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

**Committee Meeting February 2025**

**Town of Roseboom Committee Meeting Date: Feb 2025 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 SNOW & ICE CONTRACT

**NYS S& I Contract (5-year extension – which includes 2024/25) –** Superintendent Gage reported on his meeting with Mr. Burton (NYS) and the types of S&I Contract available. Upon discussion the Board asked Supt Gage to move forward with a FIXED LUMP SUM CONTRACT and if there are any outstanding costs due (via Supplemental Reports) to the Town for Payroll & Benefits & Materials for 2022/2023, 23/24, 24/25. Note: Superintendent, Supervisor, Deputy Supervisor, and Bookkeeper will complete necessary data/figures for Supplemental Reports. Pending

**COUNTY SNOW & ICE CONTRACT**

**Otsego County Snow & Ice (2023-2026) 3-year: UPDATE:** Board to approved (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.

ROAD REPIRS & 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

**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 and/or hire someone to remove the Beavers. **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

**Roller – (NYS LGS Grant) – Shared Equipment with Otsego County DPW:** Councilperson Schecer, Superintendent Gage, Deputy Supervisor VanDewerker, and Otsego County Superintendent DPW Rich Brimmer have worked to complete and submitted ( 01/24/25 deadline) the application paperwork to NYS Local Government Efficiency Grant Program. If approved by NYS the Town & County will purchase a new Roller. The Town Board & the County Public Works Committee approved for the County to apply for the funding (NYS LGS Grant) opportunity with the Town of Roseboom, with the town being the lead agency. The County Administrative Committee is expected to pass this as well, with a County resolution Feb 5th. The MOU with the County will be drafted with Rich Brimmer and County Attorney. MOU Pending. Once again, utmost appreciation & thanks to all those for working on this grant application. Especially Councilperson Schecter! Pending

**SHARED HIGHWAY SERVICES – COUNTY AGREEMENT MOU with other Municipalities**

**2024 Otsego County Shared Services Plan**: Supervisor received and shared with Board Members & Hwy Supt Dan Gage a draft agreement ( 36 pages) outlining a new services agreement . Whereas, NYS has determined and encourages the sharing of municipal services and materials, by way of renting, leasing, exchanging, borrowing, and/or maintaining/repairing machinery & equipment. Board members & Hwy Superintendent to explore this option. Board to review at the Dec 12th Meeting. **Pending.**

**Agreement for Shared Highway Services –** Town Board reviewed & approved Agreement Document” at the Jan 2025 Board meeting. Agreement will be signed & submitted by Supervisor to Otsego County (rich Brimmer). Then Supervisor will electronically sign the contract through the County Contract Management Software system. Pending

**NYS LOCAL GOVERNMENT SERVICES GRANT**

2025 NYS LSG – Board approved (12/24) to move forward with NYS LGS Grant option(s) regarding shared services. Grant identifies with sharing services or even buying a piece of equipment together with another municipality. Application due date is Jan 24, 2025. Councilperson Schecter, Superintendent Gage, Deputy Supervisor VanDewerker will work together regarding this grant initiative. Pending for 2025

**TOWN HIGHWAY CHIPS PROJECTS**

**2025 CHIPS: Rollover to 2025 $ 6,244.25**

**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 County Code Officer. 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**

**Building 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 Dec 2024 = $50,593. **Pending**

**JUSTICE COURT Justice: Steve Mosenson**

* **2025 Justice Court Reports & Fees (A.2610):** No report for Jan 2025, yet.
* **2023 JCAP Project (Justice Court Addition):** Due to medical concerns with Hwy Supt ; the project implementation will move forward in CY 2025. Completion pending.
* **2024 JCAP Project (Justice Court Room & Bathroom rehab & new furniture & etc.)** Board discussed 7/11, Supervisor & Board met on 9/11/24 @ 6pm with Justice Mosensen to discuss grant options. All supporting quotes & documents will be provided to Justice Mosensen; Board will meet with Justice Moseson October 09th @7 pm in order to complete the JCAP Application process. **Pending**

**FINANCIAL & OTHER BUSINESS ITEMS**

**2025 Monthly Financial Reports –** Supervisor’s Financial Reports on file; e-mailed to Board members. **Completed**

**2025 County Sales Tax (A.1120 - $ 90,000 Budgeted):** Checks received & deposited for the following distribution dates: Jan=$9,124.65

