

Town of Roseboom

Committee Meeting

Date: August 02, 2019

Loc: Town Office

Present: Supervisor Patti Gustafson, Deputy Supervisor Curtis VanDewerker, Councilperson Charles Diamond, Councilperson Dan Gage, and Councilperson Allegra Schechter

Excused/Absent:

Other Present: Mitchel Vanburen, Hwy Superintendent; Code Officer, Lloyd Stannard

ITEMS OF DISCUSSION --

HIGHWAY --- CONTRACTS, ROADS, EQUIPMENT, BUILDING, CHIPS

- **NYS DOT SIR 11 Cost Report (2017/2018 & 2018/2019 Seasons):** Hwy Supt will track monthly Snow & Ice costs on the SIR 11 form. Report completed by Supt Vanburen and submitted to Town Supervisor for reconciliation. **Update:** Supervisor reconciling report/data.
- **NYS DOT Snow & Ice Contract 2018/2019 Season (\$82,513.92):** Rec'd \$27,229.59 (05/07/19).
- **County Snow & Ice Contract 2018/2019 Season:** Rec'd \$9,794.60 (04/05); \$13,927.85 (6/21); **totaling \$23,722.45.**
- **Storage Shed Building (Rte 165): Phase I completed (Door replacements & Wall repairs).** Weather has impeded progress. Deferred until 2019. Insurance Company indicate they would not be able to cover building at the current replacement value rate. Board discussed and Hwy Superintendent VanBuren and his Crew will address/contact insurance representative @ Tokyo Marine to discuss Insurance requirements in order to repair building. Thank you, Mitchel & Crew, for addressing these repairs asap!
- **Qualified Abandoned Road Proposal (Bob Rich Road): deferred**
- **Edwards Road Culvert Replacement via DHSES & FEMA 4204-0005:** Supervisor received confirmation that FEMA has approved the Budget (\$47,121.50) at a ratio of 75% -FEMA /25% Town. Extension of August 30, 2019 pending. DHSES, Mr. Cowin emailed (6/11) indicating FEMA plan to extend approval. Hwy Supt Vanburen & Steve Gridley Excavation Co. will do project August 5 – 9th, 2019; residents were notified.
- **Highway Building – Electric Panel Box upgrade:** Supervisor asked Hwy Supt to contact alternate Electrician to install panel and to obtain quote on other need electrical repairs to the Town Building. Hwy Supt Vanburen to call Cap Crew again and to call R Brazie for quote and installation. **Update:** Received quote \$2900) from Cap Crew Electric. Board approved (7/11/19) quote to move forward with electric repairs as needed. Hwy Supt to attach quote(s) to the final bill/invoice for audit purposes.
- **Otsego County Soil & Water (Stream Management Program; Excavator Grant):**. Resolution No 3 – 2018 was approved to financially support the \$1400 annual fee for five years for a total of \$7000. Resolution was signed & sealed and sent to Mr. Clements. J Clements spoke with DS VanDewerker indicating he is continuing presentations/ meetings with municipalities to gain support for his efforts to secure grant funds for this Three-Relay Partnership (Otsego County, Towns & Villages, District) to secure grant funds for an Excavator and Bulldozer. project. Currently, 20% of municipalities have approved financial support. **Update:** pending
- **Gage School House Road (Speed Control) & Honey Hill Road (Speed Control):** Gage School House Road was determined too rough to set speed limit; NYS DOT recommends warning signs, and guide rails Further, Honey Hill Road was evaluated, and the speed limit will be reduced to 35 MPH
- **Security Camera Installation:** Prior discuss had been heard regarding the need to install a Security Camera at the Town Garage/Town Office Building. Supervisor Gustafson asked Highway Superintendent Vanburen to explore

