

Town of Hamilton Regular Board Meeting Minutes
Wednesday, April 11, 2018 at 6:30 p.m.
Held at the Court House, 60 Montgomery Street, Hamilton, NY

Present: Peter Darby, Mary Lee Dinski Chris Rossi, Eve Ann Shwartz, David Holcomb

Others Present: Sue Reymers, Brynley Wilcox, Jason Florenz.

Public: Jodi Palmer, Travis Olivera-Hamilton Public Library Director.

Call to order & Welcome: The meeting was called to order at 6:32 p.m.

Public Comments:

Travis Olivera introduced himself as the new Hamilton Library Director. The board welcomed him.

DEPARTMENT REPORTS:

Highway Superintendent

Jason Florenz reviewed his report with the board.

GARAGE:

- Finished the parts room upstairs in the garage (see photos)
 - Painted the floor and walls, installed a new door, cleaned & organized
- Installed a new welding curtain

GENERAL REPAIRS:

- Cut trees on Bonney Hill, Chappel, Collins, Hill, Preston Hill, Thayer, Willey and Williams Road
- Swept all town roads in less than three days with the ToolCat
- Installed new road signs on Wickwire/Cole Hill/Kelly, Wickwire/Rhodes, Mason/Bonney and Thayer/Bonney

EQUIPMENT:

- Performed a full service on the 1972 grader
- Performed a full service on the Kubota mowing tractor and started replacing the side mower knives
- 2018 ToolCat was delivered to the garage (photo)
 - Built a new back rack
 - Installed strobe lights
 - Installed a tool rack
- Picked up 2010 F150 from the Village of Hamilton (photo)
 - Built a new back rack
 - Installed new work and strobe lights

SNOW REMOVAL:

- Spoke with sales rep and owner of Buell Fuels regarding low fuel levels, they installed a tank monitoring gauge on Thursday, April 5th
- Made 26 runs between March 15th and April 11th
 - Used approximately 602 yards of a 1:3 salt/sand mix

- 5,710 gallons of salt brine

CHIPS:

- Met with Gorman Bros. about the 2018 Road Plan
- The Section 284 Agreement will be ready for the May meeting

Mr. Darby asked Jason up update the Hamlet of Poolville signs. They say Village of Poolville and they are not located in the correct areas. Clerk Reymers has a file and map of where the signs should go. Jason will get that from her.

Supervisor/Bookkeeper - Brynley Wilcox**2017-2018 SNOW & ICE AGREEMENT:**

- \$14,005.48 was received from the County
 - 757.46 lane miles
 - Plow Dates: 02/11/18 - 03/03/18
- 2018 YTD: \$ 85,698.75
- BUDGET: \$ 110,000.00

FRANCHISE FEES:

- \$2,865.47 was received from Charter Communications
- 2018 YTD: \$ 2,865.47
- BUDGET: \$ 10,000.00

INTEREST & PENALTIES:

- \$991.37 was received from the County for February 2018 interest & penalties
- 2018 YTD: \$ 991.37 (~10% less than 1st 2017 payment)
- BUDGET: \$ 6,000.00

COLGATE GIFT:

- \$83,624 voluntary gift was received from Colgate University
- Deposited into 'A' Fund instead of budgeted 'B' Fund
- Budget amendments follow at end of report

AUCTIONS INTERNATIONAL:

- \$1,230 was received from Auctions International
- Sold ten (10) older chainsaws via the auction site
- Used auction proceeds to purchase two new chainsaws from White's Farm Supply

RESOLUTION 2018-35: Funds Transfer

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

Resolved that \$40,000.00 be transferred from Community Bank Money Market account to NBT Bank Checking account to cover the April abstract and April/May payroll:

A	Money Market to Checking in the amount of	\$ 32,500
B	Money Market to Checking in the amount of	\$ 6,000
DB	Equipment Reserve to Checking in the amount of	\$ 1,500

