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

**Committee Meeting Notes September 2022**

**Town of Roseboom Committee Meeting Date: September 2022 Loc: Town Office**

Present: Supervisor Gustafson, Deputy Supervisor VanDewerker, Councilperson Schecter, Councilperson Diamond, Councilperson Gridley

Excused/Absent:

 Other Present: Highway Superintendent, Dan Gage

**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**

**Otsego County Snow & Ice:** Supervisor received and deposited $20,887.46 (CK#5288) on 7/14/22; for period of 1/22 – 5/22).

**Gage School House Road (Speed Control)** **& Honey Hill Road (Speed Control):** The Highway Superintendent placed this project (upgrades & repairs) on his Work Schedule; regarding 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**

**Dust Control (Budgeted $2500):**. Completed

**TOWN HIGHWAY EQUIPMENT**

**Roller –** Highway Superintendent Gage& Board Members (at the 8/25 meeting) discussed the need for a “Used Roller”. Hwy Supt Gage was asked to explore equipment (roller) options; he will focus on a single drum Roller during the Fall – Winter- Spring time frame. Deferred until Spring 20

**TOWN HIGHWAY CHIPS PROJECTS**

**CHIPS 2022 ($199,693.66):** CHIPS w/Rollover $125,915.61, PAVE NY $29,097.80, EWR $25,281.72, POP $19,398.53)

* Hwy Supt Gage reached out to various vendors. He reviewed bids/quotes from Suit Kote & Gorman Bros with the Town Board. At the June 2022 Town Board Meeting the following CHIPS Projects were awarded: A **MOTION** was made by Councilperson VanDewerker and seconded by Councilperson Schecter to approve awarding the 2022 CHIPS Projects to Gorman Brothers for $140,900.11, Suit Kote $15,963.18, Kogut Excavating $5,788.37. Total CHIPS award $162,651.66. An additional $27,558.05 of CHIPS will be used for the Gradall purchase. All were in favor, **MOTION** carried.

**CHIPS 2022 (Gradall %):** the Town Board approved (May & June 2022) to utilize $27,558.05 of CHIPS funds to pay a percentage of the new “used” Gradall. Supervisor Gustafson completed & filed the NYS DOT documents and anticipates a reimbursement payment in July 2022. **Pending**

**CHIPS MOTION – Rescinded:** The Town Board will rescind the motion (9/8/22) approving Gorman’s quote ($103,769) due to continuous delay(s) in implementing the CHIPS project for Gage School House Road. Hwy Supt discussed this with John Schoones, Gorman Representative and followed up with an email.

**CHIPS MOTION –** The Town Board will approve a motion (9/8/22) to approve the quote of Suit Kote ($105,031) for Gage School House Road. Both of Gorman & Suit Kote quotes are subject to change due to inflation , and includes Paving & Chip Seal, also the cost of stone/material.

**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 highway workspace, Superintendent Office, and storage room. 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**

**Garage Back / Corner wall and foundation (re[pairs needed):** Highway Superintendent discussed at the Board Meeting \*June) the back / corner wall & foundation in need of repairs. Discussion head regarding work project, supplies, costs, etc. Town Hwy Crew would be willing to address the repairs with the understanding that regular road & other Highway department work may be deferred for 2 weeks+. **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**

**Office Floor:** Highway Superintendent and Highway Employees completed a new floor surface for the town office area. Thank you, Highway Department! Great job! **Completed**

**JUSTICE COURT Justice: Steve Mosenson**

**Justice Court 2021 Reports & Fees (A.2610): Jan 2022 ($0 fees) Feb 2022 ($1058.00) Mar ($200.00) (April $0) (May $0) (June $220.00) (July $ 904.00)** 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

**JCAP:** Justice Mosensen & Supervisor Gustafson (and any Board member) will meet to discuss/develop a JCAP application submission. Date of meeting: Board Meeting 9/8/22.

