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

**Committee Meeting Notes October 08th, 2021**

**Town of Roseboom Committee Meeting Date: Oct 08th, 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). Supervisor received & deposited $15,114.72 (8/11/21) for the period of Jan – May 2021. Total YTD $
* **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.
* **2021/22 NYS DOT --Municipal Snow & Ice Agreement Supplemental Agreement & Adjustment/Calculation Worksheets:** With our Municipal Snow and Ice Agreements now five-year agreements, DOT no longer needs to

approve one-year extensions every year. However, we are still required to adjust the estimated

expenditure each year of the contract term to account for changes in labor, materials, equipment, and

fixed costs. In years 2 through 5 of each contract, the estimate may require a simple re-calculation or a

fully approved and executed contract amendment (also known as a Supplemental Agreement)

depending on how light or severe the previous winter was.

The 2021/22 Municipal Snow and Ice Agreement Adjustment/Calculation Worksheets and Supplemental

* Agreement Cover are being sent with this letter. The package includes the worksheets themselves, and the Supplemental Agreement Cover document. **Pending- Action needed-----Hwy Supt Gage, Deputy Supv VanDewerker, and Supervisor Gustafson will meet (ASAP) to complete the SIR Forms and the Adjustment/Calculation Worksheets.**
* **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 Road:** Board asked Town Supervisor & Hwy Superintendent to meet with Attorney to discuss process to abandon road. **Update: Supervisor Gustafson spoke with Attorney M Parshall 10/12/21. Attorney will review the three (3) types of “Road Abandonment”. The Town is considering Limited Abandonment – whereas the people may utilize the road but the Town is not required to maintain the rod. A meeting is tentatively set for week of 10/18. 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
* **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 2021 Pickup Truck:** Update: Town approved purchase & made payment @ $ 24,247.00 (CK# 3724 dated 9/17/21) for 2021 Ram 1500 4x4 from Main Motors in Johnstown, NY. **Completed Sept.**
* **New 2021 VOLVO Loader:** Update: Town approved purchase & made 1st installment payment @ $33,947.22(CK#3725 dated 9/27/21**)** for 2021 Volvo Loader. Financing will be part of the tax levy (Liability Due for 2022, 2023, 2024**NOTE: RESOLUTION --needed & approved by Board (Sept Mtg) to utilize the Road Reserve funds; and reimbursement will be made to this account when the old loader is sold. Pending**
* **Old Loader:** Town Board & Highway Superintendent Gage agreed to put the Old Loader up for auction. The Town was successful in selling the old loader for $34,300. Check from Auction International is due in approximately 5-6 weeks. GREAT JOB DAN!!!

**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 & Chip $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
* Pollack Mtn Road 734ft Paving & Chip $ 8,100.00 Suit Kote
* Town Front Apron & Pkg Paving & Chip $15,081.65 Suit Kote $23,181.65
* Lower Hoose Guide Rail Install $ 5,813.00 Suit Kote $ 5,813.00
* 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
* Lwr Hoose & Stannard Hill Tubes-Chemung $ 5,353.26 Town
* Equipment Plow $ 8,530.60 Town
* Equipment Wing $ 4,287.90 Town $18,171.76
* Town Front Apron Excavg & Concrete $ 7,500.00 Gridley $ 7,500.00

 (Note: deferred Side Areas for 2022) SUB-TOTAL = **$ 157,045.70**

**CHIPS (22021 – Rollover):** Highway Superintendent expressed & Town Board agreed to roll-over some of the CHIPS funds to be used on Stannard Hill Road (Bottom of road: Bank Erosion, Tube Replacement, etc).

