

Town of Hamilton Regular Board Meeting Minutes
Thursday, December 10, 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, Deb Hotaling.

Call to order & Welcome: The meeting was called to order at 6:32 p.m.

Public Comments:

Deb Hotaling commented about the town purchasing the Lamb property. She asked why taxpayers did not have input on the decision and expressed concern of it impacting neighboring property. Supervisor Shwartz explained that there was a time crunch to purchase it from the estate. The town did attempt to get it donated when the owner was still alive but it did not work out and that in the end it was purchased from the estate so the public would not lose access to 9-mile swamp. There will be a public planning process for what to do with the space. There are opportunities and the town will look for funding so it doesn't take too much of taxpayer funding. It should not impact the Hotaling's property. The town's goal is to do a good job of managing the space.

Chris Rossi Update on Zoning Update Committee and HCPWG. Zoning Committee met on November 24 to draft the Noise Law. It will then be reviewed by Nan and the town attorney before going to the town council to review. Next meeting is December 17. HCPWG is still working on a municipal climate plan with grant funded consultant. Group meets again on December 18.

DEPARTMENT REPORTS:

Highway Superintendent – Luke Dowsland

GENERAL REPAIRS:

- The County came over with their jet trailer to clean debris out of a 3' pipe on Wickwire.
- Put new signs up throughout the town. All are signs we had in stock.
- Hauled crusher run to replenish our stockpile.

EQUIPMENT:

- Put a new EGR valve in 15. The cost to do the same valve from a vendor last year was almost \$7,000, we decided to try it ourselves and did it for \$1,500. It took 2 guys 2 days.
- Serviced truck 16
- 24 went to Friendly Ford to have the oil pan replaced under warranty.
- Fixed the clutch on Brookfield's chipper.

- Upfitted the new F-550 with the caution lights that we can install, reverse lights and all the brine wiring. JPJ is going to come next week and put the light on the roof and mount the radio. We don't have the right tools and gasket material to drill through the roof.
- Rewired 15's headlights.

TREE REMOVAL:

- Cut 15 to 20 trees on Brown road. We have at least another 100 to go to clear our right of way. We hope to have it cleared by spring.
- Rented a stump grinder from Warner's Sales and Service. Ground 10 of our stumps and 9 for Brookfield in 3 days.
- Borrowed Brookfield's chipper and chipped brush on Spring, Payne, Thayer, Mill, Peterson and Preston Hill Rd.
- Picked up tree limbs around the town after some windy nights .

SNOW REMOVAL:

- Plowed *and* sanded 4 times; went out 3 times with sand only.
- We've used 5,000 gallons of brine.
- We've used 336 yards of sand/salt mix.
- We're continuing to make our own brine. The new brine setup is up and running, and is working well.
- We had to rebuild 24's brine unit due to it being rotted out and falling apart.

OTHER:

- The new F-550 was delivered. As already mentioned, we upfitted it with everything as much as we could ourselves.
- The old F-550 was sold to Hamilton Central School, they've already picked it up.
- Went to Oneida for Sue to pick up furniture that she purchased from the Public Library.
- Erick and I did the final inspection on the mowing tractor Tuesday, everything looks great. I expect delivery sometime this month.

Mr. Dowsland added that Parsons Engineering contractor for the DEC will be here soon at the highway to drill wells for groundwater monitoring. Contractor commented to Luke that they are not likely to find anything. Supervisor Shwartz reminded everyone that the DEC contacted us to add these wells so that the old dump on the town's property is not polluting the river. If it needs fixing, hopefully there is funding for it. Chris Rossi commented that Spectrum's trench along the road is undercutting the road. Mr. Dowsland said it's a problem on every road and hopefully they will fix it this spring. Supervisor Shwartz mentioned that some towns set up a permitting process so that town is informed when companies like this come in and what they are doing, see the plans, who to contact if there is an issue, etc.

