

**Hamilton Town Council Annual and Regular Board Meeting Minutes**  
**Thursday, January 13, 2022, at 7:00 p.m.**  
**Via Zoom Videoconferencing**

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

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

**Public Comments:** None

## **ANNUAL ORGANIZATIONAL MEETING:**

### **STAFFING AND CONTRACTUAL APPOINTMENTS:**

One-year Appointments, Commencing January 1, 2022 & expiring December 31, 2022:

#### **RESOLUTION 2022-1: Annual Appointments for positions as listed.**

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

Resolved that the following appointments for 1/1/2022 – 12/31/2022 as follows:

1. Historian - Jack Loop
2. Dog Control Officer – Gordon Baker
3. Zoning Enforcement Officer and Code Enforcement Officer - Mark Miller
4. Deputy Town Clerk/Collector – Elisa Robertson
5. Planning Board & Zoning Board Clerk, Planning Board & Zoning Board Secretary – Elisa Robertson

#### **RESOLUTION 2022-2: Annual Contractual Appointment for Town Attorney.**

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

Resolved that Costello, Cooney & Fearon be the town attorneys for 1/1/2022 – 12/31/2022.

### **PLANNING BOARD, ZONING BOARD OF APPEALS APPOINTMENTS:**

#### **RESOLUTION 2022-3: Planning Board Appointment of Mary Galvez**

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

Resolved that Mary Galvez be appointed for a new 5-year term 1/1/2022-12/31/2026.

#### **RESOLUTION 2022-4: Planning Board Appointment of Kathleen Palmer**

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

Resolved that Kathleen Palmer be appointed to fulfill vacancy for remainder term ending 12/31/2022.

**RESOLUTION 2022-5: Planning Board Annual Chair Appointment**

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

Resolved that Mike Welshko is Chair of the Planning Board for 1/1/2022-12/31/2022.

**ZONING BOARD OF APPEALS:**

- TBD - New 5-year term 1/1/2022 through 12/31/2026.

**RESOLUTION 2022-6: Zoning Board of Appeals Annual Chair Appointment**

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

Resolved that Harmon Hoff is Chair of the Zoning Board for 1/1/2022-12/31/2022.

**APPOINTMENTS & COMMITTEES BY TOWN SUPERVISOR:**

**Appointments by Town Supervisor**

- Supervisor Shwartz appointed Shari Taylor as Deputy Supervisor.
- Supervisor Shwartz appointed Brynley Wilcox as Budget Officer.

**TOWN COMMITTEES:**

- Highway Committee - Darrell Griff, Travis DuBois
- Cemetery Committee - Darrell Griff, Shari Taylor
- Personnel Officer and Liaison - Mary Dinski
- Economic Development, Partnership for Community Development Liaison - Mary Dinski
- Zoning Update Committee - Darrell Griff
- Communications - Shari Taylor, Jim Leach
- Liaison to Villages of Earlville - Shari Taylor
- Liaison to Village of Hamilton - Mary Dinski
- Liaison to SOMAC - Travis DuBois
- Liaison to Colgate University's Upstate Institute and COVE - Eve Ann Shwartz

**Annual Reorganizational Resolutions**

**RESOLUTION 2022-7: Official Newspaper - Utica Observer Dispatch**

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

Resolved that Utica Observer Dispatch be designated as the Town's official newspaper.

**RESOLUTION 2022-8: Official Banks – NBT & NYCLASS**

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

Resolved that NBT, and NYCLASS be designated as the Town's official banks.

**RESOLUTION 2022-9: Authorize Issuance of Payroll – Bi-Weekly and Monthly**

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

Resolved that the issuance of payroll on either a bi-weekly or monthly basis only be authorized.

**RESOLUTION 2022-10: Designate Town Board Meetings**

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

Resolved that the Town Board Meetings are designated to be held on the Second Thursday of each month, at 7:00 p.m. at the Town Hall located at 38 Milford Street or via Zoom Videoconferencing as permitted by NYS Executive Order during COVID.

- *Legal notice to follow informing public.*

**RESOLUTION 2022-11: Authorize Mileage Reimbursement Rate at .585 cents/mile**

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

Resolved that the 2022 Town mileage reimbursement rate be in accordance with NYS & Federal rate of .585 cents per mile.

**RESOLUTION 2022-12: Authorization for Pre-Pays of Bills**

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

Resolved that authorization is given for advance payments of certain monthly bills such as electric, telephone, internet, postage, village court rent, postage, insurances relating to health and dental, property, automobile, liability, and surety be paid as pre-pays.

