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

**Committee Meeting January 2023**

**Town of Roseboom Committee Meeting Date: January 2023 Loc: Town Office**

Present: Supervisor Gustafson, , Deputy Supervisor VanDewerker Councilperson Gridley, Highway Superintendent, Dan Gage Councilperson Schecter, Councilperson Barrett

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**

**Otsego County Snow & Ice:** Supervisor received and deposited $20,887.46 (CK#5288) on 7/14/22; for period of 1/22 – 5/22). Rec’d & deposited $3443.46 for 2021-2022 (Fringe).

**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 2023

**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)

**CHIPS REIMBURSMENT(S) -** July 2022 Payment = $27,558.05 December 2022 Payment = $ 143,135.23 & $ 25,281.72 = total received $195,975.00. Rollover is ($199,693.99 - $195,974.95 = $ 3718.66) Reports completed and submitted to NYS DOT for reimbursement. All payments received totaling $195,975.00. **Completed**

**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**

**JUSTICE COURT Justice: Steve Mosenson**

* **Justice Court 2022 Reports & Fees (A.2610):** Dec 2022 ($118.00) Completed
* **Justice Court 20223 Reports & Fees (A.2610):** Received & Deposited reports and checks as follows: (Jan $118).
* **Unified Court System’s Internal Audit re Town Court records for fiscal year 2020, 2021**, **2022**: Supervisor Gustafson & Justice Mosenson will complete the audit at their earliest convenience. Pending
* **JCAP**: Justice Mosensen & Supervisor Gustafson & Board Members, and Town Clerk met 9/29/22 to discuss/develop a **JCAP application submission for $30K.** The JCAP Resolution, Application, and Narrative with Budget Costs for the Justice Court Addition completed & submitted by Justice & Clerk. Completed Award pending

**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- $70,000 Budgeted):** 2022YTD Total was $88,735.87 This is above the budgeted amount of $60K.**Completed**

**NYS Per Capita Aid: (A.3001): arrives in Fall 2023:**

**Mortgage Tax –**

**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**

**NYS Retirement On-Line Features:** Supervisor received & reviewed NYS Retirement notice regarding a new 2023 feature for retirees. The features are designed to give the retiree better insight into their retirement account & enable them to conduct business with the NYS Retirement System without having to mail in forms or make a phone call. **Completed**

**Inter-Fund Transfers/Loans (Year End):** Town Board approved Supervisor to make necessary inter-fund transfers & loan (From General to Highway) to cover year end expenses. When the CHIPS payment is received the Highway will repay the General Fund. Repayment as follows: $59,000 to NYCLASS Road Repair Reserve Account, $ 56,462.85 (as of 12/15 Balance Sheet Report)) due to General Fund. **Pending**

**TOWN CLERK & TAX COLLECTOR**

**Credit Card Process for Paying Taxes:** Town Clerk, Erin Seeley reported she received, and the invoice was paid to ATC Taxes for $1100 for their software program that allows the Town Tax Collector to receive payment via credit card.Town Supervisor & Town Clerk completed the on-line application for the banking portion for the new tax collection (via credit card) process. Also, Town Clerk was reimbursed for the purchase of Microsoft Office for the Computer. The software needed to be purchased to enable the Town Clerk to do minutes, abstract, etc. Invoice was booked as Acct Payable. **Completed**

**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**

**DOG CONTROL**

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

**Susquehanna SPCA Contract 2023:** Town Supervisor received, reviewed with town Board on Jan 12th, and signed & returned the approved contract with a copy of the Local Law (2013 & 2016) Dog Control. **Completed**

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

**South Valley Cemetery Association (One-Time Stipend for Expenses):** Board to continue to evaluate if the 2023 Budget can support an increase stipend for the Cemetery Association. 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**](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 2022**

