

**Town of Hamilton Annual and Regular Board Meeting Minutes**  
**Thursday, January 9, 2020 at 6:30 p.m.**  
**Held at the Court House, 60 Montgomery Street, Hamilton, NY**

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

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

**Swearing in of Town Council Members**

Town Clerk Sue Reymers administers the Oath of Office for the following members of the Town Council:

Eve Ann Shwartz - Supervisor  
Darrell Griff - Councilmember  
Shari Taylor - Councilmember

**Resolution of Appreciation for David Holcomb**

**RESOLUTION 2020-1: Appreciation of David Holcomb**

WHEREAS, the Town Council of the Town of Hamilton, Madison County, New York State, believes that Town Council Members should be recognized for their faithful service to the public;

WHEREAS, David Holcomb has lived in Hamilton for many years,

WHEREAS, David Holcomb has served on numerous boards and committees in the Greater Hamilton area,

WHEREAS, David Holcomb has faithfully served as Town Council Member for the five terms for a total of 20 years and has demonstrated a commitment to listening to the needs of local citizens, and has worked closely with the personnel of Town Highway Department to ensure quality services and smooth operations, and has been a dedicated liaison to the SOMAC Ambulance Board as well as the local Fire Departments.

NOW, THEREFORE, BE IT RESOLVED, that the Hamilton Town Board, on behalf of the residents of the Town of Hamilton, extends its appreciation to David Holcomb for his years of excellent service, loyalty and dedication to the community and,

FURTHER BE IT RESOLVED, that David Holcomb be furnished a copy of this Resolution, which is spread upon the minutes of the January 9, 2020 Town Board Meeting.

On a Motion of: Councilmember Peter Darby,  
Seconded by: Councilmember Mary Dinski  
Resolution was unanimously ADOPTED.

Resolution of Appreciation for Christine Rossi

**RESOLUTION 202-2: Resolution of appreciation of Christine Rossi**

WHEREAS, the Town Council of the Town of Hamilton, Madison County, New York State, believes that Town Council Members should be recognized for their faithful service to the public;

WHEREAS, Chris Rossi has lived in Hubbardsville for many years,

WHEREAS, Chris Rossi has served on numerous boards and committees in the Greater Hamilton area,

WHEREAS, Chris Rossi has faithfully served as Town Council Member for the past 8 years and has demonstrated strong leadership in updating the Comprehensive Plan as well as the Town Zoning Law, all while collaborating with the Village of Hamilton and Colgate to make our community more resilient to Climate Change by participating in the Clean Energy and Climate Smart Communities programs initiated by NYS.

NOW, THEREFORE, BE IT RESOLVED, that the Hamilton Town Board, on behalf of the residents of the Town of Hamilton, extends its appreciation to Chris Rossi for her years of excellent service, loyalty and dedication to the community and,

FURTHER BE IT RESOLVED, that Chris Rossi be furnished a copy of this Resolution, which is spread upon the minutes of the January 9, 2020 Town Board Meeting.

On a Motion of: Councilmember Peter Darby,

Seconded by: Councilmember Darrell Griff

Resolution was unanimously ADOPTED.

**Public Comments:** None at this time. Attendee Jim Leach will be taking over summarizing the Town Board meetings for local publication.

**ANNUAL ORGANIZATIONAL MEETING:**

**Staffing and Contractual Appointments**

One-year Appointments, Commencing January 1, 2020 & expiring December 31, 2020:

**RESOLUTION 2020-3: Annual Appointments for positions as listed.**

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

Resolved that the following appointments for 1/1/2020 - 12/31/2020 as follows:

1. Historian - Jack Loop
2. Dog Control Officer - Gordon Baker
3. Code Enforcement Officer/Zoning Enforcement Officer - Mark Miller
4. Deputy Town Clerk/Collector/Registrar of Vital Statistics - Elisa Robertson
5. Planning Board/Zoning Board Clerk & Secretary - Elisa Robertson
6. Part-Time Temporary Clerk - Jill Benson

**RESOLUTION 2020-4: Annual Contractual Appointment for Town Attorney.**

On a motion of Councilmember Darrell Griff, seconded by Councilmember Peter Darby, the following resolution was: ADOPTED: Ayes: 5, Nays: 0  
Resolved that Costello, Cooney & Fearon be the town attorneys for 1/1/2020 - 12/31/2020.

