach to engage and educate residents and small businesses regarding Community Choice over a 60-day period (May to early June).
	+ Outreach & Education Timelines will be reviewed for *1) CCA Public Info Meeting, 2) Printed Education Materials, 3) Web-Based Education Materials, 4) Press, and 5) Other.*
	+ Questions about the program at 585-866-2500 or info@joulecommunitypower.com
* **CCA Initiative “Live Meeting – Kickoff”:** Charlie and Allegra met with Louise Gava. They have set a date of Saturday June 16 @ 6:30 pm for a live info meeting with Roseboom residents; at the Roseboom Historical Assoc. Louise will send us posters and flyers, to place in Bob's corner store, the Brook Hotel, and the Hogan’s Café. Pending
* **NEXAP vs CCAP (JOULE):** Councilperson Schecter expressed that Joule is the Administrator (for CCAP), for the future solar plan for all the residents in Roseboom.  NEXAMP is the Town’s current solar provider for the Town garage and streetlights.  The Town Board will find out when the Town eventually switches to the other program. Councilperson Schecter will investigate how that will work. It is entirely possible that NEXAMP will also be the provider for the CCA, if they are the lowest bidder for the aggregate electricity cost! Meanwhile, we have already acquired Climate Smart points for having NEXAMP as our solar provider!

**ZERO-EMISSION VEHICLE (PUBLIC CHARGING STATIONS)**

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| * **Zero-Emission Vehicle (public charging stations):** Now open: Municipal Zero-emission vehicle (ZEV) Rebate and Infrastructure Grant Programs. A total of $2.8 million is now available to help municipalities to install public charging stations and purchase or lease zero-emission vehicles for fleet use. DEC is accepting applications on a rolling basis from now through October 29, 2021, or until funding is exhausted. Applications for the 2021 Zero-emission Vehicle Rebate Program and the 2021 Zero-emission Vehicle Infrastructure Grant Program are available through the [New York State Grants Gateway](https://lnks.gd/l/eyJhbGciOiJIUzI1NiJ9.eyJidWxsZXRpbl9saW5rX2lkIjoxMDMsInVyaSI6ImJwMjpjbGljayIsImJ1bGxldGluX2lkIjoiMjAyMTA0MjcuMzk1MDA4NTEiLCJ1cmwiOiJodHRwczovL2dyYW50c2dhdGV3YXkubnkuZ292L0ludGVsbGlHcmFudHNfTllTR0cvbW9kdWxlL255c2dnL2dvcG9ydGFsLmFzcHgifQ.tI0DMZ_XH5rHU4QdWDQOxfcJqc-sSeBY5fEbBLd1aQs/s/595971021/br/105414572939-l). Councilperson Allegra Schecter was asked to pursue this initiative and report back to the Board.
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**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:** Town Board approved the 2021 Organizational Chart & Bi-Laws at the April 2021 Board Meeting**. Completed**

**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:** 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.**

**Otsego County Board of Elections**

* **2021 Poll Site Agreement:** Supervisor mailed Agreement. Completed (Feb)

**COVID -19**

* **COVID -19 Paid Sick Leave (PSL):** The NY COVID-19 Paid Sick Leave ( NY COVID-19 PSL) legislation enacted in March of 2020, has been updated by the NYS Department of Labor on January 20, 2021. The NY COVID-19 PSL covers employees only and has been expanded to allow employees use of this sick leave up to three times in certain circumstances.

**COVID-19 FEDERAL STIMULUS AID (from $1.9 Trillion COVID relief package)**

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| **Otsego County Federal Stimulus Aid:** the Town of Roseboom is slated to receive $124,357. The Town Board will review how best to use these funds. Further, the funds will be deposited to the General Fund, booked to A.3089-State Aid or A.4089-Federal Aid . Councilperson Charles Diamond spoke with Otsego County Treasurer office regarding the COVID-19 stimulus aid. The County indicated that the state would get the money from the federal government and then they will send it out. It could be as soon as June, but a more realistic time will be in September or October They have not set up a plan to send out the money yet and the county has nothing to say about it. the county will only get 50% of their money this year and the rest next year. NY state will send us the money once they get it. They cannot change the amount that will be given. At this time, the Town of Roseboom’s share will be about 72,000.00. This is the latest amount that the County Treasurer (Allen R) has seen. Thank you, Charlie! |  |
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**NYS COMPTROLLER – THOMAS DINAPOLI**

**ASSOCIATION OF TOWNS**

**SPECTRUM**

* **SPECTRUM:**
* Supervisor contacted and spoke with Representative at Spectrum in March 2021. Requested service for town of Roseboom. Representative indicated the Town would be notified for approval to come into the township to lay cable for internet access and services.
* Supervisor contacted (email) Kevin Eagan (Spectrum Representative) to request services. Mr. Eagan stated they could not come into Roseboom without a franchise. When asked how to get the franchise, Mr. Egan further indicated that the Town of Roseboom was not in their footprint. Supervisor Gustafson contact Otsego County Board Chairman, Dave Bliss who sent a reply (email) to Mr. Eagan indicating his support to serve all rural areas. It is noted that the Town of Decatur did not have a franchise and they are smaller than the Town of Roseboom. Supervisor sent copy of email to Senator Pete Oberacker to ask for his support and to follow up.
* Supervisor contracted and spoke with representative at Spectrum on April 7th. Representative unable to direct call to appropriate sales department.
* Supervisor call Representative A Delgado office (4/7) left a message on how to obtain Spectrum services for Town of Roseboom. (518-267-4123)
* Supervisor emailed Delgado’s office to Amanda DeSantis (District Director) to ask for assistance regarding Spectrum.
* Councilperson Schecter contacted Kevin Egan, Director of Government Affairs.

Councilperson Schecter contacted Senator Peter Oberacker for assistance.

**FLOWER BOX FOR TOWN BUILDING (CVS Seniors initiative)**

* **FLOWER BOX:** Justice Mosenson reached out to the Town Supervisor regarding a CVS Seniors initiative (includes his daughter). They need to do a community service, and they suggested that they could put a flower box at the Town Building. Supervisor sent an email indicating the Boards appreciation and for the CVS seniors to move forward with the flower box. THANK YOU, CVS Seniors!!

Respectfully Submitted,

Patti Gustafson

Town Supervisor