**2025 NYS Per Capita Aid: (A.3001 Budgeted $3541): arrives in Fall** Received & deposited $\_\_\_\_\_\_\_\_\_\_ **Pending**

**2025 Mortgage Tax (A.3005 Budgeted $ 8500): arrives May & Dec** Received & deposit $\_\_\_\_\_\_\_\_\_\_\_\_ **Pending**

**2025 Worker’s Comp –** Supervisor received Worker’s Comp Plan & Budget from Otsego County. Whereas, worker’s comp amounts are raised through the County tax levy. Town of Roseboom share = $ 4365.31; decrease of $177.22.

**2025 CDPHP Health & Dental Insurance:** Board approved to renew the CDPHP Health & Dental Plans for Highway FTE. Town pays 100% for Individual Plan @ $ 1049.29 per month per FTE. $12,592 x 4 FTE = $50,366 per year. **Completed**

**2025 OCX Annual Service Contract:** Board approved (11/24 mtg) annual service contract with OCX (Paul Schecter)

**2025 Starlink –** Board approved (11/24 mtg) to purchase & Install Starlink from OCX. **Pending**

**2024 Hughes Net –** Board approved (11/24) to terminate Hughes Net Internet Service; upon installation of Starlink System. **Pending**

**TOWN CLERK & TAX COLLECTOR**

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

**2025 ATC Taxes Software –** purchased in Dec 2024 $1100 **Completed**

**2025 OATH OF OFFICE – pending**

 **TOWN SOLE ASSESSOR – Matthew Lippitt**

**NYS LRS: Pending**

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

**Board of Assessment Review Meeting: BAR Meeting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pending**

**DOG CONTROL**

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

**2025 Susquehanna SPCA Contract ($1000.00):** Town Board approved (11/24). Supervisor signed & mailed contract (12/24). Invoice paid Jan 2025. **Completed**

**2025 Municipal Shelter Inspection Report (Ag & Markets): Inspection completed on \_\_\_\_\_\_\_\_\_; report indicates dog shelter services were rated “satisfactory”. Pending**

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

**2025 South Valley Cemetery Association (Annual Stipend for Expenses:** Town budgeted $1250.

**2025 Pleasant Brook Cemetery Association (Annual Stipend for Expenses):** Town budgeted $1250.

**AMERICA 250 Celebration –** Town Board received letter/notice from Deb MacKenzie, Otsego County Historian regarding the AMERICA 250 Celebration. Town Board approved Resolution #7 – Proclamation that officially establishes a partnership with the Otsego County Historian, the town/village/city historian and interested others to work on any and all America250-related activities within ***Town of Roseboom***. The participants of this endeavor will be strictly in voluntary roles and there will be no compensation for participation.

**TOWN SIGNS CELL / INTERNET SERVICE**

**SIGNS --Town of Roseboom Sign (s) “Welcome to Town of Roseboom”:** **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. **Completed**

**NEXAMP SOLAR-----------------------------------------------------------------------------------------------COMPLETED 2019**

**2019 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 Street Lighting Bills. Support Team at **855-727-4636**or **support@nexamp.com** with any questions. This is an on-going initiative. **Completed**

**CLIMATE SMART COMMUNITIES (NYS DEC)------------------------------------------------------COMPLETED 2024**

**BRONZE LEVEL 2022:** 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

**BRONZE LEVEL 2024:** NYSERDA Bronze-Level Recertification (800 points) completed & submitted 7/8/24 by Paul Schecter & Allegra Schecter. THANK YOU! ALLEGRA! GREAT JOB! Completed

**COMMUNITY CHOICE AGGREGATION PROGRAM / CCAP (JOULE) ----------------------COMPLETED 2024**

**2022 CCAP Agreement:** Supervisor signed & submitted the CCA Local Law (CCA Agreement) for final execution. Supervisor received the executed CCA Agreement; copy to Councilperson Schecter.

**2022 CCAP:** Town Board waiting for CCAP to obtain an appropriate rate in order to move forward.

**2023 CCAP (JOULE) Update:** No rate set. Deferred

**2024 CCAP (JOULE) Update:** No rate set.Board discussed and decided “NOT TO MOVE FORWARD” with this initiative as the rate that Joule is proposing is too small and Town residents have express they are not interested in pursuing this small savings.