**Board of Assessment Review, Planning Board, Zoning Board of Appeals,  
Appointments:**

**RESOLUTION 2020-5: Board of Assessment Review Appointment**

On a motion of Councilmember Mary Dinski, seconded by Councilmember Peter Darby, the following resolution was: ADOPTED: Ayes: 5, Nays: 0  
Resolved that Laura DuBois be appointed as BoAR to finish Sandra Holbrook’s term (10/1/2015-9/30/2020) for 1/1/2020 - 9/30/2020.

**RESOLUTION 2020-6: Planning Board Appointments**

On a motion of Councilmember Peter Darby, seconded by Councilmember Shari Taylor, the following resolution was: ADOPTED: Ayes: 5, Nays: 0  
Resolved that the following be appointed:

- Elaine Hughes - New 5-year term, Commencing 1/1/2020-12/31/2024.
- Travis DuBois - finishing D. Griff’s 4-year term (1/1/2019-12/31/2022), Commencing 1/1/2020-12/31/2022.
- Kathleen Palmer - New three-year term, alternate member

**RESOLUTION 2020-7: Planning Board Annual Chair Appointment**

On a motion of Councilmember Darrell Griff, seconded by Councilmember Mary Dinski, the following resolution was: ADOPTED: Ayes: 5, Nays: 0  
Resolved that Mike Welshko is Chair for the Planning Board for 1/1/2020-12/31/2020.

**RESOLUTION 2020-8: Zoning Board of Appeals Appointments**

On a motion of Councilmember Mary Dinski, seconded by Councilmember Darrell Griff, the following resolution was: ADOPTED: Ayes: 5, Nays: 0  
Resolved that the following be appointed:

- Bill Nolan - New 5-year term, Commencing 1/1/2020 and expiring 12/31/2024
- Resolved that Harmon Hoff is Chair for the Zoning Board for 1/1/2020-12/31/2020.

**Appointments by Town Supervisor**

- Supervisor Shwartz appointed Peter Darby as Deputy Supervisor.
- Supervisor Shwartz appointed Peter Darby as Budget Officer.

**TOWN COMMITTEES:**

- Highway Committee - Peter Darby, Darrell Griff
- Personnel Officer and Liaison - Mary Dinski

- Economic Development, Partnership for Community Development Liaison – Mary Dinski
- Recreation and Youth Committee – Mary Dinski, Shari Taylor
- Zoning Update Committee – Darrell Griff
- Communications – Shari Taylor, Jim Leach
- Town Office Building – Peter Darby, Shari Taylor, Mary Dinski
- Liaison to Villages of Earlville – Shari Taylor
- Liaison to Village of Hamilton – Mary Dinski
- Liaison to SOMAC – Peter Darby
- Liaison to Colgate University's Upstate Institute and COVE – Eve Ann Shwartz

### **Annual Reorganizational Resolutions**

#### **RESOLUTION 2020-9: Official Newspaper**

On a motion of Councilmember Peter Darby, seconded by Councilmember Mary Dinski, the following resolution was: ADOPTED: Ayes: 5, Nays: 0  
Resolved that Oneida Daily Dispatch be our official newspaper with the Mid-York Weekly as back-up.

#### **RESOLUTION 2020-10: Declare NBT & Community Bank as Official Banks**

On a motion of Councilmember Mary Dinski, seconded by Councilmember Shari Taylor, the following resolution was: ADOPTED: Ayes: 5, Nays: 0  
Resolved that NBT & Community Bank be the town's Official Banks.

