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

**Committee Meeting Notes April 2022**

**Town of Roseboom Committee Meeting Date: April, 2022 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**

* **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. Too LOW!!
* **2021/22 NYS DOT --Municipal Snow & Ice Agreement Supplemental Agreement & Adjustment/Calculation Worksheets:** Hwy Supt, Supervisor, and Deputy Supervisor continue to complete the SIR forms and the NYS Adjustment Calculation Worksheet. **Pending**
* **SIR 11 NYS & County Reports:** Supervisor drafted SIR 11 forms. Supervisor & Supt Gage will continue to complete reports determining a profit vs loss. **Pending- Action needed**
* **Otsego County Snow & Ice:** Supt Gage to contact Rich Brimmer to obtain a printout report regarding the payments made to the Town. Will use this to reconcile the SIR forms and Daily Travel Tickets. **Pending**
* **Gage School House Road (Speed Control)** **& Honey Hill Road (Speed Control):** The Highway Superintendent has placed this project (upgrades & repairs) on his Work Schedule. Note: Rec’d concerns from resident regarding speed & safety issues. Deferred
* **Adair Road Tube/Culvert:** Town Hwy Department will widen & replace culvert. **Pending**
* **Bob Rich Road:** Board asked Town Supervisor & Hwy Superintendent to meet with Attorney to discuss process to abandon road. Supervisor Gustafson spoke with / requested Attorney M Parshall to send copy of local law requirements in order to move forward with 1 of 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. Supervisor did not receive documents requested. Thus, Supervisor contacted Attorney Dennis Laughlin, Cherry Valley, NY (607-264-9988) (dennis@donovanlaughlin.com)to discuss/meet regarding the process to abandon a section of Bob Rich Road. Attorney Laughlin (asst Lisa) left message to contact (via telephone or email) Supervisor Gustafson. **Pending**
* **Hwy FTE Handbook:** Handbook completed and approved by Town Board. Thank you, Erin!!! Completed
* **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**

**TOWN HIGHWAY CHIPS PROJECTS**

**TOWN GARAGE/OFFICE BUILDING PERSONNEL ITEMS**

* **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**
* **Bathroom – Office Area:** Board discussed, and asked Hwy Superintendent if the Hwy Dept could install new sheet rock & base board in the office bathroom. Thank Dan! **Pending**
* **Verizon Call Waiting & Caller ID added to Business Account (12/07/21):** Hwy Supt Gage expressed his interest in adding “Call Waiting and Caller ID to the Verizon business account (607-264-3293). Additonal Features/services were added. However, based on the additional cost (not inn the budget); the Town Board asked Supervisor to cancel the additional features/services. **Completed**
* **Hughes Net – Internet Service:** Supervisor contact Hughes Net to remove the “Next Day Service Maintenance. Service was removed w/out penalty. However, Internet issues arose again. Supt Gage had Hughes Net add the “Next Day Service Maintenance” again. Discussed & decided to keep the “Next Day Service” for Additional $20 per month.**Completed**
* **JUSTICE COURT Justice: Steve Mosenson**
* **Justice Court 2021 Reports & Fees (A.2610): Jan 2022 ($0 fees) Feb 2022 ($1058.00) Mar ($200.00)** reports & fees from Justice Steve Mosenson received. **Completed**
* **Unified Court System’s Internal Audit re Town Court records for fiscal year 2020, 2021:** Supervisor Gustafson & Justice Mosenson will complete the audit at their earliest convenience. Pending
* **Court Bi-Annual Security Audit: Justice Mosenson emailed Supervisor indicating that his Town Court passed the Judicial Court Bi-Annua Security Audit. Completed**

