

Hamilton Town Council Regular Meeting Minutes
Thursday, February 10, 2022, at 7:00 p.m.
Via Zoom Videoconferencing

Present: Mary Lee Dinski, Eve Ann Shwartz, Travis DuBois, Shari Taylor, Darrell Griff.
Others Present: Sue Reymers, Town Clerk, Brynley Wilcox, Bookkeeper, Luke Dowsland, Highway Superintendent. Public: Jim Leach, Chris Rossi, Deb Hotaling, Kathleen Palmer, Jody Palmer, Johanna Bossard and students.

Call to order & Welcome: The meeting was called to order at 7:01 p.m.

Public Comments:

Presentation by Johanna Bossard, FFA Teacher and students from Hamilton Central School.

DEPARTMENT REPORTS:

Highway Superintendent - Luke Dowsland

EQUIPMENT:

- Fixed a broken sander chain on 15
- Fixed the brine tank on 15
- 15's transmission broke. It's at the shop waiting for parts. In the meantime, Madison County has loaned us a truck until ours is done
- Replaced a blown hydraulic line on 15
- Replaced 16's wing cylinder
- Pulled the mowing tractor in to change the oil in all the bearings and replace any wear parts to be ready for the mowing season

SNOW REMOVAL:

- Plowed and sanded 23 times
- Used 828 yards of sand salt mix and 27,600 gallons of brine
- We created a natural snow fence on the top of Larkin that's working very well.

OTHER:

- Installed a new deer catcher bumper on SOMAC 513 and fixed a rotten spot on 511's rocker panel.
- All the guys now have their Class A driver license permit to haul the trailer.
- Attended numerous highway committee meetings and park committee meetings
- Erick and I went to Tenco for a pre-build meeting. The purpose of this meeting was to lay out the controls the way we want them and insure everything is to our satisfaction before they install the body. We will go back out for a halfway meeting and a final inspection. I am hoping to take delivery of the truck in mid-to late March.

Supervisor/Bookkeeper – Brynley Wilcox

SALES TAX REVENUE:

- \$132,934.82 was received from the County
 - Q4-2021 distribution
 - 12.7% over Q4-2020 distribution (\$117,954.66)
- YTD: \$132,934.82
- *Budgeted:* \$ 475,000.00

2021-2022 SNOW & ICE AGREEMENT:

- \$12,995.61 was received from the County
- \$ 7,521.25 was received from the County
- YTD: \$ 20,516.86
- *Budgeted:* \$ 120,000.00

MADISON LANE PILOT:

- \$615.45 was received from the Village of Hamilton

COLGATE GIFT:

- \$86,133.00 was received from Colgate University

AUD 2021:

- The 2021 AUD is ready to be submitted pending Board review
- Draft was emailed to the Supervisor on Monday, February 7th.
- Due to the State by April 1st, 2022

Supervisor Shwartz mentioned the monthly financials and noted the sale of equipment.

RESOLUTION 2022-23: Audit of Claims

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

Resolved that the bills contained on Abstract #2 have been reviewed by the Town Board and are authorized for payment in the following amounts with Councilmember Taylor to sign the vouchers:

RESOLUTION 2022-24: Authorization for Annual Donations/Payments to Non-Profits

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

Resolved that the annual donations/payments be paid to the following:

- American Legion – Earlville 450.00 (on-hold)
- American Legion – Hamilton 450.00
- Colgate University – HCPWG 500.00
- Earlville Library 2,000.00
- Earlville Food Cupboard 1,000.00
- Hamilton Food Cupboard 2,000.00

○ Hamilton Senior Citizens	2,000.00
○ Hubbardsville Fire District	132,185.00
○ Jack Loop – Town Historian	352.00
○ Partnership for Community Development (PCD)	6,414.00
○ The Bell Tree	1,000.00
○ Town of Brookfield – radio tower usage	500.00
○ Village of Earlville – Fire Protection Contract	20,404.00
○ Village of Hamilton – Fire Protection Contract	80,039.00
○ Village of Hamilton – Concerts on the Green	500.00
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	279,794.00

RESOLUTION 2022-25: Receive and File Financials

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

Resolved that the January Monthly financials be received and filed.