**TOWN GARAGE/OFFICE BUILDING**

* **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**
* **Furnace/Heating System:** Councilperson Schecter working with NYSERDA – Clean Energy was able to secure a $5000 grant (received & deposited to A.3789). The Town Board discussed utilizing the funds to help offset costs for a new Furnace/Heating System. **Pending**
* **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): Jun 2021 (414.00) & Jul 2021 ($\_15.00) & Aug 2021 ($0.00) & Sept ($20.00)** reports & fees from Justice Steve Mosenson received. **Completed (Oct)**
* **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.
* **JCAP 2021:** Oct. 21st @ 7pm meeting scheduled to discuss 2021 JCAP application
* **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. **Update: Meeting set for Oct 21 @ 7pm to complete audit.**
* **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 (Oct)**
* **Financial Meeting –Completed (Oct)**
* **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 $6939 for distribution dates of Sept 10th, 2021; Sales Period of July 2021. YTD $58,329 Note: Received 96% YTD. **Completed (Oct)**
* **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**
* **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: $5000 received and set up NYCLASS Reserve Account. **Completed**
* **2021/2022 CDPHP Renewal –** Town Board to approve (at Oct 14th meeting) CDPHP renewal; effective 12/01/21. Premium rate is $815.70 + 26.79 = $842.49 (approx. $33 savings). Supervisor prepared, signed, & emailed all required documents to CDPHP. **Completed (Oct)**

**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 Fall 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 Stimulus 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.
* **TOWN SOLE ASSESSOR – Matthew Lippitt**
* **Final Tax Assessment Roll -completed:** Assessor Lippitt placed legal notice in newspaper(s) indicating the Assessor(s) for the Town of Roseboom, County of Otsego, State of New York, have been completed the final assessment roll for the current year and that a certified copy has been filed and left with the Town Highway Superintendent, Town Barn where it may be seen and examined by any interested person(s) until the first day of October. Notice dated: 07/01/2021. **Thank you, Assessor Lippitt. Completed (August)**
* **NYS LRS:** Supervisor received a notification letter regarding Mr. Lippitt’s Record of Activities (ROA) for Nov 2010 – Jan 2020. This report indicates the calculation formula used to determine Mr. Lippitt’s average days worked per month and will be reported on the Town’s monthly report to NYS Retirement. In addition, adjustments will me made to the days worked reported from Oct 2019 – Jan 2020 to reflect the calculation formula uosed. A RESOLUTION must be drafted, approved by the Board, publicly posted for a minimum of 30 days and submitted to the NYS Retirement System. **Pending**

**DOG CONTROL**

* **Dog Control Officer:**  no report. Report Pending
* **Susquehanna SPCA Inspection:** The Municipal Shelter Inspection Rpeort completed on 9/21/21 was rated as satisfactory. **Completed (Oct)**

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

* **SIGNS --Town of Roseboom Sign (s):**. **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**
* **Cherry Valley “Volunteer” Ambulance Services:** new Fire Chief, Mark Mabie gave a presentation at the July 08th Board meeting regarding the CV Ambulance Services for the Town. Deputy Supervisor VanDewerker attended a joint meeting on August 12th at the Fire House to hear alternative solutions to provide ambulance and emergency services to the Town. Chief Mabie will provide an update to the Town Board. Board members heard suggestions on how to involve the County Board to provide these services, and associated costs. **Pending**

**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.
* **Update:** Town Supervisor received & deposited the $5000 check from NYSERDA. **Completed July 2021**
* **CSC sent repsonse to Allegra Schecter, CSC Coordinator indicating the Town did receive some “points” but did not obtain enough pinnts for the Bronze Level. Council Person Schecter & Supervisor Gustafson met 10/13/2021 to dicsuss the required updates, documents, resolutions needed to re-submit the Town’s Application in January 2022.**

**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 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 & Accountant review the on-line monthly invoices from NEXAMP. Payments are made to NEXMP for the National Grid Account(s) balances. The Town earns solar credits each month and keeps 10% of the amount. The balance is due to NEXAMP. Note: NEXAMP set up the accounts with National Grid whereas the full (100%) credit is given on the NG Bills and then the Town must reimburse the balance (90%) back to NEXAMP. Town Board discussed terminating NEXAMP due to this complicated billing process. YTD (as of 6/29/21) Savings for both accounts = $51.27. **Pending**

**COMMUNITY CHOICE 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 & set up meeting with Louise Gava. on Saturday June 16 @ 6:30 pm for a live info meeting with Roseboom residents; at the Roseboom Historical Assoc. Louise sent & distributed posters and flyers. The CCA / Joule presentation by Louise Gava was very informative with several residents in attendance. A question & answer period was most beneficial in understanding what CCA is, why NY communities are forming community choice programs, what the two community choice offerings are, who manages the power program, how new default energy offerings are selected, assurance the CCA Program will provide energy reliability, , and how residents will be enrolled automatically & how they can opt out of the program. Thank you, Ms. Gava, Councilperson Allegra Schecter, and Councilperson Charles Diamond for all your hard work and commitment. Another public meeting will be schedule and residents will be notified in the future.  **Completed July**
* **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!

