

Town of Hamilton Regular Board Meeting Minutes
Thursday, June 13, 2019 at 6:30 p.m.
Held at the Court House, 60 Montgomery Street, Hamilton, NY

Present: Eve Ann Shwartz, Chris Rossi, Peter Darby, David Holcomb. Absent: Mary Lee Dinski. Others Present: Sue Reymers, Brynley Wilcox, Jason Florenz.

Public: Catherine and Roger Hawthorne, Shari and Tom Taylor, GL Hayes, Kathleen Palmer.

Call to order & Welcome: The meeting was called to order at 6:33 p.m.

Public Comments:

Clerk Reymers introduced Roger and Catherine Hawthorne from the Rochester area. Ms. Reymers met them two summers ago about the Bishop Peck Burying Ground located on Barnard Road. Catherine has ancestors buried there and is interested in the preservation of the cemetery. Catherine had a display board with photos of some of the gravestones. She gave a brief description of the cemetery and who was buried there, including a Revolutionary War Soldier. They requested assistance with removing a couple of large fallen trees that are too big for them to move. Supervisor Shwartz said they will consider the request and thanked them for taking the time to present the information.

Clerk Reymers reminded the board that if any current cemeteries with an association, if they fold, the town is responsible to take over the cemetery. Supervisor Shwartz said that one of her neighbors who is on the Poolville Cemetery Association has expressed concern to her about its future. Towns can provide support for the associations to keep them going longer. There was a brief discussion on this topic and needs further consideration and research.

DEPARTMENT REPORTS:

Highway Superintendent - Jason Florenz

GENERAL REPAIRS:

- Dug ditches on Spring and Payne Street, Alexis, Mason, Thayer and Hill Road
- Patched on Ackley, Morse, Sacco, Williams, Horton and Borden Road, Payne and Spring Street and the Town-Village office parking lot
- Helped Gorman pave the Poolville Community Center parking lot
- Fixed shoulders on Payne Street and Ackley Road
- Mowed roadsides on Borden, Bonney, Smith, Eaton, Sacco, Horton, and Preston Hill Road and all the Hubbardsville run
- Installed a driveway pipe on Bonney Road

EQUIPMENT:

- Finished painting #18 (2013 International)

- Delivered #19 (2011 International) to the Village
- 2019 Mack was delivered from Tenco

CHIPS:

- Gorman fixed the shoulder on Preston Hill Rd. where the truck went into the ditch on May 9th
- Finished paving Preston Hill Road on May 16th and installed shoulders the following week

OTHER:

- Delivered wood chips to Hamilton Central School and Camp Fiver
- Helped the Town of Lebanon chip seal their roads
- Erick and I attended a Drug & Alcohol Training

There was a brief discussion about Preston Hill Road paving.

Supervisor/Bookkeeper - Brynley Wilcox

2018-2019W & ICE AGREEMENT:

- \$2,671.70 was received from the County; Plow Date: 04/01/2019
- 2019 YTD: \$ 160,248.55
- BUDGET: \$ 115,000.00

INTEREST & PENALTIES:

- \$2,550.73 was received from Madison County for the month of April
- 2019 YTD: \$ 6,794.45
- BUDGET: \$ 6,000.00

SALES TAX REVENUE:

- \$92,898.87 was received from Madison Co.; Q1-2019 sales tax (2.35% over Q1-'18)
- 2019 YTD: \$ 198,042.06 (9.15% less than same time in 2018)
- BUDGET: \$ 422,000.00

SALE OF EQUIPMENT:

- \$43,070.00 was received from Auctions International
 - Sale of 2012 John Deere backhoe
 - Five Star offered \$30,000 as trade-in

RESOLUTION 2019-64: Audit of Claims

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

Resolved that the bills contained on Abstract #6 have been reviewed by the Town Board and are authorized for payment in the following amounts:

General Fund A	No.	183	<i>through</i>	224	\$38, 204.65
General Fund B	No.	31	<i>through</i>	42	\$801.48
Highway Fund DB	No.	78	<i>through</i>	93	\$126,083.13
Street Lighting SL	No.	11	<i>through</i>	12	\$421.54
Prepays					\$16.73

RESOLUTION 2019-65: Funds Transfer

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

Resolved that \$50,000 be transferred from Community Bank Money Market account to NBT Bank Checking account to cover June bills and June/July payroll:

- A Money Market to Checking in the amount of \$ 47,000
- B Money Market to Checking in the amount of \$ 3,000

Town Clerk - Sue Reymers**CLERKS OFFICE:**

- Financial Report for May 2019: Collected \$2,702.50; Town keeps: \$1,897.28

TECHNOLOGY:

- Website migration had some problems and is still in process.

