

Town of Hamilton Regular Board Meeting Minutes
Thursday January 8, 2015 7:00 p.m.
Held at the Court House, 60 Montgomery Street, Hamilton, NY

Present: Eve Ann Shwartz, Peter Darby, Suzanne Collins, David Holcomb, Chris Rossi, Sue Reymers, Bert Glazier, Brynley Wilcox. Others Present: Margaret Miller-Village of Hamilton Mayor, Debbie Kliman-Village of Hamilton Trustee, Gerry Hayes-Village of Earlville Trustee, Vinney Faraone-SOMAC, 10 other community members.

Call to order & Welcome: Supervisor Shwartz called the meeting to order at 7:02 p.m.

Public Comments:

Gerry Hayes-Village of Earlville: No meeting since last one. They've been busy with snow removal. Earlville Farmer's Market is being moved from Friday evening to Saturday morning. It should not conflict with Village of Hamilton's. Margaret Miller-Village of Hamilton: Natural gas is moving along; thirteen more to be added.

ORGANIZATIONAL MEETING APPOINTMENTS:

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

RESOLUTION 2015-1: Appoint Bert Glazier as Highway Superintendent

On a motion of Councilmember Darby, seconded by Councilmember Rossi, the following resolution was: ADOPTED: Ayes: 5 Nays: 0
Resolved that Bert Glazier be appointed as Highway Superintendent.

RESOLUTION 2015-2: Appoint Sue Reymers as Town Clerk / Collector / Registrar / Records Management Officer

On a motion of Councilmember Rossi, seconded by Councilmember Collins, the following resolution was: ADOPTED: Ayes: 5 Nays: 0
Resolved that Sue Reymers be appointed as Town Clerk/Collector/Registrar/Records Management Officer.

RESOLUTION 2015-3: Brynley Wilcox as Secretary to the Supervisor/Bookkeeper

On a motion of Councilmember Darby, seconded by Councilmember Collins, the following resolution was: ADOPTED: Ayes: 5 Nays: 0
Resolved that Brynley Wilcox be appointed as Secretary to the Supervisor/Bookkeeper.

One year Terms, commencing January 1, 2015 and expiring December 31, 2015:

RESOLUTION 2015-4: Annual Appointments for positions as listed.

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

Resolved that the following appointments for 1/1/15 – 12/31/15 as follows:

Attorney for the Town- Steve Jones (As contractual, not Town Employee)

Historian- Jack Loop

Dog Control Officer – Larry Butts

Constable – Mike Donovan

Custodian – David Funke

Planning Board and Zoning Board of Appeals Minutes- Carol Dewey

Code Enforcement Officer- Donald Forth

Deputy Town Clerk/Collector/Registrar – Carol Dewey

Planning Board, Zoning Board of Appeals, Board of Assessment Review Appointments (BOAR):

RESOLUTION 2015-5: Planning, Zoning & BOAR Appointments

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

Resolved that the following be appointed:

- Planning: Bettyann Miller term ended as of 12/31/14; reappointment for 3 year term, ending 12/31/17.
- Zoning: Erwin Lamb, Reappointment for 5 year term, ending 12/31/19.
- BOAR: Michael Craven term ended 9/30/2014; reappointment of 5 year term starting 10/1/14 and ending 9/30/19.

Appointments by Town Supervisor for Town Committees

Highway – Peter Darby, Eve Ann Shwartz

Energy Working Group/Comprehensive Plan – Peter Darby, Chris Rossi

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

Shared Services – Suzanne Collins

Deer Management Task Force – Peter Darby, David Holcomb

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

Official Newspaper: On December 29, 2014, the town board adopted by resolution designating the Oneida Daily Dispatch as the Official Newspaper of the Town and designated the Mid-York Weekly as back-up.

Annual Audit – At the December 11, 2014 meeting, by Resolution, the board agreed to contract with Cwynar & Co. for an independent audit for 2014 books.

RESOLUTION 2015-6: Declare NBT as Official Bank

On a motion of Councilmember Holcomb, seconded by Councilmember Collins, the following resolution was: ADOPTED: Ayes: 5 Nays: 0
Resolved that NBT Bank be the town's Official Bank.

RESOLUTION 2015-7: Payroll – Bi-Weekly and Monthly

On a motion of Councilmember Collins, seconded by Councilmember Rossi, the following resolution was: ADOPTED: Ayes: 5 Nays: 0
Resolved that salaries be paid every two weeks for the highway employees, highway superintendent, town clerk, bookkeeper, deputy town clerk, codes officer, and monthly for all other employees – on the 20th of each month.

