

Town of Hamilton Regular Board Meeting Minutes
Thursday January 14, 2016 6:30 p.m.
Held at the Town Office, 16 Broad Street, Hamilton, NY

Present: Eve Ann Shwartz, Peter Darby, Suzanne Collins, David Holcomb, Chris Rossi.
 Others Present: Sue Reymers, Bert Glazier, Brynley Wilcox, Tom Fagan, Bob McVaugh,
 Donald Haight

Call to order & Welcome: Supervisor Shwartz called the meeting to order at 6:30 p.m.

Public Comments:

Village of Hamilton Mayor Bob McVaugh: Updated the town on the deer management program and on the movie being filmed.

ORGANIZATIONAL MEETING APPOINTMENTS:

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

One year Terms, commencing January 1, 2016 and expiring December 31, 2016:

RESOLUTION 2016-1: Annual Appointments for positions as listed.

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

Resolved that the following appointments for 1/1/16 – 12/31/16 as follows:

- Attorney for the Town- Steve Jones (As contractual, not Town Employee)
- Bookkeeper - Bryn on the Books (As contractual, not Town Employee)
- Historian- Jack Loop
- Dog Control Officer - Larry Butts
- Constable - Mike Donovan
- Custodian - David Funke
- Code Enforcement Officer- Donald Forth

Planning Board, Zoning Board of Appeals, Appointments:

RESOLUTION 2016-2: Planning, Zoning Appointments

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

Resolved that the following be appointed:

<u>Planning:</u>	<u>Term</u>	<u>Term Expirations</u>
Mary Galvez	3 years	12/31/2018
Bill Nolan	3 years	12/31/2018
Darrell Griff	3 years	12/13/2018. Darrell Griff will serve as Chair.
<u>Zoning:</u>		
Harvey Kliman	5 years	12/31/2020. Harmon Hoff will serve as Chair.

Appointments by Town Supervisor for Town Committees

Highway – Peter Darby, Eve Ann Shwartz

Comprehensive Plan – Peter Darby, Chris Rossi

Economic Development, Partnership for Community Dev. Liaison – Peter Darby

Communications/Website – Chris Rossi

New Town Hall – Suzanne Collins, Peter Darby

Liaison to Village of Earlville – David Holcomb

Liaison to Village of Hamilton – Suzanne Collins

Liaison to SOMAC – David Holcomb

Annual Reorganizational Resolutions**RESOLUTION 2016-3: Official Newspaper**

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

Resolved that the official newspaper be the Oneida Daily Dispatch with the Mid-York Weekly as the back-up.

RESOLUTION 2016-4: Declare NBT & Community Bank as Official Bank

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

Resolved that NBT & Community Banks be the town's Official Bank.

RESOLUTION 2016-5: Issuance of Payroll – Bi-Weekly and Monthly

On a motion of Councilmember Rossi, seconded by Councilmember 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 2016-6: Authorizing Town Board Meetings

On a motion of Councilmember Darby, seconded by Councilmember Holcomb, 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 Town Office. Legal notice to follow informing public.

RESOLUTION 2016-7: Mileage Reimbursement Rate

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

Resolved to set the 2016 Town mileage reimbursement rate to match NYS rate of .54 cents per mile.

RESOLUTION 2016-8: Authorization for Pre-Pays

On a motion of Councilmember Collins, seconded by Councilmember Rossi, 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.

GENERAL:

Approval of Minutes

RESOLUTION 2016-9: Approval of Minutes for December 10, 2015

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

Resolved that the minutes from December 10, 2015 be approved.

Claims for Payment:

RESOLUTION 2016-10: Audit of Claims

On a motion of Councilmember Darby, seconded by Councilmember Holcomb, 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>	23	\$ 8,991.25
General Fund B	No.	1	<i>through</i>	3	\$ 428.82
Highway Fund DA	No.	-	<i>through</i>	-	\$ 0.00
Highway Fund DB	No.	1	<i>through</i>	-	\$ 17,799.93
Lighting Districts	No.	1	<i>through</i>	2	\$ 386.00
Cemetery Trust	No.	1	<i>Through</i>	1	\$ 173.95

TOWN REPORTS:

Town Justice-Annual Report- Donald Haight

Donald Haight reviewed his annual report to the town board. Basically, the workload and number of cases is relatively the same. The town portion of the revenue increased this year. The total income was \$15,899 with the town portion at \$6,220. There was an increase in miscellaneous traffic tickets. There was a decrease in DWI tickets and an increase in environmental conservation tickets. There were 47 arraignments, 26 dismissed tickets and more for a total of 133 cases. In general, the state gets about 60% of the revenue and the town gets about 40%, but we never know how much they will take from the town. Vivian Phoenix announced she plans to retire in late April.

