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

**Committee Meeting October 2024**

**Town of Roseboom Committee Meeting Date: Oct 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), (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: 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.

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

**Otsego County S & I Payment**: received & deposited $26,866.213 for (01/24 – 04/24).

**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 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**

**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:**

$ 81,779.76 Roll-Over from 2023

 -39,298.12 Claimed 2/9/9 Payment on 3/13

$ 42,481.64 Roll-Over Balance from 2023

$ 198,916.95 Apportionment for 2024

$ 241,398.59 Total Available for 2024

- 121,217.90 Claimed 8/12 Payment Due 9/17

$ 120,180.69 Balance Remaining for 2024

 -58,543.39 To be claimed Nov 1, 2024; w/ Dec 14th payment due.

**$ 61,637.30** **ROLLOVER to CY 2025**

**CHIPS 2024 (Suit Kote):** Board & Hwy Superintendent reviewed quotes from vendors for the CHIPS 2024 project(s). Board approved amended quote from Suit Kote ($157,528.98) at the June 2024 Board Meeting. Paving expected 6/20.

* **CHIPS 2024 (All State /Gorman Bros):** Board & Hwy Superintendent reviewed quotes from vendors for the CHIPS 2024 project(s). Board approved amended quote from All State/Gorman Bros ($55.666.41) at the June 2024 Board Meeting. Location: Stoney Squabble Road & Dirt Road Material. Paving expected 6/20.

**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**

**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 May 2024 = $48,948.72

**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 & $100; Mar $560; April $0.00 May $0.00; June $143; July $0.00 + $100; August $0.00, Sept $0.00. YTD Total = $ 1204.**
* **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.
* **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**

**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**, **Feb $ 3,600.30, Feb 2024 $ 3,015.67, March $5,868.13, April $ 7,925.36, May $6,629.47, June $6701.22**

**July $9,940.31, August $8,937.05, Set $8,679.73 YTD = $ 69,958.00 (Budgeted $87,000. Received 80.41%)**

**2024 NYS Per Capita Aid: (A.3001 Budgeted $3541): arrives in Fall 2024: Received & deposited $248 (9/11). This is 1X extra in the NYS 2024 Budget section 3089. Received & deposited $ 3,541 (10/9). Total YTD = $ 3,789. Completed**

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

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| **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****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 July 2024 = $49,594. * **NYCLASS 0002 – Municipal Building Savings Account (current balance = $ 49,811)**
	+ **$ 7,000 opened account on 3/11/20**
	+ **$37,970 from Otsego County ARPA Monies for Garage Wall Repairs (Proposal #2; 9/29/22)**
	+ **$ 4,841 from interest earned (NYCLASS) as of 8/31/24**
* IRS Tax Form 8038-GC: Information Return for Small Tax-Exempt Government Bond Issues: Received notice from IRS regarding Bond Issuer – Town of Roseboom, Issue Date- April 22, 2024, Issue Price- $92,298. **Completed**
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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**

**County Equalization Rate for 2025 Tax Roll –** Supervisor received notice from County Clerk of the Board, Carol McGovern providing a copy of the county equalization rates, which were established by the State Office of Real Property Tax Services. These are the County Equalization Rates for the 2025 Tax Roll. Town of Roseboom = 76.77**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**

**2024 Municipal Shelter Inspection Report (Ag & Markets): Inspection completed on 08/26/24; report indicates dog shelter services were rated “satisfactory”. Completed**

**2025 SPCA Susquehanna Annual Contract ($1000):** Board to review & approve 2025 SPCA Contract for$1000. Payment due & will be paid in Jan 2025.

**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!!

**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):** **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**

**Cherry Valley Emergency Squad Closure:** Town Board received letter of notice/plan that the CVEMS has implemented a “Closure Plan” for the CVEMS effective 01/01/2025. Note: The Town Board recognizes the CVEMS Closure Plan and expresses their utmost appreciation for their dedication & service to our community, thank you!! Town Clerk, Erin Seeley asked to post the notice on the Town’s web site. **Completed**

**SOLAR INITIATIVE(S) CLIMATE SMART NEXAMP PUBLIC SERVICE**

**CLIMATE SMART COMMUNITIES (NYS DEC)**

**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.

**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.

**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:

**NYSERDA CEC – Clean Energy Communities: $10K & $50K Grant Update March & April 2024: completed**

**NYSERDA Points:** 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 Notice. **Completed. Thank you, Allegra**

**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**

**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 letter will be drafted by the Town Board consisting of “questions for Keith Daragh regarding the Town Board, Community impact, and Town Planning Board Role as it pertains to zoning, land use regulations, and ect. Letter/Questions drafted at the 7/11/24 Board 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**

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

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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**

**Antique Tractor days – August 16,17,18th**

**TOWN BUDGET 2025**

**2025 Town Budget –**

**Tentative Budget: Supervisor met 9/27 @ 2pm with Bookkeeper/Accountant to do tentative/draft. Deputy Supervisor & Supervisor met 10/02 @ 3 pm with Bookkeeper/Accountant to finalize the Tentative Budget.**

**Tentative Budget: Board members met 10/02 @ 6 pm to review Tentative Budget and drafted the Preliminary Budget.**

**Preliminary Budget: Board met 10/02 to finalize the Preliminary Budget. Town Board will approve the Preliminary Budget at the Board Meeting on 10/10/24.**

**Final Budget: Board will meet 1/07/24 to adopt the Final Budget at the Nove 7th Board Meeting.**

**Tax Cap Override/Local Law: Board will hold Public Hearing on Local Law regarding the 2025 Tax Cap Override on 11/07/24 @ 6:15 pm. Prior to the regular Board Meeting**

**Respectfully Submitted,**

**Patti Gustafson, Town Supervisor**