#### **RESOLUTION 2020-11: Issuance of Payroll – Bi-Weekly and Monthly**

On a motion of Councilmember Shari Taylor, seconded by Councilmember Peter Darby, the following resolution was: ADOPTED: Ayes: 5, Nays: 0  
Resolved that Resolution to authorize the issuance of payroll on either a bi-weekly/monthly basis.

#### **RESOLUTION 2020-12: Authorizing Town Board Meetings**

On a motion of Councilmember Mary Dinski, seconded by Councilmember Peter Darby, the following resolution was: ADOPTED: Ayes: 5, Nays: 0  
Resolved that the Town Board Meetings be held on the Second Thursday of each month, at 6:30 p.m. at the Court House. *Legal notice to follow informing public.*

#### **RESOLUTION 2020-13: Mileage Reimbursement Rate**

On a motion of Councilmember Peter Darby, seconded by Councilmember Shari Taylor, the following resolution was: ADOPTED: Ayes: 5, Nays: 0  
Resolved to set the 2020 Town mileage reimbursement rate to match NYS rate of .575 cents per mile.

**RESOLUTION 2020-14: Authorization for Pre-Pays**

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

Resolved that authorization is given for payments of certain monthly bills such as office rent, electric, telephone, internet, village court rent, health and dental and postage, etc. be paid as pre-pays.

**REGULAR MONTHLY MEETING****DEPARTMENT REPORTS:**

**Highway Superintendent - Luke Dowsland**

**GENERAL REPAIRS:**

- Fixed another washout on Preston Hill Road
- Made an overflow ditch for a plugged culvert on Borden Road. We shoved a tree through it a couple days later and got it opened back up.

**EQUIPMENT:**

- Serviced #24 (F-550 brine truck)
- #18 blew its radiator. We had to completely disassemble the front of the truck to get to it. It took us about 3 days total to fix it. I estimate it saved about \$1,500 doing it ourselves.
- #15's radiator fan blew up and destroyed all the shrouds, hoses around it and a piece went into the radiator. We also fixed this ourselves; it took slightly longer than 18 due to a parts delay but also saved at least \$1,500.
- Mike Helly fixed the skipping problem in #23 by putting new spark plugs, wires and coil packs in it.

**SNOW REMOVAL:**

- Plowed and sanded 21 times since the last meeting
- Used 756 yards of sand/salt mix and 17,550 gallons of brine.
- The last 5,000 gallons of brine was made by us.

**OTHER:**

- The afternoon shift has been busy helping Kevin Strasser with finishing up the electric for the geothermal project. We're on the home stretch and it should be completed this week.
- We have constructed our own salt brine production machine that will hopefully keep up with our needs. This will help keep winter costs down due to not paying for the water the village charges us for and we will have more accountability on how much salt is turned into brine.
- Met with NP to go over the geothermal system warranty. Should we have a yearly service contract with them? Superintendent Dowsland will explore the options and costs and come back to the board. First year is included. Sue will find out what the current warranty for the system is.

- We had an excellent break in the weather which gave us a full 5 days off for everyone right at Christmas
- All of the signs ordered for Preston Hill road have arrived. We've put up the necessary speed limit signs within the requirements of the MUTCD. The curve signs will be put up next time the ground thaws out enough.
- I have attended several meetings regarding the building. Both crews will be working on the electrical every free day to try to get it done. We will also be installing the water service; with any luck that will be done next week (1/13 - 1/17)

The Town's crew will work hand in hand with the Village to dig the hole, attach the ejector, put in the tank, and connect it all.

