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

**Committee Meeting June 2024**

**Town of Roseboom Committee Meeting Date: June 2024 Loc: Town Office**

Present:

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**

**NYS DOT Snow & Ice (2023/2024):** Supervisor received & deposited (01/16/24) S&I check $58,704.58 (INT PMT).

**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 The Town Board rescinded the approval of the contract.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. **UPDATE:** Board to approve \*Dec. 2023 Board Meeting) theamended Otsego County Snow & Ice Contract, whereas the County will reimburse the Town a flat rate for equipment (i.e. of $125) plus the hourly rate and any overtime 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. Supervisor did download, signed, and submit the e-contract to Otsego County. Completed.

**Otsego County S & I Payment**: received & deposited $7,283.63 for (11/23 & 12/23).

**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**

**Morton Road (Beaver: Dam Flooding):** Highway Superintendent reported on the flooding on Morton road due to beaver infestation. Board & Superintendent discussed long-term safety concerns and decided to build up the section of Morton Road with Shale and larger culvert. **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. Truck sold for $19,800 on Auction International on May 14, 2024. Check will be mailed to Town. Payment/Check **Pending**

**Truck – New 2023 Chevy Pickup with Dump & plow:** Hwy Supt Gage picked up the new Truck on Feb 2, 2024 from Mangino Chevrolet. See Abstract: 02-February 2024 CK# Completed.

**Truck #4 (Ray’) –** discussion to keep dump truck & patch-up box for 1-year. May 2024 Meeting the Town Board agreed to purchase another Box. Completed

**NEW Electric Pickup Truck:** Council Person Schecter reported that NYSEDA has revised the grant program so that the Town will now receive $10K grant monies, and $50K grant monies. They will move forward with an EV Charger for the Town Barn (inside) and for a new EV pickup truck when grant monies are available. **Pending**

**NEW Electric Landscape Equipment (NYSERDA GRANT $ 9869.96) (1 of 2 ):** Further, the Board decided at the March 2024 meeting to purchase Electric Powered Landscape Equipment with the NYSERDA CEC Grant Monies. Items purchased from Franks Automotive $ 4678.92 and 7M Supply $ 1293.83; totaling $ 5972.75

**NEW Electric Vehicle Charger & Installation (NYSERDA GRANT $ 9869.96) (2 of 2 ):** Board decided (March 2024) Board revised decision (May 2024) to purchase EV Charger ($900) & Installation ($2800) through Revolution Solar . Install EV Charger inside Town Barn/Building (non-public use). Amended Quote needed from Revolution Solar. **Pending**

**LOADER:** 2024 New Volvo (L60H SN 622632) : At the Jan 11, 2024 Town Board meeting, the Board unanimously approved to purchase a new VOLVO Loader with a 3-year extended warrant for a principal price of $ 91,745 + $ 395 doc fee = $ 92,140.22. A Letter-of-Intent to purchase the 2024 Volvo was sent (01/15) to ALTA Construction Equipment Attn Anne Jacson. Can expect delivery June 2024

**KS State Bank (Volvo Loader Financing):** At the Jan 11, 2024,Town Board Meeting,the Board unanimously approved to finance the Volvo Loader $91,745 + $ 395 doc fee = $ 92,140.22 through KS State Bank and authorized the Town Supervisor to sign the KS State Bank Application Form & Formal Proposal to finance the equipment purchase. Town Supervisor completed, signed, emailed, mailed the 1) cover letter to KS Bank, 2) Small Ticket Program Application, 3) Formal Proposal. The final cost is $92,140.22. A payment of $ 25,217.36 will be due at the time of closing.

KS State Bank approved the Town’s application -small ticket and Option 2 on the Formal Proposal. Update: Supervisor submitted documents to KS Bank regarding 1st payment due. Highway Voucher payable to KS Bank for $ 25,217.36 prepped for June 2024 Board Meeting. Note: Payments are due annual for a 4-year term. **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 (Purchase of Equipment) –** Hwy Superintendent reported that the Town can access CHIPS Monies to purchase plows for a 10-year life span**.**

**CHIPS 2024:**

**Rollover Balance to be used in CY 2024 = $ 81,779.76**

**Claimed in CY Feb 2024 - 39,298.12**

**Balance Available ……………………… $ 42,481.64 for CHIPS CP 73**

**CHIPS 24-25 CP 73 $ 125,246.53 + $ 42,481.64 = $ 167,728.17**

**PAVE NY CP 75 $ 29,033.22 = $ 29,033.22**

**EWR CP 74 $ 25,281.72 = $ 25,281.72**

**POPS CP $ 19,355.48 = $ 19,355.48**

**TOTALS…………. $198,916.95 + $ 42,481.64 = $241,398.59**

**Revised Balance Available………………………………..………. $ 241,398.59**

* **CHIPS 2024 (Suit Kote):** Board & Hwy Superintendent reviewed quotes from vendors for the CHIPS 2024 project(s). Board approved quote from Suit Kote ($211,276) at the May 2024 Board Meeting. Paving expected June 20th. **Completed**
  + **$ 152,653 Lower Hoose Road**
  + **$ 50,053 Stoney Squabble Road**
  + **$ 8,565 Dirt Road Material**
  + **$ 211,276 Total Quote from Suit Kote.**