RESOLUTION 2015-8: Authorization for Highway Superintendent Expenditures

On a motion of Councilmember Rossi, seconded by Councilmember Darby, the following resolution was: ADOPTED: Ayes: 5 Nays: 0
Resolved that the Highway Superintendent is authorized to expend up to \$1,500 for machinery and repairs without prior Town Board approval. If over that amount, the Highway Superintendent is to consult with the Supervisor.

RESOLUTION 2015-9: 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 7:00 p.m. at the Town Office. Legal notice to follow informing public.

RESOLUTION 2015-10: Authorization for Health Care Benefits

On a motion of Councilmember Collins, seconded by Councilmember Rossi, the following resolution was: ADOPTED: Ayes: 5 Nays: 0
Resolved to allow Town employees to receive full benefits under health, medical & dental plan, with five (5) percent of the premium to be paid by employees through payroll deductions.

RESOLUTION 2015-11: 2015 Mileage Rate

On a motion of Councilmember Rossi, seconded by Councilmember Darby, the following resolution was: ADOPTED: Ayes: 5 Nays: 0
Resolved to set the 2015 Town mileage reimbursement rate to match NYS rate of .575 cents per mile.

RESOLUTION 2015-12: Authorization for Pre-Pays

On a motion of Councilmember Darby, seconded by Councilmember Holcomb, 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 2015-13: Approval of Minutes for December 11, 2014

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

Resolved that the minutes from December 11, 2014 be approved.

Claims for Payment:

RESOLUTION 2015-14: Audit of Claims

On a motion of Councilmember Holcomb, seconded by Councilmember Collins, 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>	22	\$ 5,460.52
General Fund B	No.	1	<i>through</i>	1	\$ 433.20
Highway Fund DA	No.	1	<i>through</i>	11	\$ 17,753.48
Highway Fund DB	No.	-	<i>through</i>	-	\$ 0
Special Districts	No.	-	<i>through</i>	-	\$ 0

TOWN REPORTS:

Town Justice-Annual Report- Donald Haight

The number of cases at Town Court in 2014 was less than in 2013. I cannot give a reason why. The number of tickets being written is down and that is happening in every place. Talked to a number of judges in other courts and they are experiencing the same thing. As a result the total revenue is down by about \$4,000. Total revenue was \$16,188.19. Ironically, the overall percent we keep is higher. The total town portion for 2014 was \$6,015. The decrease in revenue in 2014 can be attribute to the decrease in miscellaneous traffic tickets. This number went from 54 in 2013 to 27 in 2014. Also, the Suspension fees dropped 15 to 4. There were 36 dismissed cases. I did 42 arraignments in 2014. The majority were for Brookfield and the Village of Hamilton. The Town had only 4 arraignments.

Sam Cooper secured a grant from Office of Court Administration for the doorways and frames. We also worked on the ramp and the stairs. We now have security cameras in the courthouse. It keeps the recording for a month and are motion detected. The breakdown of funds are on report including what the town kept, what state and county gets. We just sent the December 2014 report and are waiting to see what the figures are.

Supervisor Shwartz asked if there is the same police coverage. Donald Haight stated that the Town's police force is Madison County Sherriff's and State Police, but not the village as it's out of their jurisdiction. Yes, same coverage.

Mayor Miller thanked Don on behalf of Village and stated that he goes above and beyond. Supervisor Shwartz thanked Don for his service.

Highway Superintendent - Bert Glazier

Sanded and plowed with regular maintenance on the vehicles. Completed the Delta training in December for the Road Plan. Received CHiPs funds in December. There have been no breakdowns or part-time help needed. It's all running smooth.

Town Clerk - Sue Reymers

From the Clerk's report, the total monthly fees collected for December: \$1,094.50 with disbursements to Town: \$379.24, NYSDEC: \$42.51, NYSDOH: \$45.00, NYSAg&M: \$36.00, Madison County Treasurer: \$591.75. In December, sold: 3 hunting/fishing licenses, 2 marriage licenses, 3 copies of marriage licenses, 36 dog licenses, 45 landfill tickets, 1 building permit.

Tax Collector Report - Sue Reymers

From the Collector's report:

WARRANT & TAX ROLL:

- 2015 Tax Warrant, Dated 12/26/14.
- Bills was mailed on Friday, December 26, 2014 with enclosure.
- Tax Warrant Total is: \$3,553,596.96 | Total # of parcels: 2,327
- Amount to be Paid to the Supervisor: \$1,013,152.09
 - \$783,778.09-General, Highway, Fire Districts, Lighting Districts
 - \$229,374.00-Sales Tax

There have been no complaints or concerns or payments made at the office. At this time, we are just stamping the bills and marking them paid. The first payment report was received on 1/7/15 for \$141,441.15. The first payment from the County should be coming in next week.

