

Town of Hamilton Regular Board Meeting Minutes
Thursday, March 12, 2020 at 6:30 p.m.
Held at the Court House, 60 Montgomery Street, Hamilton, NY

Present: Eve Ann Shwartz, Peter Darby, Shari Taylor, Darrell Griff. Absent: Mary Lee Dinski. Others Present: Sue Reymers, Town Clerk, Brynley Wilcox, Bookkeeper, Luke Dowsland, Highway Superintendent. Public: Jim Leach, Harvey Kliman, Laura Caughlan, Christine Rossi.

Call to order & Welcome: The meeting was called to order at 6:30 p.m.

Public Comments:

Harvey Kliman from the Southern Madison Heritage Trust (SMHT) approached the board to ask for a letter of support from the town for a grant application through the Dairy Transitions Farmland Protection Initiative for a conservation easement on two farm properties. Laura Caughlan of the Partnership for Community Development (PCD) is working with SMHT to apply. Mr. Kliman gave a brief overview followed by a brief discussion with the board.

RESOLUTION 2020-29: Authorization for Town Supervisor to Write Letter of Support for Southern Madison Heritage Trust's Application

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

Resolved that the Town Supervisor be authorized to write a letter of support for Southern Madison Heritage Trust's Application for a grant through the Dairy Transitions Farmland Protection Initiative.

Chris Rossi asked about the Town's preparation for COVID-19. Supervisor Shwartz shared that the town is following Madison County's guidelines and protocols and that the town office and highway are taking good precautions to keep staff and public safe including closing both sites. Information will be posted on the town website. Clerk Reymers handed out information from Association of Towns that guides Town powers in cases of emergency. The board will review it.

DEPARTMENT REPORTS:

Highway Superintendent – Luke Dowsland

GENERAL REPAIRS:

- Fixed another washout on Preston Hill Road, borrowed Ed Potrzeba's excavator to clean out the stream that keeps washing the road out.
- Ditched on Preston Hill Road, Horton Road, Hill Road and Chappel Road.
- Replaced a curve sign on Borden Road

- We've started spring clean-up, with the hope that spring is finally here, and to give us a jump start on the massive amount of work we have to do from the Halloween storm.

EQUIPMENT:

- Service truck 16
- Had a new plow light control module put in 25 under warranty
- 24 went to Friendly Ford for 2 recalls and a check engine light, everything was fixed under warranty
- Replaced one brake can on 17
- Erick, Mike and I have worked on SOMAC's ambulances twice for a total of 7 hours

TREE REMOVAL:

- Borrowed Brookfield's chipper
- Cut and chipped all the trees near a future culvert replacement will be on Borden Road
- Chipped brush on Hill Road by Ned Lamb's house
- Took 2 large trees down on Hill Road
- Chipped brush on Horton Road and Excell Road

SNOW REMOVAL:

- Plowed and sanded 14 times since the February meeting
- Used 504 yards of sand/salt mix
- Used 10,250 gallons of our homemade salt brine
- We still have 588 tons of salt left in our allotment; which means we will be well under budget on that.
- Hauled snow out of our dead ends to make room for more and help with spring clean-up.

OTHER:

- Brian and Ethan have been working steadily in the office and are making excellent progress
- Brynley and I have had meetings and conference calls with FEMA about the Halloween storm. We are in good shape with them.
- NP has been at the shop to fix a check valve in the geothermal system
- NYSERDA came to do a site inspection on the geothermal, they seemed to be happy with our project and would like to do an open house Thursday, April 16th

Clerk Reymers stated that the event is being postponed due to COVID-19.

- Purchased a desk and another computer for Erick and Mike for all their mechanic records and manuals. We are in the process of getting it linked in with Stadium International for easy parts ordering and code diagnosing
- What are everyone's thoughts on keeping a part-timer on for a few weeks to help with some of the spring work?

The board discussed the winter schedule with regards to the part-time highway crew including their work on the town hall project.

RESOLUTION 2020-30: Approval for Part-time Highway Workers to Remain on Payroll for Three Additional Weeks

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

Resolved that the Highway Superintendent be authorized to retain the part-time highway employees for additional three weeks.

- The internet speed was a third of what it could be due to old equipment still being at the garage. Spectrum will be switching out the modem in order to handle the faster internet speeds which will hopefully fix the issues we've been experiencing

Mr. Dowsland also raised the issue of the Borden Road culvert. Soil and Water (SWD) designed an arch culvert and erosion control structure. Currently it's a 3-foot pipe. There has been trouble with it in the six years or so. The SWD solution was designed by engineers which will stop the problem. The proposed pipe is much larger. FEMA will only reimburse for what is there now. Their funding is limited to the current 3-foot size pipe. At this stage, it's just for the town board's information. There is a FEMA meeting soon to learn more. Rough estimated cost is \$40,000. Ms. Wilcox and Mr. Dowsland will gather more information for the board in April.