RESOLUTION 2018-36: Budget Amendments/Modifications

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

Resolved that the budget amendments be accepted as follows:

Code	Description	From:	To:	Difference:
A2705	Gifts & Donations	0	83,600	83,600
A1620.4.2	Building Contractual-Milford St.	0	83,600	83,600
A1370.4	Tax Adjustments Contractual	0	1,168.27	1,168.27
A1910.4	Unallocated Insurance	20,058	20,574	516
A7510.4	Historian Contractual	200	275	75
A1990.4	<i>Contingent</i>	20,000	18,240.73	(1,759.27)
B2705	Gifts & Donations	83,600	0	(83,600)
B5031	Interfund Transfers (Use of FB)	19,200	102,800	83,600
DA5031	Interfund Transfers (Use of FB)	0	725	725
DA5120.4	Bridges Contractual	0	725	725
DB2665	Sale of Equipment	43,750.00	92,000	48,250
DB5130.2	Machinery Equipment	83,000	131,250	48,250

RESOLUTION 2018-37: Audit of Claims

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

Resolved that the bills contained on Abstract #4 have been reviewed by the Town Board and are authorized for payment in the following amounts:

General Fund A	No.	114	<i>through</i>	144	43,034.62
General Fund B	No.	16	<i>through</i>	19	1,135.87
Highway Fund DB	No.	54	<i>through</i>	71	20,634.97
Street Lighting SL	No.	7	<i>through</i>	8	607.49
Prepays					61,167.50

Town Clerk - Sue Reymers**RESOLUTION 2018-38: Approval of Minutes for March 14, 2018**

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

Resolved that the minutes from March 14, 2018 be approved with corrections.

Clerk Reymers gave her monthly report:

TRAINING:

- Sue at NYSTCA conference April 21-25; Elisa at NYPF conference April 22-24

INSURANCE - PERMA

- PERMA performed a Risk Assessment on April 4, 2018. Brynley and I have some follow-up to start on.

PLANNING & ZONING BOARDS:

- Application is in process for an area/use variance.

COLGATE:

- Upstate Institute: Still looking for a student for us.

NYSERDA CLEAN ENERGY COMMUNITIES GRANT:

- Application submitted 2/5/2018.
- Geothermal for the garage - \$50,000.
- Waiting to hear.

Vacant/Zombie Houses:

- Mark and I are going to start working on a list of vacant/zombie houses in May. We discussed a community survey and other data sources to compile. I also mentioned the PCD Housing Study and that he would like be contacted.

Computers:

- I need to replace all 4 computers in the town office. The CEO and 'server' computer has a bad sector - it keeps freezing up. They have all been performing poorly in the last year or so. Aging out and were due for replacement.
- I am waiting for quotes from ACC Tech and Madison County. Once I get the quotes, I will arrange for them to be ordered and installed.

DOG CONTROL REPORT: DCO did not hand in a report.

Codes Enforcement Officer

Town Board reviewed the CEO's report.

- 1 new BP application-electrical service upgrade
- Approved zoning permit for new house on Quarterline Rd.
- Completed reinspection for Property Maintenance/Fire for Hamilton Manor.
- Investigated property maintenance complaint related to rubbish and farm animals. Issued order to remedy.
- Investigated complaint for unregistered vehicles. Issued order to remedy.
- Reviewed construction documents for an addition on Preston Hill Rd.
- Meet with resident to discuss possible variance request for minor subdivision.
- Denied zoning permit app for subdivision on Preston Hill Rd. based on size restrictions and parcel is a flag lot.
- Reviewed open violation file that has spanned several CEO's concerning a business operating without a special use permit that is also in a floodplain. Conducted field investigation. See memo.
- Conducted 7 construction inspections.
- Continued work filing old codes related files.
- Attended training conference on multiple residence law for existing buildings and issues related to conversion of ag related buildings to assembly uses.
- Meet with various builders and residents to discuss projects in the upcoming building season.
- Investigated properties observed by assessor to have completed projects without BP. March Report revision - there were 4 properties.

