

Town of Hamilton Regular Board Meeting Minutes
Thursday, December 13, 2018 at 6:30 p.m.
Held at the Court House, 60 Montgomery Street, Hamilton, NY

Present: Mary Lee Dinski, Eve Ann Shwartz, Peter Darby, David Holcomb.

Absent: Chris Rossi. Others Present: Sue Reymers, Brynley Wilcox, Jason Florenz.

Public: Kathleen Palmer.

Call to order & Welcome: The meeting was called to order at 6:34 p.m.

Public Comments:

Ms. Palmer read a letter to the board. (ATTACHMENT A) After a brief discussion, the board thanked Kathleen.

DEPARTMENT REPORTS:

Highway Superintendent - Jason Florenz

GARAGE:

- Finished the sign room (see pictures)
- Organized all road signs (see pictures)
- Cleaned under the stairs, power-washed the floor and painted (see pictures)

GENERAL REPAIRS:

- Removed Preston Hill 30 m.p.h. signs
- Trimmed branches and cut a small tree on Gorton Road
- Fixed a driveway on Hill Road
- Fixed a water problem on South Hamilton Road

EQUIPMENT:

- Installed new front tires on #18 (2013 International)
- Sander chain broke on #17 (2017 International)
- New Mack chassis is expected to be delivered before the end of the year and will then have to go to Tenco to have the detachable equipment installed

SNOW REMOVAL:

- Mike Helly (aka Frank) started working part-time on Friday, November 16th
- Finished installing the outdoor brine storage tank system (see pictures)
- Started building frame units for salt brine tanks to be installed on #15 & #17
- Fixed mailbox on Poolville Road
- Made 34 runs between November 20th and December 13th
 - Used approximately 1,960 yards of a 1:3 salt/sand mix
 - 21,150 gallons of salt brine
- Waiting on 1,599.66 regular miles and 384.5 brine miles to be reimbursed by the County (approximately \$35,490)

OTHER:

- Attended Climate Smart Communities meetings
- Attended monthly Highway Superintendents’ meeting – Toys for Tots
- Quote for 2019 John Deere backhoe

The board reviewed the quote with Mr. Florenz. The old one will go on Auctions International.

Mr. Darby brought up that Eve Ann and Peter attended a town of Lebanon board meeting and they mentioned an issue with the International truck. He asked about how our trucks were doing of the same brand. There was a brief discussion about the various brands and what other municipalities do in the area.

Supervisor/Bookkeeper – Brynley Wilcox

MORTGAGE TAX:

- \$8,712.99 was received from the County for April – September Mortgage Tax
 - 46.23% less than April – September 2017
- 2018 YTD: \$ 26,584.43
 - 13.79% less than last year
- 2018 BUDGET: \$ 35,000.00

FUND BALANCE ANALYSIS: (ATTACHMENT B)

- See separate spreadsheet for updated fund balance estimate

Ms. Wilcox went over the fund balance analysis with the board.

RESOLUTION 2018-133: Audit of Claims

On a motion of Councilmember Darby, seconded by Councilmember Dinski, the following resolution was: ADOPTED: Ayes: 4 Nays: 0

Resolved that the bills contained on Abstract #12 have been reviewed by the Town Board and are authorized for payment in the following amounts:

General Fund A	No.	377	<i>through</i>	415	\$19,442.22
General Fund B	No.	48	<i>through</i>	49	\$354.58
Highway Fund DB	No.	176	<i>through</i>	192	\$20,735.32
Street Lighting SL	No.	23	<i>through</i>	24	\$410.46
Prepays					\$1,495.31

RESOLUTION 2018-134: Funds Transfer

On a motion of Councilmember Darby, seconded by Councilmember Dinski, the following resolution was: ADOPTED: Ayes: 4, Nays: 0

Resolved that \$70,000 be transferred from Community Bank Money Market account to NBT Bank Checking account to cover the December bills and December/January payroll:

- A Money Market to Checking in the amount of \$ 34,000
- DB Money Market to Checking in the amount of \$ 36,000

Town Clerk - Sue ReymersCLERKS Office

- Financial Report for November 2018
 - Collected \$2,711; Town keeps: \$998.76
 - #s of licenses Sold and Money distributions:
 - DECALS: 51 (\$1,325.69)
 - Dog Licenses: 16 (\$18.00)
 - Landfill tickets: 27 (\$368.55)

TECHNOLOGY:

- New computers and copier were set up on November 13.
- In the process of migrating our website hosting and emails for security reasons. ACC Tech is handling it.