Town Clerk – Sue Reymers

Clerk's Office:

- January cash disbursements and bank reconciliations completed and up to date.
- DCO informed us that he is on vacation from February 7 until sometime in early April. He has two DCO's covering for him. If John Becker is serious about having dog control at the County level, the sooner the better as it could really improve how it is handled with all the towns.
- Deputy is working with Assessor for the upcoming one-on-one meetings.
- Tax Collection 2022: All of tax payments to the town were received from the County. Deputy is stamping County's Tax Roll book with payments.

Grants:

- DOS (Magee \$50K) MWBE waiver was approved and deposit should arrive shortly for the full \$50,000.

Town's Technology (hardware and software): Lots going on here as we are transitioning to improved systems.

- BAS SOFTWARE – CODES (IPS): Mark is working on the Step 1: Installation Packet and gathering all the forms. CLERK: Meeting with BAS to discuss data transfer on Marriage Licenses.
- Credit Cards: Hardware is pending set-up. waiting for server to be completed.
- WEBSITE:
 - .Gov pending update by Civicplus developers and SSL certificate needs to be updated.
 - CAPTCHA is not working, submitted a ticket for fixing it on 2/7.
 - Working on updating Town Council members – I need to change how they did it.
 - Lots of updates planned to do here and there as I have time.

- PHONES (Madison County handles):
 - New phones were installed on Clerk and Deputy Clerk workstations. We each have all 4 lines on our phones to monitor. The old phones were relocated to Town Supervisor's Office and upstairs. The one upstairs is not live yet because we need to expand our switch. See below.
 - Working on issue with fax. ATA unit is 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.
 - ACC TECH:
 - Finishing up installation of network week of 2/14.
 - Working with Paul/Nick – need a new switch because we outgrew it. Why? Because we need room to expand for clocks, new phones, credit card machine and future expansion.
 - .gov emails follow the resolution of website. working with acc tech to determine what emails.
 - YouTube: Started a TOH YouTube channel. Need to figure out more before making it available.

WHAT's New in ARCHIVES:

- Mid-York Weekly Archives: Joan Prindle has been working on organizing them on the new shelves.
- Woodlawn Cemetery shared services agreement is pending Supervisor's approval. Once approved, PCC needs a shared services agreement as well.

COLGATE UPSTATE INSTITUTE:

- Last minute, I was able to apply for an Upstate Institute Fellow to help develop a communication plan by identifying the various ways that our citizens access information about the town and how we as a town can better reach them. Mary helped me flush out the concept. It was well received by Julie Dudrick as what the intern learns could be helpful for other municipalities. The intern will perform surveys, develop a communication plan and policies and procedures and if time permits, produce content.

RESOLUTION 2022-26: Approval of Minutes – 1/13/2022

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

Resolved that the minutes for January 13, 2022, be approved.

Brief discussion on Dog Control Officer as well as the County establishing a County-wide Dog Control Officer. Supervisor Shwartz asked for feedback from the council.

Codes Enforcement Officer – Mark Miller - No report due to illness.

COMMITTEE REPORTS:**Cemetery Committee**

Mr. Griff reported that he spoke with Jay Whipple a couple of weeks ago. Their annual meeting is via Zoom on February 16. They had a good discussion and were able to clarify a couple of things.

Highway Committee

Luke explained that the committee has been meeting about the highway garage building and where they want to go with the building. They have been visiting other shops around trying to get as many ideas as they can. In putting a floor plan together, they have it pretty well nailed down as to what they want to see in a new building. They have a list of decisions to make. In the near future that will kind of dictate here they go moving forward and figuring out some financing and they are a little ways off from anything any real decisions being made, but it's in process.

Travis DuBois added that the garage is over 50 years old there are some structural cracks in the concrete block walls (some in front and some in back). There is some settling in the back right hand corner. There is a roof that is leaking with a \$100,000 estimate to fix it. All of these are being taken into consideration in thinking about how to go forward.