Codes Enforcement Officer-Donald Forth

Donald Forth handed in a monthly report. There was one building permit application for a new septic system. Clerk Reymers shared that he is working on getting current projects to completion and working on files during this down time. Supervisor Shwartz shared that there will be a Planning Board meeting on January 20th. The Poolville Country Store is planning on a new event center and they are planning on attending for a preliminary review of their project. Don asked for Steve Jones to attend the meeting to advise since it requires a special use permit within the hamlet and it's a big project. Supervisor Shwartz agreed to have Steve attend. Also, Don is working with the town as we review town plans to understand what the village needs for our renovation project.

Supervisor/Bookkeeper – Brynley Wilcox

Supervisor Shwartz asked Ms. Wilcox what she learned from Madison County about the phone system. Ms. Wilcox shared that she went to Wampsville and met with other town supervisors and bookkeepers and a few people from the county on implementing a new phone system by Finger Lakes Technologies Group. This phone system would be run through internet and Ethernet cables. The goal is to have it up and running by April 1 at County and have a shared services agreement with towns to participate. They have a lot of unique phone features such as voicemail to email. Can also have your phone number forwarded to a cellphone. They handed out a mock up with costs for four lines or 10 lines in a town. Startup costs are a bit because of the equipment costs, but for us, we would not likely start right away. To get a real definitive answer for costs, they need to sit down with individual towns, figure out what we have and what we need. Then they come up with a bill. In the end it came out, that in order to save, you need to convert to 366 to save. It roughly costs about \$25 per phone number. A lot of the towns were all on board until they heard that part of it. It would probably be confusing for the community. You could alternatively get an 800 number, but who wants to dial an 800 number across town. There is still a lot up in the air for costs of the program, but not sure it would save money. Finger Lakes did say that you don't have to give up the 824 number, but it costs more money. At this point, it's best to wait for the county to get set up and wait and see once they get the bugs worked out. The board looked at the monthly financials and a fund balance report. Mr. Darby shared that the town had a couple of unanticipated expenses such as the berm, which was about \$16,000. SOMAC was planned but not in budget. Mr. Darby asked Ms. Wilcox what was in the fund balance for Capital Reserve Fund. She responded with \$75,158. Mr. Darby continued that number is lower because we moved up the purchase of a plow from 2 years. So in 2 years the balance will grow. We will have small purchases in the next couple of years so our fund balance will grow, but not the fund balance for the building. Ms. Wilcox included items on the report that we plan to take out of fund balance for 2015, which puts the fund balance down to about \$832,809 at the end of the year. The big number is for SOMAC and some one-time expenses for assessor photo project, phone system, clerk software, etc. Mr. Darby reviewed the numbers. Total of \$153,000 taken out of fund balance in 2015. So we need to think about this balance when working on the building. This is after we receive FEMA. Supervisor Shwartz explained about the building costs including the interest rates at banks and why borrow money versus using some of the fund balance. We are conscious of a dwindling fund balance. We want to protect ourselves but don't want to waste tax dollars. Because the building is post and beam, under rules, cannot have a 30 year mortgage, only 10-15.

RESOLUTION 2015-15: Receive and File End of the Year Financials

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

Resolved that the 2014 year end financials be received and filed.

RESOLUTION 2015-16: Budget Amendments

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

Resolved that the budget amendments be accepted as follows:

<u>Debit (increase)</u>	<u>Credit (decrease)</u>
<u>B Fund – B600</u>	
B9030.8-\$50.00	
B9050.4-\$15.00	B8020.4-\$65.00
<u>DA Fund – DA600</u>	
DA9030.8-\$9,900.00	<u>AFund – A600</u>
DA9050.8-\$1,000.00	A9030.8-\$10,900.00
<u>DB fund – DB600</u>	
DB3501-\$8,700.00	DB9030.8-\$8,000.00
	DB9050.8-\$ 300.00
	DB9060.8-\$ 400.00

RESOLUTION 2015-17: CREDIT CARD ACCOUNTS

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

Resolved that the following receive a credit card from CitiBank Credit Card Program: Highway Department with a \$5,000 limit, with the Highway Superintendent being responsible for the card. Town office with a \$3,000 limit, with the Bookkeeper being responsible for the card. Travel Card with a \$2,000 limit, with the Bookkeeper being responsible for the card and to be used as needed by board and staff for trainings, workshops, meetings or travel on town business.

