

**Town of Hamilton Regular Board Meeting Minutes**  
**Thursday, August 13, 2015, 7:00 p.m.**  
**Held at the Town Office, 16 Broad Street, Hamilton, NY**

**Present:** Peter Darby, Suzanne Collins, David Holcomb, Chris Rossi, Sue Reymers, Brynley Wilcox, Bert Glazier, Michelle Myrto

**Absent:** Eve Ann Schwartz

**Others Present:** Gerald 'Doc' Hayes

**Call to order & Welcome:** Councilmember Peter Darby called the meeting to order at 7:05 p.m.

**Public Comments:** Doc Hayes spoke about a reading he saw in the Mid-York paper where the Village Mayor talked about the Susquehanna River Basin. The Village of Hamilton and the Village of Earlville are required to fill out reports for the State. The reports are to check wells and check water levels. The purpose is to see how much water is coming out of the ground and how much is being put back in. The Village of Hamilton put a legal notice for bids for engineers to help fill out the reports. There was no reply. Barton & Loguidice said they would do it for \$50,000 over the next few years to satisfy the requirements and fill out the reports. This is an unfunded project so the Village Mayor stated that he will be getting a hold of Valesky's office for help.

**GENERAL:**

**RESOLUTION 2015-92: Approval of Minutes**

On a motion of Councilmember Collins, seconded by Councilmember Rossi, the following resolution was: ADOPTED: Ayes: 4 Nays: 0

Resolved that the minutes from June 9, 2015; July 9, 2015; July 27, 2015; August 5, 2015 be approved.

**Supervisor/Bookkeeper - Brynley Wilcox**

38 Milford Street was sent a Village Tax Bill for 2015. According to the Assessor and the Law we have to pay the tax bill. The Village of Hamilton is a year behind on taxes, so 2015 taxes are based on 2014 tax roll. The 2014 tax roll shows the building was on it as taxable, so we have to pay the tax bill. We do not have to pay the School Taxes. It is set up in the A fund. The tax bill is about \$1200.00.

**Claims for Payment:**

**RESOLUTION 2015-93: Audit of Claims**

On a motion of Councilmember Holcomb, seconded by Councilmember Collins, the following resolution was: ADOPTED: Ayes: 4 Nays: 0

Resolved that the bills contained on Abstract #8 have been reviewed by the Town Board and are authorized for payment in the following amounts:

General Fund A	No.	178	<i>through</i>	205	\$11,678.67
General Fund B	No.	22	<i>through</i>	23	\$154.30
Highway Fund DA	No.	77	<i>through</i>	92	\$20,839.71
Highway Fund DB	No.	22	<i>through</i>	29	\$57,589.67
Lighting Districts	No.	13	<i>through</i>	14	\$386.00
Cemetery Trust	No.	1	<i>through</i>	1	\$18.54

### **TOWN REPORTS:**

#### **Highway Superintendent - Bert Glazier**

A culvert pipes on Thayer Road, Humphrey Road and Cole Hill Road were replaced. Demo at 38 Milford continues and it's almost done. Trees were removed on Preston Hill Road. Ditch work was completed on 6 various roads. They helped Sherburne chip seal and did maintenance work on vehicles. Tree on Spring Street is dead will talk to the owner because of the set-backs. Chasing loggers, the loggers are filling ditches and tearing up roads.

#### **Town Clerk - Sue Reymers**

Monthly Fees collected for July \$2,193.00. Town Revenue: \$550.92, NYSDEC \$699.18, NYSDOH \$157.50, NYSAM \$21.00, Mad County Landfill \$764.40. Total number of Licenses & Permits: Hunt/Fish 8, Marriage Licenses/Copies 7, Dog Licenses 19, Landfill Tickets 56, Building Permits 3.

**VALESKY/MAGEE REQUESTS FOR FUNDING:** **Valesky:** 7/17/15-Submitted initial application to Valesky for capital grant of \$100,000 for 38 Milford Street Town Hall.

**Magee:** 5/14/15-Spoke to Laura. They submitted request for \$50,000 for 38 Milford Street. Waiting for a call back.

**NYSERDA FUNDING:** **Electric Vehicle Charging Stations:** similar to Unified Solar Permit. Pending research. **Funding for Capital Projects:** 38 Milford & Garage Energy Reno. Being researched.