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

- \$137,201.90 was received from the County for Q3-2020 sales tax
 - 9.71% more than Q3-2019
- 2020 YTD: \$ 447,818.65
 - 1.67% more than last year
- 2020 BUDGET: \$ 414,000.00 (as modified)

MORTGAGE TAX:

- \$20,336.17 was received from the County for April – September Mortgage Tax
 - 5.07% less than April – September 2019
- 2020 YTD: \$ 36,210.72
 - 28.34% more than last year (\$28,214.59)
- 2020 BUDGET: \$ 25,000.00

HOST COMMUNITY:

- \$30,846.00 was received from the Madison County Treasurer
 - Yellow Brick Road casino
 - 19.16% over last year (\$25,885.00)

SALE OF EQUIPMENT:

- Received from Auctions International
 - \$ 4,250 for the 1972 John Deere grader
 - \$35,500 for the 2017 Kubota mowing tractor
 - \$36,000 for the 2012 International WorkStar 7600 dump truck

RESOLUTION 2020-122: 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 #12 have been reviewed by the Town Board and are authorized for payment in the following amounts:

General Fund A	No.	370	<i>through</i>	393	\$16,646.50
General Fund B	No.	69	<i>through</i>	76	\$482.40
Highway Fund DB	No.	164	<i>through</i>	180	\$178,374.18
Street Lighting SL	No.	23	<i>through</i>	24	\$368.00
Prepays					\$27,194.83

RESOLUTION 2020-123: Loan \$75,000 from the DB Fund to the A Fund

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

Resolved that a loan in the amount of \$75,000 be approved from DB fund to A Fund.

Mr. Darby asked about the grants for the town hall. Supervisor Shwartz said that there is nothing new to report. She did call Sen. May's office and is waiting to hear back. Clerk Reymers shared that the last time she reached out to the state for the Magee \$50,000 grant was in October and again have not heard back. Ms. Shwartz suggested sending a letter to them and sending a copy to May and Salka. She then asked about May's grant to fire department is moving forward. Luke confirmed.

RESOLUTION 2020-124: Authorization for Bookkeeper and Deputy Supervisor to Pay Bills that come in between now and the end of the month

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

Resolved that the Bookkeeper and Deputy Supervisor be authorized to Pay Bills that come in between now and the end of the month.

Ms. Wilcox noted that the International lawsuit where the town filed a claim. We received notice that were denied due to lack of documentation, but we can respond to it. We can resubmit by December 18. She is working on it but having trouble reaching them to ask questions. There is a prove up (\$50,000) or cash option (value about \$4,500).

The council reviewed the estimated fund balance report from the bookkeeper. The unappropriated fund balance is estimated to be at \$546,156.16 but that does not include the SOMAC fund balance and equipment reserve.

Town Clerk Reports – Sue Reymers

CLERK'S OFFICE

- Processed month end and distributed funds for November.
- All town clerk bank reconciliations are up to date.
- Front desk has quieted down per usual.
- Deputy Clerk is handling year-end clean up in preparation for the new year.

Request for change in protocols:

1. Tried changing protocols for town office this week by keeping people in the lobby, but it did not work out as intended and the staff felt it was riskier. Would like to switch to Curbside and Appointment Only.
 - a. Quieter time in general.
 - b. Any communiques from all depts are using contactless methods. Dog licenses by mail only.
 - c. Promoting Drop Box option.
2. Request to shut office down for the week between Christmas & NYE. Assessor and CEO already planned to take PTO, per usual. Phone would be forwarded to town cell phone which I would monitor daily that week. Deputy would use her PTO but continue to check mail daily and work Wednesday afternoon to process anything. Any requests for appointments for a handicap permit or marriage

licenses would be scheduled. No longer get the numerous requests for early tax bills, but if there are, it would all still be handled by me. There would be a minimal disruption to services while giving staff a reprieve while reducing contact as much as possible during the holidays.

NEW WEBSITE: Lots done this week and more to do on the website.

OTHER PROJECTS:

- Continue to work with HCPWG on Muni climate action plan.
- Noise Law needs some additional work then will be passed along to Nan and Attorney for review.
- New fax # is now assigned and getting set-up soon.

TRAININGS: Took some online free trainings recently from NYSTCA, NYMIR, AOT.

Security Quote from Tim Collins – needs review and discussion on how or if the town wants to add surveillance for the property. I suggest reviewing it with Paul Lutwak at the County.