COMMITTEE REPORTS:**SOMAC – David Holcomb**

We met on December 30 and deferred to Vinny to update the board. Mr. Faraone shared that they interviewed a candidate for the Director of Operations position and the board voted yes unanimously to hire him. He is calling him tomorrow to offer the position. The board worked on the job description. They anticipate that he will accept the position. It's a big step in the right direction. A lot of what was lacking was 24-7 paid oversight. This guy will be more responsible because in addition to operations, he will also work with the Treasurer and Bookkeeper for some financial oversight. The plan is that he will work as a paramedic for 2 shifts a week and doing administrative duties as necessary. He will be paid an extra \$10,000 to do the admin. Also, if he does work extra shifts as a paramedic, we'll pay him for that. Supervisor Shwartz asked about the paramedic pay rates. Mr. Faraone stated that they just raised it \$1 per hour to \$16. Paramedics were getting \$15, which was same for a while. The hourly rate is not competitive. They don't want to hire for money, they want them to work there. They would like seasoned paramedics, and the volume of calls is low. We need right people. Also, now full-time employees are getting benefits. SOMAC is paying 55% of a single premium. We now have one

person taking it. We currently have 2 full-time people and 1 part-time who works 1 day a week for a 24 hour shift. Then we have part-timers who fill in on the weekends. The ultimate goal, which is cost saving and more fair, is to have a rotating schedule so no one gets stuck always working weekends. It's a work in progress. Mr. Faraone continued that one of the things they make clear to staff that this is truly a volunteer organization at heart. We have student volunteers. Staff need to embrace and work with the volunteers.

Supervisor Shwartz asked about the status of the transfers. Mr. Faraone answered that to date, they are not doing it. The hospital offers the opportunities to do them and if they have the students and can do it they will. With the winter break, they have not had the volunteers. With the new Director of Operations we'll be able to work out a schedule with volunteers once they return. With the absence of volunteers, it's hard. Mr. Kliman stated that a transfer trip to Syracuse can take 3 hours; it's not the same as a local call which might be done in a half hour. Mr. Faraone continued that health care is changing and that doctors are more specialized and hospitals are specialty hospitals.

Supervisor Shwartz asked if their 6 months financials will be ready to review by next week. Mr. Faraone stated that yes, their bookkeeper is Tracy Kelly and that the books are up to date. They can generate the reports. Supervisor Shwartz asked that the town's bookkeeper Brynley Wilcox meet with Tracy next week to get those reports before next week's meeting. Mr. Faraone agreed and provided the contact information for Tracy.

Supervisor Shwartz stated that they will be meeting with the Town of Lebanon's board next Monday and the Village of Earlville meeting is on Tuesday. She continued to review the ambulance district and who SOMAC serves.

RESOLUTION 2015-18: ORDER FOR A PUBLIC HEARING ON THE ESTABLISHMENT OF AN AMBULANCE DISTRICT IN THE TOWN OF HAMILTON

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

Ayes: 5 - Shwartz, Darby, Holcomb, Collins, Rossi

Nays: 0

WHEREAS the Town Board has received and reviewed a Map, Plan and Report for a proposed ambulance district in the town; and

WHEREAS the Map, Plan and Report was filed in the office of the Town Clerk; and

WHEREAS the boundaries of the proposed district are as follows: The entire Town of Hamilton, including all of the Village of Hamilton within the Town's boundaries, along with all of the Village of Earlville that is within the

Town of Hamilton's boundaries and within Madison County, if said villages will consent to the establishment of such a district within their villages; and

WHEREAS the service to be provided is emergency medical services and ambulance service for the purpose of providing emergency medical treatment and transportation; and

WHEREAS the Town of Hamilton is presently receiving emergency ambulance service from the Southern Madison County Volunteer Ambulance Corps, Inc. (SOMAC) which is currently staffed with paid employees and volunteers, but the number of volunteers continues to diminish while the need for paid employees increases; and

WHEREAS the Town Board believes that the creation of a taxing district is necessary to insure the continued availability of necessary services to protect the people of the Town of Hamilton; and

WHEREAS the Town of Hamilton wishes to consider whether the creation of an ambulance district is in the public interest at a maximum estimated cost to the district of \$266,000 in the first year; and

WHEREAS the total assessed valuation of property located within the proposed ambulance district is \$259,508,958; and

WHEREAS the 2016 tax rate in the proposed ambulance district is \$1.03 per \$1,000 of assessed valuation; and

WHEREAS, the estimated total first year tax for a typical \$150,000 property within the ambulance district will be approximately \$153.75; and

WHEREAS the Town hereby declares itself lead agency for State Environmental Quality Review Act purposes and declares this to be an unlisted Action;

NOW THEREFORE BE IT ORDERED that a public hearing before the Town Board shall be held at the Village of Hamilton Courthouse at 60 Montgomery Street, Hamilton, NY on the 21st day of January, 2015 at 5:30 PM. In accordance with Section 209 of the New York State Town Law, the Town Board will consider, subject to permissive referendum, whether the creation of an ambulance district, at a proposed maximum first year cost of \$266,000, is in the public interest and will hear all persons interested in the subject thereof; the Town Board will also take such other action with relation to said ambulance district as may be required by law, and it is further

ORDERED that the Town Clerk shall publish and post this Order as notice of said public hearing in accordance with Town Law, not more than 20 nor less than 10 days before the designated hearing date.

