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

**Committee Meeting April 2023**

**Town of Roseboom Committee Meeting Date: April 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 @ 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. Also, Superivsor received & Deposited 0n 4-13-223 (CK 5732 for $12,725.26 for Fringe 11/22 & 12/2)

**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:** After considerable time and effort (Councilperson Schecter & Superintendent Gage) and discussion; the Town Board opted not to pursue the Road Abandonment Project. C**ompleted**

**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 ***Update:*** Supt Gage explored the purchase of a used Roller at an Auction. The final bid was $25K with fees that equaled approximately $30K. Board had agreed to spend up to $25K. Supt was not successful due to the Town’s limited financial resources. Superintendent Gage will continue to explore purchase options. **Pending**

**Dump Truck w/ Plow:** Supt Gage & Board discussed the need to sell the existing used Dump truck and purchase a newer model.

**Dump Truck w/ Plow F-550:** Supt Gage & Board discussed the need to sell the existing used Dump truck and purchase a newer model.

**Financing Options:** On March 24th the Board met to discuss Equipment needs and purchase options. Supervisor contacted NBT Government Banking Unit, Mr. Jim Sullivan to clarify municipalities’ options to finance new equipment. The following was reported: 1) ***RAN*** (revenue Anticipation Note) – 1 year loan must be paid back with revenue coming in that year , 2) ***BAN*** (Bond Anticipation Note) – 1 to 5 year note; each year paperwork is renewed and interest rate may increase/interest rate is reset each year 3) ***SIB*** (Statutory Installment Bond) – 2 to 10 years with set/locked in interest rate & principal; no annual paperwork required; can not pre-pay off the loan. **Pending**

**BOND(S) Process:** If the Board opts to utilize BAN or SIT the following is required: 1) AUD -Supervisor sends to NBT Bank, 2) Board decides via motion what amount they want the Bond to be 3) Attorney prepares the Resolution / Paperwork for the Bond, 4) Attorney will give the Paperwork to the Supervisor, 5) Call NBT – Supervisor contacts Mr. Sullivan at NBT with the Amount requested 6) NBT Bank will tell Town Supervisor if it will be for BAN for 2,3,4, 0r 5 year & the interest rate and principal payments or for SIT for 2 through 10 years & the interest ate and principal payments. Note: It is noted that any BOND – financing will be factored into the upcoming Budgets; reflecting a debt service liability. **Pending**

**USDA Community Facilities Direct Loan & Grant:** Councilperson Schecter researched a USDA Loan & Grant option to purchase newer Highway Equipment and/or Building repairs. Thank you, Allegra! The funds can be used to purchase, construct, and/or improve essential community facilities, to purchase equipment, and to pay related project expenses. There are three (3) types of funding available: Low interest (currently @ 3.75%) direct loans, Grants, Combination of the two. The Grant is based on a small community with a population of 5500 or less. Also, the median income needs to be less than $60K. The Town missed out because the median income is $64,874. Further, the census must be 45,500 or less. The Town’s census reflects 48,769 (CY 2010- used by USDA).

**Update:** Councilperson Schecter obtained the Grant Application (45 pages). The Board will discuss what direction to pursue at the Town Meeting of April 13th. **Pending**

**TOWN HIGHWAY CHIPS PROJECTS**

**CHIPS 2022 Completed**

**CHIPS 2023 –** at the March 24th meeting Highway Superintendent reported he is seeking quotes from vendors for the 2023 CHIPS Projects (repair Gage School House, Hoose Road, and Joslyn Road).

**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**

**Excavating & Concrete Work Update:** Highway Superintendent Gage will contact Gridley Excavating to obtain a quote for excavation & concrete work for the side & back wall section. **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) (Warning 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, Hand-bars, etc.) **Pending**

**Building Damage (Roof Trim Area) –** Supervisor to follow up with Gates Cole Ins regarding the approved quote and pending check payment. Update:

**JUSTICE COURT Justice: Steve Mosenson**

* **Justice Court 2023 Reports & Fees (A.2610):** Received & Deposited reports and checks as follows: (Jan 0.0, Feb $585, Mar $193.
* **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
* **JCAP Grant Application Approved:** Justice Mosenson received notice (Award letter & Reconciliation Report) awarding the Town $30K for a small addition off of the existing Town Office/Court Office. Supervisor & Board discussed the Implementation Plan and the Project Completion Schedule. The Project must adhere to the approved JCAP budget and be completed within 180 days (6 months) (approximately Sept 2023). The Highway Department will take the lead on the project.

**Excavating & Concrete Work Update:** Highway Superintendent Gage will contact Gridley Excavating to obtain a quote for excavation & concrete work for the new addition section. **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. The current NYClass Daily Yield is 4.58%. The Federal Reserve raised rates by 25 basis points in a unanimous vote increasing its target for the Federal Funds rate to a range of 4.75% to 5.00%. Officials acknowledged that recent developments in the banking sector would likely result in tighter financial conditions, but the extent of these effects remains highly uncertain. Despite this uncertainty, the Fed reiterated that the banking system remains sound and resilient. The Fed continues to maintain its commitment to fighting persistently high inflation citing that some additional policy firming may be appropriate in order to return inflation to 2.00% over time. The importance of the inflation data and its influence over the Federal Reserve’s rate setting policy has been overshadowed recently by the market volatility driven by financial stability risks within the banking sector.

NYCLASS did not have any direct exposure to any failed banks, nor did NYCLASS have financial relationships with any of the failed banks. In fact, all of NYCLASS' bank exposure is within the FDIC insurance coverage limits and/or fully collateralized.

**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) ($6002.28 Mar)

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

**Mortgage Tax –**

**Municipal Building Funding Accounts:** current balance reflects $51,304 (A.1640.4R = $5000 & A.0002 Municipal Reserve Savings = $46,304.

**NYS Deferred Compensation Program:** Supervisor reported that Gene Nescott from NYS Deferred Compensation Program met with Town Employees on ***Friday, March 3rd at 9:00 am.*** He was available to set up new accounts, review existing accounts, and answer questions. Supervisor will set up a 2nd option for retirement – ROTH. Pending

**TOWN CLERK & TAX COLLECTOR**

**Credit Card Process for Paying Taxes:**. **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**

**Board of Assessment Review (BAR) Vacancy –** Deputy Supervisor VanDewerker & Highway Superintendent Gage will contact potential BAR Candidates (Mark Anderson-Turpenings Road, Michelle VanDewerker (Co Hwy 50). **Pending**

**DOG CONTROL**

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

**Susquehanna SPCA Contract 2023:** **Completed**

**2023 Dog Control Officer Inspection Report –** was completed 03/15/23. The DCO services were rated “Satisfactory”. **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 Town 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. Board approved contract and Supervisor signed & notarized contract. The contract is for a 3-year period with the following rates: 2023 = $28,000. **Complete**

**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

**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!!

**CCA – JOULE MOU -** Board discussed Joule MOU at the April 13th Meeting. If approved; MOU to be completed and submitted. Deadline May 3rd.Pending

**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**

**OTSEGO COUNTY: Fire Prevention & Building Code & Emergency Services/Ambulance Services**

**NYS Unified Fire Prevention & Building Code –** Administrative services were transitioned over to Otsego County. Residents can contact Keith Darraugh, Code Enforcement Officer @ 607-547-4327. **Completed**

**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**

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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**.

**TOWN BUDGET 2023**

**2023 Town Budget –**Completed

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