- Rte 166 the Cherry Valley Town/Roseboom Town Line). Supervisor discussed with Vendor who will e-mail her three (3) design samples. . Supervisor & Council Person Gage to work on Sign Project.
- **Bulletin Board Sign:** Supervisor will discuss with vendor the cost for making a sign to fit inside one side of the Town Building Bulletin Board (outside). The sign would list the various administration, directory (names, meeting dates, etc.) Hwy Supt Vanburen was asked to take pictures & measurements of Bulletin Board and e-mail to Town Supervisor.
- **Town Historical Signs:** documents from Historian Pat Mabie given to Council Person Diamond to review & Submit. Council person reported the forms were for prior years grant opportunity. CP Diamond to contact company to see if new grant opportunities and forms are available to purchase the historical landmarks signs. **Update:** Council Person Diamond reported grant opportunities will not become available until approximately September 2019. He will follow up.

Cherry Valley Joint Fire District/ EMS Squad	Cell Tower/Service	AED Unit	Internet/Broadband Service
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- Cherry Valley Joint Fire District

SOLAR INITIATIVE(S)	LED STREET LIGHTING	PIPELINE SAFETY	PUBLIC SERVICE
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- **National Grid Street Light Agreement:** Supervisor Gustafson asked Councilperson Schecter t(11/28/18) to contact National Grid to obtain the new Street Light Agreement that includes the two (2) new lights. Supervisor received National Grid Agreement. Agreement was signed, notarized and submitted to National Grid in June 2019. **Completed**
- **NYS DEC: Clean Energy Community Grant Initiative No.2):** opened May 1st, 2019. Application due July 26th. Councilperson Schecter has explored this next grant opportunity. Supervisor Gustafson will assist. Councilperson Schecter discussed that the Town will have to work on getting additional points before we are certified and qualify to apply for this grant. Supervisor & Deputy Supervisor VanDewerker contacted (6/05 & 6/11). Supervisor & Board members are pursuing the DEC Grant with a deadline of July 26, 2019. The Budget and Work Scope, and certified design plans are expected to be completed by COB 07/26/19. Grant Application will be sent to Amy Wyant MVED for her review and recommendations. The final Grant Application will be submitted by July 26,2019.
- **NYS Climate Smart Communities – Certification Actions:** Councilperson Schecter is working on obtaining a “Bronze Status” through CSC. This level (Bronze) will assist the Town in obtaining future CSC grants. The Town needs 120 action points to achieve the Bronze level; currently working on 64 points. Thank you Allegra!
- **NYS Climate Smart Communities – Certified Action -Resolution to develop and adopt a comprehensive plan with sustainability elements.** The Town of Roseboom’s current Comprehensive Plan identifies this element. Thus, when the Planning Board completed their revisions, the Town will hold public hearing to adopt the Plan. At that time Councilperson Schecter ay send in the resolution to earn (from 3 – 21) points. **Pending Planning Board completion of Comprehensive Plan revisions.**
- **NEXAMP Solar Agreement:** Board discussed entering into Agreement with NEXAMP Solar. This agreement is estimated to reduce electric costs by 10%. (i.e. \$100 Nation Grid Bill - \$100 Solar Credit Earned = \$0 due to National Grid; \$100 Nexamp Bill – less 10% (\$10) = \$90 due; savings of 10% (\$10). **Action Needed:** Board to approve at the August 8th meeting. If approved, Supervisor Gustafson will sign e-file agreement and set up on-line account.

PLANNING BOARD.....2nd Monday each Month @ 7pm
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- **Comprehensive Plan –Otsego County Planning Findings:** The county planning agency, under GML 239, has reviewed the Town of Roseboom's referral, Comprehensive Plan Update. Via e-mail; attached is their notice of action, summary and template for the town to return once a decision is made. Their 3 recommendations are only binding to the point the Town need only override the agencies recommendations by a majority plus one vote. #1 – Reference County’s updated Ag. Farmland Protection Plan #2- Include Action Items for each strategy #3 – Reference

consolidation of Ag. Districts and include updated ag map. Planning Bd met on April & May 2019; and deferred final changes to the Comprehensive Plan until the June 2019mtg. Chairperson Lamb to obtain needed Ag Map and contact K Sullivan to request process for completing the County's Recommendations; listed above. **Update:** Planning Board met on July 8th. Two representatives from Otsego Co Planning Dept were present. The final correction were discussed. Council Person Allegra Schecter will insert a notation in Section 3 re AG & Mkt map add various maps, and other action items. Upon completion it will be sent to the County Planning Department for final approval.

