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

**Committee Meeting January 2024**

**Town of Roseboom Committee Meeting Date: January 2024 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), (2020/2021),m (2021/2022), (2022/2023) (2023/2024) Seasons**

Note: Highway Superintendent, Deputy Supervisor, and Supervisor will meet with NYS DOT. **The Highway Superintendent has contact NYS DOT and asked to meet with Eric Burton, Peand/or representative to discuss and review the 5-year contract. Pending**

**Meeting Discussion Items:** Type of contract, understanding the formula for reimbursement payment, outstanding payment due to Town, moving forward with providing services.

**Otsego County Snow & Ice Contract**

**Otsego County Snow & Ice (2023-2026) 3-year:** Supervisor/Superintendent received the new 3-year Otsego County Snow & Ice Contract. The Town Board discussed and approved at the July 2023 Board Meeting, with the potential to opt out next year with a notice being given to the County by July. NOTE: Final Contract downloaded and emailed to Hwy Supt & Board Members to review and make final approval at the August Town Board Meeting. NOTE!! The Town Board rescinded the approval of the contract. They did not approve of the “LOW” flat reimbursement rate. Highway Superintendent & Deputy Supervisor will meet with Rich Brimmer to discuss contract. Board members discussed this with Chairperson, Dave Bliss at the Nov 2023 Town Board Meeting. Pending

**Otsego County Snow & Ice Contract (Flat Rate) (2023-2024):** Board to approve \*Dec. 2023 Board Meeting) the amended Otsego County Snow & Ice Contract, whereas the County will reimburse the Town a flat rate of $125 plus the hourly rate for the applicable employee providing the S&I service. Further, the contract will be reviewed annually to increase the reimbursement rate to encompass employee COLA, Benefits, increase in materials, and equipment needs.

**Gage School House Road (Speed Control)** **& Honey Hill Road (Speed Control): *UPDATE (Oct 2023):*** *Hwy Supt Gage spoke with NYS DOT regarding SPEED LIMIT SIGNS. When the road has been repaired more efficiently, then speed limit will be considered—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. ***UPDATE:*** Councilperson VanDewerker contacted NYS regarding the specific section from the NYS Line to the intersection of Joe Chamberlain Road. Curtis will follow up with NYS DEC on the process to do a Qualified Abandonment for just this section of Bob Rich Road. Pending

**BRIDGE NY Program**: Town Superintendent received a letter from NYS DOT indicating Governor’s 5-year Capital Program continues the BRIDGE NY Program at an increased funding level of $200M per year. Supt Gage commented that he spoke with Rich Brimmer at the County Hwy Dept and this program covers Bridges and culverts (20+ feet), as well as the county plans to disperse the funds to bridges one for the county and one for a town per year. Supt Gage & Councilperson Schecter will continue to pursue this initiative. **Pending**

**TOWN HIGHWAY EQUIPMENT**

**Roller –** Highway Superintendent Gage& Board Members discussed the need for a “Used Roller”. Hwy Supt Gage was asked to explore equipment (roller) purchase options. Board decided to address Roller needs in 2024. **Pending**

**Blue F550 –** will sell truck & sander separately. Will purchase a new 4wd pickup from Chevy Mangino. Will use SIB Bond funds and sale of Equipment to purchase new Truck. **Pending**

**Truck #4 (Ray’) –** discussion to keep dump truck & patch-up box for 1-year.

**Loader –** Alta Construction Equipment NY, LLC – representative from ACE NY, LLC attended the meeting to discuss their Quote & options for trading the town loader (Volvo L60H SN 622632), which is currently under a lease. The trade in value is very good for the age of this piece of equipment. The new loader discussed is a Volvo L60H, which would be purchased on a lease. Options for a municipal loan were discussed. On 11/28/2023 Superintendent Gage received a ***Quote Valid for 90 Days*** from Alta Construction Equipment NY LLC. Final approval via motion will be at the Jan 2024 Board Meeting.

**2024 New Volvo (L60H SN 622632) ($86,791+Interest):** Boad approved via motion to purchase new Volvo from Alta Construction Equipment LLC. $298,127 less 43.6% = $ 168,144 $168,144 - $8,800 discounts = $ 159,344 $ $159,344 + $2500 freight + $000 PDI - less $ 11000 trade-in – less 1 bank payment $33,947 = $ 86,791

Note: The bank payment of $33,947 is due in 2024 for the old Volvo lease through KS Statebank. Final financing will be discussed & approved in January 2024. **Pending**

**TOWN HIGHWAY CHIPS PROJECTS**

**CHIPS 2023 –** The Town spoke with NYS DOT and will be able to run an “Open Ticket” for some of the projects.

**CHIPS 2023 (Available $202,802.94) (Claimed $121,023.18) (Roll-Over $ 81,779.76):** CHIPS check for $121,023.18 was received & deposited 12818/23. **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**

**2024 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. The 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**

* **2023 Justice Court Reports & Fees (A.2610):** Received & Deposited reports and checks as follows: (Jan 0.0, Feb $585, Mar $193, Apr $405, May $971, June $143, July $53,Aug $40, Sept $0, Oct $568, Nov $ 20, Dec. $143
* **2024 Justice Court Reports & Fees (A.2610):**
* **Unified Court System’s Internal Audit re Town Court records for fiscal years 2020, 2021**, **2022**: Supervisor Gustafson & Justice Mosenson will complete the audit at their earliest convenience. Update: Supervisor will meet with Justice Mosenson on Jan 18th @ 7pm to complete the audits for 2020, 2021, 2022, 2023.
* **2023 JCAP Project (Justice Court Addition):** anticipate Project implementation as late fall 2023 (Excavation & Concrete slab) and early spring 2024 (Construction) by Town Hwy crew.

