

Hamilton Town Council Regular Meeting Minutes
Thursday, March 10, 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, Brynley Wilcox-Bookkeeper (via Zoom), Luke Dowsland-Highway Superintendent. Public: Jim Leach, Chris Rossi, Deb Hotaling, Kathleen Palmer, Jody Palmer.

Call to order & Welcome: The meeting was called to order at 7:00 p.m.

Public Comments:

Jody Palmer read comments with concerns about aspects of the 9-mile Park Project. She also mentioned an issue with a house on Smith Road being snowed in by the snowplow due to the proximity of the house to the road. Ned Lamb expressed concerns about the 9-Mile Park Project. Deb Hotaling expressed concerns as well. Supervisor Shwartz responded that all comments are welcome.

DEPARTMENT REPORTS:

Supervisor/Bookkeeper – Brynley Wilcox

GOOD NATURE PILOT:

- \$1,372.95 was received from Good Nature Brewery

FRANCHISE FEES:

- \$3,598.26 received from Charter Communications

2021-2022 SNOW & ICE AGREEMENT:

- \$17,547.21 was received from the County
- YTD: \$ 38,064.07
- *Budgeted:* \$ 120,000.00

MILFORD STREET BUILDING GRANT: \$50,000.00 was received from New York State

2021 AUD:

- The 2021 AUD was filed with the Comptroller's Office on 03/03/2022
- A copy was emailed to the Town Clerk for the public's viewing

RESOLUTION 2022-34: Audit of Claims

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

Resolved that the bills contained on Abstract #3 have been reviewed by the Town Board and are authorized for payment in the following amounts with Councilmember Griff to sign the vouchers; note annual bond payment (#5 of 10) to Bank of Greene County:

FUND		VOUCHER NO.		AMOUNT TO PAY:
Pre-Pays		N/A		\$1,687.60
A	48	through	80	\$99,923.67
B	14	through	15	\$168.35
DB	23	through	36	\$15,413.62
SL	5	through	6	\$199.09
				\$115,704.73

Health Savings Account (HSA) Policy Update:

A new policy on the HSA for requests for Accelerated contribution reviewed.

RESOLUTION 2022-35: Request for Accelerated HSA Contribution Policy

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

Resolved that the policy Request for Accelerated HSA Contribution has been approved as submitted. (ATTACHED)

Highway Superintendent – Luke Dowsland

GENERAL REPAIRS:

- Unplugged frozen pipes around the town
- Fixed a washout on Rhodes Rd.

EQUIPMENT:

- #15 is back from its transmission replacement
- Fixed a blown hydraulic line on the County's truck
- Polished #15's wheels
- Serviced the excavator to prep it for spring
- Prepped the jet trailer for spring
- Started work on the V plow; we're building a hitch so it can mount to our trucks for the unlikely event it's needed.

TREE REMOVAL:

- Borrowed Brookfield's chipper for a week and chipped brush on Williams, Alderman and Collins

SNOW REMOVAL:

- Plowed and sanded 12 times
- Used 432 yards of sand and 14,400 gallons of salt brine.
- Worked on melting several ice spots around the town
- Pushed back the banks on all the town roads to prevent excessive snow melt on the shoulders

OTHER:

- Erick and I went to Tenco for the ½ way inspection on the new truck. Everything is looking good and we're on track to have it by the end of March
- We painted the breakroom and installed new lights. The total cost of the project was \$307.66. It looks 100% better.
- We detailed and shined up all the trucks for Orrin Wyman's calling hours. The Town of Sherburne, Cossitt Concrete, numerous farmers and trucking companies met us at the shop and did a drive by for his family.
- The transfer station borrowed our loader for a day to chip all their brush.

Mr. Dowsland added that they needed to clear out a ditch by the Hughes' Farm as there was a water issue. He also brought to the attention of the Board that Madison County was selling a 1999 chipper for \$10,000.

RESOLUTION 2022-36: Authorization to purchase 1999 Chipper from Madison County for \$10,000

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

Resolved that the Highway Superintendent be authorized to purchase the 1999 Chipper from Madison County for \$10,000.

Town Clerk – Sue Reymers**Clerk's Office:**

- February cash disbursements and bank reconciliations completed and up to date.
- Deputy Clerk has been tremendously busy making appointments for the Assessor and property owners. Over 300 appointments have been made. Overall, the appointments have been going pretty well. Most of our focus has been getting through this process.
- No Planning Board meeting in January or February or March. Anticipating applications for subdivision for April.

