

Town of Hamilton Regular Board Meeting Minutes
Thursday, August 13, 2020 at 6:30 p.m.
Via ZOOM VIDEOCONFERENCING

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

Call to order & Welcome: The meeting was called to order at 6:32 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 Update on Zoning Update Committee and HCPWG. The public hearings for the Zoning Law update were discussed and it was decided to delay it until 2021 due to COVID and the limitations of Zoom for hearings.

Clerk Reymers shared with the board that PCD has a grant for trail signage and they are looking for a site for the sign. John Bailey and Sue discussed the town property, but a location was determined as a better option on the Village property. Chris left at 6:36 p.m.

FUEL BID:

Town Council reviewed the canvass of bids.

RESOLUTION 2020-81: Award Bid for Fuel to Broedel

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

Resolved that Broedel Energy be awarded the bid for fuel oil and diesel.

DEPARTMENT REPORTS:

Highway Superintendent - Luke Dowsland

GENERAL REPAIRS:

- Ditched on Sacco, Alderman, and Spring Hill Road
- Fixed a washout on Wratten and Kiley Road
- Mowed roadsides
- Replaced a driveway culvert on Spring Hill Road
- Put 5 new culverts in on Hoose Road
- Paved over a culvert on Excell Road
- Patched numerous potholes around the town
- Regraded and ditched on the seasonal portion of Humphrey Road
- Mowed road sides when the tractor was running

EQUIPMENT:

- The mowing tractor broke 4 times and has been down for 2 weeks

- Removed the hydraulic pump from #17 to have it rebuilt at Marcy Hydraulics
- #19 broke a wheel
- Serviced #15

TREE REMOVAL:

- Had 6 trees come down
- Cut 5 downed trees and numerous limbs throughout the town
- Hired Hutchings Tree Service to come take a tree down that had a dangerous limb hanging over Williams Road

SNOW REMOVAL:

- Started prepping salt brine pumps and tanks for winter
- Got an inventory of cutting edges and ordered what we need to get through the winter
- Hauled 500 tons of abrasive sand from Hanson to cover us in the event of a FEMA storm this upcoming winter. We will get the rest of the sand from Cossitt Concrete

OTHER:

- Worked on SOMAC #512 once; installed new shocks
- Met with 3 truck vendors and 1 plow equipment vendor to get a truck spec finalized
- Assisted with a tractor trailer accident on Route 12
- Attended numerous meeting regarding the new office sidewalk and paving
- Assisted Wilcox Sealing with installing the sidewalks and hauled the blacktop for the parking lot
- Top soiled and had Central Paving hydro seed the new office lawn
- Completed a punch list of things that had to be done in the office and started moving some things into the new building

There was a discussion on the highway equipment based on an email from Peter Darby on August 13. It was decided to have Luke to move forward with purchasing a new mower tractor. It was also decided to change the winter routes. The Highway Committee needs to further examine spending CHIPS funds for this year. It was also determined to sell the one truck this year that we had trouble with engine. It was decided to go down to four trucks, 3 main trucks with 1 spare.

Supervisor/Bookkeeper – Brynley Wilcox**SALES TAX REVENUE-AUGUST 2020:**

- **\$96,652.77** was received from Madison County for Q2-2020
 - 17.64% less than Q2-2019 (\$117,365.54)
- **2020 YTD: \$ 310,616.75**
 - 73.6% of 2020 budget (\$422,000.00)
 - 1.52% lower than the same three payments in 2019
- **FUTURE PAYMENT:**
 - If the fourth sales tax payment, which represents Q3, also comes back 17.64% lower than last year's payment for the same time period it will give us a total 2020 sales tax revenue of \$413,613.87 which is \$8,386.13 under budget for the year.

- o Luke and I recommend the following budget modification:

RESOLUTION 2020-82: 2020 Budget Modifications

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

Resolved that 2020 Budget be modified as follows:

Code	Description	From:	To:	Difference:
DB1120	Non-Property Tax Distribution	422,000	414,000	(8,000)
DB5148.4	Snow Removal Contractual	50,000	42,000	(8,000)

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 from 06/01 - 06/30:	\$ 390.75
NYCLASS from 07/01 - 07/31:	\$ 213.29
NYCLASS year-to-date:	\$ 4,270.84
CB & NBT in all of 2019:	\$ 2,234.41
Interest rate as of 7/31:	0.12%

RESOLUTION 2020-83: Audit of Claims

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

Resolved that the bills contained on Abstract #8 have been reviewed by the Town Board and are authorized for payment in the following amounts:

General Fund A	No.	265	through	298	81,859.77
General Fund B	No.	55	through	55	62.70
Highway Fund DB	No.	105	through	116	43,078.09
Street Lighting SL	No.	15	through	16	421.54
Prepays					73,517.46

Town Clerk Reports - Sue Reymers

Clerk Reymers did not have a written report but shared that hunting sales opened this month and sales were going well. There is a new DEC sales system which has been a little bumpy. Still providing curbside only services. Everyone is being patient and it's been good to see our regular customers again. The town office has been packing for the move and the highway crew started moving boxes over to get them out of the way for more packing. Clerk Reymers also asked permission to move forward with securing a new web address for the town for government site; the new site would be www.TownofHamiltonNY.gov rather than the .org. Cost is \$400. Council agreed.