Minutes to Approve: April 4, 9, 15, 29, May 14, June 11, July 9, August 13, September 10, September 30, October 8, October 28

RESOLUTION 2020-125: Approval of Minutes 4/4 – 10/28

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

Resolved that minutes from April 4, 9, 15, 29, May 14, June 11, July 9, August 13, September 10, September 30, October 8, October 28.

**Codes Enforcement Officer Report – Mark Miller
November Activity**

- Approved 4 new Building permits.
- Approved 5 Zoning Permit applications.
- Reviewed incoming maps and paperwork for 2 subdivision applications (Rte 12B, Rivington, Slentz, S. Hamilton RD).
- Conducted 8 construction inspections.
- Issued 1 C of O, 1 C of C
- Investigated 2 complaints. No violations found.
- Issued a request for a property maintenance inspection to tenants after complaint lodged by landlord.
- Followed up on property maintenance violations.
- Attended Planning Board meeting. Slentz subdivision was approved.
- Attended Zoning update committee meeting.

- Attended 8 hrs of required 24hrs of code enforcement training.
- Solicited bids for board up/clean up on Willey Rd.
- Met with contractors and homeowners to discuss potential projects.

Permit #	Date	Owner's Name	Location of Project	Description of Work	Permit Fee
2020-15	11/3/20	Katie Jusaniec	1079 Preston Hill Rd	16.8Kw ground mount solar	\$90
2020-16	11/5/20	Jorge Rodriquez	S Hamilton Rd	50'x114' hay/storage barn	Ag exempt
2020-17	11/16/20	Verizon Wireless	7934 Willey Rd	Replace antennae	\$90
2020-18	11/23/20	Thomas Dempsey	2121 Spring St	460sq ft addition	\$240

COMMITTEE REPORTS:

SOMAC

Mr. Darby shared that their shortfall will be better than projected. Cost savings include our highway department repairing the equipment. They are renovating the small records building into a dormitory for SOMAC volunteers. There will be 6 bedrooms and a kitchenette, bathroom, and a study room with a connecting breezeway to the main building. Colgate is donating \$10,000 towards it and the costs are estimated at \$36,000. Peter mentioned the town's fund balance. Dave Buran will help with their campaign to replace an ambulance. There is an uptick in COVID symptoms in calls. They are now in full protective gear. Hospital changed protocols so only one ambulance crew can be in there at a time. Colgate has the freezer capacity for the Moderna vaccine. SOMAC has plenty of PPP and they are sterilizing the ambulance after every run. When the town gets a request for the funding of the small building, then the town should approve it via a resolution. Board briefly discussed SOMAC and funding. The 2021 budget took \$10,000 from the reserve to reduce the amount we are taxing.

Partnership for Community Development

Mary Dinski reported that Jennifer Marotto Lutter had her baby boy. No major updates at this stage. PCD board is looking for names for new member as Jodi Palmer stepped down; preferably someone with an agricultural background.

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

Luke Dowsland shared that the sign for the front of the building will go up next week.

Earlville Needs Assessment

Shari Taylor shared that the group is waiting for the final plans for the park. Then we can take the plan and raise funds or get grants.

OLD BUSINESS:**BOARD APPOINTMENTS:****Zoning Board Replacement for Bill Nolan – Term 1/1/2020-12/31/2024**

Supervisor Shwartz said that there is a suggestion on moving personnel but is waiting to talk to the Planning Board chair to discuss. This is to replace Bill Nolan who passed away earlier this year.

NEW BUSINESS:**Court Clerks Appointments – per our bi-annual agreement with Village**

- 1) Sandra Crumb and Dorothy Janczyk (2-year term-6/1/20-5/31/22)

RESOLUTION 2020-126: Appointment of Two Justice Clerk – S. Crumb/D. Janczyk for a 2-year term-6/1/20-5/31/22

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

Resolved that Sandra Crumb and Dorothy Janczyk be appointed for a 2-year term-6/1/20-5/31/22. (NOTE: they are hired by the Village and the town pays the Village for their work on town business through a biannual shared services agreement).