**Salt Shed Grant:** Grant was submitted electronically on 7/30/2015.

**Professional Development, Associations & Misc.:** **NYS Town Clerk Association:**

**Meeting Dates:** September 27-28; December 6-7; March 13-16, 2016; April 24-27, 2016

### **RESOLUTION 2015-94: Change of Board Meeting Time**

On a motion of Councilmember Rossi, seconded by Councilmember Holcomb, the following resolution was: ADOPTED: Ayes: 4 Nays: 0

Resolved that the Town Board Meeting Time be changed to 6:30 p.m. be approved.

The Tentative Budget Meeting will be held October 1, 2015 at 6:30 pm at the Town Office.

**RESOLUTION 2015-95: Records Retention Destruction**

On a motion of Councilmember Holcomb, seconded by Councilmember Rossi, the following resolution was: ADOPTED: Ayes: 4 Nays: 0

Resolved that the records retention destruction of old records be approved.

**Codes Enforcement Officer-Donald Forth**

For July there were three permits; new deck, garage, permit renewal. Locations: 7209 Rambling Brook Road; 7708 Hill Road; 8698 S. Hamilton Road. Permit Fees Totaling \$270.00.

**Supervisor/Bookkeeper - Brynley Wilcox**

**NYS Retirement-** 2016 Estimate is available online. December 15, 2015 \$60,843.00 is due. We have always paid early. On February 1, 2016 \$61,396 is due. The 2015 Budget is \$68,731.21, which is \$7,888.21 under budget if paid in 2015. The Broom Attachment was sold for \$ 2,525, which was purchased for \$1,200.

**RESOLUTION 2015-96: Authorization to transfer Funds**

On a motion of Councilmember Collins, seconded by Councilmember Rossi, the following resolution was: ADOPTED: Ayes: 4 Nays: 0

Resolved that \$100,000.00 in Money Market Account from Oneida to NBT Checking for payment of August bills and September payroll. As follows:

General Fund A	\$30,000.00
General Fund B	\$3,500.00
Highway Fund DA	\$6,500.00
Highway Fund DB	\$60,000.00

**COMMITTEE REPORTS:****SOMAC: David Holcomb**

The next meeting for SOMAC and The Working Group is August 24, 2015.

Councilmember Holcomb put a call into Vinny and is waiting for a call back.

Councilmember Darby spoke of the meeting at Lebanon about the ambulance district.

Lebanon sees no alternative. The Town of Eaton and the Town of Georgetown does not want to take on more territory. Sherburne gave the Town of Lebanon a price per call and it works out to be the same figure that SOMAC gave them. Permission was given to work SOMAC into the budget. No one spoke up saying we need this. There was one audience member who was very opposed to going over the tax cap. The Town of Lebanon is in the same boat as we are (Town of Hamilton). We just saw this sooner than they did. We need to split services and cannot ask someone else to subsidize. We don't get enough reimbursement that's why we are here. It seems the Town of Lebanon is on board, which will help the Town of Hamilton's numbers for the budget.

Sue Reymers stated that she and Vinny were trying to have the SOMAC audit done by the 24<sup>th</sup> for the meeting. They wanted to have an update for the Board, but they are still working on it. Don Kimber from Bowers could have a draft by next week. There was another extension requested for the filing of the 990 from 2014; they now have until November 14<sup>th</sup>. They wanted to present the 2015 Budget, 2016 Draft Budget, Balance Sheet and the Audit to the SOMAC Board in August, but it will be presented in September Board Meeting to SOMAC. The Finance Committee will meet next Wednesday.

**Comprehensive Plan: Chris Rossi**

Next meeting is next Wednesday 19, 2015

Comprehensive Plan Informational Meetings:

Tuesday, September 15, 2015 at 7pm, Held at Earlville Fire Department

Wednesday, September 16, 2015 at 7pm, Held at Poolville Community Center

Thursday, September 17, 2015 at 7pm, Held at Hubbardsville Fire Department

Comprehensive Plan Public Hearing:

Saturday, September 26, 2015 at 10am, Held at Hamilton Public Library

These meetings will be informational meetings for the public to be informed about what's going on. The public hearing will be taking the public's comments and finalizing the plan before sending it to the Board. There will be mailings to inform the public about what is going on along with information on the website.