*(Bills that are paid in advance will be listed on the next available abstract and designated as prepaid.)*

**RESOLUTION 2022-13: Procurement of a Blanket Undertaking for Municipal Officials and Staff**

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

Resolved that the Town of Hamilton approve the procurement of a Blanket Undertaking from a duly authorized corporate surety covering the officers, clerks, board members, and employees of the Town pursuant to various sections of New York

State Town Law and Public Officers Law and while not required, shall be filed with the Madison County Clerk's office.

Brynley Wilcox requested that the board discuss the options of who should be included to sign checks. After a brief discussion it was decided that all the board members be signatories to make it easier for checks to get processed in a timely manner.

**RESOLUTION 2022-14: Authorize Signatories for Checks**

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

Resolved that Eve Ann Schwartz-Town Supervisor, Mary Dinski-Councilmember, Darrell Griff-Councilmember, Shari Taylor-Councilmember, Travis DuBois-Councilmember are signatories for the checks and that Peter Darby Councilmember is removed as his term ended 12/31/2021.

**RESOLUTION 2022-15: Establish \$200 Petty Cash Fund & Impose \$20.00 fee for Bounced Checks**

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

Resolved that a \$200 Petty Cash fund be established in the Town Clerk's department for town office use and to authorize the imposition of a \$20.00 fee on each check tendered as payment to the Town which is subsequently returned for insufficient funds or similar reasons.

**Public Comments:** None

**REGULAR MONTHLY MEETING**

**DEPARTMENT REPORTS:**

**Highway Superintendent - Luke Dowsland**

**GENERAL REPAIRS:**

- Removed 2 beaver dams on Craine Lake Road
- Installed a new driveway culvert on Humphrey
- Afternoon shift has been busy replacing numerous signs around town

**EQUIPMENT:**

- Stripped and painted the jet trailer and put it all back together
- Replaced the cutting edge on 24 and 25's plow
- Replaced 15's alternator

**TREE REMOVAL:**

- Cut trees on almost every road from 2 wind events we had in mid-December

**SNOW REMOVAL:**

- Plowed and sanded 19 times since last meeting

- Used 684 yards of sand
- Used 22,800 gallons of brine

## OTHER:

- Shifts have started
- Boarded up a house in Poolville for the Codes Department
- Worked on SOMAC rigs 3 times
- All employees are back from quarantine and have fully recovered from COVID. Everyone is feeling great.
- The highway committee and I visited 4 different highway shops to gather information on floorplans for the future new shop or renovation.

Mr. Dowsland also brought up the highway equipment schedule explaining that there are delays in vehicle production leading him to suggest that the town order their new dump/plow truck for 2023 now to receive it in time. The sooner we order, the sooner we can get the truck. The company cannot guarantee price until the vehicle goes into production. For example, if we order the truck today and it goes into production in 6 months, the price will be at the cost in 6 months. Once it is in production it takes about 6 weeks. After discussion, the board agreed to move forward with the process. Mr. Dowsland will initiate it by reserving a truck at the next open slot with the vendor. When the vendor gets an open slot, the vendor will bring a Purchase Order for Luke to sign. The PO will have the price on it. He will update the board as it progresses.

Mr. Dowsland plans to delay replacement of the F550 Small Dump by one more year and asks to use the budgeted funds from that purchase to use towards a new skid steer which was on the schedule for this year as well but would cost more. The highway committee will review the equipment schedule in light of these changes and the changing market.

**RESOLUTION 2022-16: Authorize purchase of Skid steer for Approximately \$24,000 net cost after trade-in**

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

Resolved that the Highway Superintendent move forward with the purchase of a skid steer for 2022 with a net cost of approximately \$24,000 after trade-in.

Supervisor Shwartz brought up that the highway garage has issues including the need for a new roof, which will cost about \$100,000-\$150,000 and a new boiler as the fire box is cracked. Even though they are looking at a new highway garage in the coming years, they cannot ignore these pressing matters. There could be grants.

**Supervisor/Bookkeeper – Brynley Wilcox****SNOW & ICE AGREEMENT (2021-2022) :**

- \$5,995.56 was received from the County for Plow Dates: 11/16/21 – 11/29/21
- 2021 YTD: \$ 117,757.14
- BUDGET: \$ 120,000.00

**CHIPS:**

- \$253,157.81 was received from NYSDOT

**END OF YEAR REQUIREMENTS:**

- W-2's were mailed out January 3rd and 1099's will be mailed out by the end of this month
- A draft of the Town's AUD will be ready by the March meeting. It is due to the State by April 1, 2022.