Joint Court Committee - Suzanne Collins reported that the committee met with Don last week. They have each court's revenue and expenses to review. They have the beginning of a plan. She talked to Cazenovia and emailed the court clerk to get some ideas that we may be able to use. They looked into it as well and want to know what we find out because it's a complicated issue. We need to figure out which municipalities have consolidated. Peter Darby suggested contacting the Association of Towns or Village Association. There was a short discussion on consolidation.

Highway Superintendent - Bert Glazier

We replaced signs on Hill, Preston, Alderman and Kelly. We plowed and sanded. Trees were trimmed on Alderman, Williams, and Barnard Roads. Vehicles that were serviced were the backhoe, the loader, two pick-up trucks, and grader. We replaced the culvert in the ditch where the loggers were on Barnard Road and lower Humphrey. We removed the sand screen for the season. Nine dead deer have been picked up.

Bert spoke with the County and we will need to research the town's old records for the speed limits that were posted on Upper Preston Hill Road and Earlville Road. The County is checking their records to see where the Poolville signs should be. For the Poolville Hamlet signs, the County believes that they know where they should be and will correct them. Back to the speed signs, the Hubbardsville signs are fine, Earlville is fine but Preston Hill is not. Since 1995, there were no records on the change in the speed limit for Preston. The County thinks they have a record on Payne Street. Bert will ask Carl Harris to see what he remembers.

There was discussion on flipping the truck with FX Caprara in Pulaski and getting the decals on the new truck. The Highway Plan was started and Bert has a map. Bert reviewed the beginning of his plan. There was a brief discussion on the plan and budget needs. The County is not planning on doing much in Hamilton this year.

Town Clerk - Sue Reymers

Clerk Reymers reported that the town revenues from the front desk for December were down at \$35.23. There was nothing new to report on the grants other than continuing to work on the paperwork. There is a form that Supervisor Shwartz needs to sign to update our Vendor Identification Number account with NYS. The account was established with Bob Kuiper back in 2000 before we have our emails and we need to update the contact information.

Tax Collector Report - Sue Reymers

Clerk Reymers reviewed her report showing when we signed the shared services agreement, the Warrant information and payment information. We have not received any payments yet but we are expecting them around January 15. This year, payments are being tracked in a spreadsheet daily to see how tax collection is coming along for the town and two villages. As of 1/13/16, we are close to satisfying the Warrant.

There have been a lot of requests for copies of tax bills. There has been a lot of traffic from people filing their exemption forms. Calls have come in from confused tax payers because the tax bills show payment to be sent to PO Box 638 - Real Property, while the tax bill memo states PO Box 665 - the Treasurer's Department. The decision was made at the county to switch the PO Box, but they did not notify us of the change. The County does not have the tax collectors review the tax bill prior to it going to print, as it is done

in other counties. The back of the tax bill was improved and retyped up. Previously, it looked pieced together with different fonts.

Codes Enforcement Officer-Donald Forth

Nothing to report.

Supervisor/Bookkeeper - Brynley Wilcox

Ms. Wilcox reviewed her report. The one-time sales tax check that they were expecting showed up on December 15, 2015 in the amount of \$328,047.35 and was deposited into the B fund. This was \$100,000 more that was estimated by the County. Ms. Wilcox pointed out the Equity section of the Balance Sheet which shows the final 2015 Fund Balances. There are appropriated (910) and unappropriated (909) fund balances. The DA equity will move to DB. In DA-910, there is \$10,000 for Williams Road Bridge Study. In DA-909, there is what we are calling orphan money. According to the State Comptroller, you can move funds from General to Highway, but you cannot move it back. Options are being weighed on what to do with it. It could be used for the bridge in the future. Discussion took place on the fund balances, the new town hall, salt shed, grants, etc. Peter Darby reviewed the 2016 budget amendments for 2016 pertaining to Colgate's annual gift.

RESOLUTION 2016-11: Funds Transfer

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

Resolved that funds be transferred from the Community Bank Money Market Account to the NBT Checking account for the total of \$120,000 to cover January bills, January & February Payroll, the breakdown is as follows: A Fund - \$40,000, DB Fund - \$80,000.

RESOLUTION 2016-12: Budget Amendments - 2015 Budget

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

Resolved that the budget amendments be accepted as follows:

Code	Description	From:	To:	Difference:
A5132.2	Garage Equipment	0	2,700	2,700
<i>A2770</i>	<i>Misc. Income</i>	<i>0</i>	<i>2700</i>	<i>2700</i>

Code	Description	From:	To:	Difference:
DA9030.8	Social Security	10,360	10,860	500
<i>DA2401</i>	<i>Interest Income</i>	<i>70</i>	<i>170</i>	<i>100</i>
<i>DA2680</i>	<i>Insurance Recoveries</i>	<i>0</i>	<i>400</i>	<i>400</i>

RESOLUTION 2016-13: Budget Amendments – 2016 Budget

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

Resolved that the budget amendments be accepted as follows:

Code	Description	From:	To:	Difference:
A1620.4.2	BCE: Milford Street	0	83,600	83,600
<i>A2705</i>	<i>Gifts & Donations</i>	<i>0</i>	<i>83,600</i>	<i>83,600</i>

Code	Description	From:	To:	Difference:
<i>DB2705</i>	<i>Gifts & Donations</i>	<i>83,600</i>	<i>0</i>	<i>(83,600)</i>
<i>DB5031</i>	<i>Interfund Transfers</i>	<i>0</i>	<i>83,600</i>	<i>83,600</i>

RESOLUTION 2016-14: Receive and File End of the Year Financials

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

Resolved that the 2015 year end financials be received and filed.