**Partnership for Community Development: Peter Darby**

There is a new Executive Director for the PCD, her name is Jennifer Marotto Lutter. She started August 3, 2015. Jennifer has a lot of experience working on various kinds of housing projects. She wants the Board to work harder. There will be more action from the Board.

**Deer Management Task Force: Peter Darby**

The Deer Management Task Force has not met. The Village of Hamilton is moving forward with it. The Mayor Robert McVaugh is racing to get things ready that have not been done to have the program start in September.

**38 Milford Street Building Committee: Suzanne Collins**

We have floor plans from Beth. We received them Monday or Tuesday. The building has been stripped of everything. We need to move forward. Councilmember Darby says we will wait until Eve Ann is back, but our next step should be the architectural drawings and continue to tweak them. There was discussion of other details such as electric, heating source and renting out office space. The Village of Hamilton will be running a gas line down Milford Street, so is an option to use gas. There is the option to put a furnace in that is propane and convert it over to gas if wanted. Peter will talk to Sean from the Village of Hamilton about the gas line.

**TOWN REPORTS:****Justice Clerk: Sue Reymers:**

The Board approved last time to have Michelle Myrto go to the Court House one day a week for an hour to learn from Vivian. It has been working out well. The Court is asking for an extension of the cross training. The board agreed to have it continue.

**OLD BUSINESS:****Highway - Salt Shed:**

The packet showed a draft letter that Barton & Loguidice wrote up with a list of the Bidders. There were three Bidders on August 5, 2015. The lowest for the wood frame structure was Richard E Alexander Company and the lowest for the fabric frame structure was Richard W Wakeman Inc. The bid was produced with ends. Barton & Loguidice went to Richard W Wakeman Inc to ask what the savings would be for an open ended structure. We would save \$30,000.00. They cannot give a formal estimate until the contract is signed. Then you can make a change order, but can only be done once.

**RESOLUTION 2015-97: BID APPROVAL Salt Storage Building:**

On a motion of Councilmember Holcomb, seconded by Councilmember Rossi, following resolution was: ADOPTED: Ayes: 4 Nays: 0.

Roll Call Vote: Dave Holcomb-yes, Chris Rossi-yes, Suzanne Collins-yes, Peter Darby-yes, Eve Ann Shwartz-absent.

**WHEREAS**, the Town of Hamilton Town Board has been notified by the Town of Hamilton Highway Superintendent of the need for a structure for the protection of the Town's salt reserves necessary for the appropriate maintenance of Town of Hamilton roads and highways; and

**WHEREAS**, on July 9, 2015, the Town Board of the Town of Hamilton authorized the solicitation of bids pursuant to General Municipal Law 103, purchase/procurement of a salt storage building, more specifically set out in the scope of the Town of Hamilton Salt Storage Building Bid Specifications, for use by the Town of Hamilton Highway Department; and

**WHEREAS**, three bid packages were duly received by the Town of Hamilton in response to the bid solicitation authorized under the July 9, 2015 Resolution; and

**WHEREAS**, said timely bids received were opened on August 5, 2015 at 11:00 a.m. at the Hamilton Town Hall, 16 Broad Street, Hamilton, New York and where a list can be referenced on the Canvass of Bids form produced by Barton & Loguidice; and

**WHEREAS**, Barton & Loguidice has conducted due diligence and review of the specifications of the timely bid packages; and

**WHEREAS**, the bid responses have been reviewed carefully by the Town Board.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town of Hamilton Town Board hereby awards the successful bid for a new salt storage building, more specifically set forth in the scope of the Town of Hamilton Salt Storage Building Bid

Specifications, to **Richard W Wakeman Inc** at a total bid price of **\$322,000.00** subject to entering into a purchase contract for said salt storage roof system and securing of financing relative to same; and it is further.

**RESOLVED**, that the Town of Hamilton Supervisor is authorized to execute the necessary documentation to procure the salt storage structure so awarded herein; and it is further

**RESOLVED**, that the above authorization is subject to appropriate procurement of financing for this acquisition.

The replacement for fabric in today's dollars: \$8000 for fabric, \$4000 for labor; total of \$12,000. The warranty is 20 years. The warranty for the metal roof is 40 years. The difference between the two lower bid offers is about \$85,000. The fabric seems to be the way to go.