**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 Sales Period Jan) and ($7907.74 Sales Period Feb), ($6782.16 Sales Period May) ($6828.50 Sales Period June) ($7,311.45 Sales Period July) ($7,231.15 Sales Period August) YTD Total $56,083.04 **Completed**

Mortgage Tax (A.3005): Supervisor received & deposited check $7751.74 for Mortgage Tax . ***YTD Total $48,851.89***. Completed

**NYS Per Capita Aid: (A.3001):**

**CDPHP Proposed Premium Rate Change:** Supervisor Gustafson received CDPHP notice regarding the proposed premium rate change for 2023. A final letter will be sent to the Town 60 days prior to the group’s renewal date of 12/01/2022. Pending

**CDPHP Open Enrollment Period:** Supervisor contacted CDPHP regarding coverage/enrollment for an existing employee during open enrollment period (during the policy renewal period). CDPHP responded with enrolling employees during open enrollment, employees do not need to have any documentation for prior coverage. CDPHP can process the enrollment once the renewal process is complete. The enrollment can be completed either on the group’s portal or with an application form. When using the application form –must have the group’s admin initials in place and the application should be signed by the employee. Email forwarded to Hwy Supt & Board members. **Pending**

**Municipal Building Reserve Savings Account (A.1620.4 & A.1620.4r):** current balance reflects $ 7,922.83. Money was transferred from checking account on 3/11/2020. The “profit” from 2019 was used to open this reserve account. There is $5000 budgeted for the Reserve Savings acct. No funds were budgeted for Slat Shed expenses. Board considers the balance of $7922.83 and the $ 5000 budgeted to cover the 2022 expenditures. YTD expenses = $10,839 **Pending**

**Deferred Compensation Plan via Payroll Process:** Supervisor working with Accountant/Bookkeeper to implement the new process "FastPay" for Deferred Compensation; establishing a “pay center ID number” under the Town name. FastPay is for all employers to transfer their funds via ACH/direct debit because it’s faster and more secure.

**SALT SHED**

**Salt Shed Concrete work:**  Deferred

**Salt Shed Solar Project:** see below for Revolution Solar Energy .

**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**

**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**

**County Equalization Rates for the 2023 Tax Role:** Supervisor received the County’s Equalization Rates for the 2023 Tax Role. The Town of Roseboom is 86.41. These rates are established by the State Office of Real Property Tax Services. These rates will be used to apportion the 2023 County Tax Levy. Completed

**DOG CONTROL**

**Dog Control Officer:**  no report. Report Pending

**TOWN HISTORIAN – Pat Mabie CEMETERY ASSOCIATION – Dick Hansen**

**South Valley Cemetery Association (One-Time Stipend for Expenses):** Supervisor Gustafson attended the SVPB Cemetery Association meeting 6/20. Association needs funding to help offset the mowing costs (increase of $500) and the paving project (increase 20% = $6129). The Association would like to ask the Town Board to consider a 1X stipend to help with these cost ($500 + $2000= $2500). Note: If the Town receives ARPA funds from the County, then the ARPA Funds set aside by the Town for the Salt Shed Solar Project would be less. The residual funds of $1500 could be used to support the SVPB Cemetery Associations 2022 expenditures. Board to approve via motion in or August. **Pending**

**TOWN SIGNS 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: Complete**

**Ambulance Services:** Supervisor reached out to Chairman Dave Bliss regarding ambulance services for the Town of Roseboom. Whereas, the County would supply the services and spread the costs across via County tax levy, the same process as Workers Compensation. and received a reply that the ambulance services are still a work in progress but a resolution stating the town of Roseboom would like to contract with the county for ambulance service would be a good start. Board to discuss and pass a resolution indicate that the Town of Roseboom would like to contract with the County for ambulance services. **Pending**

**Fire & Ambulance Calls –** reconcile percentage: Supervisor was asked to get the actual # of calls for the ambulance & fire. Town Board to review if the contract should be decreased because the County is providing the ambulance services and the number of fire calls appears to be low. Pending