There was a brief discussion on the technology.

ELECTRONIC DEATH REGISTRATION SYSTEM (EDRS)

- I went live today (December 13) for the new EDRS program.

NYSERDA Grant (Clean Energy - \$50,000)

- The RFP has been through a couple of drafts. The latest version was reviewed by Amanda Mazzone and Chris Carrick from Central New York Regional Planning & Development Board sent back for the town's review. Deadline is next Thursday 12/20.

NYSDOS (Magee Grant) - \$50,000 for Town Hall Project

- Letter received on 12/12/2018 for extension until 7/31/2019.
- Funding is for windows and insulation.
- MWBE requirements for this grant.
- Also working on the Valesky Contract.

Dog Control Officer:

- No report has been provided since February 2018.

RESOLUTION 2018-135: Approval of Minutes for November 13, 2018

On a motion of Councilmember Darby, seconded by Councilmember Dinski, the following resolution was: ADOPTED: Ayes: 4, Nays: 0

Resolved that the minutes from November 13, 2018.

Codes Enforcement Officer - Mark Miller

- 3 new building permit applications approved
- Approved 1 zoning permits.
- 1 Demo permit issued.
- Reviewed incoming documents for 1 subdivision (Houser, Borden Rd)

- Conducted 8 construction inspections.
- Conducting inspections and monitoring progress of large-scale projects:
 - **new home construction**
 - Gibson/Alderman Rd, Kogut/Willey Rd,
 - West/Quarterline Rd,
 - Locke/Bonney Hill Rd,
 - Rusch-art studio/Hamilton St.
 - **large scale renos:**
 - Tan/Payne St, Sewell/Rte 12
- Continued work filing old codes related files.
- Attended Planning Board meeting for 2 Special Use Permits and 1 subdivision.
- Reviewed incoming documents for Special Use Permit-1866 Quarterline Rd.
 - Applicant is proposing a mixed-use property (retail, meeting/party space, and lodging).
 - 2 rooms to be rented out separately or as upper 2 floor rental.
 - Main floor to be rented out for rotary type events, holiday parties or meeting space.
 - Retail space is meant to service lodgers at this time.
- Update on 1872 Quarterline Rd, Special Use Permit (>50% reno on nonconforming lot)
 - Planning Board approval was for partial demo/partial reconstruction of property. It appears a full demo of the building was completed, violating the terms of the Special Use permit. Update to follow.
- Reviewed incoming documents for Special Use Permit-8450 S. Hamilton Rd.
 - Applicant is proposing an auto repair/service garage. He does not intend to offer vehicles for resale or become a vehicle dismantler.
- Labeling and indexing of all construction blueprints, special use/site plans, subdivisions, annexations and surveys. This will help us assess our storage needs and we will be able to readily access older prints to better serve Town residents.
- Followed up with previously issued orders to remedy violations.
- There are currently 50 building permit files open.
- Currently monitoring the construction and progress of 1 recently approved Special Use Permits according to conditions set forth by the Planning Board.
 - Dunham Wedding Barn-Poolville Rd

COMMITTEE REPORTS:

Town Office Building Committee

On December 8, the deadline passed for the Resolution subject to permissive referendum. Clerk Reymers reported that on Monday, December 10, a Certificate of No Permissive Referendum was filed with the bond attorney. The Notice II legal notice was sent out to the newspaper and posted on the town board as well. The architect was

contacted as well and he is working on getting his team's timeline in order with the intention to work on it in January.

SOMAC

Mr. Holcomb was not at last meeting and there is no December meeting. Supervisor Shwartz shared that she and Mr. Darby attended the Town of Lebanon because they wanted better explanation of SOMAC's budget for 2019. David Sturges explained what they were doing by going to accrual accounting and the general uncertainty of doing a budget for 900 calls because you never know exactly what you get reimbursed. There were a few questions on the capital plan and future expenses. Within a few months, hope to get a capital plan. No complaints on services or their budget.

Partnership for Community Development

Mr. Darby has nothing to report. Ms. Shwartz shared that she and Mr. Darby attended a partner's meeting last month. Will go over that in January. The conversation was mostly about going out to the community with the housing strategy report and their conclusions. There is a public presentation scheduled for January 22. The PCD and its partners understand that they need to communicate with the public, so they understand the basis of why the different parties are moving forward on various housing projects. The Town's focus is on low- and moderate-income housing as well as housing rehab in the town outside. Talked about preserving farm and agricultural land and development rights. There will be a more thorough report in January. In general, the partners are happy with the PCD. The PCD focuses on working with local businesses and providing support. They are also focusing on the Hamilton Farmers Market, which is struggling.