COMMITTEE REPORTS:**SOMAC – David Holcomb**

The annual meeting is on January 18 at 7 pm. In the 11th hour the Town of Lebanon came through with a contract. Things are moving in good direction. The auditor will be at the meeting and it will be open to the public. Patty and Carol will be serving as representatives from the Town of Lebanon on the SOMAC board. They will share it and alternate.

Comprehensive Plan – Chris Rossi

The last meeting is scheduled for January 21. This will be the last look at the plan and appendix before handing it off to the town at the February board meeting.

Partnership for Community Development – Peter Darby

The PCD held a joint meeting with lifelong learning on senior housing. They are looking at a property for a potential pocket neighborhood. Jennifer is working with the County on getting broadband to the countryside. There are state grant funds for it for universal access by 2019. Jennifer is also working with a variety of people on recreation in the town. She is getting planning help from a class from Cornell. We want to make

recreational opportunities more visible and accessible for locals and tourists. PCD received a \$50,000 grant for marketing of the airpark. A committee is working on how to spend the grant.

38 Milford Street - Suzanne Collins/Peter Darby

Crawford and Stearns plans were circulated. Peter is meeting with Joe Bello on his breaks who has suggestions on architectural firms. We want to hire an architect that will supervise the construction phase, good with project management and engineering. We want to maintain the feeling of the building on the exterior but make the inside useable. Discussion on various firms took place. We will be contacting the landlord to discuss our lease.

OLD BUSINESS:

Salt Shed Update

The committee is reviewing the warranties with the engineers and builder, especially pertaining to the 1 foot extensions because there is a crack in it.

NEW BUSINESS:

NYS DOT Shared Services Agreement

Mr. Glazier stated that the County Highway Association is meeting in Albany in March to find out more about the agreement. Clerk Reymers stated that the Town Attorney advised that we table it and that other towns are waiting for more information. Item is tabled for now.

Association of Towns

The February Annual Meeting is coming up and we need to assign a delegate(s).

RESOLUTION 2016-15: To Appoint Delegate to attend Association of Town's Annual Meeting

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

Resolved that Eve Ann Shwartz be appointed to represent the Town of Hamilton at the February Annual Meeting for the Association of Towns. Alternative delegate: Peter Darby.

Concerns of Town Board:

Supervisor's Report:

Madison County Activities:

Ambulance Study update: a survey went out recently. Supervisor Shwartz has two new committees that she is serving on: Health and Human Services and Solid Waste and still on the Public Utilities Committee. Community Action is seeking more funding because they are taking over Headstart as Cornell Cooperative Extension can no longer manage

it due to state rules. They need an additional \$65,000 as a local match which brings in State and Federal funding. The Governor's budget resolution did not include revenue from the new Yellow Brick Road Casino to the County, which is not good news for the County. The Community Action may need to drop emergency housing if they don't get this additional funding. That would mean that the Department of Social Services would have to take over the program. This is a mandated and much needed program.

RESOLUTION 2016-16: Executive Session

On a motion Councilmember Collins, seconded by Councilmember Rossi, the following resolution was: ADOPTED: Ayes: 5 Nays: 0

Resolved that this Board move into an Executive Session for the purposes of contract and personnel at 8:16 pm.

RESOLUTION 2016-17: Return to Regular Session

On a motion Councilmember Rossi, seconded by Councilmember Darby, the following resolution was: ADOPTED: Ayes: 5 Nays: 0

Resolved that the Board return to regular session at 9:45 pm.

RESOLUTION 2016-18: Authorize Clerk to hire Deputy Clerk

On a motion Councilmember Darby, seconded by Councilmember Holcomb, the following resolution was: ADOPTED: Ayes: 5 Nays: 0

Resolved that the Town Clerk be able to offer the position of Deputy Clerk up to the rate of \$16 per hour.

Add David Holcomb to the Highway Committee.

RESOLUTION 2016-19: Amendment to the Time Clock Policy

On a motion Councilmember Collins, seconded by Councilmember Rossi, the following resolution was: ADOPTED: Ayes: 5 Nays: 0

Resolved that the time clock policy reflect the change as submitted (ATTACHMENT A).

With no further business, on a motion of Councilmember Collins, seconded by Councilmember Rossi, the meeting was adjourned at 9:50 p.m. Carried unanimously.

Respectfully submitted,
Suzanne Reymers
Town Clerk