**RESOLUTION 2020-15: Award Resolution for Broedel Energy (Diesel and Fuel Oil)**

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

Resolved that the Town will use the fixed price bid offered by Broedel Energy for ultra-low sulfur summer diesel during the summer at \$2.33 a gallon; and ultra-low sulfur winter blend 70/30 at \$2.4190, and #2 fuel oil at \$2.330 effective January 1, 2020 through August 31, 2020. **Please see attached Appendix #1.**

There was a discussion regarding the amount of heating oil; whether it is mandatory for us to buy the amount stated on the bid or not. They also discuss the possible impact that the new geothermal system may have on heating oil usage. It is agreed that they want to go out to bid for the fall; end of summer would be best. It used to be a yearly contract from fall to fall. Supervisor Shwartz thinks it best to go out to bid again. Mr. Dowsland states that the state bid pricing for diesel fuel is \$2.32. Supervisor Shwartz would like to shorten the contract to August 31. Dowsland explains that this is the assumption that Broedel is under. The plan is to shorten this contract to 8/31 and the rebid in the summer.

**Supervisor/Bookkeeper - Brynley Wilcox**

**2019-2020 SNOW & ICE AGREEMENT:**

- **\$15,829.25** was received from the County
  - Plow Dates: 11/08/19 - 12/02/19
- 2019 YTD: \$ 176,077.80
- BUDGET: \$ 155,000.00
- **OVER BUDGET: \$ 21,077.80**

**CHARTER COMMUNICATIONS FRANCHISE FEES:**

- **\$2,987.30** was received from Charter Communications
- 2019 YTD: \$ 11,924.30
- BUDGET: \$ 10,400.00

- **OVER BUDGET:** \$ 1,524.30

**NYS DOT CHIPS:**

- \$142,620.09 was received from the NYS DOT via direct deposit
- 2019 YTD: \$ 142,620.09
- ELIGIBLE FOR: \$ 158,723.86
- **ROLLOVER:** \$ 16,103.77

**END OF YEAR REQUIREMENTS:**

- W-2's and 1099's will be mailed out and W-3 and 1096 will be filed by the end of this month

**2019 AUD:**

- A draft of the Town's AUD will be ready for the February meeting. It is due to the State by April 1, 2020.

**RESOLUTION 2020-16: Audit of Claims**

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

Resolved that the bills contained on Abstract #1 have been reviewed by the Town Board and are authorized for payment in the following amounts:

General Fund A	No.	1	<i>through</i>	32	\$21,028.73
General Fund B	No.	1	<i>through</i>	3	\$838.90
Highway Fund DB	No.	1	<i>through</i>	17	\$26,239.33
Street Lighting SL	No.	1	<i>through</i>	2	\$428.86
Prepays					\$1,268.01
<b>TOTAL:</b>					\$49,803.83

**RESOLUTION 2020-17: Funds Transfer**

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

The transfer of funds from the Community Bank Money Market account to the NBT Bank Checking account for the total amount of \$50,000.00 to cover January bills and January/February payroll:

- A Money Market to Checking in the amount of \$50,000.00

**RESOLUTION 2020-18: 2019 Budget Amendments/Modifications**

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

Resolved that the 2019 budget amendments be accepted as follows:

Code	Description	From:	To:	Difference:
A1110.4	Town Justice Contractual	14,000	14,300	300
A1410.1.2	Clerk (PT)	3,500	3,560	60
A1920.4	Municipal Association Dues	900	1,000	100
A5132.1.1	Garage Mechanic, Personal Svcs	54,500	56,900	2,400
A5650.4	Off-Street Parking Contractual	1,550	1,560	10
A1990.4	Contingency	5,760	2,890	(2,870)
A5132.45	Geothermal Project	0	72,000	72,000
<b>A5031</b>	<b>Use of Fund Balance</b>	<b>0</b>	<b>72,000</b>	<b>72,000</b>
A1620.4.2	Milford Street Construction	0	427,861.46	427,861.46
<b>A5031</b>	<b>Use of Fund Balance (Bond)</b>	<b>0</b>	<b>363,679.62</b>	<b>363,679.62</b>
<b>A5031</b>	<b>Use of Fund Balance</b>	<b>0</b>	<b>64,181.84</b>	<b>64,181.84</b>