Recreation and Youth Committee

Mary Dinski reported that she has been attending the Hamilton coalition meetings. She is still thinking about what we can do to involve youth. She is still concerned about resource officer for schools. She has spoken with a Hamilton administrator and plans to talk to others about it and will continue to work on it. Supervisor Shwartz stated that there is money in the County budget for it. She needs to hear from Hamilton Superintendent or Principal about this. The County RFP came out for youth funding.

Zoning Update Committee

Clerk Reymers reported that the Floodplain Law is ready to be introduced tonight under new business. Basically, the proposed law is updating it to align with the State and Federal laws. The committee met in November and continued their work on Density and Conservation Subdivision. We meet again next week and hope to finish that section up. Staff are still working on site plan.

The committee would like to know how the town board would like to connect with the ZUC to review the work done thus far and prioritize work for 2019? Would some board members like to come to the ZUC organizational meeting on January 15?

Supervisor Shwartz suggested that it's best for the committee members besides Chris to attend the January Town Board meeting in January to present something.

Hamilton Climate Preparedness Working Group (HCPWG)

Clerk Reymers reported that she and Chris Rossi met with our Chris Henke and Colgate Intern Miller Downer, who is handling our tasks for the application to be a Climate Smart Community. He will be producing a 1-page status report in January of the tasks that have been completed, in process and ones that we plan to do or need to do to reach our goal. So far, we have 71 of the 120 to reach the Bronze level. Although we have about 6 more points to add to the program. The group is also working on the Climate Action Plan which should bring about 28+ points. Miller will continue to work with us this spring and is available this summer. We will be applying for another Colgate Upstate Institute intern to continue the work being done. Applications are due next week.

Supervisor Shwartz asked about LEDs. Clerk Reymers replied that it's on the list to review. There was a brief discussion on switching the lighting districts to LEDs.

OLD BUSINESS:

MEMBERS & ALTERNATE MEMBERS FOR PLANNING BOARD & ZONING BOARD

Supervisor Shwartz is working on a substitute for ZBA for Erwin Lamb as we don't expect him to come back.

NYS DOT Response to Speed Study Request - Preston Hill Road

The board reviewed the letter from the NYS DOT and decided to not do their own study and let the NYS DOT to continue to do their process on their timeline.

NEW BUSINESS:

CONTRACT RESOLUTIONS

Ambulance Contract with SOMAC

RESOLUTION 2018-136: Authorize Supervisor to Sign Ambulance Contract with SOMAC

On a motion of Councilmember Darby, seconded by Councilmember Holcomb, the following resolution was: ADOPTED: Ayes: 4, Nays: 0

Resolved that the Town Supervisor be authorized to sign the ambulance contract with SOMAC for 2019 for the budgeted amount of \$203,434.00.

Bookkeeping Services with Bryn on the Books

RESOLUTION 2018-137: Authorize Supervisor to Sign Bookkeeping Contract

On a motion of Councilmember Dinski, seconded by Councilmember Darby, the following resolution was: ADOPTED: Ayes: 4, Nays: 0

Resolved that the Town Supervisor be authorized to sign the contract for bookkeeping services with Bryn on the Books for 2019.

Contract with Cwynar & Co. for 2018 Audit

RESOLUTION 2018-138: Authorization to Contract with Cwynar for Annual Audit

On a motion of Councilmember Dinski, seconded by Councilmember Darby, the following resolution was: ADOPTED: Ayes: 3-Dinski, Darby, Shwartz, Nays: 1 - Holcomb

Resolved that the Town of Hamilton contract with Cwynar & Co. to perform an annual audit for financial statements for 2018 for the bookkeeper, town clerk and justice accounts.

Records Retention Resolution to Authorize Destruction of Records

RESOLUTION 2018-139: Records Retention Destruction

On a motion of Councilmember Holcomb, seconded by Councilmember Darby, the following resolution was: ADOPTED: Ayes: 4 Nays: 0

Resolved that the records retention destruction of old records be approved as described in attached document. (ATTACHMENT C)

Hamilton Concerts on the Green Request for Funds

RESOLUTION 2018-140: Approval of funds for Hamilton Concerts on the Green

On a motion of Councilmember Darby, seconded by Councilmember Dinski, the following resolution was: ADOPTED: Ayes: 4 Nays: 0

Resolved that the town provide funds in the amount of \$500 immediately for the Hamilton Concerts on the Green per request.