Councilmember Darby clarified that this is for the 2016 taxes. We need to put in a maximum amount but it does not mean we will tax that amount. The timeline is for the deadline of March 1. There will be ongoing discussions to figure out the budget. Discussion took place with the board and community members.

Comprehensive Plan – Chris Rossi

The committee is still working on goals and actions. They were discussing energy when the state announced that hydro-fracking is banned for the foreseeable future. They have done a fair amount of research and will include the information in the comp plan for future consideration. The next meeting is next Thursday, January 15 at the Poolville Community Center.

Partnership for Community Development – Peter Darby

The PCD is working to get back to its original mission. There was a meeting earlier this week. The town increased support from \$10 to \$25,000 and we anticipate same from the village. Colgate is giving \$50,000. A 3 year budget proposal was presented to transition to a full-time director and start bringing in additional monies to support that. It requests an additional \$25,000 from Colgate in the first year and additional \$55,000 in second and third year. There was not a warm welcome from President at first, but then he realized that this is the direction that PCD needs to and we cannot get there for free. Colgate is in their budget process now. PCD might be able to find economies. PCD is transitioning away from promo and the chocolate train festival, which is not economic development, but rather focus on housing and economic development. We'll get more for our investment. Supervisor Shwartz explained that we need more jobs which helps with taxes. Get PCD back to where it was 15 years ago. It's a worthwhile investment of our tax dollars. Hope the Village of Hamilton is joining us. Hope to get a good final response from Colgate. Thanks to Jim Leach for taking role in leadership. Thank you Peter as well.

Joint Village/Town Projects – Suzanne Collins/Peter Darby None**Deer Management Task Force – Peter Darby, David Holcomb**

Nothing has been done in the last month. Cornell Bernd Blossey, who has worked on a culling program with other towns, is helping the committee. We'll get back on track in January. Village is on board, hope to get Colgate on board, to implement culling which is baiting and targeting deer out of season with a nuisance permits via the NYSDEC. This will probably happen in a year from now. It's easier for the village and Colgate to get nuisance permits. In the town, only land owners can do that. We will promote if. Perhaps we can get a model for neighboring communities. Peter met a forester recently in the area and he said there are no young saplings anywhere- no cherry, maple, oak. Deer like it. We want to encourage landowners to open up land through nuisance permits to hunters with permission. It will take years. Culling will mean that there will be feeding stations with bow hunters in stands. There will be designated times, nighttime with infrared. Needs to be on contiguous land. Proved to be safe and effective in other communities. It will take place with local volunteers. We can hire but it can be expensive. We don't want the expense and don't think the community will accept it. We think we have enough skilled local hunters to do that. Mayor Miller stated that the Village's attorney has some concerns.

NEW BUSINESS:**Association of Towns**

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

RESOLUTION 2015-19: To Appoint Delegate to attend Association of Town's Annual Meeting

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

Concerns of Town Board:

David Holcomb state that he hopes word gets out for the public hearing.

Supervisor's Report:**Madison County Activities:**

Supervisor Shwartz shared that they just had their annual organizational meeting at the County on Tuesday. There is discussion with the Energy subcommittee about revitalizing the Madison County Public Utility. There was a law passed but never fulfilled, it's only on paper. Right now, there are opportunities for municipalities to contract with groups of investors to build very large solar arrays. In fact, Madison County just contracted with one that is putting up one located at the landfill in the Town of Lincoln. It's about 10 acres of land dedicated that will generate 2 megawatts. There are lots of tax incentives. It will have enormous savings for the county. Now we are talking about county wide, and as long as they don't have muni power already, can do it. Don't know who will participate. The Energy Committee has a lot to figure out. Details to come. Serving on the same committees as last year. Government Operations, Planning-Economic Development-Environmental and Intergovernmental Affairs, Energy Subcommittee, Public Utilities and Native American Affairs. The Chairman of the Board said they are not going over 2% this year on taxes.

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

Respectfully submitted by
Suzanne Reymers, Town Clerk