**RESOLUTION 2020-19: Receive and File Financials**

On a motion of Councilmember Peter Darby, seconded by Councilmember Darrell Griff, the following resolution was: ADOPTED: Ayes: 5, Nays: 0  
Resolved that the 2019 financials be received and filed. **Please see Appendix #2**

**Town Clerk**

CLERKS OFFICE:

Financial Report for December 2019: Collected \$2,547; Town keeps: \$846.00

CLERK INCOME & #s	#	2018	#	2019
<b>Total Fees Collected</b>	<b>1,097</b>	<b>\$ 30,958</b>	<b>1,280</b>	<b>\$ 33,311</b>
<b>BREAKDOWN</b>				
NYS DEC Hunting & Fishing	345	\$ 12,424	403	\$ 15,705
Marriage Copies	27	\$ 270	40	\$ 400
Marriage Licenses	42	\$ 1,680	34	\$ 1,360
Dog Licenses - Unneutered	55	\$ 825	63	\$ 938
Dog Licenses - Neutered	288	\$ 2,016	361	\$ 2,527
Wanderers Rest - Redemptions	1	\$ 10	9	\$ 90
Dog Tag Replacements	2	\$ 6	7	\$ 21
Landfill Tickets	250	\$ 3,500	273	\$ 4,095
Genealogy	6	\$ 118	3	\$ 66
Birth Certificates/Copies	0	\$ -	2	\$ 20
Death Certificates/Copies	29	\$ 290	28	\$ 280

Planning Fees	9	\$ 3,490	9	\$ 570
Zoning Fees	0	\$ -	2	\$ 125
Building Permit Fees	41	\$ 5,939	46	\$ 7,074
Culvert Fees	2	\$ 270	-	\$ -

Does not include:

- Handicap Tags
- Tax Bills Copies
- Phone calls and Drop ins
- Notary Services and more....

**Codes Enforcement Officer - Mark Miller  
December 2019 Activity**

- Approved 2 new Zoning Permit applications.
- Issued 2 new building permits.
- Conducted 10 construction inspections.
- Conducting inspections and monitoring progress of large-scale projects:
  - new home construction
    - Butzgy/Larkin Rd.
    - Gibson/Alderman Rd.
    - Lafrance/Bonney Rd
    - West/Quarterline Rd
    - Cutting/E. Main St.
    - Hughes/Horton Rd.-Certificate of Occupancy issued
- Monitoring and conducting oversight of Town Hall project.
- Participated in weekly conference call with architect, project manager, and village CEO for Town hall project.
- Meet with contractors and homeowners to discuss potential projects.
- Meet with Town Hall building committee and HVAC contractor to discuss Phase 2 of the project.
- Meet with electrician to discuss Phase 2 of the project.
- Currently monitoring the construction and progress of approved Special Use Permits according to conditions set forth by the Planning Board.
  - Dunham Wedding Barn-Poolville Rd

Permit #	Date	Owner's Name	Location of Project	Description of Work	Permit Fee
2019-34	12/5/19	Jane Pinchen	2029 Quarterline Rd	New septic system	\$110
2019-35	12/10/19	Jessica Hill	8896 S Hamilton Rd	1300ftsq Manufactured home	\$296

**Town Justice - Annual Report - Judge Donald Haight****Please see Appendix #3**

Town Justice Donald Haight discusses his report. Topics include: Court activities for 2019, revenue, how new law reform is being put into practice. He continues to explain the new bail form law. There is also some discussion about court security. There is also a need for the courts to move to 2 D.A. days a month because of the new discovery law. There will be an increased need for security on the newly added days. The Town Board and the Town Justice discuss shared services between the Village and the Town. Madison County has rolled out a new traffic diversion program. This may affect court revenues.

