TOWN OF ROSEBOOM

TOWN BOARD MEETING

**October 10, 2019**

The Regular Monthly Meeting of the Roseboom Town Board was held on October 10, 2019. Supervisor Gustafson called the regular board meeting to order at 6:31 pm.

**PRESENT**: Councilpersons- Curtis VanDewerker, Allegra Schecter, Daniel Gage and Charles Diamond. Supervisor Patti Gustafson and Highway Superintendent- Mitchell Vanburen.

**ABSENT/EXCUSED**:

**OTHER OFFICIALS PRESENT:** Assessor Matt Lippitt

**VISITORS LISTING:** SeeAttachment #1

**AGENDA:** See Attachment #2

**PRESENTATION:** None

**MINUTES:**  A **MOTION** was made by Councilperson VanDewerker and seconded by Councilperson Gage to approve the minutes from the September 2019 regular meeting. All were in favor, **MOTION** carried.

**SUPERVISORS/FISCAL OFFICER’S REPORT:** See Attachment #3

* Supervisor Gustafson reviewed the committee notes and gave the supervisors report. A **MOTION** was made by Councilperson Gage and seconded by Councilperson VanDewerker to approve the committee notes/supervisor report. All were in favor, **MOTION** carried.
* A **MOTION** was made by Councilperson Schecter and seconded by Councilperson VanDewerker to approve **RESOLUTION #7-2019** approving the NYCLASS Municipal Cooperative Agreement. New York Cooperative Liquid Assets Securities System; is a short term, highly liquid investment fund designed specifically for the public sector. NYCLASS provides the opportunity to invest funds on a cooperative basis in short term investments that are carefully chosen to yield favorable returns while providing maximum safety and liquidity. All were in favor, **MOTION** carried. **RESOLUTION** passed.
* A **MOTION** was made by Councilperson Schecter and seconded by Councilperson VanDewerker to approve a FUND TRANSFER; approving the Town Supervisor/Budget Officer to transfer funds from NBT Bank Savings & Reserve Accounts to NBT Checking and then to appropriate NYCLASS savings & Reserve accounts. Further, to leave open NBT General Checking, Highway Checking, Highway Road Reserve, and Highways Equipment reserve accounts. All were in favor, **MOTION** carried.
* A **MOTION** was made by Councilperson Diamond and seconded by Councilperson Gage to approve the appointment of Christopher VanDewerker as the HEO, effective 10/15/19, filling the vacant highway position. All were in favor, **MOTION** carried.
* A **MOTION** was made by Councilperson VanDewerker and seconded by Councilperson Gage to approve the town clerk purchasing a new laptop for the Town Assessor, at the best available price comparable to NYS pricing. This will come out of the assessor contractual A1355.4. All were in favor, **MOTION** carried.
* A **MOTION** was made by Councilperson Schecter and seconded by Councilperson Gage to approve a change in marriage license fees; authorizing the register to waive the Town portion of the mandated fee; thus charging “0” for Active Duty marriage licenses. This is based on Governor Cuomo’s bill that was passed waiving the states portion. All were in favor, **MOTION** carried.
* A **MOTION** was made by Councilperson VanDewerker and seconded by Councilperson Gage to approve holding the next town board meeting on November 7th; instead of the 14th due to the public hearing requirements for the Budget process and tax cap override. All were in favor, **MOTION** carried. Town Clerk will post notice.
* A **MOTION** was made by Councilperson VanDewerker and seconded by Councilperson Schecter to approve the tentative Budget. Once Tentative Budget is approved it becomes the Preliminary budget. All were in favor, **MOTION** carried. Note: Currently, the Tentative Budget is over the NYS Tax Cap which requires a Public Hearing. If the Preliminary Budget comes in under the NYS Tax Cap; no public hearing is required. Re: tax cap override.
* A **MOTION** was made by Councilperson Schecter and seconded by Councilperson Gage to approve that the preliminary budget will be completed and filed with the Town Clerk by October 28th, 2019. The 2020 Budget will be on file at the Town Clerk’s Office and will be available for inspection. All were in favor, **MOTION** carried. Town Clerk will post notice by October 28th.
* A **MOTION** was made by Councilperson Gage and seconded by Councilperson VanDewerker to approve holding a public hearing on November 7th, 2019 regarding the adoption of the 2020 Budget. All were in favor, **MOTION** carried. Town Clerk will post notice.
* A **MOTION** was made by Councilperson Diamond and seconded by Councilperson VanDewerker to approve the appointment of Allegra Schecter as Planning Board Liaison, to serve a term on the Town Planning Board, effective 10/10/19. All were in favor, **MOTION** carried.
* A **MOTION** was made by Councilperson VanDewerker and seconded by Councilperson Gage to amend the Organizational Chart to reflect the appointment of Allegra Schecter to serve on the Town Planning Board, as Planning Board Liaison effective 10/10/19. All were in favor, **MOTION** carried.
* A **MOTION** was made by Councilperson VanDewerker and seconded by Councilperson Diamond to approve the Town Clerk to post the following notices: 1- Notice regarding the seasonal road posting for Dec 1-May 1 (winter season), 2- Notice regarding the mail box regulations for snow plowing season All were in favor, **MOTION** carried.
* A **MOTION** was made by Councilperson VanDewerker and seconded by Councilperson Gage to approve a Fund Transfer in the amount of $10,000 from General Fund Checking (DA.1620.4- Municipal Building Reserve) to Municipal Building Reserve Savings accounts; at year end. All were in favor, **MOTION** carried
* A **MOTION** was made by Councilperson Diamond and seconded by Councilperson Schecter to approve a Fund Transfer in the amount of $5,000 from Highway Fund Checking (DA.51104.2- Road Maintenance Reserve) to Road Maintenance Reserve Savings account; in Oct 2019. All were in favor, **MOTION** carried
* A **MOTION** was made by Councilperson Gage and seconded by Councilperson Diamond to approve a Fund Transfer in the amount of $5,000 from Highway Fund Checking (DA.5130,2- Machinery/Equipment Reserve) to Machinery/Equipment Reserve Savings account; at year end. All were in favor, **MOTION** carried
* A **MOTION** was made by Councilperson VanDewerker and seconded by Councilperson Schecter to approve an Inter-Fund Transfer from the General Fund to the Highway Fund; as a short term loan if needed regarding cash flow concerns. This is based on timing & funds available. All were in favor, **MOTION** carried
* A **MOTION** was made by Councilperson Diamond and seconded by Councilperson Gage to approve **RESOLUTION #8-2019** approving a RAN- Revenue Anticipation Note: approving for a three month; up to $100,000 RAN, if needed, to cover cash flow concerns for the Highway Fund. The RAN is based on CHIPS reimbursement due at the end of December 2019. All were in favor, **MOTION** carried. **RESOLUTION** passed.