**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 heard 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**

**Garage Back Wall (ARPA Funds $38K from County):** In September 2022 the Town submitted a proposal #2 and was approved for $38K from the County’s ARPA funds to repair the Back Garage Wall. These funds were specifically allocated for this project! Cannot use them for any other project (i.e. Heat Pump installation). Check was received. Funds are in NYCLASS Savings account. **Project not completed/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**

* **2024 Justice Court Reports & Fees (A.2610): Jan $0.00; Feb $286; Mar $560; April ($0); May ($0.00)**
* **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. **Update:** Due to medical concerns with Hwy Supt the project implementation will be moved to 2024 Summer or early Fall.

**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: Jan $8,660.76** (Sales: Nov 1-30). Will clarify whether to book to AR 2023 or revenue for 2024?

**Feb $ 3,600.30, Feb 2024 $ 3,05.67, March $5,868.13, April $ 7,925.36, May $--no check yet**

**YTD Total = $ 29,070.22**

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

**2024 Mortgage Tax (A.3005): arrives May & Dec:** received & deposit check (6/13) check $11,702.05 **Completed**

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| **Gates Cole Insurance (2024):** Premium paid Jan 2, 2024. Pollution Policy & Adjustments paid May 2024.**Completed**  **2024 T&A Account:** Town Board (May 2024) asked Supervisor to request Bonnie (Bookkeeper/Accountant) to set up a balance of $1000 in the T&A for late day or emergency purchases for the Highway Department. Supervisor email bookkeeper 6/8/24. **Pending**  **Road Reserve Savings Account-Hwy:** account opened 3/11/20 with $7000. Added $37,970 from Otsego County (ARPA fund 2022) = $44,970. Add’l interest is accruing. Balance at end of May 2024 = $48,948.72. |
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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**

**2024 OATH OF OFFICE –. Completed**

**TOWN SOLE ASSESSOR – Matthew Lippitt**

**NYS LRS: Pending**

**Board of Assessment Review (BAR) Vacancy –Pending**

**Board of Assessment Review Meeting: BAR Meeting June 4th, 2024. Completed**

**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: 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 2024 Town Budget can support an increase stipend for the Cemetery Association. In June 2024 Town Board authorized 1X Stipend $500 for the South Valley-Pleasant Brook Cemetery Association. These funds will be used for the increase mowing service expenses. **Completed**

**Historical Town Display –** Pat Mabie, Town Historian completed a large-scale historical display regarding the Town of Roseboom. It was on display at the Town Building for a few weeks. Great display! The Board expressed its appreciation and commented on the excellence of the display. THANK YOU, PAT!!

**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:** Ambulance Services provided through Otsego County Program; using ARPA funds.

**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**](mailto: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.

**CCAP (JOULE) Update March 2024:** Town received an email update from Joule 3/12/24. CCAP requesting few dates and times that work for your community for a hybrid meeting in March?  For a hybrid meeting, we will need at least one person from the Town in person at the event – and the ability to connect by Zoom, with a projector and speakers in the room.  Please confirm that you have a facility in which this is feasible.  This CCAP Initiative was deferred to Councilperson Allegra Schecter.

**CCAP (JOULE) Update April 2024:** Council Person Schecter & Supervisor Gustafson received an email from JOULE requesting a MOU regarding another round to obtain a more appropriate rate. Supervisor completed, signed, and returned the MOU. Further, JOULE sent an email reminding the Tow there is an Executable Pricing Discussion Zoom meeting on (4/11) at 1pm.  Outcome:

**CEC – Clean Energy Communities: $10K & $50K Grant Update March & April 2024:** at the March 2024 Board Meeting the Board decided not to move forward with the EV Charger units for the public. They will move forward with an EV Charger & Installation Fees for the Town Barn (inside) and to purchase Electric Powered Landscape Equipment with the $10K Grant Monies. Further, Board decided to move forward to submit application for $50 for EV Truck. NYSERDA approved the $50K Grant application. Councilperson Schecter will work with Supt Gage regarding the quotes & Purchase process for the new EV Truck.

**NYSERDA Update April 2024:** Council Person Schecter **wrote** a letter with comments to the Public Service Commission on the decreased funding for the Clean Energy Communities Program. It apparently would almost eliminate grant money for the Mohawk Valley Region municipalities.

