

**Hamilton Town Council Regular Meeting Minutes**  
**Thursday, May 12, 2022, at 7:00 p.m.**  
**Via Town of Hamilton, 38 Milford & Zoom Videoconferencing**

Present: Eve Ann Shwartz, Travis DuBois, Shari Taylor, Darrell Griff.

Absent: Mary Lee Dinski.

Others Present: Sue Reymers, Town Clerk; Luke Dowsland, Highway Superintendent.

Public: Jim Leach.

**Call to order & Welcome:** The meeting was called to order at 7:02 p.m.

**Public Comments:** None.

**DEPARTMENT REPORTS:**

**Highway Superintendent - Luke Dowsland**

**GENERAL REPAIRS:**

- Hauled in crusher run for this year's pipe projects.
- Started work clearing the shoulder and widening Williams Road.
- Ditched Williams Road.
- Started prep on the roads we will be resurfacing.

**EQUIPMENT:**

- Changed kingpins on #15.
- Serviced the 550.
- Fixed #17's tailgate latch.

**TREE REMOVAL:**

- Spent 2 weeks cutting trees and cleaning up from the snow storm on April 19<sup>th</sup>.
- I estimate we cut 200 to 300 trees and limbs out of the 47 miles of road we have.

**SNOW REMOVAL:**

- Plowed and sanded 3 times.
- Used about 100 tons of straight salt.
- Hauled all of our sand for next year.

**OTHER:**

- Met with Jocelyn to lay out the walking path, road and pavilion at the Park.
- The Village of Earlville has borrowed our chipper for a couple of weeks.
- Helped Sue throw a bunch of garbage out from the second floor of the office.
- Reseeded and fertilized the office lawn, had the driveway sealed and re-stripped.
- Filled in the potholes and graded the driveway at the office.

**Supervisor/Bookkeeper - Brynley Wilcox**

**SALES TAX REVENUE:**

- \$125,292.73 was received from the County
  - Q1-2022 distribution
  - 11.5% over Q1-2021 distribution (\$112,394.51)

- YTD: \$258,227.55
- Budgeted: \$ 475,000.00

2021-2022 SNOW & ICE AGREEMENT:

- \$24,277.31 was received from the County
- YTD: \$ 110,191.97
- Budgeted: \$ 120,000.00

INTEREST ON REAL PROPERTY TAXES:

- \$1,894.36 was received from the County
- YTD: \$ 3,168.96
- Budgeted: \$ 5,500.00

**RESOLUTION 2022-46: Audit of Claims**

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

Resolved that the bills contained on Abstract #5 have been reviewed by the Town Board and are authorized for payment in the following amounts:

FUND		VOUCHER NO.		AMOUNT TO PAY:
Pre-Pays		N/A		413.07
A	110	through	135	30,620.28
B	27	through	33	11,269.94
DB	56	through	72	23,767.60
SL	9	through	10	228.70
				65,886.52

**Town Clerk - Reviewed by Town Board**

Clerk's Office:

- April cash disbursements and bank reconciliations completed and up to date.

BAS SOFTWARE CODES (IPS):

- IPS is fully installed. Training is May 26.

COMPUTERS, PHONES & FAX, WEBSITE, EMAILS and OFFICE 365:

- SWITCH: new switch is in. Credit card machine and 2<sup>nd</sup> Floor phone is online.
- FAX: now working fine.
- MFA: Multi-Factor Authentication: Approved by me and pending scheduling.
- .Gov Emails: pending approval. I will need to add highway emails.
- WEBSITE: always Still have updates to do on the website.
- ONEDRIVE: I migrated town shared files from DropBox to OneDrive. Still working on the kinks for everyone to get access, but once highway emails are set-up, this should smooth out.

POWER OUTAGE:

- We had a power outage on Friday, May 6. This disrupted the fire alarm and the computer network. ACC Tech had to reestablish the network connection and back-up on May 9.