Supervisor/Bookkeeper – Brynley Wilcox

SNOW & ICE AGREEMENT 2019-2020:

- \$37,609.65 was received from the County - Plow Dates: 01/16/20 – 02/12/20
- \$15,090.70 in plowing revenue still pending
- 2020 YTD: \$ 81,928.19
- BUDGET: \$ 120,000.00

SALES TAX REVENUE:

- \$109,432.10 was received from Madison County for Q4-2019
 - 4.08% more than Q4-2018 (\$105,143.19)
- 2020 YTD: \$ 109,432.10; BUDGET: \$ 422,000.00

COLGATE GIFT: \$86,133.00 was received from Colgate University (same as last year)

GEOHERMAL GRANT: \$12,500.00 was received from NYSERDA

2019 AUD: The 2019 AUD was submitted to OSC on Saturday, March 7th

INTEREST & EARNINGS:

- NYCLASS from 02/20 – 02/29: \$ 696.03
 - 03/01 – 03/12: \$ 757.83
- CB & NBT in all of 2019: \$2,234.41

RESOLUTION 2020-31: Audit of Claims

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

Resolved that the bills contained on Abstract #3 have been reviewed by the Town Board and are authorized for payment in the following amounts:

General Fund A	No.	76	<i>through</i>	111	140,817.31
General Fund B	No.	14	<i>through</i>	22	506.06
Highway Fund DB	No.	36	<i>through</i>	49	29,704.42
Street Lighting SL	No.	5	<i>through</i>	6	393.94
Prepays					72,658.80

There was a brief discussion on how to handle reporting from the bookkeeper on the transferring of funds between NYCLASS and NBT Bank. Ms. Wilcox will contact our auditors to see if reporting it on the previous month which will be in the minutes will satisfy the audit process.

RESOLUTION 2020-32: Receive and File Financials for February

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

Resolved that the February financials be received and filed. (ATTACHMENT A)

Town Clerk

CLERKS OFFICE: Financial Report for February: Collected \$629; Town keeps: \$379.26

WEBSITE: Final quote pending from Madison County IT for CivicPlus.

GRANTS MANAGEMENT:

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

- Submitted Task 4, Vouchers, Invoices, Payment proof and photos to NYSERDA on 2/4/2020. \$12,500 from NYSERDA was received.
- Field inspection was on Thursday, March 5 with Chris Roehr of NYSERDA.
- NYSERDA wants feedback from us on the program. What would you like to share?
 - Board provided some feedback to share with NYS.
- Waiting for approval for final stages to request remaining funds.

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

- Waiting for all the payments to REA to clear to send in for grant disbursement.

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

- DASNY is still waiting to hear from Senate Finance Committee.
- Requested Sen. May's office to inquire after status of our application with the Committee.
- UPDATE: May's office issued legislative approval for SAM Project ID #9294 on March 9. From this point, the grant will move on to the division of budget for 3-way approval. That means that upon Member approval, projects are returned to

the finance department then are circulated to the Governor's Office, State Assembly, and Division of Budget for final approval. Once this is complete, you will receive a grant disbursement agreement from DASNY.

Supervisor Shwartz shared with the board that we submitted a request to Senator May's office recently to help with Phase 2 of the building for \$100,000.

NYS ARCHIVES GRANT:

- I have previous grant application to review as a guide for our application. I will initiate this project soon when time permits. We have time.

IEEP

- Got the latest information from Nancy at the Village of Hamilton Office. Needs review with the items we are purchasing for the town office.

CNYCF

- Mary and I reviewed the application. Waiting to hear from them on guidance.
- Need to know what furniture we want in that room.
- Deadline is APRIL 10.

Professional Training:

- Brynley, Luke, Elisa and I are planning on attending the Tug Hill Commission's Local Government Conference on March 25 & 26 in Watertown. They are offering excellent classes. CANCELLED due to COVID-19.

Madison County Municipal Clerks Association:

- A new group is forming. We have had two meetings so far to establish our by-laws. The group will be filing paperwork for its non-profit status in the next month or so.

RESOLUTION 2020-33: Approval of Minutes-February 13, 2020

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

Resolved that the minutes from February 13, 2020 be approved.

Mr. Darby stated that Colgate has committed \$25,000 for the town hall project.

Codes Enforcement Officer – Mark Miller

February Activity

- Approved 2 new Building Permits applications.
- Denied a zoning permit and referred to the ZBA.
- Reviewed incoming maps and paperwork for subdivision application (Albro).
- Conducted 9 construction inspections.
- Conducting inspections and monitoring progress of large-scale projects:
 - new home construction: Gibson/Alderman Rd, Lafrance/Bonney Rd, West/Quarterline Rd, Cutting/E. Main St.