Supervisor Shwartz commented on the good work for the move. Clerk Reymers shared that the public has been making a lot of positive comments.

Codes Enforcement Officer Report – No report this month.

COMMITTEE REPORTS:

SOMAC – Mr. Darby reported that revenues are up and savings on expenses with a net of \$48,000 at this point this year. They also received PPE funding. Unclear about Colgate student help upon their return.

Partnership for Community Development – Ms. Dinski reported that PCD and Hamilton Business alliance are consolidating but still working on details. There is still some funding for small businesses. Still working on delivery program for local restaurants. Discussion on students returning.

Recreation and Youth Committee – Nothing to report.

Zoning Update Committee – Already reported on.

SPECIAL PROJECTS:

Hamilton Climate Preparedness Working Group – Already reported on.

Town Office Building

Sidewalks are done. Parking lot is done. Lawn is seeded. Clerk Reymers gave a rundown of all the remaining work. Electric is all but done (lights). Painters finished walls today. Furniture arrives in two weeks. More plumbing needs to coordinate. Cleaners are coming in to clean out construction dust prior to shades getting installed furniture as well. Oneida electric was needed to install the fire alarm, which we need to occupy the building. Cabinetry and furniture arrives next week. Move on August 24. Still waiting for electrical inspection and a few more details. IT – initial work has been done to make transition easier. Phones were ordered. Switching from Spectrum to Firstlight and waiting on that order. Supervisor Shwartz is still waiting to hear about the right of way agreement. As for the Valesky and May grants, there is still no news. Quick discussion on ribbon cutting ceremony. The committee needs to meet for additional details such as signage and meeting room furniture. Also discussed CFCNY.

Earlville Needs Assessment – Shari Taylor updated that the committee met with Lily from Design Connect at the site. A survey has been done for the community to participate. A flyer went out with village water bills.

OLD BUSINESS:

Resolution for Policy Against Discrimination and Harassment – provided at July 9, 2020 meeting

RESOLUTION 2020-84: Adoption of Policy Against Discrimination and Harassment

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

Resolved that the policy introduced at the July 9 meeting be adopted.

NEW BUSINESS:

Adoption of NYS Archives new retention schedule - LGS-1

RESOLUTION 2020-85: Adoption of Retention and Disposition Schedule for New York Local Government Records (LGS-1)

RESOLVED, By the Hamilton Town Council that *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

(a) only those records will be disposed of that are described in *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, after they have met the minimum retention periods described therein;

(b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

NOW, THEREFORE, BE IT RESOLVED, on this 13th day of August, 2020 on motion of Mary Dinski seconded by Peter Darby, the results of the which vote was as follows:

BOARD MEMBER	VOTE
Supervisor Eve Ann Shwartz	AYE
Councilmember Peter Darby	AYE
Councilmember Mary Dinski	AYE
Councilmember Darrell Griff	AYE
Councilmember Shari Taylor	AYE

The foregoing resolution was thereupon declared duly adopted.

Official Newspaper Change

Oneida Daily Dispatch is no longer delivering to our area.

Due to internet issues, we temporarily lost 3 board members. Shwartz, Dinski and Griff.

RESOLUTION 2020-86: Official Newspaper is Utica Observer Dispatch with Mid-York as Back-up

On a motion of Councilmember Taylor, seconded by Councilmember Dinski, the following resolution was: ADOPTED: Ayes: 3-Darby, Dinski, Taylor. Nays: 0

Resolved that the official newspaper for the town is the Utica Observer Dispatch with Mid-York Weekly as back-up.

Assessment Update Resolution for 2022 Assessment Roll

RESOLUTION 2020-87: Authorization for Assessment Update for 2022

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 13 day of August, 2020 on motion of Peter Darby, seconded by Mary Dinski, 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 13 day of August, 2020, the results of which vote was as follows:

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

RESOLUTION: ADOPTED.

Concerns of Town Board: None.

Supervisor’s Report: Madison County Activities: No report due to technical issues.

With no further business, on a motion of Councilmember Taylor, seconded by Councilmember Dinski, the meeting was adjourned at 8:46 p.m. Carried unanimously.

Respectfully submitted,
Sue Reymers, Town Clerk