**COMMITTEE REPORTS:**

**SOMAC-** Supervisor Shwartz and councilmembers Darby and Dinski met with SOMAC about approaching Colgate University about starting a capital fund. There will be more info forthcoming in February. There is also discussion about an equipment replacement schedule and the start-up funding needed for that.

**Partnership for Community Development-Peter Darby-** They have been awarded a few substantial grants: \$350,000 for home reno assistance; \$650,000 which will go towards renovating 22 Utica Street. PCD is putting together an inquiry to see what the process is to get a member of the Central New York Regional Development Council for Southern Madison County; and that we are grossly under-represented. The incubator is active, providing classes for small businesses. These classes are open to businesses outside of the Town of Hamilton as well.

**Recreation and Youth Committee- Mary Dinski-**No update at this time.

**Zoning Update Committee-** Next meeting is January 21. They are discussing the usage table and phase two zoning, the hope is to share it with the town council in February.

**SPECIAL PROJECTS:**

**Hamilton Climate Preparedness Working Group-** Town Clerk Reymers submitted the application for the Climate Smart Communities and it was received.

**Town Office Building**

Update on Phase 1: ½ of one side of the roof is done. Walls are getting framed. The floor plan is laid out well. Electric is being put in. Luke Dowsland and his crew are helping but they need more support from the Council. The new windows are expensive, we hope to negotiate labor.

Phase 2 Planning: There are some decisions that need to be made, meetings need to be set up for this. The second floor will become useable space, possibly for records. There has not been a floor plan for the second floor.

**Lighting Districts - LED changeover with NYSEG - LED Lumen Choice** still pending.

**Geothermal at the Garage-** Not quite finished, electric needs to be finished.

**Earlville Needs Assessment-** Councilmember Shari Taylor and Clerk Reymers met with Jennifer Marotto Lutter met and discussed possible members for the steering committee. They will meet again on January 14 and Colgate Professor Jessica Graybill has students in her class that can help. They can help with the surveys and other aspects of the needs-assessment. This to assess the needs of the Village of Earlville to see what can be done to improve the quality of life, community vitality, and economic development. This is for the entire village. The village is divided by towns; Hamilton and Sherburne, and counties; Madison and Chenango.

**OLD BUSINESS:** None.

**NEW BUSINESS:** On February 16-18, the Association of Towns has their annual meeting in NYC. If someone wishes to attend, we need to declare a delegate. This person will attend the meetings and trainings and will vote on behalf of the Town of Hamilton in the general meeting. Councilmember Mary Dinski may attend as she will already be in NYC at that time.

#### **Association of Towns**

Clerk Reymers reviewed the materials from AOT.

#### **RESOLUTION 2020-20: Assignment of Delegates for Association of Towns Conference**

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

Resolved that Mary Dinski be assigned as a delegate for the Town of Hamilton for the Association of Towns Conference and Meeting in February with Eve Ann Shwartz being an alternate.

**Concerns of Town Board:** None.

**Supervisor's Report: Madison County Activities:** Madison County Board of Supervisors had their annual reorganizational meeting. There is a new Vice Chair for the County Board of Supervisors, Cliff Moses (Town of Eaton). The former Vice Chair (Dan Degear) has resigned as the Supervisor of DeRuyter to become a new Emergency Management Director for Madison County. Three women are heading up three

committees. There is a meeting of the Utilities Committee, of which Supervisor Shwartz is the head, tomorrow because there is a grant opportunity to launch the broadband project. The deadline is April 31<sup>st</sup>, and there is still a lot of work to be done. Surveys are still available, but they have exceeded their target number of 13,000. The big project now is the building of the new county garage in the Town of Eaton.

With no further business, on a motion of Councilmember Peter Darby, seconded by Councilmember Mary Dinski, the meeting was adjourned at 8:54 p.m. Carried unanimously.

Respectfully submitted,  
Sue Reymers  
Town Clerk  
and  
Elisa Robertson  
Deputy Town Clerk