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

**CLIMATE SMART COMMUNITIES (NYS DEC)**

**BRONZE LEVEL:** CSC sent repsonse to Allegra Schecter, CSC Coordinator indicating the Town of Roseboom’s application was approved for 15 Actions in 6 Categories for a total of 130 points! Thus, the Town has been awarded the “Bronze Level” Certification for 2022. This level with assist the Town in obtaining grants for environmental and other projects. A “Press Re;lease” was issued and two (2) signs were sent to the Town (Allegra Schecter), who had them placed at the Town Garage/Office Buildng, and the signs within the Township. Also, the Town’s Website was updated to include this outstanding accomplishment. The Board expressed its appreciation for all the hardwork and continued efforts of Councilperson Schecter for this project. THANK YOU< ALLEGRA! GREAT JOB! Completed

**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** 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**

**CCAP (Joule Community Power):** Supervisor received email & letter from Joule regarding the signing of the joint municipal letter in response to the Department of Public Service’s Opt-Out Community Solar Straw Proposal. The Commission is expected to make a decision in July. Joule will update the Town asap. Pending

**REVOLUTION SOLAR ENERGY (SALT SHED SOLAR PROJECT):**

**Salt Shed Solar Project:** Revolution Solar Energy submitted a proposal for 30 – 360 watt panels, with up to 20.9% Module efficiency, 13,799 kWh per year @ net cost of $24,300. Total project is $28,080 less $3780 grant monies = $24,300. Board approved the proposal and awarded the project to Revolution Solar Energy(Mary Jo Cronin) at the June 2022 Board Meeting. Note: Other quotes (Albany Solar) were received (by Councilperson Schecter) and were reviewed by the Board. Complete

**Salt Shed Solar Project (Funding Sources):** the Town Board has designated $18,500 (*note: ARPA funds will be used for prior year equipment purchases and labor. These funds will be used for the solar project. The solar project was not a direct submission to the ARPA application)* for the Salt Shed Solar Project, pus $ 5000 previously acquired grant funds. Further, the Town Board authorized & submitted a Proposal & cover letter (sent by Supervisor) to Dave Bliss, Chairman of Representatives, requesting $10-$12,000 of County ARPA funds to help offset the costs. If funds are secured from the County, the Town Board will reassess the distribution of the Town’s ARPA funds and update the appropriate NYS documents (Quarterly Reports). Update: Chairman D Bliss emailed the Town indicating the Board of Representatives ***did approve our $12,030 request, hurray!*** Town Supervisor prepared a cover letter, voucher, and a copy fo the proposal and emailed it to the Chairman on 9/8/22. This will allow the Treasurer to process the payment. Note: Thank you Allegra & Erin; Great Job!!!!

**Unified Solar Permit – Required:** Councilperson Schecter & Mary Jo Cronin are working to complete the Unified Solar Permit. Mary Jo indicated she filled out the form, but it will take a little longer to get the drawings and equipment together; noting they must do an electrical diagram. Pending

**Solar Permit- Building Code:** Councilperson Schecter submitted a preliminary solar permit for the town Salt Shed to Code Enforcement Officer, Lloyd Stannard. Pending

**Application Agreement with National Grid:**. Board reviewed and Deputy Supervisor signed agreement (August 2022). This is the agreement with the utility company; they will send the Town a signed contract after they approve the application. Pending

**NYSERDA Grant Application:** Received an email from Revolution Solar indicating that the Town’s NYSERDA application was officially submitted, and the utility gave their blessing today (8/4/22) as well. Revolution Solar will try to start next week or week after. **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: Completed**

**Highway Department Employee Handbook 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. **Update:** Supervisor received notice indicating that the Otsego County hazard Mitigation Plan was adopted and approved by the Federal Emergency Management Agency (FEMA) in April of 2021. The plan is reviewed annually to ensure that it is kept up to date by the county and the municipalities (Towns). The annual review cycle will end in 60 days. Supervisor Gustafson will log into BAToo! Software to provide an update on the status of our jurisdiction’s (Town of Roseboom) mitigation action. This will help to facilitate the review process. Supervisor spoke with Tammie Harris, Otsego County Planning to discuss completing the updates. Board will review some of the updates highlighted by the Supervisor Gustafson. Input from Deputy Supervisor VanDewerker & Highway Superintendent Gage will be required. Supervisor Gustafson tried to upload updates (via internet portal) without success. Supervisor sent email with updates to Tammy at Otsego County. Pending