Colgate Upstate Institute Summer Intern:

- Our new intern, Jason Qian, starts Monday May 23 and works until July 8. He has a workplan and timeline.
- He will develop and distribute a survey to our community. Distribution will be by mail, social media, and flyers around town. He will then analyze the responses. There will be a mailing via the USPS Every Door Direct Mail which will cost a few dollars. Upstate Institute will assist with some of the costs.

Hamilton Climate Preparedness Working Group:

- HCPWG did not meet in April. Next meeting tbd.
- The Heat Smart open house went well with close to a dozen people touring Shelley Kemp's energy efficient home.

Jury Duty: I am now exempt from Jury Duty.

**RESOLUTION 2022-47: Approval of Minutes - 4/14/2022**

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

Resolved that the minutes for April 14, 2022 be approved.

**RESOLUTION 2022-48: Approval of Records Destruction Per NYS LGS-1**

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

Resolved that the records described on the Destruction Log be destroyed per the NYS LGS-1. (ATTACHED)

**Codes Enforcement Officer - Mark Miller**

April Activity

- Approved 7 new Zoning Permits.
- Approved 5 new building permits. Issued 1 renewal.
- Conducted 16 construction inspections.
- Continued work to prepare for code software transition.
- Reviewed incoming documents for subdivision (Wilkinson Rd).
- Attended Planning Board meeting for a subdivision.
- Followed up on property maintenance violations.
- Met with contractors and homeowners to discuss potential projects for upcoming construction season.
- Met with Town Board members to discuss stretch energy code.

Permit #	Date	Owner's Name	Location of Project	Description of Work	Permit Fee
2022-8	4/6/22	Don Dubois	981 Preston Hill Rd	Wood stove	\$140.00
2022-9	4/7/22	Anne Perring	1768 St Rte 12B	Kitchen remodel	\$120.00
2022-10	4/25/22	Joe Levy	1661 Gorton Rd	Geothermal	\$90.00
2022-11	4/26/22	Matt White	8918 S Hamilton Rd	Inground pool	\$120.00
2022-12	4/28/22	Matt Cashatt	Earlville Rd	Septic/storage shed	\$190.00
2021-18	4/29/22	Azfar Haleem	7527 Tackabury Rd	Renewal	\$50.00

### **COMMITTEE REPORTS:**

**Cemetery Committee** – Nothing to report.

### **Highway Committee**

Luke Dowsland shared that the committee decided to stay on the current site rather than a new site. The committee feels they have a handle on our site (Cranston Road) and make it work. They walked the site marking the areas. Mr. Griff chimed in that the DEC reported back that the town can move the salt shed. Supervisor Shwartz briefed the new board members about the salt shed and berm that was required by the DEC to avoid salt going into the river. The DEC said that we have permission to do what we need as long as the capacities and scope stays the same. Ms. Shwartz asked for that in writing. The salt shed will remain the same with a different style top (pole barn instead of a canvass top) that will increase longevity and with a lean to off the side for cold storage of equipment such as house plows in the summer, mowers in the winter. Just need to find a good engineer and writing grants. Luke thinks the next steps is getting an engineer, we need a firm number, and then move the salt shed.

### **Partnership for Community Development**

The new executive director Jocelyn Gavitt has started, and the board wants to get her on board for 3 months before she starts on new projects. She's out meeting people and working with staff.

### **SOMAC**

Travis DuBois reviewed the call data with the board and gave a brief report on the financials. Ms. Shwartz shared that the County is noting an on-going issue with call responses with Colgate students. The County now has two crews with fly cars for different parts of the county. Brief discussion.

### **Policy Update Committee**

Shari, Mary, and Eve Ann are on the committee. A quote is needed from the HR company that the attorney recommended. Clerk Reymers will call them.