**FINANCIAL & OTHER BUSINESS ITEMS**

* **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.
* **County Sales Tax (A.1120):** Supervisor received & deposited ($5183.02 ck#041494 for Sales Period Jan 2022) and ($7907.74 ck#04193 for Sales Period Feb 2022). **Completed**
* **Mortgage Tax (A.3005)**
* **NYS Per Capita Aid: (A.3001):**
* **CDPHP Off-Cycle Enrollment:** Supervisor contacted & discussed with CDPHP the process for a FTE Off-Cycle Enrollment. IRS Regulations indicate that an employee must meet a “Qualifying Event” (i.e. loss of ins coverage) and the Enrollment Application Form must reflect the prior insurance provider & date of termination. The Town is required to have (on file in the employees personnel file) a Letter of Termination from the prior insurance provider to validate the authorization of the CDPHP Enrollment Application Form. A copy of the CDPHP Off-Cycle & Qualifying Event information was given to the Highway Superintendent to discuss with his employees. The Town Board to review/discuss at the 4/21/22 Board Meeting. **Completed**
* **BNY Mellon (NBT) Tri-Lateral Agreement:** Supervisor received and reviewed the BNY Mellon advice statement supplied as part of the Tri-Lateral Agreement among the Town (Customer), NBT Bank, and N.A. and the Bank of NY Mellon. The advice/notice that BNY Mellon, as an agent, confirms the collateralized deposit information for the Town account(s). As of 03/01/22 total deposits = $273,813.71; with a Market Value of $279,305.63; and a Collateral Percentage of 102.006. **Completed**
* **Certificate of Insurance (Producer: NBT Insurance Agency LLC) (Insured: Opportunities for Otsego Inc)** Supervisor received & filed the Certificate of Insurance. **Completed**

**BUDGET – completed for CY 2022**

**SALT SHED**

* **Salt Shed Pole Barn Construction** Work continues on the salt shed, as time allows. **Pending**
* **Salt Shed Concrete work:**  Deferred
* **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**
* **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

**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: Completed**

**SOLAR INITIATIVE(S) LED STREET LIGHTING PIPELINE SAFETY PUBLIC SERVICE**

**CLIMATE SMART COMMUNITIES (NYS DEC)**

* **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.**

**CLEAN ENERGY COMMUNITIES (NYSERDA)**

* **NYSERDA: Clean Energy Communities Program “GRANT AWARD”:** Councilperson Allegra Schecter reported on the NYSERDA Clean Energy Community

**NEXAMP SOLAR**

* **NEXAMP Solar Agreement:** Board entered into Agreement with NEXAMP Solar (8/8/19). 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**](mailto:support@nexamp.com) with any questions.

**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. Supervisor signed & submitted the CCA Local Law (CCA Agreement) for final execution. Supervisor received the executed CCA Agreement; copy to Councilperson Schecter. **Completed**

**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: the 2022 Organizational Chart & Bi-Laws (Resolution #2), as well as a new Highway Department Handbook, Progressive Discipline Policy, Supervisors Guide to Progressive Discipline, Employee Performance Evaluation form, Employee Termination Form, and a Disciplinary Action Form were approved at the March 2022 Board Meeting. Completed**
* **Highway Department Employee Handbook:** Board approved Highway Handbook, and reviewed/met with Town Highway Employees March 2022. **Completed**

**SHARED SERVICES with OTSEGO COUNTY.**

* **County MOU MUNIS** *Tax Billing & Collection software***:** **Deferred**
* **County MOU** *E****-****mail Sharing & Archiving:* **Deferred**
* **2022 Otsego County Shared Services Plan**. Supervisor received via email a copy of the proposed Shared Services Plan re EMS. **Pending**

**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 to 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. **Code Officer, Lloyd** Stannard discussed with Deputy Supervisor VanDewerker that he is expecting to serve the Town of Roseboom for another year. Pending

**OTSEGO COUNTY**

* **Emergency Services/Ambulance services –** Dave Bliss discussed at the October 2021 Board meeting how the County is moving forward with taking on emergency services/ambulance services. They are looking at a model similar to how the Workers Compensation costs are paid for through Tax Levy. Town needs to let the County know if they will opt in to the model by February 2022. Pending
* **Board of Election (Town Polling Place):** Supervisor received an email from an Election Worker expressing concerns of having the Town Office as the Polling Place. The Election Worker expressed concerns relating to cleanliness, heating, etc and suggested the Town Board consider having the Polling Place at the Family Center (owned by FCCSV) in South Valley, NY. Supervisor Gustafson contact the Board of Elections (4/21) and spoke with Laurie regarding the process to move the Town of Roseboom Polling Place. The Town Board can move to change the Polling Place for next year (2023) by an agreement with the Town Board, First Christina Church of South Valley’s Family Center, and the Otsego County Board of Elections. It is noted that anyone that is not able to enter the Polling Place, for personal beliefs, at the Family Ministry Center (FMC) may utilize the “Absentee Ballot” process. Town Board to discuss this with the other Election Workers for their input. Pending

**COVID -19**

* **COVID -19 Paid Sick Leave (PSL):** captured in the Town’s Organizational & Bi-laws Document. Completed

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

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| **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. | | |  |
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**NYS COMPTROLLER – THOMAS DINAPOLI**

**ASSOCIATION OF TOWNS**

**BROADBAND**

Respectfully Submitted, Patti Gustafson, Town Supervisor