**FINANCIAL & OTHER BUSINESS ITEMS**

**2024 Monthly Financial Reports –** Supervisor’s Financial Reports on file; e-mailed to Board members. **Completed**

**2024 County Sales Tax (A.1120- $87,000 Budgeted): Checks received & deposited for these distribution dates**-----

**2024 NYS Per Capita Aid: (A.3001 Budgeted $3541): arrives in Fall 2024:**

**2024 Mortgage Tax (A.3005): arrives May & Dec:**

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| **Gates Cole Insurance (2024):** The 2024 Policy Renewal was approved via motion at the Dec 2023 Board Meeting. Estimated premium rate $ 15,392. Premium paid Jan 2, 2024. |
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**TOWN CLERK & TAX COLLECTOR**

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

**2024 ATC Taxes Software –** purchased in Dec 2023 $1100 **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 –Pending**

**DOG CONTROL**

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

**2024 Susquehanna SPCA Contract:** Town Board approved via motion at the December 2023 Board Meeting. Supervisor signed & mailed contract 12/20/23. **Completed**

**2024 Dog Control Officer Inspection Report:** a copy of the 2024 SPCA Contract was mailed (12/20) to Mr. Jorgensen.

**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**

**Ambulance Services:** Board to discuss and pass a resolution indicate that the Town of Roseboom would like to contract with the County for ambulance services. **Pending**

**Cherry Valley Fire District Contract (2023-2024-2025)–** Supervisor received & reviewed the new Cherry Valley Fire District Contract effective Jan 1, 2023. Board approved 3-year contract, Supervisor signed & notarized contract. **Complete**

**SOLAR INITIATIVE(S) CLIMATE SMART NEXAMP 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. THANK YOU< ALLEGRA! GREAT JOB! Completed

**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** 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:** Town Board waiting for CCAP to obtain an appropriate rate in order to move forward. If not, Board is looking to not pursue the program.

**CCAP (JOULE) Update November 2023:** Town received an email update from Joule. They are reaching out now with an update on indicative pricing for your municipality. They have received data for fixed-rate supply options, and they are still currently higher than we would like. Across the different National Grid territories and across suppliers, it ranges from around 25 to 30% above the benchmarks. Pricing is continuing to change, and we will monitor the situation and update you when we receive our next batch of indicatives.  In the meantime, please do not hesitate to reach out with any questions.

**PLANNING BOARD… st Thursday @ Month @ 7pm Kim Gray-Chair George Duncan-Vice Chair**

**Planning Board Business:** Chairperson, Kimm Gray attended the October 2023 Town Board Meeting. The Planning Board met in Dec 2023 to re-group, elect officers, and fill any vacancies. Kim will notify Board members. **Completed**

**Right-to-Farm Law –**Right-to-Farm Local Law ; public hearing Feb 8th, 2024 at 6:00 pm. **Pending**

A **MOTION** was made by Councilperson Schecter and seconded by Councilperson Gridley to accept the slate of officers as presented, **MOTION** carried. The planning board has 8 members, in the event of a tied vote, the planning board Liaison Allegra Schecter will be the tie braker.

Meetings will be held on the first Monday of each month at 6:30 pm. If any dates are a holiday, then the meeting will be held on the following Monday.

The Planning board reviewed the current Right to Farm law that was adopted on March 13, 1991. This law was updated and sent to the Town Clerk for presentation at the next Town Board meeting. The Town Board reviewed and will plan to hold a public hearing in February.

All planning board members will need to schedule a time to meet with Town Clerk Seeley to be sworn in.

All planning board members were provided with copies of the comprehensive plan.

**ORGANIZATIONAL CHART / TOWN Bi-LAWS BULLETIN BOARD – NOTICES**

Organizational Chart / Bi-Laws Amendment: Review & Updated for CY 2024 at the Jan 2024 Board Meeting

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 Meeting on Dec 2023. @ 6pm . Supervisor did attend.

**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 & Workers Compensation**

**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 – see above.** Shared Services Plan **Meeting must be held before 12/31.**

**Workers Compensation Plan (Town Share):** Supervisor received & reported to the Board the 2024 Worker’s Compensation Plan through the County. Town of Roseboom’s share is $ 4542.53. 0.379% of the County Budget. The amount for Towns and city are raised through the County Tax Levy. **Completed**

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**BROADBAND NATIONAL GRID VERIZON**

**Star Link (Town Building):** Due to the high cost of the Star Link Business Plan (non-residential) the Board opted to ask if the Town Justice could ask the Judicial Court if they could use Star Link and absorb the costs. Supervisor emailed Justice Mosensen to pursue the Town’s inquiry. **Pending**

**Verizon Tower –** Chairman, Dave Bliss reported I at the November 2023 Town Board Meeting that Verizon is interested in scoping out putting service in the Township. The existing tower (located on Prill Property) is not suitable for Verizon. A new tower will be built adjacent to the existing tower. This initiative is in the beginning phase. **Pending**

**TOWN BUDGET 2024**

**2024 Town Budget –** the 2024 Town Budget was reviewed and approved/adopted on Nov. 9th, 2023.

**Budget Certified & Submitted to County –** Town Clerk certified the adopted 2024 Budget. Supervisor delivered the 2024 to the Clerk of the Board, Otsego County on Nov. 20th, 2023. Completed.

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