Bert Glazier says he spoke with someone from Hybrid Solutions. They talked about repair and replacement cost. They are the panel system. She says the replacement was \$3600 for complete cover and it would take about 4 hours. The fabric is a lot heavier and 25 year the fabric lasts.

**RESOLUTION 2015-98: SEQRA for Salt Storage Building:**

On a motion of Councilmember Holcomb, seconded by Councilmember Collins, following resolution was: ADOPTED: Ayes: 4 Nays: 0.

Roll Call Vote: Suzanne Collins-yes, David Holcomb-yes, Peter Darby-yes, Chris Rossi-yes, Eve Ann Shwartz-absent

**MAKING A DETERMINATION UNDER THE STATE ENVIRONMENTAL QUALITY REVIEW ACT**

**WHEREAS**, pursuant to the NYS Environmental Quality Review Act (SEQRA) and the regulations adopted pursuant there to (6 NYCRR Part 617), the Town of Hamilton will determine if the following action will have a significant effect on the environment: An action to construct a 7,800 square foot salt storage facility on Town Highway Department Property located at 7648 Cranston Road (the "Project"); and

**WHEREAS**, to aid the Hamilton Town Board in its determination of significance, the Town has caused to be prepared a Short Environmental Assessment Form, Parts 1, 2 and 3 (SEAF);and

**WHEREAS**, the Hamilton Town Board has thoroughly evaluated the information contained in the SEAF and has determined the following:

1. The Project consists of those components described in the first "Whereas" clause of this resolution; and
2. There are no known potentially significant impacts on the environment that will occur as the result of the Project; now, therefore be it

**RESOLVED**, that the Hamilton Town Board makes the following findings with regard to the Project:

1. The Project is classified as an Unlisted Action under SEQRA;
2. The Project will not result in any moderate to large adverse environmental impacts; and be it further

**RESOLVED**, that this determination constitutes a Negative Declaration in accordance with SEQRA.

**Garage Building proposals:**

There was a summary of Barton & Loguidice, LaBella and Delta of garage building proposals. These quotes were done late spring. They are quotes of building conditions. There may need to be new quotes on the garage because quotes expire. The building is stable. There will be no SEQRA for this project when it comes time. When it comes time to assess the building conditions it should have a planned out ideas so when grant cycles come out (over the summer) we are prepared with studies and cost. So when the grants are ready we can apply for them. This may not be quick it may be long term phase.

Bert Glazier talked about the garage crew fixing the seals, checking the roof, repairing the roof and building a room. We have a lot going on between Milford Street and the Salt Storage building. We can work with what we have, it is functional. The concern was to make sure the building was stable. They put in a new electrical panel in when the generator went in. Yes we could replace windows and the other concern is there is no insulation in the building. This project is being put off till summer of 2017. The board agreed that Donald Forth, the Code Enforcement Officer, should inspect the garage this year before the winter. Clerk Reymers will make arrangements with Don.

**Ambulance Contract:**

This will be reviewed at the September meeting.

**Annexation Update:**

Public Hearing will be Thursday, August 20 at 6:30 pm, Held at the Court House.

**NEW BUSINESS:**

**Concerns of Town Board:** None

**Supervisor's Report:** Eve Ann Shwartz- absent

**Madison County Activities:** Eve Ann Shwartz- absent

**RESOLUTION 2015-99: EXECUTIVE SESSION**

On a motion of Councilmember Rossi, seconded by Councilmember Collins, the following resolution was ADOPTED: Ayes: 4 Nays: 0

Resolved that this Board move into an Executive Session for the purposes of real estate and personnel at 8:00 p.m.

**RESOLUTION 2015-100: RETURN TO REGULAR SESSION**

On a motion of Councilmember Rossi, seconded by Councilmember Holcomb, the following resolution was ADOPTED: Ayes: 4 Nays: 0

Resolved that the Board return to regular session at 8:25 p.m.

With no further business, on a motion of Councilmember Collins, seconded by Councilmember Holcomb, the meeting was adjourned at 8:26 p.m. Carried unanimously.

Respectfully submitted by  
Michelle Myrto, Deputy Town Clerk