**NYSERDA CEC – Clean Energy Communities--------------------------------------------------------------------COMPLETED 2024 $9,869.96K (aka $10K) Grant – Electric Vehicle Charger & Electric Landscape Equipment**

**NYSERDA CEC $10K Grant – Purpose:** NYSERDA approved application for $9869.96 to purchase EV Charger and Hwy Landscape Equipment.

**NYSERDA CEC $10K Grant Received:** Received NYSERDA Approval & payment of $5000. Used funds for EV Charger and Electric Highway Landscape Equipment.

**NYSERDA CEC $10K Grant – Purchases:** Frank’s Automotive Landscape Equipment =$4678.92 (paid 4/16). 7M Supply LLC Landscape Equipment=$1293.88 (paid 5/16). Revolution Solar=$3897.21 (Paid 7/22).

**NYSERDA CEC – Clean Energy Communities---------------------------------------------------------------------COMPLETED 2024 $50K Grant – Electric Vehicle Pickup Truck**

**NYSERDA CEC $50K Grant – Purpose:** NYSERDA approved application for $50K to purchase EV Pickup Truck.

**NYSERDA CEC $50K Grant Agreement:** Town approved & submitted signed NYSERDA CEC Agreement.

**NYSERDA CEC $50K Grant Received:** Received NYSERDA payment of $12,500 (ACH-NBY 6/14) and $ 37,500 (ACH-NBT 7/25) Funds will be utilized to purchase Ford Electric Vehicle (F-150 Lightning) front & rear mud flaps, and $500 rebate. Quotes received from vendors.

**NYSERDA CEC $50K Grant – Purchases:** Brewster Ford ($49,697.50 (pd 6/26 ck#4211), and Allegra Schecter ($500 (pd 7/22 ck#4219). Grant monies= $50,000 & Tax Levy 197.50. **Completed 2024**

**NYSERDA CEC – Clean Energy Communities: $5K Grant – Garage Rehab & New Addition----------------------------------------------------------------------------------PENDING**

**NYSERDA CEC Solar Project:** Board approved & supervisor submitted to NYSERDA Resolution #6 -2024 (May 2024). Whereas, the Town works collaboratively with Power Market to implement the community solar campaign initiative. Whereby, if 10 consumer residents enroll in a solar project to feed clean energy into the local power grid, they will receive 10% discount on credits applied to their electric bill. Further, the Town will receive $5K Grant to utilize towards the Hwy Garage rehab (solar panels, LED lighting, insulation, etc.).

**NYSERDA CEC $5K Grant Purpose:** NYSERDA approved application for $5K Grant. Will utilize funds in CY 2025 for Garage Rehab & New Addition to Back area. Pending for 2025

**NYSERDA CEC $5K Grant- Received**: Received NYSERDA approval & Payment of $5000 (11/25/24).

NYSERDA CEC $5K Grant – Purchases: Funds will be utilized in CY 2025 for Hwy Garage Rehab & new Addition Section (i.e. insulation, LED Lights, etc.) Pending for 2025

**NYSERDA CEC $5K Grant – Purchases:** Pending for 2025

**NYSERDA CEC – Clean Energy Communities: $100K Grant – Garage Rehab & New Addition-----------------------------------------------------------------------------PENDING**

**NYSERDA 5000 Points= $100K Grant:** As of October 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). See NYSERDA CEC Scorecard **Completed**

**NYSERDA CEC $100K Grant Purpose:** NYSERDA to approve application for $100K Grant. Will utilize funds in CY 2025 for Garage Rehab & New Addition to Back area. To install Heat Pumps, Insulation Spray Foam, 16 Solar Panels to Salt Shed, etc. at the Town Garage/Hall to generate cost savings, energy savings, and reduction of GHG Emissions. Pending 2025

**NYSERDA CEC $100K Grant- Received**: Received NYSERDA approval & Payment of $100K.

**NYSERDA CEC $100K Grant – Purchases:** Pending for 2025

**Vendor Quotes $100K Grant Initiative; reviewed by Board at the Feb 2025 Town Board Meeting. –** Town Board reviewed and approved the following quotes:

Revolution Solar: additional Panels for Salt Shed ……………………………………………… $ 11,088

NP Environment: Heat Pump System for Garage/Building………………………………... $ 39,260

NP Environment: Insulation Interior………………………………………………………………….