**2021 YEAR-END FINANCIALS:**

- Balance Sheet
- Profit & Loss vs. Budget
- Fund Balance—2017 to 2021
  - All monies planned on being taken from Fund Balance in 2021 were covered by unbudgeted revenue.

The board reviewed the financials. It was noted that the Village of Hamilton has agreed to lend us a truck in the event of a breakdown of a town truck since we currently do not have a spare plow truck because of the truck that caught fire last year. The town really appreciates the Village's help. Brief discussion on lighting funds.

**RESOLUTION 2022-17: Audit of Claims**

On a motion of Councilmember Dinski, seconded by Councilmember 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>	17	81,709.02
General Fund B	No.	1	<i>through</i>	0	0
Highway Fund DB	No.	1	<i>through</i>	5	19,658.94
Street Lighting SL	No.	1	<i>through</i>	2	236.05
Prepays					867.50
TOTAL:					101,604.01

**RESOLUTION 2022-18: Receive and File Financials**

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

Resolved that the 2021 financials and Fund Balance 2017 – present be received and filed.



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

- December cash disbursements and bank reconciliations completed and up to date. Working with DCO and Court office to ticket people with lapsed dog license renewals.
- Deputy is working on organizing comp files for the Assessor for the upcoming one-on-one meetings. As people schedule their meetings with the Assessor, Elisa will pull the property file and recent comps for the Assessor to meet with people.
- We continue to handle marriage licenses per usual; recently we have been referred to by another couple to get their license from us because we handle applications from people either born in another country or who is not a US Citizen. With Colgate we have handled international applicants and are able to handle the various documents and guide them through the apostille process for those who need that process. (Apostille is an authentication process handled at the state level which certifies me and the Deputy as valid as well as the licenses and certificates we handle.)
- Tax Collection 2022: Received tax roll and bills. We are getting the usual requests for copies and questions. Legal notices were completed as usual.

Grants: DOS (Magee \$50K) MWBE waiver pending; value \$2,874.74. Latest email from them 12/13/21-no news.

**Town's Technology (hardware and software):**

- BAS SOFTWARE-Clerk and Codes: I had a kick-off meeting January 11, 2022. The plan is to start with sending over Clerk/Codes forms and fee schedules. The primary focus will be to get the Codes software through development stage which starts with a configuration packet.
- SERVER (ACC Technical Services): the server and licenses are in and waiting for an installation date.
- Credit Cards: Hardware is pending set-up.
- Website: .Gov pending update by Civicplus developers and SSL certificate needs to be updated.
- PHONES: New phones arrived and waiting for installation date from County.

**WHAT's New in ARCHIVES:**

- Mid-York Weekly Archives: shelves arrived that were purchased by the Village. A signed shared services agreement was received from the VOH for their storage. Woodlawn Cemetery boxes have not been received yet. A shared services agreement is needed. Pending. PCC needs a shared services agreement as well. Pending.

Clerk Reymers also noted that she has been called to Jury Duty in May. Also the NYSDOT sent a letter that they are going to perform a speed study on State Rte 12.

**RESOLUTION 2022-19: Approval of Minutes – 12/9/2021**

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

Resolved that the minutes for December 9, 2021 be approved.

**Codes Enforcement Officer – Mark Miller****December 2021 Activity**

- Approved 3 new Zoning Permits.
- Approved 1 sign permit and 2 building permits.
- Conducted 12 construction inspections.
- Received complaints of open door and trespassing at vacant home (7478 Willey RD). Property was subject to a TB resolution ordering cleanup and securing of premises. Highway Department personnel boarded up 1 door and 1 broken window that were used to access building. Time and materials cost will be forwarded to Madison County to be added to tax bill. Area residents have been advised to contact law enforcement if they see vandalism or trespassing taking place.
- Followed up on property maintenance violations.
- Met with contractors and homeowners to discuss potential projects.

Permit #	Date	Owner's Name	Project Location	Description of Work	Permit Fee
Sign permit	12/6/21	East Hamilton UMC	1760 Rte 12	Lighted sign	\$60.00
2021-42	12/6/21	Eayre Voorhees	8174 Barnard Rd	11.52Kw roof mounted solar	\$90.00
2021-43	12/7/21	Edward Klein	8257 Hill Rd	13Kw backup generator	\$60.00

**Town Justice - Annual Report – Judge Donald Haight Written Report**

The town council reviewed the report. The Board asked Clerk Reymers to speak with Judge Haight to clarify page 2 of the report and how much the town receives.

