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

**Committee Meeting March 2023**

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

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

Excused/Absent: Councilperson Barrett

 Other Present:

**ITEMS OF DISCUSSION -- meeting held at Town Office @ 8:30 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!!

**NY DOT Snow & Ice Contract (2021/2022) Season:** Supervisor received and deposited $58,704.58 (3/09/23). Ref/Inv Date = 12/01/22.

**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:** Supervisor Gustafson & Councilperson Schecter reached out to several Attorney to ask for their assistance regarding Road Abandonments. After several attempts, Councilperson Schecter was successful in obtaining the County Attorney’s assistance. She & Superintendent Dan Gage will send documents to the Attorney’s Office to move forward with the Abandonment of a portion of Bob Rich Road, and Kirshman Hill Road. Thank you, ALLEGRA!!! & DAN!!! **Pending**

**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 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 (repairs 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**

**DA.8088.8 – Safety Equipment/Supplies –** Supervisor requested Accountant/Bookkeeper to create DA.8088.8 and fund it with $2000 of Highway Unappropriated Fund Balance. C**ompleted**

**TOKIO MARINE INSURANCE –** letter received from Kenneth Haversian, Tokio Marine HCC regarding their comments & recommendations for the Town’s Risk Control. (MVR Check Policy) (Personnel -HRMuni Registration) (Warnng Signage). Also, Supt Gage expressed the need to address Smoke Alarms, Certificate of Insurance required for outside vendor work, and updates to make the bathroom handicap compliant (Toilet, Handbars, etc.) **Pending**

**JUSTICE COURT Justice: Steve Mosenson**

* **Justice Court 20223 Reports & Fees (A.2610):** Received & Deposited reports and checks as follows: (Jan 0.0).
* **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.

**2022 County Sales Tax (A.1120- $70,000 Budgeted):** 2022YTD Total was $88,735.87; above the budgeted amount .**Completed**

**2023 County Sales Tax (A.1120- $74,000 Budgeted):** 2023 YTD Total is $16,651.11 ($9848.72 Jan) ($6802.39 Feb).

**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**

**BNY MELLON / NBT BANK –** Supervisor received & reviewed the BNY Mellon Advice/Notice that is supplied as part of the Tri-Party Collateral agreement among the Customer, NBT Bank and the Bank of NY Mellon. As the agent, they confirmed that the collateralized deposit information for our account reflect $123,061.88 dated as of 01/31/23 with 102.000 Collateral # of percentage days. **Completed\**

**NYS Deferred Compensation Program:** Supervisor reported that Gene Nescott from NYS Deferred Compensation Program will meet with Town Employees on ***Friday, March 3rd at 9:00 am.*** He will be available to set up new accounts, review existing accounts, and answer questions.

**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**

**Large Scale Solar & Wind Project –** Supervisor received & discussed a letter from Otsego 2000; requesting the Town adopt a resolution opposing the proposed changes to 575-b and SAPA (Real Property Tax). re limiting public input from the appraisal modeling of large scale solar & wind projects. **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

**2023 Cherry Valley Fire District Contract –** Supervisor received & reviewed the new Cherry Valley Fire District Contract; effective Jan 1, 2023. Supervisor to sign & have contract notarized. The contract is for a 3-year period with the following rates: 2023 = $28,000.

**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 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

**CCA Information Sessions – ZOOM:** Councilperson Allegra Schecter rported there are seven (7) municipality’s that have joined, l in order to obtain a better rate. She has coordinated three (3) information sessions with CCA through ZOOM Meeting. Feb 9 @ 7pm Feb 19 @ 3 pm Mar 8 @ 6:30 pm Town Clerk Assisted in placing the Information Session Notice on the Town Website. Thank you, Allegra & Erin!!

**GREEN PURCHASING CIMMUNITIES PROGRAM**

* The new **Green Purchasing Communities Program** launched by the Department of Environmental Conservation & the Officce of General Services. It is designed to provide an easy to admiinster green purchasing program for local governments & provide recognition to entities for committing to purchasing more sustainable products. Update from Councilperson Schecter

**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)

Organizational Chart / Bi-Laws – amended 03/9/23 to reflect 2 re-appointments for Board of Assessment Review (BAR). Re-appointed Dick Hansen & Everett Yerdon; effective 01/01/23. There is one (1) vacant position. Board to discuss any recommendations with Assessor, Matt Lippitt. Pending

**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. completed the HMP Worksheet with Tetra Tech. Documents sent to Otsego County, Tammy Harris, who approved the submissions. **Completed**

**CODE ENFORCEMENT – Otsego County**

**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**

**2022 Annual Unified Code Enforcement Report:** Board agreed to pay former Code Officer, Lloyd Stannard to complete the 2022 Unified Code enforcement Report for a stipend payment of $100. Payment made March 2023.**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. Update: Supervisor sent an email to Chairman Bliss; requesting a template for the resolution. (10/13/22). **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!

**County Solar Farm Renewable –** Councilperson Schecter was asked to contact Otsego County Planning to verify what / who the County is negotiating with for renewable electricity supply options (i.e Solar) at competitive rates. The Town Board is considering: 1) Remain with NEXAMP for just Town Building, 2) Move forward with CCA/JOULE for any eligible residents & businesses, and 3) County Renewables Program. **Pending**

|  |  |
| --- | --- |
|  |  |
|  |

**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**