Appointments of Registrar of Vital Statistics and Deputy Registrar

- 1) Suzanne K. Reymers, Registrar (2-year term 1/1/2021-12/31/2022)
- 2) Elisa Robertson, Deputy (2-year term 1/1/2021-12/31/2022)

RESOLUTION 2020-127: Appointment of Registrar/Deputy Registrar of Vital Statistics – S. Reymers/E. Robertson for a 2-year term 1/1/2021-12/31/2022

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

Resolved that Suzanne Reymers be appointed as Registrar of Vital Statistics and Elisa Robertson be appointed as Deputy Registrar of Vital Statistics, both for a 2-year term 1/1/2021-12/31/2022.

**AOT – Assign Delegate and Alternate Delegate for AOT Annual Business Meeting
RESOLUTION 2020-128: Designate Eve Ann Shwartz and Mary Dinski for AOT Annual Meeting Representative.**

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

Resolved that Eve Ann Shwartz be voting delegate and Mary Dinski be the alternate for the AOT annual meeting 2021. (2021 AOT training and meeting are virtual this year.)

NYS Main Street Program – NYS Homes and Community Renewal

Clerk Reymers shared that Stefan Lutter asked if Earlville wants to apply for this program. He would write the grant and County would take the lead. They already have a template application. The program is like the block grants. Village of Earlville would need to approve it and they would need 1 or 2 lead projects. Application is due January 15. Sue is waiting to hear from Stefan. Shari heard from him also and it's for building renovations, streetscape and renovate upstairs apartments. Supervisor Shwartz got a Main Street grant that helped Earlville in the past about 15 years ago. She asked Shari to coordinate it with Stefan Lutter. Shari wants to ask Stefan if it would cross the county line. Sue said she asked him that and he would write the grant to see that it does cross the county. Shari will also ask Stefan if the side streets would qualify.

Ambulance Contract with SOMAC

RESOLUTION 2020-129: Authorize Supervisor to Sign SOMAC Contract

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

Resolved that the Town Supervisor be authorized to sign the ambulance contract with SOMAC for 2021 for the budgeted amount of \$228,856.00.

Contract with Cwynar & Co. for 2020 Audit

RESOLUTION 2019-130: Authorization to Contract with Cwynar for Annual Audit

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

Resolved that the Town of Hamilton contract with Cwynar & Co. to perform an annual audit for financial statements for 2020 for the bookkeeper, town clerk and justice accounts at the cost of \$9,600.

Spectrum Franchise Agreement

Supervisor Shwartz has been negotiated by our town attorney, John Langey, which he also negotiated for several towns. She needs to review the new agreement and will come to the board with it for approval.

9 Mile Swamp:

Supervisor Shwartz stated that the purchase of the property went through last week and is insured. She wants to set up a committee and get community input. She wants to talk to Madison County Planning Department as well. Also look at getting support from Design Connect to see if they do a plan. The Mid-York Foundation may be interested in this project and application is due next November. Southern Madison Heritage Trust is interested in helping. Discussion followed on a timeline for public input, design, and

funding applications. The property should be posted around the property. A committee need to start to work on it. Eve Ann, Luke, Sue, and Shari? will start to work on it and will have a report for February. The highway crew has been helping the Village of Earlville since one of the guys had a heart attack. Supervisor Shwartz asked the Village to include the Town of Sherburne to help as well.

Concerns of Town Board: Shari asked about masks wearing at the highway. Supervisor Shwartz said that a reminder went out to the crew for the cold winter and plowing and the highway needs to be prepared in case multiple staff get sick. Brief discussion. The part-time crew has not started yet since there has not been too much snow and is saving us money.

Supervisor's Report: Madison County Activities:

Supervisor Shwartz reported that there is an increase in COVID numbers and contact tracing is backed up. The spread will continue to increase. County meetings are all Zoom. As for the broadband grant, the County did not get funding in the 1st round but have a second chance in the 2nd round.

With no further business, on a motion of Councilmember Darby, seconded by Councilmember Dinski, the meeting was adjourned at 8:22 p.m. Carried unanimously.

Respectfully submitted,
Suzanne K. Reymers
Town Clerk