NP Environment: Insulation Exterior …..……………………………………………………………

**2025 NYSERDA GRANT AGREEMENT (No 243418) –** Project Director, Allegra Schecter received the NYSERDA Grant Agreement via email. Supervisor reviewed the Agreement. Town Board approved Agreement # 243418 and authored Supervisor to sign & submit Agreement to NYSERDA. NYSERDA sent the Town a signed/executed contract. Contract Agreement outlines the scope of work, timeframes for completion and costs of the project. Reimbursement is through the Salesforce Application process. Invoices from vendors will be submitted to NYSERDA for reimbursement then payment will be made to the vendors. Pending for 2025

**Note: the Town Board expresses their utmost appreciation and thanks to Allegra Schecter, Dan Gage, and Curtis VanDewerker for all their work and commitment in obtaining grant funds for the Town! Thank you!**

**2025 NYS LGS - Local Government Efficiency Grant (Equioment=Roller):**

2025 NYS LSG – Board approved (12/24) to move forward with NYS LGS Grant option(s) regarding shared services. Grant identifies with sharing services or even buying a piece of equipment together with another municipality. Application due date is Jan 24, 2025. Councilperson Schecter, Superintendent Gage, Deputy Supervisor VanDewerker will work together regarding this grant initiative.

Update for 2025 **Roller – (NYS LGS Grant) – Shared Equipment with Otsego County DPW:** Councilperson Schecher, Superintendent Gage, Deputy Supervisor VanDewerker, and Otsego County Superintendent DPW Rich Brimmer worked to complete and have submitted ( 01/24/25 deadline) the application paperwork to NYS Local Government Efficiency Grant Program. ***If approved by NYS the Town & County will purchase a new Roller.*** The Town Board & the County Public Works Committee approved for the County to apply for the funding (NYS LGS Grant) opportunity with the Town of Roseboom, with the town being the lead agency. The County Administrative Committee is expected to pass this as well, with a County resolution Feb 5th. The MOU with the County will be drafted by Rich Brimmer and County Attorney; and will require the Highway Superintendent Gage’s approval. MOU Pending. Once again, utmost appreciation & thanks to all those for working on this grant application. Especially Councilperson Schecter! Pending

**PLANNING BOARD… Kim Gray-Chair George Duncan-Vice Chair**

**Planning Board Business:** Chairperson, Kim 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**

**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.

**MEETING (Summer):** Deputy Supervisor met with Chairperson Kim Gray to discuss Planning Board interests and views. Curtis will follow up with Kim and Town Board. **Pending**

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

**2025 Chart / Bi-Laws Amendment:** Review & Update for CY 2025 at the Jan 2025 Board Meeting

**2025** **Employee Handbook:** Hwy Superintendent will give each employee a handbook & sign off that they received the handbook. **Pending**

* **2025 Bi-Laws Amendment:** Board approve to amend the 2025 Bi-Laws *to* add MWBE (Minority & Women-Owned Business Enterprises) -approval to add the MWBE Compliance Form to the 2025 Organizational Chart & Bi-Laws. Note: this MWBE Form is relating to the NYS Local Government Efficiency Grant Program (Shared purchase of Roller Equipment). **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. (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**

**2024 Otsego County Shared Services Plan**: Supervisor received and shared with Board Members & Hwy Supt Dan Gage a draft agreement ( 36 pages) outlining a new services agreement . Whereas, NYS has determined and encourages the sharing of municipal services and materials, by way of renting, leasing, exchanging, borrowing, and/or maintaining/repairing machinery & equipment. Board members & Hwy Superintendent to explore this option. Board to review at the Dec 12th Meeting. **Pending.**

**HAZARD MITIGATION PLAN with OTSEGO COUNTY**

**2024 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**

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

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**BROADBAND NATIONAL GRID VERIZON**

**Star Link (Town Building):** Town Board approved (11/2024) to terminated Hughes Net & install Starlink**. Pending**

**Verizon Tower –** Chairman, Dave Bliss reported 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**

**TOWN BUDGET 2025**

**2025 Town Budget –** completed, adopted (11/7/24), filed with County Clerk.

**Respectfully Submitted,**

 **Patti Gustafson, Town Supervisor**