- **Planning Board Resignation (Mr. Wilcox):** Mr. Wilcox gave notice that he resigns his appointed position effective 7/8/19. Board expressed their appreciation for Mr. Wilcox's dedication and support to the Town of Roseboom.
- **Land Use Regulation Document:** pending discussion & revisions. Supervisor drafted Land Use Ordinance for review Town Board will be asked to attend the August 2019 Planning Board meeting to discuss the Land Use Ordinance.
- **GMVLB:** Councilperson Diamond expressed his concerns regarding the "power/authority afforded to the GMVLB". He will research and report findings to the Board. **Update:** no update from Councilperson Diamond on issue.
- **GMVLB (Request to transfer property from Treasurer to Town to GMVLB):** Board discussed Otsego County's policy. County will not transfer property to Town; they keep on Auction list in order to capture back taxes. Also, Town can not purchase property(s) at Auction, as this would be a mis use of taxpayers monies. Supervisor e-mailed Mr. Albrecht indicating the Town Board will not pursue a transfer of property or the purchase of property(s). Further, Supervisor received, reviewed, and Board approved GMVLB letters (3) to Town property owners indicating GMVLB interest in acquiring their property(s) to remediate or demolish their vacant or distressed property(s). **Update:** no update

ORGANIZATIONAL CHART / TOWN BI-LAWS

BULLETIN BOARD - NOTICES

- **Organizational Chart / Bi-Laws** – Payroll Process added/approved -- **Payroll Time Sheet** -Submission Deadline: Payroll Time Sheets **must** be submitted to the Bonnie R, (Bookkeeper/Accountant) by Monday 9:00am via e-mail or fax. (i.e. payroll is based on arrears: Payroll will run Monday -Sunday; 14 days). Pay date is Friday following the ending Sunday. New Payroll forms e-mailed to Hwy Supt, M Vanburen to complete, sign off, and submit. **Completed.**
- **Town Bulletin Board (Outside Town Building):** Board was purged & updated. Supervisor discussed having a sign made indicating dates, meeting, Boards, etc and the other side of the bulletin board for on-going notices. Supervisor received dimensions from Hwy Supt. Supervisor to obtain quote from sign vendor.

SHARED SERVICES with OTSEGO COUNT.

- **County-Wide Shared Services Plan:** meeting scheduled for June 13th @ 5:30 @ ONC Boces, Milford, NY.

HAZARD MITIGATION PLAN with OTSEGO COUNTY

- **HMP Meeting** Supervisor, Deputy Supervisor, and Hwy Supt attended the HMP Meeting (02/19/19) from 5-8 pm. Met with DHSES, Steve Bornt, Project Manager for Mitigation Projects. Mr. Steven Bornt, Project Manager, DESHS assisted in completing two (2) Mitigation Items and expressed he would be available for consultation if needed. The Town Board has completed some of the Mitigation Items that were originally identified in prior years. Most of the new Mitigation Items will revolve around Tube / Culvert Replacement. (i.e. Stannard Hill Intersection, Morton Road, Adair Road, Honey Hill Road, Turpenings Road). Supervisor, D. Supervisor, and Hwy Supt. will work on completing the HMP Worksheet with Tetra Tech.

CODE ENFORCEMENT OFFICER

- **Salt Storage Facility** – Building Permit approved & received. Building Permit submitted with NYS DEC CSC Grant Application.

TOWN BOARD AGENDA- requests for Agenda Items.

Respectfully submitted by - Patti Gustafson, Town Supervisor

END