

Town of Hamilton Regular Board Meeting Minutes
Thursday, June 11, 2020 at 6:30 p.m.
Via ZOOM VIDEOCONFERENCING

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

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

- ZOOM Videoconferencing Notations and Rules
 - This meeting is being recorded. A transcript will be available at a later date.
 - Disruptive or inappropriate behavior will be cause for removal from the videoconference. No exceptions.
 - Zoom Questions? Email s.reymers@townofhamiltonny.org.

Public Comments:

Chris Rossi updated the board on the Zoning Update Committee and the Hamilton Climate Preparedness Working Group.

Zoning Update Committee (ZUC): The committee has submitted 3 density models to the Town Council for review before we all meet on Tuesday, June 16, 7pm via Zoom. Work on the entire Zoning document is moving forward with some parts still needing attention by the committee. ZUC may have a Zoning draft ready for the Town Council's review by end of July.

Hamilton Climate Preparedness Working Group (HCPWG): The Town of Hamilton and the Village of Hamilton were awarded Bronze CSC certification. Special thanks to TOH office staff led by Sue Reymers who provided the documentation to make that happen!

HCPWG received a \$5,000 award from Second Nature's Climate Acceleration Fund to help us with our ongoing work. Our next focus is working on a municipal climate action plan, which will map ways for the Town and Village to become more climate resilient and reduce our carbon footprint. Andrew Pettit, a consultant, is being hired using the grant money to act as project coordinator. He can do a bulk of the facilitation, any data collection, and write the final report. Sue and Chris will act as the Town liaisons for Andrew and the climate action plan committee.

In the past the Town has committed to \$500 funding for the HCPWG. Has that payment gone out for 2020? If not, can the Town commit to that same level of funding for this year? The board agreed to release the \$500 in the budget for the working group's needs. Chris left at 6:40 p.m.

DEPARTMENT REPORTS:**Highway Superintendent – Luke Dowsland****GENERAL REPAIRS:**

- Finished sweeping all roads, the skid steer did an excellent job
- Patched a large hole on Harris Road
- Ditched and fixed a washout on Kiley Road
- Prepped Bonney Hill Road for chip sealing on the 15th
- Put 8 new curve signs up on Preston Hill Road to satisfy the speed study recommendations
- Started mowing roadsides, the County has asked if we could mow their roads that are within our town
- Fixed lawns from this winter's plowing

EQUIPMENT:

- Put 15's summer tires on
- Serviced 18
- Stripped all the plow equipment for the summer
- Put a new brake can on 17
- Had to fix the lift cylinder on the mowing tractor 4 times and had to completely rewire the whole side mower. I have argued with the manufacturer about their lack of warranty and they won't cover anything
- Had to replace a blown hydraulic hose on the loader

CHIPS:

- Hauled all of our stone in for paving and chip sealing
- Paved and put shoulders on Morse Road
- Chip sealing will be completed on June 15th
- This was the first time Suit Kote has been here in a while and they did an excellent job

OTHER:

- Mowed the cemetery and culs-de-sac 4 times
- Had my weekly conference calls with FEMA, we are very slowly making progress. Hopefully more to report next month
- Kevin briefly stopped in to work on the geothermal project
- Supplied the Town of Brookfield with 4 trucks for chip sealing
- Luke needs to connect with Woodlawn Cemetery.