GRANTS MANAGEMENT:**NYSERDA Grant (Clean Energy - \$50,000)- GEOTHERMAL**

- Task 1 (Executed Contract) has been completed, we can invoice for 25% of the grant.

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

- All set for now until expenses get processed.

DASNY (Valesky Grant) - \$100,000 for Town Hall Project

- The completed draft of the contract was sent to DASNY for processing. Waiting to hear back.

MAY DOG CONTROL REPORT-Gordon Baker:

- Continue to make progress on cleaning up lapsed dog licenses including appearance tickets where necessary.
- # of dogs taken to Wanderers Rest Shelter: 1

Codes Enforcement Officer - Mark Miller**APRIL REPORT**

- 3 new Zoning Permit application
- 1 Demo Permit Issued
- Reviewed incoming documents for 3 subdivisions (Chapura-Mason Rd, Butzgy-Larkin Rd, HLP Holdings-Smith Rd)
- Conducted 7 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
 - large scale renos:
 - Tan/Payne St, Sewell/Rte 12, Zombori/Quarterline Rd
- 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.

- Planning Board approved site plan, application sent to county for GML review.
- Applicant is currently working on converting property into commercial space (Accessibility, commercial hoods).
- They are also addressing concerns of light pollution with shielding for current lighting arrangement.
- Reviewed incoming documents for an amendment to the special use permit at Fiver.
- 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.
- Attended training for management of floodplain development at State Preparedness Training Center.
- Currently monitoring the construction and progress of 3 recently approved Special Use Permits according to conditions set forth by the Planning Board.
 - Dunham Wedding Barn-Poolville Rd
- Dog Boarding- Chappel Rd

MAY REPORT

- 4 new Zoning Permit application.
- Issued 6 new Building Permits.
- 1 Demo Permit Issued
- Issued 2 Orders to Remedy (Willey Rd., Bonney Hill Rd.)
- Reviewed incoming documents for 4 subdivisions (Lafrance-Bonney Rd, Poccia-Humphrey Rd, Oren/Golden-Preston Hill Rd, Jennings-Rhodes Rd.)
- Conducted 12 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, Butzgy/Larkin Rd, Hughes/Horton Rd
 - large scale renos
 - Tan/Payne St, Sewell/Rte 12, Zombori/Quarterline Rd
- Continued work filing old codes related files.
- Attended Zoning Update committee meeting.
- Attended Planning Board meeting
- C. Hubb Special Use Permit was withdrawn.
- Reviewed incoming documents for variance for multifamily housing on Rte 12B.
- 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.

- Attended training for management of floodplain development at State Preparedness Training Center.
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COMMITTEE REPORTS:

SOMAC

There is a SOMAC report in the packet with their call numbers. A draft of their capital plan was emailed. They will be attending the July meeting to review it. There is a new report for 911 services at the County.

Partnership for Community Development

Nothing to report. There is a funding request to consider.

RESOLUTION 2019-66: Authorization to increase PCD funding for 2020 Budget by \$10,000

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

Resolved that the town increase its support of the Partnership for Community Development (PCD) by \$10,000 for the 2020 Budget for the purposes of hiring more staff to manage the grants administration and contingent on the Village and Colgate also raising their contribution.

Recreation and Youth Committee

Mary Dinski is not here to report.

Zoning Update Committee

Ms. Rossi reported that the committee is finalizing changes to the Site Plan procedures. The idea is to make it more user friendly. The committee has worked out density as well. That will be rolled into the Subdivision Law and that will be reviewed soon. Then the Town Council will review it, then go out for public scrutiny. Supervisor Shwartz believes that the Town Board and the Committee should meet soon to review the Density.

Hamilton Climate Preparedness Working Group

Ms. Rossi reported that they had a meeting a couple of weeks ago with people who participate in the previous meeting. This was all about climate resiliency visioning; they talked about what that would look like in 2030. Ideas were making the town more walkable, energy savings, expand public transportation. Things that would reduce our carbon footprint but also make Hamilton friendlier and a more climate resilient place to live. There will be more follow-up meetings. All of these play into getting that Climate

Smart Communities Bronze Certification. There is an Upstate Institute Fellow this summer who is helping us log our progress.