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

* **Planning Board Business:** **Deferred at this time.**
* **ORGANIZATIONAL CHART / TOWN Bi-LAWS BULLETIN BOARD – NOTICES**
* **Organizational Chart / Bi-Laws Amendment:** **last** approval 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.
* **Otsego County Hazard Mitigation Plan**: Councilperson Schecter requested, and the Board agreed to pass Resolution #1 –whereas the Town of Roseboom adopts the Otsego County Hazard Mitigation Plan. Completed (Aug)

**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 **July 1st in order for the Town to opt in-to the County for Code Enforcement coverage. Update:** Deputy Supervisor VanDewerker & Councilperson Diamond to contact NYS and Otsego County to clarify the Town’s options if the Code Officer resigns before the Town can file the Local Law. Deputy Supervisor VanDewerker confirmed with Code Officer Lloyd Stannard that he will continue to serve as Code Officer for the Town. **Pending**

**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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| **ARPA Application: (Federal Stimulus Funding (on line):** Town Clerk completed (07/08/21) the on-line ARPA in order for the town to receive the above referenced federal stimulus funds in the near future. Completed (July) Thank you, Erin!!!!**Dunn & Bradstreet Profile (updated):** Supervisor contacted Dunn & Bradstreet and successfully updated the D&B Profile Number. Completed**ARPA (American Rescue Plan Act) Allocation through NYS Division of Budget:** The Town is slated to receive the following:* First 50% of main allocation (Summer 2021): $ 34,117.02
* First 50% of additional allocation (Summer 2021): $ 139.29
* Second 50% of main allocation & Additional Allocation, combined (Summer 2022): $ 34,256.30

**ARPA (American Rescue Plan Act)** Supervisor Gustafson received & deposited (8/27, check #08270064, $34,117.02) & (9/17, check #08306975, $139.29 = extra allocation). The funds will be held in a new NYCLASS Account to meet spending parameters and tracking financial activities regarding the funds.**ARPA --Federal Stimulus Aid (Utilization of Funds)** Deputy Supervisor VanDewerker and Council Person Diamond will explore options to use the funds. In addition, Council Person Schecter attended a webinar regarding the use and parameters of the ARPA funds. After the webinar, Council Person Schecter met with Amanda Kaier on 10/12 to discuss the utiliziation of the funds for a new furnace/heating system for the Town Building and solar & infra-red for the Slat Shed. Council Person Schecter & Supervisor Gustafson met on 10/13 at 1:00 pm to discuss options and supporting documentations needed. Pending |  |
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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.

* **Federal & State Officials:** Supervisor will reach out, again, to the NYS & Federal Officials (NYS- Oberacker (607-452-5524 Oneonta, NY Office), Christopher Tague) (Federal – Schumer, Delgado) Pending \*July & August
* **Spectrum Representative, Kevin Eagan:** Supervisor will reach out, again, to SPECTRUM to request how a franchise could be implemented in order to obtain internet services. Pending \*July & August\
* **Assemblyman, Chris Tague:** Supervisor reached out (Via email 10/12 taguec@nyassembly.gov) out to Assemblyman, Chris Tague regarding assistance in obtaining broadband service. Left message @ 518-295-7250 Schoharie Office

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

**FLOWER BOX:** mums?

**2022 TOWN BUDGET**

* Budget Meetings: Budget Meeting(s) to discuss Tentative, Preliminary budgets.
* Sept. 17th: Supervisor to meet with Bookkeeper/Accountant on Friday – Sept 17th to review the Tentative Budget
* Sept. 30th: Tentative Budget Meeting w/Board: Sept 30th at 6pm at Town Office.
* Sept 30th – Tentative Budget to Town Board & Clerk. Revisions made to Tentative Budget; Preliminary Budget set.
* Oct. 14 – Preliminary Budget to Town Board & Town Clerk (on file for inspection)

Respectfully Submitted,

Patti Gustafson

Town Supervisor