Supervisor/Bookkeeper – Brynley Wilcox**SALES TAX REVENUE:**

- \$104,531.88 was received from Madison County for Q1-2020
 - 12.52% more than Q1-2019 (\$92,898.87)
- 2020 YTD: \$ 213,963.98
- BUDGET: \$ 422,000.00

COLGATE GIFT:

- \$25,000.00 was received from Colgate University
 - Donation to be used toward Town Office project

INTEREST & PENALTIES:

- \$2,098.72 was received from Madison County
 - April 2020 interest and penalties
- 2020 YTD: \$ 5,255.90; *BUDGET*: \$ 6,000.00

GOOD NATURE PILOT:

- \$1,292.27 was received from Good Nature Brewery
- 2020 YTD: \$ 1,872.99; *BUDGET*: \$ 1,800.00

INTEREST & EARNINGS:

- NYCLASS from 02/20 – 02/29: \$ 696.03
- NYCLASS from 03/01 – 03/31: \$ 1,580.93
- NYCLASS from 04/01 – 04/30: \$ 803.01
- NYCLASS from 05/01 – 05/31: \$ 586.83
 - NYCLASS year-to-date: \$ 3,666.80
 - CB & NBT in all of 2019: \$ 2,234.41
- Interest rate as of 5/31: 0.42%

2019 AUDIT

- Dan and I have been working on the 2019 audit. I've uploaded the QB file, bank recs, bank and collateral statements, receivables, NYSLRS pension liability reports, etc. to shared cloud storage
- Once these balance sheet items have been reviewed, he'll move on to the Statement of Revenues and Expenditures

RESOLUTION 2020-67: Approval to Pay Deposit for Flooring for Town Hall Project

On a motion of Councilmember Darby, seconded by Councilmember Dinski, the following resolution was: **ADOPTED: Ayes: 5, Nays: 0**

Resolved that the board authorizes a deposit for payment towards the flooring for Root's in the amount of \$6,297.19, which is to be added to the abstract.

RESOLUTION 2020-68: Audit of Claims

On a motion of Councilmember Darby, seconded by Councilmember Taylor, the following resolution was: **ADOPTED: Ayes: 5, 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.	166	<i>through</i>	189	\$19,132.32
General Fund B	No.	32	<i>through</i>	34	\$3,605.55
Highway Fund DB	No.	70	<i>through</i>	82	\$30,645.17
Street Lighting SL	No.	11	<i>through</i>	12	\$439.00
Prepays					\$987.76

Town Clerk Reports – Sue Reymers**CLERK'S OFFICE**

- Processed month end and distributed funds for May. Income continues to be down.
- Dog Licensing Renewals have been slow resulting in 2nd notices. Sometimes people just forget to get it in, but other times it is an issue with getting their dog's rabies updated. We work with people to get them through the process.

NEW WEBSITE:

- Design phase is done. I will be working on the next phase soon with CivicPlus. A reminder that this should take about 3 months to complete.
- I will be securing a new domain name through .gov as recommended by various people. The process is done via the Federal Government. Eve Ann needs to sign the letter.

OTHER PROJECTS:

- Working Senator Mays Grant for \$100,000.
- Worked on Local Law with attorney for Unsafe Buildings.
- Worked on PR for re-opening town office.
- Worked on correspondence for Colgate's gift for the Town Hall.
- Worked on Zoning Update Committee work.
- Worked on Magee/NYSDOS Vouchers for \$50,000.
- Worked on the Town Hall project – Flooring, Furniture, Front Desk Window and more.
- Worked on Town Clerk Duties – month end distributions, correspondence with the public.
- Ran Zoom meeting for Grievance Night.
- Legal notice for AUD as required by law sent to newspaper.
- Started work on Annual audit by Cwynar.
- Attend numerous meetings relating to Town hall project, zoning update, town council, etc.

Codes Enforcement Officer Report – Mark Miller**May 2020 Activity**

- 4 new zoning permits approved
- 2 new Building permits approved
- Referred 1 applicant to the ZBA for variance request
- Conducted 8 construction inspections
- Conducted oversight of Town Hall project
- Attended Zoning Update Committee Meetings
- Met with Town residents to discuss potential projects

- Issued 5 property maintenance violation orders to remedy
- Attended zoom and in person meetings with building committee to discuss Town Hall project
- Currently corresponding with builders and permit holders about progress of projects

COMMITTEE REPORTS:

SOMAC - Mr. Darby updated that SOMAC received PPE grant.