- Continued work on Zoning update.
- Attended Zoning Update committee meeting.
- Followed up with previously issued orders to remedy violations.

COMMITTEE REPORTS:

Town Office Building Committee

Supervisor Shwartz shared that Jason Fleming gave a proposal and we are working with Bell & Spina for one as well. More will be discussed in executive session.

SOMAC

A request for funds is in the April abstract for the 2nd quarter for \$30,000. Their latest financial report shows how close they are to their budget, which is good. They were involved in the meningitis case on Colgate campus along with the County and Hospital. They worked together and all did a great job as there was no outbreak.

Partnership for Community Development (PCD)

Mr. Darby started about the Hamilton Business Alliance. One of the things that's been happening in the past couple of years and increasing is that the HBA and PCD are working more closely together. Father's Day breakfast is not going to be a fly in this year, it will be at the Hamilton Central School and more orientated to families with small children. Old Hometown Distillery received a small business award and had been nominated by the PCD. Mr. Darby mentioned upcoming workshops opportunities. Design Connect is working on the signage for the canal towpath. CE Fitness apparel making custom fit workout apparel received a launch grant. Starting May 17, they are launching 3rd Thursdays where local shops will stay open to 7 pm.

Recreation and Youth Committee

Ms. Dinski reported that there was nothing new. She is looking to connect with Travis at the library.

Zoning Update Committee

The board was handed the Right To Farm (RTF) and Solar Law. Ms. Rossi reported on the status of working on both laws. The RTF law would be publicized around town and also with notification to real estate buyers. Ms. Rossi reviewed aspects of the law, including complaints and dispute resolutions. The attorney needs to review it.

Supervisor Shwartz recapped that we need an attorney to handle the review of these laws and we also need an attorney for zoning issues and in general. This is an opportunity to find someone. Looked at the recommended attorneys. She spoke with the Town of Cazenovia and Mr. Zupan recommends about Mr. Langey from Costello, Cooney and Fearn. He also works with the Town of Sullivan. Supervisor Shwartz recommends that we hire him for these two laws and a few other items and see how it goes. She has a phone call into him and will get back to everyone.

The board then reviewed and discussed the drafted Solar Law and PILOTS. The board is interested in establishing PILOTS for larger solar projects. Supervisor Shwartz asked that the town board take the PILOT information home and review it to discuss in May. Nan is coming to next meeting on 4-17 to talk about Conservation Subdivision.

Green Team: Climate Smart Communities (CSC)/Clean Energy (CE)

Colgate students are working on a climate vulnerability report for the town which will be ready by the end of the semester. We need to appoint two community members to the CSC working group.

OLD BUSINESS:

Planning Board and Zoning Board of Appeals Appointments

RESOLUTION 2018-39: Zoning Board of Appeals Appointment

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:

- Reappoint Jeff Schindler for Zoning Board for a 4 year term, commencing 1/1/2018 and expiring 12/31/2021.

BridgeNY:

The town board was provided with a summary of the Bridge NY grant application information and discussion points. Clerk Reymers reviewed it with the board. The total budget for the project in our application is \$1,291,500. The grant is for one million. The question for the board is, how would the town fund any expenses for the bridge above the \$1 million grant if the town is awarded a grant. The projections are based on their guide and are well thought out. The projection is for a 30' bridge. A hydrology study will determine objectively what will be replacing the current culvert, whether it's a bridge or another culvert.