**COMMITTEE REPORTS:**

**SOMAC:** Supervisor Shwartz gave a brief report on SOMAC. Their call volume was down the past couple of months. They budgeted about \$277,000 deficit for 2021 but actual loss was lower by about \$5,600 and that money will be credited back to each of the towns proportionately which will reduce their first quarter request in 2022. They sent out a fundraising appeal to about 325 people which has raised about \$18,000 to date which will help pay down the loan for the new ambulance.

**Partnership for Community Development:** Nothing to report.



**Cemetery Committee:** Darrell Griff reported that Jay Whipple called the town. He called and left a message but has not heard back. Sue emailed the records agreement which needs to be reviewed.

**SPECIAL PROJECTS:**

**Zoning Update:** Next meeting is January 26 at 5:30 p.m. via Zoom.

**Hamilton Climate Preparedness Working Group:**

The group met on December 16. We discussed the CLCPA ([New York's Climate Leadership and Community Protection Act](#)). The draft scoping document has just been released for comment and some of the Colgate classes will be reviewing sections. HCPWG will not submit comments but the Town or Village can do so. Review of the sections on Land Use and Local Governments was recommended. The Land Use section makes recommendations very much in line with our proposed draft. zoning, including Smart Growth strategies and the use of Conservation Subdivisions to preserve open space (farmland and green spaces as carbon sinks). The Local Government section promotes participation in the Clean Energy Communities (CEC) and Climate Smart Communities (CSC) programs.

We discussed how Colgate students could be helpful to the Town during spring semester and over the summer:

- Help with tracking and logging GHG emissions and inventory – Upstate Institute fellow.
- Revisit and review CSC requirements - what do we need to update, what have we accomplished since we achieved bronze – this could be a ENST student or Upstate Institute fellow project.

The group would like to do more educational outreach. At the next meeting on January 21 the discussion will center on a spring event focused on energy efficient building cooling/heating systems, held in partnership with [Heatsmart CNY](#). Lindsey and Alison from Heatsmart will be with us to discuss their organization and to help advise us with planning.

**Earlville for Earlville:** Nothing to report.

**9 Mile Park Project:** Jocelyn Gavitt provided an updated proposal. The committee needs to meet again. The next public meeting is scheduled for Saturday, February 19 at 10 am at the Hubbardsville Fire Department. PCD needs to be looped in.

**OLD BUSINESS:**

**Assessment Update:** Ms. Harris reported being ahead of schedule in December. Still waiting for a meeting date with the town board and board of assessment review.

Notices will go out late January or early February which will be followed up by one-on-one meetings. There is a delay with commercial properties. Ms. Harris met with the Village Codes officer to get their information. There is still some question about how to conduct the public information meetings due to COVID.

**NEW BUSINESS: NONE**

**Concerns of Town Board: NONE**

**Supervisor's Report: Madison County Activities:** Supervisor Shwartz gave a brief report on the county. At the January meeting, John Becker shared his vision to explore consolidating Assessment, Codes and Tax Collection at the County level. The board briefly weighed in their concerns over Codes and Assessment at the County. Ms. Shwartz is still on the Public Service Commission and Solid Waste Committees and now on the Administrative and Oversight Committee.

**EXECUTIVE SESSION**

**RESOLUTION 2022-20: Executive Session**

On a motion of Councilmember Dinski, seconded by Councilmember DuBois, the following resolution was: ADOPTED: Ayes: 5, Nays: 0  
Resolved that this Board move into an Executive Session for personnel at 8:27 p.m.

**RESOLUTION 2022-21: Return to Regular Session**

On a motion of Councilmember DuBois, seconded by Councilmember Taylor, the following resolution was: ADOPTED: Ayes: 5, Nays: 0  
Resolved that the Board return to regular session at 9:42 p.m.

**RESOLUTION 2022-22: Change for HSA to be Distributed Quarterly**

On a motion of Councilmember Griff, seconded by Councilmember Taylor, the following resolution was: ADOPTED: Ayes: 5, Nays: 0  
Resolved that all HSA (Health Savings Accounts) be distributed quarterly (25%) on or before each quarter rather than annually.

With no further business, on a motion of Councilmember Dinski, seconded by Councilmember Taylor, the meeting was adjourned at 9:44 p.m. Carried unanimously.

Respectfully submitted,  
Suzanne K. Reymers, RMC  
Town Clerk