Partnership for Community Development - No updates.

Recreation and Youth Committee - Decisions are still pending.

Zoning Update Committee - Already reported on.

SPECIAL PROJECTS:

Hamilton Climate Preparedness Working Group - Already reported on.

Town Office Building

Clerk Reymers updated that the flooring was picked out scheduled for installation in early July. Paint colors have been selected. Some of the IT work has been developed including the IT rack and termination. External of the building is being painted. REA cleaned up the floors around the metal beams. Ceiling lights still need to be installed.

Lighting Districts - LED Changeover & Pole Relocation - on hold**Earlville Needs Assessment**

Clerk Reymers gave a brief overview on Cornell's Design Connect program for Village of Earlville park - playground, skate park, trails. They will design the space and provide a budget to make the upgrades and identify funding. Board then briefly discussed pending decisions on kitchen and bathroom cabinetry, window trim. We need more quotes.

OLD BUSINESS:

Potential 2020 Budget Amendments due to COVID-19 - waiting for more information.

NEW BUSINESS:

Introduction of Local Law #A of 2020 "To Provide for the Securing, Repair, Removal or Demolition of Unsafe Buildings and Structures in the Town of Hamilton"

Supervisor Shwartz reviewed the SEQRA then read the introduction.

RESOLUTION 2020-69: Introduction of ("A Local Law to Provide for the Securing, Repair, Removal or Demolition of Unsafe Buildings and Structures in the Town of Hamilton")

Councilor Darrell Griff introduced proposed Local Law No. A-2020, to provide for the safety, health, protection and general welfare of people and property in the Town of Hamilton by requiring such unsafe buildings, structures and/or premises to be secured, repaired, removed and/or demolished, and made the following motion, which was seconded by Councilor Peter Darby:

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; 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. A-2020 via Zoom Video Conferencing on July 9, 2020 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
Shari Taylor	Councilor	Voted	Yes

Darrell Griff	Councilor	Voted	Yes
Mary Lee Dinski	Councilor	Voted	Yes
Eve Ann Schwartz	Supervisor	Voted	Yes

The foregoing resolution was thereupon declared duly adopted.

Tax Collection -Shared Services with Madison County

RESOLUTION 2020-70: Authorization for Shared Services Agreement with Madison County for the 2021 Town and County Tax Collection

On a motion of Councilmember Dinski, seconded by Councilmember Taylor, the following resolution was: ADOPTED: Ayes: 5, Nays: 0

Resolved that the Town Supervisor be authorized to enter into a Shared Services Agreement with Madison County for the 2021 Town and County Tax Collection.

Inter-municipal Agreement for Court Clerk Resolution

RESOLUTION 2020-71: Authorization for Inter-municipal Agreement with Village of Hamilton for Court Clerks

On a motion of Councilmember Darby, seconded by Councilmember Taylor, the following resolution was: ADOPTED: Ayes: 5, Nays: 0

Resolved that the Town of Hamilton is authorized to enter into another Inter-municipal Agreement for Court Clerks with the Village of Hamilton.

Town and Village Court received \$1,000 for plexiglass screens for protection.

Appointment for Board of Assessment Review

RESOLUTION 2020-72: Appointment for Board of Assessment Review–Laura DuBois

On a motion of Councilmember Dinski, seconded by Councilmember Griff, the following resolution was: ADOPTED: Ayes: 5, Nays: 0

Resolved that Laura Dubois be appointed for a 5-year term (10/1/2020-9/30/2025) for the Board of Assessment Review.

Concerns of Town Board: None.

Supervisor's Report: Madison County Activities:

Supervisor Schwartz gave a report on Madison County's changes on how they are handling COVID and budget challenges.

With no further business, on a motion of Councilmember Darby, seconded by Councilmember Dinski, the meeting was adjourned at 7:54 p.m. Carried unanimously.

Respectfully submitted, Sue Reymers, Town Clerk