SPECIAL PROJECTS:

Town Office Building

- 1) Update on Phase 1: Mr. Darby reported that the concrete frost wall was completed. The quality of soil is very high, good drainage, virgin so we are not expecting any problems with that. Joe Bello, our Project Manager, is doing well and that things are going well with the contractor. There was one was one problem with a concrete load, but the testing by Atlantic Testing was good.
- 2) Phase 2 Planning: Will begin soon with the town, then with the committee.

Lighting Districts - LED changeover with NYSEG

We know that we want 3,000 Kelvin but need to decide on the Lumens based on what NYSEG offer. Amanda tried to get a map from NYSEG, but they don't have it. We may want to go with higher lumens in certain areas. There was a brief discussion about locations that may warrant a higher lumen bulb such as Mill Street by Fiver and by the Hubbardsville Fire Department. Clerk Reymers has a list of inventories, but we need to know where each pole is located. Each pole has an identifier tag. David can look at that. Most go with 3,000 lumens. The Village switched over, so we can see what they put in and what it looks like.

Geothermal Project Update

In the packet was a report on the bidding timeline. Clerk Reymers reviewed the timeline. We can apply for an extension if we need more time.

OLD BUSINESS: None.

NEW BUSINESS:

Assessor's Office:

Assessment Update - Assessor's Report

The board reviewed a memo from the Assessor which calls for a delay in the assessment update. Supervisor Shwartz briefly reviewed the May meeting where Rochelle Harris reported on the Town's equalization rate dropping and the need for an assessment update. She was approved to bring in outside help, a retired person from NYS Real Property. After his initial review and meeting with the Assessor, he recommended waiting because the town space is not adequate to handle the public process. It would be better in the new building. There is no way to handle the public process off-site. There are also some things that he recommends that she do to prepare for a reval. She will focus on the that initial work first in the coming year. Then the Town and Assessor can begin the assessment update review process. The final assessment rate for this year is 91.5%. There was a brief discussion with the audience on the is process.

Appointment of Assessor

- Rochelle Harris - Current term: (10/1/2013 - 9/30/2019)
- New term-6 years: (10/1/2019 - 9/30/2025)

RESOLUTION 2019-67: Reappointment of Rochelle Harris, Sole Assessor

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

Resolved that Rochelle Harris be the Town of Hamilton's Sole Assessor for a six-year term starting 10/1/2019 - 9/30/2025.

Board of Assessment Review (BOAR) Appointments

- Michael Craven - Current 5-year Term: (10/1/2014 - 9/30/2019)
 - a. New 5-Year Term: (10/1/2019 - 9/30/2024)

RESOLUTION 2019-68: Reappointment of Michael Craven, Board of Assessment Review

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

Resolved that Michael Craven be reappointment to a five-year term 10/1/2019-9/30/2024 for the Board of Assessment Review.

Sandra Holbrook - resigned early - Current Term (10/1/15-9/30/20). The board needs to appoint someone to finish her term. There is a training requirement. Training is in the spring prior to Grievance Day. The board asked for suggestions of anyone who might be interested in serving. The town pays \$100 but needs to consider an increase for next year. Sherburne pays \$250. Brynley to look into what other towns pay their BoAR members.

Concerns of Town Board: None.

Supervisor's Report: Madison County Activities:

Madison County Board of Supervisors approved \$60,000 for the Public Utilities Committee to hire a firm to help with the broadband issue. They just retained is called ECC Technologies. They will help identify all the areas that are underserved and put that in a data driven format so the County can go to the USDA and other places for financial support to update fiber network or to build our own network. Not sure what the technical solution will be at this point. This company has a lot of experience and in dealing in NYS along with a good track record. They helped design and develop the Southern Tier Network as well as others.

RESOLUTION 2019-69: Executive Session

On a motion of Councilmember Darby, 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 7:59 p.m.

RESOLUTION 2019-70: Return to Regular Session

On a motion of Councilmember Rossi, seconded by Councilmember Darby, the following resolution was: ADOPTED: Ayes: 4, Nays: 0
Resolved that the Board return to regular session at 8:23 p.m.

RESOLUTION 2019-71: Authorization to Appoint an Interim Highway Superintendent

On a motion of Councilmember Holcomb, seconded by Councilmember Darby, the following resolution was: ADOPTED: Ayes: 4, Nays: 0
Resolved that Erick Wilcox be the interim Highway Superintendent effective June 22, 2019 until a new person is hired.

With no further business, on a motion of Councilmember Rossi, seconded by Councilmember Darby, the meeting was adjourned at 8:25 p.m. Carried unanimously.

Respectfully submitted,
Suzanne K. Reymers
Town Clerk