Introduction of Proposed Local Law #4 of 2018 "Floodplain Law" and Scheduling of Public Hearing

The board reviewed the SEQRA form.

RESOLUTION 2018-141: Introduction of Proposed Local Law #4 of 2018 "A Local Law Updating the Town of Hamilton Flood Damage Prevention Regulations"

Councilor Darby introduced proposed Local Law No. E-2018, which shall repeal and replace the entirety of the Town's existing Flood Damage Prevention Regulations which were adopted as Town of Hamilton Local Law 1 of 2002 adopted 9/25/2002, and made the following motion, which was seconded by Councilor Holcomb:

WHEREAS, Volume 6 N.Y.C.R.R., Section 617 of the Regulations relating to Article 8 of the New York State Environmental Conservation Law, requires that as early as possible an involved agency shall make a determination whether a given action is subject to the aforementioned law; and

WHEREAS, no other agency has the legal authority or jurisdiction to approve or directly undertake the enactment of a local law in the Town of Hamilton, such that there are no other involved agencies within the meaning of the New York State

Environmental Quality Review Act (SEQRA) with respect to the proposed enactment of said Local Law, with the result that the Town Board shall act as lead agency in this matter; and

WHEREAS, the adoption of said Local Law is an unlisted action for purposes of environmental review under SEQRA; and

WHEREAS, the Town Board has determined that a short environmental assessment form (EAF) shall be required in connection with this matter; and

WHEREAS, said EAF has been prepared and has been reviewed by the Town Board; and

WHEREAS, the Town Board has considered the adoption of said Local Law, has considered the criteria contained in 6 N.Y.C.R.R. Part 617.7 and has compared the impacts which may be reasonably expected to result from the adoption of said Local Law against said criteria.

NOW, THEREFORE, BE IT

RESOLVED AND DETERMINED that the Town Board has determined this action shall have no significant adverse impact on the environment based upon the responses elicited from the review of Part 2 of the Short Environmental Assessment Form; and that, accordingly, an environmental impact statement (EIS) shall not be required; and that this resolution shall constitute a negative declaration under SEQRA; and it is further;

RESOLVED AND DETERMINED that the Town Board conduct a public hearing as to the enactment of proposed Local Law No. E-2018 at the Court House located at 60 Montgomery Street in the Town of Hamilton on January 9, 2019 at 6:30 p.m., or as soon thereafter as the matter can be heard, at which time all persons interested in the subject shall be heard.

The question of the adoption of the foregoing resolution was duly put to a vote and upon roll call, the vote was as follows:

Peter Darby	Councilor	Voted	Yes
David Holcomb	Councilor	Voted	Yes
Chris Rossi	Councilor	Voted	Absent
Mary Lee Dinski	Councilor	Voted	Yes
Eve Ann Shwartz	Supervisor	Voted	Yes

The foregoing resolution was thereupon declared duly adopted.

Comp Time Policy

The board reviewed and discussed the proposed policy. One change was made to the number of hours that can be built up – reduced from 80 to 40.

RESOLUTION 2018-142: Approval of new Comp Time Policy

On a motion of Councilmember Dinski, seconded by Councilmember Darby, the following resolution was: ADOPTED: Ayes: 4 Nays: 0

Resolved that the Comp Time Policy be approved with one adjustment to 40 hours.

Concerns of Town Board: None.

Supervisor's Report: Madison County Activities:

Supervisor Shwartz reported that the County budget that was adopted was under the tax cap.

RESOLUTION 2018-143: Executive Session

On a motion of Councilmember Dinski, seconded by Councilmember Holcomb, the following resolution was: ADOPTED: Ayes: 4, Nays: 0

Resolved that this Board move into an Executive Session for the purposes of personnel at 8:20 p.m.

RESOLUTION 2018-144: Return to Regular Session

On a motion of Councilmember Darby, seconded by Councilmember Holcomb, the following resolution was: ADOPTED: Ayes: 4, Nays: 0

Resolved that the Board return to regular session at 8:52 p.m.

With no further business, on a motion of Councilmember Darby, seconded by Councilmember Holcomb, the meeting was adjourned at 8:53 p.m. Carried unanimously.

Respectfully submitted,
Suzanne K. Reymers
Town Clerk