**SPECIAL PROJECTS:****9 Mile Park**

Ms. Shwartz shared that there was a committee meeting on site where they laid out where everything would be such as the driveway, trails, and pavilion along with the parking lot. Jocelyn will come back with a more finalized plan. Next step is to take that to DEC and SHPO to make sure they don't have a problem with it. Then we will go back to the public.

Luke mentioned that on Monday May 9, there were 21 vehicles and about 30 people with 17 cars parked on the side of the road at 9 Mile. The no parking signs are not up yet. He stopped with them to tell them about the plans and the parking lot up the road. Luke took photos which can be used for the grants. Luke thinks we underestimate its usage. Clerk Reymers asked for copies of the photos for the grant application.

**Earlville for Earlville Project**

Shari reported that there was a Zoom committee meeting to get back on track. Ms. Shwartz shared that there was a Village of Earlville meeting last week that Shari could not attend so Supervisor Shwartz did to represent the town. She made a report on town happenings. Laura from PCD was there on behalf of the Earlville for Earlville to discuss the Main Street grant. There was some confusion with the board with all the turn over. The park was discussed and concerns for maintenance costs were discussed. Mark Golden responded about it. Ms. Shwartz thinks there is more work to do about the project to get people knowledgeable about it and excited about it. Ms. Shwartz pitched to the trustees that Earlville offers affordable housing which attracts young families and they need things to do.

Meanwhile, the Earlville Fire Department was there and announced that the Fire Co. drained their reserve fund of \$345,000 and purchased a new pumper tanker truck. They asked the Village to transfer the old pumper truck to them so they could sell it and use the money to renew their reserve fund. They were going to call NYCOM to ask about it. Brief discussion.

**Hamilton Climate Preparedness Working Group** – Already reported on.

**Zoning Update**

Chris Rossi and Eve Ann met on May 11 to narrow down what needs to be done.

**OLD BUSINESS:**

**Assessment Update** – Grievance Day is May 26 from 1 pm to 7 pm.

**NY Stretch** – Travis gave brief report on the program and concerns raised about costs for homeowners. Brief discussion. Board consensus to not move forward at this time.

**Hazard Mitigation Plan Update with Madison County** – Nothing to report.

**Tenney Grant** – Nothing to report.

**NEW BUSINESS:**

**Dog Control Officer Resolution**

Clerk Reymers reported that the current DCO Gordon Baker is submitting a letter of resignation because he is relocating to Texas. Last day is May 31. Sue reached out to Carol Lawrence and after a lengthy phone call and meeting, Sue recommends hiring her. She is amenable to taking on our town. Gordon will hand in any forms and a large crate to the town. Carol Lawrence has extensive experience working with dogs and animals. She is more recent to being a DCO. She currently works evenings at Leatherstocking Vet. She used to work at the Nabisco Plant in Sherburne. She is the DCO for several towns both in Chenango County and Madison including Town of Lebanon and Village of Earlville. Because our staff provides administrative support, she felt confident to take on our town.

**RESOLUTION 2022-49: Approval to Hire Carol Lawrence as Town's Dog Control Officer**

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

Resolved that the Town Supervisor and Town Clerk are authorized to hire Carol Lawrence as the new Dog Control Officer effective June 1.

**Town Hall Open House & Ribbon Cutting**

Date changed to Saturday, June 11, 10 am – 12 pm; Ribbon Cutting at 10 am. Eve Ann, Darrell, Shari, Travis will be there. Unsure if Mary is able to attend. Peter Darby and David Holcomb are able to attend but not Chris Rossi. Brief discussion on details.

**Concerns of Town Board:** None

**Supervisor's Report: Madison County Activities:** Brief report on County's mental health services and broadband. Travis noted that we need to have an American Flag in the meeting room. Clerk Reymers will order one.

With no further business, on a motion of Councilmember Taylor, seconded by Councilmember DuBois, the meeting was adjourned at 8:17 p.m. Carried unanimously.

Respectfully submitted,  
Suzanne K. Reymers, RMC  
Hamilton Town Clerk