Peter Darby explained that we are not in jeopardy right now with the culvert. Somewhere down the road it needs to be replaced. Aside from BridgeNY, there is no other funding at this level. If we can secure a million dollars and then turn it over to the County and not the town's future concern, it makes sense to go after that money. The unknown figure of costs above one million is how we deal with that. Mr. Darby reviewed the history of the fund balance since 2011 and the status of it with current projects. It would be irresponsible to continue to reduce it. Over the past 6-7 years, the fund balance has funded studies and services that did not have to go back to the taxpayer. Some things you have to pay for and if we want to deal with that bridge and take advantage of the grant, we have to pay for it with tax dollars. Jason made a suggestion that we could take the equipment replacement schedule and bump the whole thing back a year. So in 2020, when the bridge is being done, we can use the \$149,000 funds that would have gone to the equipment reserve to go to fund the bridge. If we take the \$149,000 and allocate to the bridge, it would have zero impact on the

taxes for that year. It might not cover it all. The only concern is that it could set a precedence to do that again. Mr. Darby stated that he felt that the country has not invested in our infrastructure for decades. He stated he was opposed to using the fund balance to cover the difference above the \$149,000. The board agreed to go for the grant and will determine exactly how to fund it if we win the grant. Options include fund balance, taxes, bonding, Chips but nothing will be determined until later.

NEW BUSINESS:

Dog Park:

Mr. Darby was approached by the Dog Park Committee for financial support for maintenance funding of the dog park. They are looking for a contribution from the town and village. Clerk Reymers said that in the past they asked for us to handle a membership program. There are other towns that handle membership programs and Ms. Reymers will contact them for more information. The town's support could be administrative rather than financial. Ms. Reymers explained that the town takes care of dog licensing, so it's natural for the town to take this on and that she said that she was willing to research this and would take it on if it makes sense after researching it more, rather than taking it out of taxes. The town could take a small portion of the membership fee. Peter Darby will get the contact information to Sue for her to research it more, talk to the dog park committee, and find out what the village is doing.

HR Handbook for Administration

Clerk Reymers and Bookkeeper Wilcox handed the board a drafted employee handbook for the administrative staff. They asked for the town board to please read. It will be on the agenda for May.

Designation of Polling Places

RESOLUTION 2018-40: Approval of Designated Polling Places

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

Resolved that District 1 & 2's polling place 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 and District #4 will be at the Poolville Community Center 7484 Willey Road.

Concerns of Town Board: None.

Supervisor's Report: Madison County Activities:

The resolution pertaining to a certificate of need for the whole county for emergency services, at this week's meeting was pulled because there was not time to discuss. Similar to what ambulances hold. It's coming from Emergency Management Department where they've had meetings with all of the providers of the county. Some only have volunteers and are having trouble meeting the need. There has been no response to the meeting; no one is coming together. So the Board of Supervisors will get

a certificate of need and consider providing a fly car with paramedics in areas of need, which would improve quality of service. Eventually lots of services will need regionalization. So far, the feedback is positive. Even those that were negative are now positive.

Public Utilities Committee met with the Southern Tier network that installed 500 miles of fiber network in 8 counties. It's a program that could work. Reaching out to other 4 counties in CNY region that are part of the CNY Regional Planning Board to co-sponsor an educational forum. Every county is facing the same thing – that we don't have enough broadband. In the Southern Tier, the 3 counties that first started had only 2 providers, now there are 7, so there's more competition. They hooked up hospitals, universities, schools, BOCES, and are keeping employers happy like in Steuben Co with Corning Museum of Glass. They are all getting better service.

RESOLUTION 2018-41: Executive Session

On a motion of Councilmember Darby, seconded by Councilmember Dinski, the following resolution was: ADOPTED: Ayes: 5, Nays: 0
Resolved that this Board move into an Executive Session for the purposes of legal counsel and contracts at 8:23 p.m.

RESOLUTION 2018-42: Return to Regular Session

On a motion of Councilmember Holcomb, seconded by Councilmember Dinski, the following resolution was: ADOPTED: Ayes: 5, Nays: 0
Resolved that the Board return to regular session at 9:20 p.m.

With no further business, on a motion of Councilmember Rossi, seconded by Councilmember Holcomb, the meeting was adjourned at 9:21 p.m. Carried unanimously.

Respectfully submitted,
Sue Reymers
Town Clerk