Town's Technology (hardware and software):

- BAS SOFTWARE – CODES (IPS): Mark continues to work on the Step 1: Installation Packet and gathering all the forms. CLERK: Met with BAS, they are able to import the marriage index which will save time.
 - ACC TECH:
 - After the server was installed, we discovered that we needed a new switch as we outgrew it because we need room to expand for clocks, new phones, credit card machine and future expansion.
 - .gov emails follow the resolution of website update to .gov. Working with ACC tech to determine next steps.

- Credit Cards: Hardware is pending set-up. waiting for new switch now to be completed.
- WEBSITE: Lots of updates planned to do here and there as I have time including Town Council Members.
- PHONES (Madison County handles):
 - New Fax ATA installed but still not working. Waiting to hear from County.
 - Put phone tree on hold for now as we would have to give up one line and I don't want interruptions with reval one-on-one meetings.
 - YouTube: Started a TOH YouTube channel. Have not had time to move forward.

WHAT's New in ARCHIVES:

- Woodlawn Cemetery shared services agreement is pending Supervisor's approval. Once approved, PCC needs a shared services agreement as well.

RESOLUTION 2022-37: Approval of Minutes – 2/10/2022

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

Resolved that the minutes for February 10, 2022, be approved with two corrections.

Codes Enforcement Officer – Mark Miller

January Activity

- Approved 3 new Zoning Permits.
- Approved 2 building permits.
- Conducted 14 construction inspections.
- Investigated 2 property maintenance complaints. No violations found.
- Working on code software installation packet.
- Followed up on property maintenance violations.
- Met with contractors and homeowners to discuss potential projects.

Permit #	Date	Owner's Name	Location of Project	Description of Work	Permit Fee
2022-1	1/18/22	Steve Skollar	185.-1-13	5.2Kw roof mounted solar	\$90.00
2022-2	1/24/22	7234 Hamilton LLC	7234 Hamilton Rd	House reno/ext. deck	\$390

February Activity

- Approved 1 new Zoning Permits.
- Conducted 9 construction inspections.
- Continued work to prepare for code software transition.
- Followed up on property maintenance violations.

- Met with contractors and homeowners to discuss potential projects for upcoming construction season.
- Exploring NYSEERDA energy conservation programs related to code enforcement.
- Missed 2 weeks due to Covid.

COMMITTEE REPORTS:

Cemetery Committee

Darrell Griff reported that they held their annual meeting via zoom but it was the same night as town meeting, so nothing to report.

Highway Committee

Nothing to report. They need to schedule a meeting next week. Sherburne-Earlville students are working on a concept drawing of the garage.

Partnership for Community Development

Mary emailed a quick report that the PCD is in final stages of interviewing candidates for the Executive Director position. Candidates are meeting with the three partners- Village of Hamilton Mayor Hamilton Town Supervisor and Colgate President.

SOMAC

Ms. Shwartz attended the meeting. They are discussing a new fly car but have now tabled it to focus on establishing a covered space to park the vehicle to prevent issues they are experiencing now with icing and exposure to water on the electrical. The County has a new fly car now for the entire County. New Town of Lebanon rep, Greg Fuller, had a lot of questions and concerns about accountability. Conversations are on-going about solving the issues with ambulance services in our community. There was additional discussion.

SPECIAL PROJECTS:

9 Mile Park

There was a 2nd public workshop on February 19. The committee needs to meet again, but there are other priorities right now such as the assessment update and zoning update. The plans presented at the meeting are based on feedback from the August meeting and the committee wanted to get back to the community. Now there has been more feedback. There seems to be a consensus on the internal road that increases the safety for accessing the river. The committee will discuss it with Luke because the town highway could handle it. The town will need to contact the DEC and SHPO still before we disturb anything. There was additional discussion about cost and public involvement as well as the work that the highway can do. There will be additional public review of the final plans and then the board will decide how to move forward.

Earlville for Earlville Project

Nothing to report.

Hamilton Climate Preparedness Working Group

Chris Rossi reported that there was an initial presentation for the HeatSmart Hamilton Campaign on March 1 at the Poolville Community Center which was well attended. Fifteen people signed up and if 5 complete a project, the town is eligible for a \$5,000 grant. Colgate students will help promote the program. Next meeting is March 25.