**ABSTRACTS**: Attachments #4 and #5

* Abstract for General Fund number 10: $4,054.64
* Abstract for Highway Fund number 10: $127,156.37

A **MOTION** was made by Councilperson Schecter and seconded by Councilperson Diamond to accept the General Fund Abstract #10 for $4,054.64 and Highway Fund Abstract #10 for $127,134.63. All were in favor. **MOTION** carried.

**ROAD COMMITTEE REPORT: Councilperson VanDewerker**

* Deferred to Highway Report

**MACHINERY COMMITTEE REPORT: Councilperson Diamond**

* Deferred to Highway Report

**GARAGE COMMITTEE REPORT: Councilperson Schecter**

* Deferred to Highway Report

**ENVIRONMENTAL IMPACT COMMITTEE REPORT: Councilperson Schecter**

* Councilperson Schecter- nothing to report at this time.

**LAND ACQUISITION COMMITTEE REPORT: Councilperson VanDewerker**

* Nothing to report at this time

**HIGHWAY SUPERINTENDENT’S REPORT: Superintendent Mitchell Vanburen**

* HWY DEPT work schedule was reviewed with board and updated.
* Highway staff are beginning to prepare for winter. Notices will be posted regarding seasonal roads.
* Edwards Road project for FEMA has been completed. The town board would like to thank the Highway Department for their hard work in getting this completed.

**TOWN CLERK’S REPORT: Town Clerk Seeley**

* Dogs- 12 neutered and 4 un-neutered for September 2019 totaling $88.00 for the Town and $24.00 for the State.
* DOGS: All notices were sent to residents with expired dog licenses. Report given to Councilperson VanDewerker on 9/12/19
* Building Permits- 1 total for September 2019 totaling $25.00 for the Town.
* Total for the month of September 2019 was $137.00, deposited on October 11, 2019 in NBT Bank. NYS Dept of Ag and Mkts received a check for $24.00 (check #3102 and Supervisor Gustafson received a check in the amount of $113.00 (check #3103) on October 10, 2019.
* Other: town website has been updated.
* Town Clerk will explore tax credit card payments.

**ASSESSORS REPORT: Matt Lippitt**

* Office hours will be held Tuesdays from 10am -12 noon at the town barn. An alternate phone number, outside of office hours- 607-437-1113. Email- [hartwickassessor@yahoo.com](mailto:hartwickassessor@yahoo.com).

**JUSTICE REPORT:**

* Court Report and Fees from Justice Yerdon for September 2019 were received and deposited.

**COUNTY REPRESENTATIVE REPORT**: **David Bliss**

* Not Present

**CODE ENFORCEMENT REPORT: Lloyd Stannard**

* Not present

**PLANNING BOARD: Larry Lamb, Chairperson**

* Meetings are held on the 2nd Monday of each month at 7 pm. Meetings are held at the town barn and are open to the public.

**OTHER BUSINESS:**

* Dog control officer will be visiting residents who did not respond to notices to license dogs. Tickets will be issued.

**PUBLIC COMMENT:**

* None

**NEXT TOWN BOARD MEETING:** will be held on Thursday, November 7, 2019 at 6:30 pm at the South Valley Christian Church Fellowship hall located on St. Rt. 165 located in South Valley, NY.

**NEXT TOWN BOARD COMMITTEE MEETING**: will be held Friday, November 1st, 2019 at 7:30 am at the Town Barn, located at 126 Co. Hwy 50. Meeting is open to the public and all are welcome!

**MEETING ADJOURNMENT**:

* A **MOTION** to adjourn the October 10, 2019 meeting was made by Councilperson \_\_ and seconded by Councilperson \_\_\_. All were in favor. The meeting was adjourned at \_\_\_ pm.

Respectfully Submitted,

Erin Seeley

Town Clerk/Collector