- Monitoring and conducting oversight of Town Hall project.
- Participated in phase 1 organizational meetings for Town Hall project.
- Participated in pre-bid walkthrough for phase 2 of building project.
- Participated in meeting with fire alarm contractor and electrician to facilitate installation.
- Participated in Zoning Update Committee meetings.
- Attended Planning Board meeting for a subdivision.
- Met with contractors and homeowners to discuss potential projects.

Supervisor Shwartz mentioned a complaint about a property that is substandard and that it will be discussed in executive session for potential litigation. Mr. Darby expressed appreciation for Mark's oversight of the town hall project.

COMMITTEE REPORTS:

SOMAC

The SOMAC agreement was reviewed by the insurance company and there is an additional annual cost in the amount of \$795 to cover while the vehicles are being repaired by the town mechanics.

RESOLUTION 2020-34: Approval of Additional Insurance for SOMAC's Ambulances being Repaired to be taken from the Fund Surplus for Ambulance Service

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

Resolved that the town add insurance coverage for the maintenance and repairs of SOMAC ambulances at the Highway Garage, using the surplus funds in the ambulance budget line in the amount of \$795.

RESOLUTION 2020-35: Approve Contract for Maintenance and Repairs of Ambulances by Town Highway Mechanics

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

Resolved that the Town Supervisor be authorized to sign the contract with SOMAC for maintenance and repairs of the ambulances by town highway mechanics.

There was a brief update about potential FEMA grants for SOMAC. Also mentioned was Colgate's interest in assisting with the building because of the high level of student's involvement with the ambulance. They may be potentially converting the small building into a bunk house. Clerk Reymers mentioned that her understanding is that the hospital stores records there and sees an opportunity to offer space on the 2nd floor of the new town office. Ms. Taylor asked how the Colgate students heading home will impact SOMAC and delivery of services. There was a brief discussion. Mr. Darby will talk to SOMAC about paying the students that stay behind. Supervisor Shwartz

spoke to Dan DeGear about a regional wide ambulance this week and it looks like it will be discussed. Southern Madison County Supervisors will meet soon and begin the conversation. There are 8 ambulances amongst all these towns and we would not need all of them if you had a regional approach.

Partnership for Community Development

Supervisor Shwartz reported that they got a big grant for \$350,000 last week for additional business development. PCD will help SOMAC look for resources. Plus they are involved with the Earlville for Earlville project.

Recreation and Youth Committee

Clerk Reymers reported that Mary Dinski was recruited for the Earlville for Earlville project for their youth focus group for the high school kids and possibly the middle school kids as well.

Zoning Update Committee

Chris Rossi reported that the committee met last night. Working on 3 different ways to look at density to present to the town council. In April, keeping an eye on how we will meet with the virus. Next meeting is March 24 and will send invite to council. There is a punch list for some additional technical details. Elisa Robertson is working on a read through of the proposed zoning law.

SPECIAL PROJECTS:

Hamilton Climate Preparedness Working Group

Chris Rossi reported the group meets tomorrow. They did not get the approval for the Climate Smart Communities that was submitted in January as it fell short of about 12 points. Some stuff submitted did not show up on the application for some reason even though it was verified on the application. Resubmitting in April. With Colgate students going home, the research that supports the work may slow down.

Town Office Building

Phase 1: Mr. Darby reported that the windows will be delivered week of March 23. Then REA can install the windows and finish the siding. REA will get the town some color chips to finalize the exterior colors so they can paint when the weather breaks. They are installing the ejector/sewage tank. Rasmussen will figure out how to wire it. Close to having the downstairs buttoned up so we can start the sheetrock.

Phase 2: HVAC should be installed fully by end of March. The furnace is already heating the building. Some work needs to wait for the ceiling. REA is building a partition for all the mechanical stuff on the 2nd Floor. Electrical is moving forward with the help of the Highway Department. Supervisor Shwartz thanked Peter Darby for coordinating all the aspects of the project.

The council then reviewed the Change Work Orders as well as the updated Town Hall Project Budget provided by the remarkable Bookkeeper, Brynley Wilcox. Phase 1 is over budget as that the lowest bidder was higher than projected. The structure of the budget lines had breakouts that was unnecessary and are being rolled into one line again. However, Phase 2 is experiencing some savings at this stage but there are more expenses yet to be spent. The board discussed the details of the work.

RESOLUTION 2020-36: Authorization for Supervisor to Sign Change Work Orders

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

Resolved that the Town Supervisor be authorized to sign Change Work Orders for Richard E. Alexander Company as follows (ATTACHMENT B):

- RFP#4-\$79,569 – Phase 2 work of insulation and wallboard on both floors, frame mechanical room-2nd floor, reframe 2nd floor knee walls. Paint by others.
- RFP#5-\$22,839 – Phase 2 work – install doors and door frames and prime.
- RFP#6-\$16,155 – Phase 2 – install ceiling on 1st floor.