**NYSERDA -Clean Energy Communities:** Allegra reported on an email from Amy Wyant (Mohawk Valley Economic Development District) indicating NYSERDA has received submission on behalf of your Community as detailed below:   
Name of Community: Town of Roseboom   
High Impact Action: Clean Energy Generation Installation Owned by Municipality Tier 1   
NYSERDA -CEC are reviewing the Town’s submission. They will notify you by email in the next few weeks whether your submission is approved, or if it is incomplete and needs to be resubmitted. **Pending**

**NYSERDA Points:** As of June 2024, the Town has earned 5000 points that allows the Town to apply for a $100K grant (i.e. for Heat Pumps for Garage & Add’l Solar Panel). A report was drafted and submitted to the Town Board. Advanced Benchmarking 3200 + Recertification for Bronze Level 800 + EV Charger 200 + Electric Powered Landscape Highway Equipment 200 + Electric Vehicle Ford Truck 300 + NEXAMP Program 300 = total of 5000 points. Thank you, Allegra! Documents & paperwork pending. **Pending**

**PLANNING BOARD… 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**

**LOCAL LAW #-2024 (Right-to-Farm Law) –**the Town Board held a public hearing on Local Law #1-2024 on February 8th @ 6:155 pm regarding Right-to-Farm. Town Board unanimously approved Local Law # at the February 2024 Town Board Meeting. **Completed**

**MEETINGS:** 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.

**COMPREHENSIVE PLAN (2024-UPDATED) –** a ***resolution*** adopting the revised/updated Town of Roseboom’s Comprehensive Plan will be presented at the March 2024 Town Meeting. **Pending**

**Project Ideas for 2024:** Town Board asked Supervisor to email Kim Gray, PB Chairperson indicating the Town Board does not wish to pursue any “Land Use Regulations” at this time. They discussed and review prior year(s) survey that indicate the community does not want Land Use Regulations. Also, the Town adheres to the Otsego County Code Enforcement regulations based on NYS laws. The Board expressed they would like to ask the PB to work on the Transportation Survey from the County, and any Grant Options. Note: Email sent on 4/11/24 to K Gray & A. Schecter.

**Community Solar Project with Power Market –** Councilperson Schecter is working on a Community Solar Project with Power Market. If successful, this will give the Town of Roseboom additional NYSERDA grant monies. i.e. 10+ signees will get the Town $5K, and 60+ signees will get the Town $10K Board to discuss MOU & Resolution 6 at the May 2024 Board meeting. Update pending:

**Otsego County Code Enforcement:** Board discussed County Code Enforcement role & responsibilities. A meeting will be set up with Keith Daragh to discuss Town Planning Board Role as it pertains to zoning, land use regulations, and ect. Supervisor emailed 6/9/24 KD regarding meeting. Pending

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

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

Add: Section re Drug Free Area (re: new cannabis laws) Town Clerk prepared an updated Highway Employee Handbook. Hwy Superintendent will give each employee a handbook & sign off that they received the handbook. . **Completed**

**SHARED SERVICES with OTSEGO COUNTY.**

**2024 Otsego County Shared Services Plan**. Supervisor attended & voted (yes) at the Otsego County 2024 Shared Services Plan on Dec 2023 @ 2 pm. The approved 2024 Shared Services Plan is 1) Montgomery-Otsego-Schoharie Shared Leachate Line Project: to install a pipe to convey leachate from the former MOSA Eastern Landfill in Montgomery County to the Amsterdam Wastewater Treatment Plan. Amortization $79,250; annual savings $ 626K – with Otsego County savings 40% =$218,780.nnual (Approved by Panel Members) 2) Special Operations Team (Otsego County & City of Oneonta): to share equipment (County-grant-funded) and full-time hazardous materials-trained personnel (City of Oneonta Fire Department Staff) to expand the capacity for local response to hazardous materials and weapons of mass destruction events. Annual cost savings to County by shared trained personnel (6) = $288K. Annual cost savings to City by shared equipment (total $317K amortized over 5-year useful life) with County = $78,400. Total savings of project = $366,400. (Approved by Panel Members) **Completed**

**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 weretransitioned over to Otsego County. Residents can contact Keith Darraugh, Code Enforcement Officer @ 607-547-4327. **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**

**COMMUNITY PROJECTS**

2024 – Soap Box Derby – this initiative has been cancelled. The First Christian Church has decided not to move forward with this initiative at this time. Supervisor notified Gates Cole Ins of the Event cancellation. Completed.

**TOWN BUDGET 2024**

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

**Respectfully Submitted,**

**Patti Gustafson, Town Supervisor**