Supervisor Shwartz added that when it was built 51 years ago, that trucks were smaller. It's like puzzle in there to get everything inside and undercover. It's not very efficient that the way the space is laid out at this point for the size of equipment, so it becomes a big challenge. The space to work in to repair the equipment isn't isolated from the where the trucks are and so there's air quality is an issue and important for long term worker health.

The town has to plan for the future and the committee has been wrestling with the notion of investing money in the current building or build another building. Ms. Shwartz felt it was safe to say that the committee reached a conclusion that the building probably is not worth the investment and further dollars. It's a very difficult decision that's taken several months of review and talking and discussing and believe there is a consensus on the building committee. The other issues are whether to stay at the site where its currently located, which is also extremely limited in its configuration or relocate it.

Ms. Shwartz reminded the board members who haven't been on the board for a long time that it's built on an old landfill and that's one of the reasons why it's settling in the back. It's also right next to the river. A few years ago, the town had to put in a salt shed to comply with the NYSDEC because the town was polluting the waters with the salt going into aquifer and downstream to Poolville and their drinking water, just a general

concern we're right on the edge of the water. The land is approximately 12 acres, but a chunk of that land is already turned over to the Madison County for use of a landfill transfer station and then there's a lot of wastelands there and not a lot of buildable space. That has made the committee start to look around at potential locations.

Ballpark estimate for a new highway garage that would meet our needs is about three and a half million dollars. It's a lot of money, the town would need to set up a savings and long-term financial plan and figure out how it's going to fit into the budget. The town will research grants, state and federal funding. Ms. Shwartz ended with a brief mention of future road development as well as part of our overall highway work and budget. Estimated timeframe could be about 3-5 years. There was some discussion about location and design. Luke will have conceptual drawings soon from school kids for a project.

A question was raised asking if there is potential for shared services with Hubbardsville Fire Department who is also struggling with an old building. Jody Palmer commented as a Fire Commissioner. She asked Luke to comment on it since the building actually belongs to the Fire Department, and not the Fire District. There seemed to be a sense that it had potential. Brief discussion. A Local Development Corporation was discussed as well as other ideas.

Partnership for Community Development

Mary Dinski - Nothing to report other than Jennifer has resigned, and Mary is on the search committee. Jim Leach is leading the search committee.

SOMAC

Travis DuBois reported that he attended his first meeting. January calls were down, costs were up. However, February started strong. The Bunk house is still underway. There was recognition of the Town and Luke's team for the cost savings for maintenance of the rigs. They are saving about \$10,000 a year. Latest issue is that they have a Fly Car that is 17 years old and it's in rough condition. SOMAC argues that it is worth having one so there is discussion on purchasing a used pick-up truck or similar vehicle and looking for the town to help pay for it. Supervisor Shwartz spoke that SOMAC has 3 ambulances and 1 fly car and the way they use it is a justification for having it. The Town has funds in reserve that was collected for the ambulance for their deficit but not needed. There was a discussion with the SOMAC board about what to purchase and how the town might help including a discussion on their need for a capital plan. Discussion included new versus used and the consensus was a used would be better. Eve Ann, Travis and Luke will discuss some options with SOMAC and come back to the board.

SPECIAL PROJECTS:**Hamilton Climate Preparedness Working Group**

Presentation scheduled for March 1 at 7 pm with Heatsmart CNY and calling it Heatsmart Hamilton. It's a program to get geothermal or air source heat pumps installed and get discounts and rebates or insulation. The program is affiliated with Clean Energy Communities by NYSERDA, and the Town is already certified. The town would be eligible for extra points by hosting this program. Last time the town did this program we received a grant. The program is expanded, and municipalities can do additional actions for more points. The points add up to more grants. Right now, the town is just 200 points away for a \$10,000 grant and 1,200 from a \$20,000 grant. If the town adopted the NYS Energy Stretch code before June 30, the town would be eligible for \$35,000 in grants. This code will be adopted by NYS anyways. The town looked at this last year but decided to wait. There was a discussion. There was a question what the grants could be used for. Chris will look into this and bring more information back to the board.

Zoning Update - Next meeting is February 24.

9 Mile Park - see below

Earlville for Earlville Project - see below.