Zoning Update

Chris Rossi also reported that we heard back from Nan on the latest draft and the question is when we want to meet with her. There are still several months left to go through the process with finalizing the draft and having the attorney review it.

OLD BUSINESS:**Assessment Update**

Clerk reported on it already but added that things are going well. Shari responded to Supervisor Shwartz that Earlville residents thought that their properties were being compared to the Village of Hamilton properties, but that is not true. Shari told them to call and make an appointment with the assessor. The staff have worked hard to make the environment very friendly. Supervisor Shwartz responded to a question about the connection between equalization rate and sales tax, that basically that when the town's taxable value increases, so does the amount of sales tax because of how it is calculated.

NY Stretch

If the town adopts the NY Stretch code by June 30, the town qualifies for 1,200 points toward Clean Energy Program Round 2 and will be eligible for a grant. There was some confusion over the points in the program and the potential grants. Amanda emailed Chris that, "You are currently only 200 away from the first points-based grant, worth \$10,000, and 1,200 away from the second points-based grant, worth \$20,000. Adopting the NYStretch Energy Code is worth 1,200 points, which, if the Town adopted it before June 30, would make you eligible for a \$5,000 action grant, PLUS bring you to 4,000 points, qualifying the Town for both the \$10,000 and \$20,000 action grants available at the 3,000 and 4,000 points levels. This essentially means that adopting NYStretch at this point would earn the Town \$35,000 in grants in the CEC program!"

The discussion turned to the NY Stretch code. Travis DuBois reviewed some of his research. Due to numerous questions and a need for additional review, the subject was tabled. A subcommittee with Darrell Griff, and Travis DuBois will set up a meeting with Mark for further review while Eve Ann, Chris Rossi and Sue will review the grant reward and assess where we are at with points in the Clean Energy program.

Comprehensive Plan 5-Year Review – *Scheduled for May*

Due to the pending adoption of the updated zoning law, the review of the Comp Plan should be tabled until a later time.

NYS DOT Response to Speed Study on Route 12

Letter received from the NYSDOT stating that they completed their study to investigate a lower speed limit on Route 12 near Larkin Road and that based on the existing road development, test drives, field observations, radar speeds, and recorded crash history, they determined that a lower speed limit is not appropriate at this time.

NEW BUSINESS:**Resolution Designating Polling Places for the Town of Hamilton****RESOLUTION 2022-38: Approval of Designated Polling Places**

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

Resolved that the polling locations for the Town of Hamilton 4 District be as follows:

- District #1 & #2 will be located at the Hamilton Public Library, 13 Broad Street
- District #3 will be at the Village of Earlville Clerk's Office, 8 North Main Street
- District #4 will be at the Poolville Community Center, 7484 Willey Road.

Town Community Meeting Room – Opening Date & Policy

Clerk Reymers explained that groups are requesting to use the community meeting room including the Hamilton Seniors, Madison County Rural Health, and others. She suggested that the Town open the room up to use starting May 1 during weekday hours only when the town office is open, which was the plan originally, and offer evening hours on a case-by-case basis, just to get started. There are three components for using the room. An online form for people to request the use, a room use policy, and an exit form so we can track who is using it and number of participants.

The attorney reviewed the drafted policy for use of the room last summer and the edits will be incorporated, however there was a recommendation that could be an added layer that may be cumbersome. The attorney provided a sample from the Town of Union that in certain circumstances, insurance would be required, and that the organization would need to add the Town as additional insured.

The other area of feedback needed was to assess who can use the room. The board discussed it. One concern is that noise carries over between the room through the ceiling.

After a discussion, it was decided that during the daytime hours, the insurance would not be needed but when we open to evening hours, the town could ask for the insurance then. Ms. Reymers will make additional changes to the policy based on the

discussion tonight and have the attorney review and bring it to the April meeting for town board approval.

Concerns of Town Board: None.

Supervisor's Report: Madison County Activities:

Supervisor Shwartz shared that sales tax revenue is up and that the board recognized the war in Ukraine. There was also a video compilation of all the departments sharing their accomplishments of the last year. The hazard mitigation plan needs to be updated.

With no further business, on a motion of Councilmember Griff, seconded by Councilmember Taylor, the meeting was adjourned at 9:01 p.m. Carried unanimously.

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