**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. Completed 2022

**CCAP (Update Document) –** Climate Smart Liasson, Allegra Schecter followed up with CCA & Joule regarding the status of the CCA Program implementation. She received a notice from CCA with an updated timeline and the partnership the Town entered into with Joule Assets Inc to pool electricity demand in order to leverage the collective buying power of the Town residents and small businesses; in an effort to secure more favorable terms on their supply, protect consumers, and support renewable generations sources. CCA Updated Timeline was added to the Town’s website. Thank you Allegra & Erin! Completed 2023

**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: Review & Update for CY 2023

Highway Department Employee Handbook 2022 : Review & Update for CY 2023

Add: Section re Drug Free Area (re: new cannabis laws)

**SHARED SERVICES with OTSEGO COUNTY.**

**2022 Otsego County Shared Services Plan**. Supervisor received via email 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 (pending final retirement):** Town Supervisor sent letter of appreciation to Lloyd Stannard for his year of service to the Town of Roseboom. **Completed 12/09**

**Code Enforcement Services:** the Town Board approved a local law to authorize the Town of Roseboom to opt out of the NYS Uniform Fire Protection and Building Code as of January 1 st , 2023. By opting out of the NYS Uniform Fire Protection and Building Code the administration would shift to Otsego County’s Code Enforcement Department.

**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**

**Driveway Permits:** as the County Code Enforcement Office does not handle Driveway Permits; the Town Board appointed/asked Highway Superintendent Dan Gage & Town Clerk, Ein Seeley to handle any Driveway Permit activities. Thank you Dan & Erin!! **Completed**

**Otsego County Code Enforcement (Keith Darragh) –** Supervisor has spoken with Mr. Darragh regarding the work involved for a transition of code enforcement activities. Deputy Supervisor contacted former Code Office, Lloyd Stannard, regarding outstanding documents that need to be sent to Mr. Darraugh. Mr. Stannard is working on his administrative paperwork and will follow up asap. Supervisor will forward all needed documents. Further, the 2022 Annual Code Enforcement Report is due. Curtis will ask Mr. Stannard to assist in its completion and submission to NYS. **Pending**

**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. Update: Supervisor sent an email to Chairman Bliss; requesting a template for the resolution. (10/13/22). **Pending**

**ARPA Funds for Salt Shed Solar Project-** Town received $12,030 (deposited 10/14/22) from Otsego County (ARPA Funds) to help offset the costs for the Salt Shed Solar Project. **Completed**

**ARPA Funds for Building Garage Rehab –** Town submitted request for $38,000 to Otsego County to utilize any remaining ARPA funds they have to help offset costs associated with the Building/Garage rehab (Insulation, windows, addition, etc) Update: Email from Treasurer Ruffles indicated it was approved by IGA and Admin. October 2022 and will go to the full Board November 2022 for final approval. Chairman Bliss confirmed Board approved the $38,000 request. Supervisor emailed (12/28) Treasurer Ruffles; submitted voucher. Payment pending. **Pending**

**Inclusion of Land into Certified Agricultural Districts:** Notice was received from Otsego County Town Clerk, Carol McGovern regarding a “**Notice of a 30 day period for inclusion of land into certified agricultural districts”.** Town Clerk was asked to post the notice on Bulletin Board & Web Site. Thank you, Erin!

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**BROADBAND NATIONAL GRID**

**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’ estimate **$110 per month with a estimated $599 one-time equipment fee**.

**National Grid Notice – Utility Pole Maintenance:** Supervisor received & reviewed notice from National Grid with Board members & Hwy Superintendent Gage. National Grid is in preparation for their system improvement project to install advanced metering technology across upstate NY service territory. They will be completing routine maintenance/upgrade work on existing utility poles in the Town of Roseboom and surrounding areas. The maintenance/upgrades is scheduled to begin in February 2023, and continue for approximately 30 months until all communities have been covered.. Notice given to Hwy Supt Gage. **Completed**

**TOWN BUDGET 2023**

**2023 Town Budget –**Completed

**Respectfully Submitted, Patti Gustafson, Town Supervisor**