OLD BUSINESS:**Assessment Update:**

Town Assessor is offering a public information session:

Town of Hamilton Assessor's General Information Session on Process of the Assessment Update - Wednesday, February 16, 2022, 6 - 8 p.m. Hamilton Court House, 60 Montgomery Street, Hamilton. *Masks Required*. Property owners are welcome to join us for a general information session on the Town's Assessment Update. There will be a short presentation with Q&A. Please note there will be No discussion of individual property values. Space is limited.

Impact notices go out soon to every property owner with informal meetings to follow with assessor.

ZBA Appointment for a 5-year term 1/1/22-12/31/26**RESOLUTION 2022-27: Zoning Board of Appeals Appointment**

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

Resolved that Jeff Schindler be appointed to the Zoning Board of Appeals for a new 5-year term commencing 1/1/2022 and expires on 12/31/2026.

Planning Board Alternate Appointment for a 3-year term 1/1/2022-12/31/2024**RESOLUTION 2022-28: Planning Board Alternate Appointment**

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

Resolved that Pam Salmon be appointed as an alternate for the Planning Board for a 3-year term commencing 1/1/2022 and expires on 12/31/2024.

NEW BUSINESS:

Resolution for Shared Services with Madison County for Road Work with automatic renewal on an annual basis unless terminated.

RESOLUTION 2022-29: Authorization for Supervisor to sign Shared Services Agreement with Madison County for Highway Road Work

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 enter into a shared services agreement with Madison County for road work, services include but not limited to: road shoulder installation, road paving, culvert installation guiderail installation and rock installation with automatic annual renewal unless terminated by either party.

Notice of Adoption of 19 NYCRR Part 1203 Uniform Code and the Energy code:

Minimum standards for Administration and Enforcement – Effective December 30, 2022 – Town Attorney is preparing a Local Law for us to adopt as all local governments need to do by 12/30/2022.

Comprehensive Plan Annual Review – Actually, five-year review is due. Plan is wait until May to discuss.

Resolution for Peter Darby**RESOLUTION 2022-30: Appreciation of Peter Darby**

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, Peter Darby has lived in the Town of Hamilton for many years,

WHEREAS, Peter Darby has served on numerous boards and committees in the Greater Hamilton area,

WHEREAS, Peter Darby has faithfully served as Town Council Member for the past 12 years and has demonstrated strong leadership in creating a Capital Budget Plan for the Highway Department, leading the work of designing and building a the new Town Office, supporting the revitalization of the Partnership for Community Development, working to stabilize the finances and operations of the Southern Madison County Ambulance Corp and providing strong guidance over the Town's Budget,

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

FURTHER BE IT RESOLVED that Peter Darby be furnished a copy of this Resolution, which is spread upon the minutes of the February 10, 2022 Board Meeting.

On a Motion of Shari Taylor, Seconded by Councilmember Mary Dinski

AYE: 5, NAY: 0. Resolution was unanimously .

Concerns of Town Board: None.

Supervisor's Report: Madison County Activities: Supervisor Shwartz gave a brief report including information on a proposed conference center at Delphi Falls.

9 Mile Park – Next public presentation is February 19 at the Hubbardsville Fire Department from 10 am – 12.

Earlville for Earlville Project – Shari spoke with Laura and with Jennifer resigning, the attention will be on the Main Street grant and the park funding may be on the back burner for now until a new executive director is hired. Brief discussion.

EXECUTIVE SESSION

RESOLUTION 2022-31: Executive Session

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

Resolved that this Board move into an Executive Session for personnel at 9:15 p.m.

RESOLUTION 2022-32: Return to Regular Session

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

Resolved that the Board return to regular session at 9:54 p.m.

RESOLUTION 2022-33: Authorize HSA advancement of distribution for E Wilcox

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

Resolved that the town board authorizes for employee E. Wilcox to get the 2nd payment from the Health Savings Account (HAS) in advance due to need for medical expenses.

With no further business, on a motion of Councilmember Dinski, seconded by Councilmember Taylor, the meeting was adjourned at 9:55 p.m. Carried unanimously.

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