Peter Darby said that the town needs to vote on the heated sidewalks option for the new town hall. There was a brief discussion on costs and savings. The additional initial cost is about \$3,000.

RESOLUTION 2020-37: Approval of installing Heated Sidewalks – New Town Hall

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

Resolved that heated sidewalks be completed at the new Town Hall for approximately \$3,000.

Geothermal – Already discussed.

Lighting Districts – LED changeover with NYSEG

Clerk Reymers reported that if the town wants to relocate or add poles, then we should set-up a meeting with NYSEG. Sometimes there are costs, depending on what is being done. Additional posts would cost, relocation such as Borden will not because it benefits both NYSEG and the town and is not very difficult will not trigger costs to the town. The board said to go ahead and set-up a meeting – Luke Dowsland will handle it.

Earlville Needs Assessment

Clerk Reymers shared that the E4E project was on the front page of the Oneida Daily Dispatch. The article was on the internet as well. Jessica Greybill handed out flyers and tote bags recently. There was a brief discussion on the project. Overall, there is a positive feeling about this project.

OLD BUSINESS:**East Hamilton Church Parking Lot**

Mr. Dowsland recapped the request from the Church for the town to assist them with repaving the parking lot. They claim that others use it as a turn around by the State, Town and School for the buses. It was determined that the Town did not use it and therefore the board did not approve helping to install a parking lot for the church at this time. Mr. Dowsland stated that the town highway does do things to help them, such as lawn cleanup, when they are cleaning the roadside.

NEW BUSINESS:**Assessment Update Resolution****RESOLUTION 2020-38: RESOLUTION TO AUTHORIZE Assessment Update**

WHEREAS, Section 305 of the New York State Real Property Tax Law mandates uniform and equitable assessments: and

WHEREAS, computer-assisted mass appraisal systems, technical advice, and financial assistance are available by the cooperative agreement with the New York State Office of Real Property Services and the Madison County Real Property Tax Services agency, and

WHEREAS, the last town-wide reassessment of our real property took place as a reassessment in 2011,

WHEREAS, the Town Board is convinced that an update assessment is necessary to comply with Section 305 of the New York State Real Property Tax Law;

NOW, THEREFORE, BE IT RESOLVED, on this 12 day of March 2020 on motion of Peter Darby, seconded by Darrell Griff as follows:

SECTION 1. That the Assessor of the Town of Hamilton is hereby authorized to undertake and implement an assessment update for the 2022 assessment roll.

SECTION 2. That the Town Board does hereby agree, in conjunction with the New York State Office of Real Property Services and the Madison Country Real Property Tax Services agency, to support the Town's assessment staff in this assessment update.

SECTION 3. That the Town Board and the assessor are authorized to enter into any necessary agreements to achieve this purpose. Any agreements resulting in expenditure by the Town of Hamilton must first be approved by the Town Board.

This resolution shall take effect immediately.

WHEREFORE, the Town Board of the Town of Hamilton, Madison County, put this Resolution to a vote of the members of the Town Board on this 12 day of March 2020, the results of which vote was as follows:

<u>BOARD MEMBER</u>	<u>VOTE</u>
Supervisor Eve Ann Schwartz	AYE
Councilmember Peter Darby	AYE
Councilmember Darrell Griff	AYE
Councilmember Shari Taylor	AYE

Councilmember Mary Dinski**ABSENT****Investment Policy**

The board received a proposed policy to approve in April.

Insurance Add on for Court Security

NYMIR reviewed the proposed agreement with the Village of Hamilton for court security and provided some additional language. That language was added to the agreement and sent back to Jim Stokes to review. NYMIR also recommended additional insurance to cover the Town. Mang Insurance quoted the town to add Court Security coverage. Cost is \$792).

RESOLUTION 2020-39: Approval of Additional Insurance

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

Resolved that the town add coverage for Court Security in the amount of \$792.

Standard Work-Day – Tabled.

Concerns of Town Board - None.

Supervisor's Report: Madison County Activities:

Supervisor Shwartz reported on the state budget and its impact on the County pertaining to Medicaid. She also reported on Senator May's presentation on the NYS budget at the Hamilton Schools.

EXECUTIVE SESSION**RESOLUTION 2020-40: Executive Session**

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

Resolved that this Board move into an Executive Session for the purposes of litigation at 9:13 p.m.

RESOLUTION 2020-41: Return to Regular Session

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

Resolved that the Board return to regular session at 9:36 p.m.

With no further business, on a motion of Councilmember Griff, seconded by Councilmember Taylor, the meeting was adjourned at 9:38 p.m. Carried unanimously.

Respectfully submitted,
Suzanne K. Reymers
Town Clerk