**CODE ENFORCEMENT OFFICER**

**Code Enforcement Officer (retirement):** Lloyd Stannard, Code Enforcement officer attended the June 2022 Board Meeting. The Board approved to accept his resignation effective 5/31/2022 and to re-appoint him June 3, 2022. Payroll updates submitted to accountant/bookkeeper. **Completed**

**NYS Uniform Fire Prevention & Building Code Enforcement – LOCAL LAW #1)** A public hearing was held 6/16/22. The Board approved Local Law #1 – approving to opt-out of the administrative duties of the **NYS Uniform Fire Prevention & Building Code Enforcement** and shift the duties to Otsego County. Note: Local Law #1 was filed with NYS & County by Town Clerk, Erin Seeley. Note: Deadline for Local Law approval is July 1st, 2002 in order for the County take over effective Jan 1, 2023. A meeting will be scheduled with the County Code Enforcement Unit and the Town Board to discuss.**Completed**

**OTSEGO COUNTY**

**Emergency Services/Ambulance services –**Whereas, the County would supply the services and spread the costs across via County tax levy, the same process as Workers Compensation. and received a reply that the ambulance services are still a work in progress but a resolution stating the town of Roseboom would like to contract with the county for ambulance service would be a good start. Board to discuss and pass a resolution indicate that the Town of Roseboom would like to contract with the County for ambulance services. **Pending**

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

|  |  |
| --- | --- |
| **ARPA Payment #1 (2021) (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 Payment #2 (2022) (American Rescue Plan Act)** Supervisor reported the 2nd payment of $34,256.30 is expected Summer of 2022. Supervisor reported the Town of Roseboom will receive a total of $ 68,512.61 under this federal act.  **Retain NEU Recipient Number.** You must retain your NEU Recipient Number as an identifying number for the lifecycle of this program, including for reporting purposes. As a reminder, your NEU Recipient Number is: **NY3627****ARPA / SLFRF Project & Expenditure Report ($68,512.61):** Supervisor reported that all users must complete, by April 30th, the Project & Expenditure Report in order to utilize the funds. Town Clerk was asked to take the lead to complete this project, by login into the Treasury’s portal. Supervisor, Deputy Supervisor & Town Clerk met to review the demographics and complete the SLFRF tasks and reporting requirements. The Board discussed and agreed to use the funds for four (4) items under one unique project number (#2022-01). Item(s) include reimbursement for Salt Shed construction (purchases in 2021) , partial purchase for a used Gradall (Purchase in 2022), bonus pay for essential highway employees during COVID pandemic (Payroll in 2022), and reimbursement for used Dodge 4WD pickup (purchased in 2021). The SLFRF Report was uploaded by Town Clerk, Erin Seeley on 4/28/2022. The Supervisor & Town Board expressed their utmost appreciation to the Town Clerk for her exceptional assistance with this project. THANK YOU, ERIN!!! Great Job! Completed. |  |
|  |  |
|  |

**NYS COMPTROLLER – THOMAS DINAPOLI**

**BROADBAND**

**STAR LINK:** Starlink is a satellite internet constellation operated by SpaceX. It provides satellite Internet access coverage to 32 countries where its use has been licensed and aims for global coverage. Using advanced satellites in a low orbit, Starlink enables video calls, online gaming, streaming, and other high data rate activities that historically have not been possible with satellite internet. Users can expect to see download speeds between 100 Mb/s and 200 Mb/s and latency as low as 20ms in most locations. Starlink costs **$110 per month with a $599 one-time equipment fee**.

**TOWN BUDGET 2023**

**2023 Town Budget – as per the NYS Town Law Section 4-4: Town Budget Calendar** was distributed and reviewed at the August Town Board meeting; meeting dates were set.

Respectfully Submitted, Patti Gustafson, Town Supervisor