

Town of Hamilton Regular Board Meeting Minutes
Thursday, AUGUST 14 2014, 7:00 p.m.
Held at the Town Office, 16 Broad Street, Hamilton, NY

Present: Eve Ann Shwartz, Peter Darby, Suzanne Collins, Chris Rossi, David Holcomb, Sue Reymers, Bert Glazier, Donna LaMarco. Arrived Late: Chris Rossi (7:10 pm) Others Present: Margaret Miller- Mayor, Village of Hamilton; Jim Leach-Partnership for Community Development

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

Public Comment: none.

Audit Presentation by Daniel Farrow, Cwynar & Co.:

Dan Farrow, CPA presented the results of the financial audit for fiscal year 2013 to the town board. Mr. Farrow reviewed the process and explained that they met with the staff, went through policies and procedures, did a risk assessment to develop their audit procedures and see what areas they will look at. They did their field work, tested all the different areas and came up with a list of comments where they find there are opportunities to strengthen controls or make improvements, which go into the management letter. Then they prepare the full financial audit report, which includes a full financial statement with all of the disclosures, and give an opinion on finance statement. Mr. Farrow then reviewed the comments from the management letter including segregation of duties, aspects of payroll, inventory of fixed assets, modified accrual, etc. Mr. Farrow then reviewed the various financial statements. After Mr. Farrow left, the board discussed the checks and balances with segregation of duties and doing an audit annually. They need to think about what to do and make a suggestions later to the board.

GENERAL:

Minutes Approval:

RESOLUTION 2014-49: Approval of June 2014 Minutes

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

Resolved that the minutes of June 12 Regular Town Board Meetings be approved.

RESOLUTION 2014-50: Approval of July 2014 Minutes

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

Resolved that the minutes of July 10 Regular Town Board Meetings be approved.

Claims for Payment:

RESOLUTION 2014-51: 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 #8 have been reviewed by the Town Board and are authorized for payment in the following amounts:

General Fund A	No 219 through 253	\$ 5,617.92
General Fund B	No 28 through 36	\$ 7,547.42
Highway Fund DA	No 90 through 99	\$ 7,658.62
Highway Fund DB	No 23 through 36	\$95,318.20
Lighting Funds	No 18 through 19	\$ 356.53

TOWN REPORTS:**Highway Superintendent: Bert Glazier**

They chip sealed Crumb, Thayer, Collins, Noble, Humphrey-both Upper and Lower, Ackley.

The new generator is up and running, generator motor works fine but they need a switch for the transfer from NYSEG. The two newly purchased fuel tanks are in but not set-up. They are double walled skid tanks, 1,000 gallons for fuel oil and diesel. They do not need to be put below ground. Gas is purchased at Village of Hamilton. Brush was picked up again. Also, Mr. Glazier has been working with soil and water in Madison County.

Ms. Shwartz explained that we got a phone call from the NYSDEC. They had a complaint by a neighbor who lived downstream about the run off from sand/salt pile into the river. The DEC investigated and met with the town to go over the situation with them. DEC asked the town to rectify the situation. The town has been aware that we needed to build a salt shed to some capacity, but how quickly we can do this is an issue. There are funds, but we need to explore it more. For now, we need a remediation plan for this year because we have a large pile of sand/salt out there. Mr. Glazier contacted Madison County Soil and Water Conservation to help come up with a plan. Mr. Glazier shared the plan with the council, which is an aerial view, showing the current location of the pile and to where it will be moved. They will build a berm (moat) around the perimeter of the property. Between the transfer station and garage, there is a run off area and they will put in large stone in there that will filter out the silt. It will take some excavating. There will be a drain in the back where water and runoff will filter through as there will be stone in it. Water will run into a green area. We'll probably need to go in about 2-3 feet. Mr. Glazier believes we can do most of the work. The floor drain in the garage will need a recovery system so we can wash vehicles. He is researching other places to see what we can do and how much it would cost. Ms. Shwartz continued that the DEC was concerned that we were disposing oil down there, but we told them that we give our oil to someone to burn which they verified. A water test was done and came out clean. Basically, we don't have a lot of time this year. We need to build the berm, move the pile and cover it. Mr. Glazier stated that Soil and Water will

shoot the site so we can get the grades where they need to be and they have been very helpful and will continue to be there to help. Hopefully Matt from DEC will approve the plan tomorrow. At this stage, all he wanted was a plan. Ms. Schwartz continued that she wishes we had done it sooner, but the board has been busy in last few years. But it's a problem we need to address. There have been conversation in the community about this. She did have a neighborly chat with the person who made the complaint. She invited him to meeting tonight and he did not come. Mr. Glazier will contact the DEC tomorrow and review the plan and start moving on the project.

Mr. Glazier continued with his regular report. The CHIPS money has not all been spent, he has about \$38,000 that he put against the plow truck. It's getting too late to do other roads. Should do this work in June and July otherwise it's not healed up enough before winter. In addition to CHIPS, there is \$13,000 for heavy winter damage. This year, CHIPS requires documentation such as canceled checks. Since we are still paying for expenses in August, we will need to submit in the next round in November and will receive the money in December of this year.

Councilmember Darby brought up the tax stabilization fund and asked if we could put CHIPS into that fund. Mr. Glazier stated no. His contact at CHIPS guides him on what you can do. You can rollover money for one year if you don't use it.

Ms. Shwartz wrapped up about the DEC and that we need to look at grant funding and possibly hiring an engineering firm that can also help with securing funding. Mr. Glazier shared that the DEC mentioned that they are looking at all the sand/salt piles in the county.

Town Clerk: Sue Reymers

Clerk Reymers gave her monthly report. Financial Report for the Month of JULY 2014: Total Fees Collected: \$2,037.00; Distributions: Town Revenues: \$838.89, NYS DEC Hunting & Fishing: \$255.11, NYS Dept of Health: \$247.50, NYS Ag & Markets: \$35.00, Mad Co Treasurer (Landfill Tix): \$657.50.

of Licenses & Permits for JULY 2014: 13 - Conservation Licenses, 11 - Marriage Licenses, 2 - Marriage Cert. Copies, 33 - Dog Licenses, 50 - Landfill tickets, 0 - Birth Certificates/Copies, 0 - Death Certificates/Copies, 5 - Codes - - Building Permits, 0 - Planning & Zoning Applications.

DEC-Hunting License Sales: There have been some problems with the new licensing software system and the new special license paper. DEC continues to work on it.

Records Management - Update: On July 31, Colgate Upstate Institute Intern Brendan Walsh finished his project. He assisted in further processing records

and put together a display for the front window on some highlights of Hamilton's History. Also, he created a timeline that is now on the website. 20 Utica Lease is extended to 12/31/14. Shelves have been ordered and received that will hold the boxes. Final destination for storage is to be determined, but I am exploring a mobile office unit that could be housed at the site of the highway barn or renting a suitable space.

Joint Town/Village Projects Committee: Committee met on July 17 and reviewed Design Connect Application. Discussed pros of sharing a building – collaboration and idea sharing. Discussed footprint on property, parking concern, courthouse, records storage. Grant Update: Design Connect at Cornell University: Application was emailed 7/31, with a photo of the building, a map, and Village/Town profiles. Acknowledgement of application was emailed back on 8/6. Application is under review. Design Connect Grant Timeline & Process: 8/1/14 – Application Due (Only 4 projects get picked). Mid to Late August- Interview by Program Managers (they narrow down to 10 to interview and recommend 6 to the students. Last year they received 15 in the fall and 12 in the spring). Early September – student review narrowed down applications – again, students get 6 to choose from and they only pick 4. Work on the project runs during the semester from Sept – mid December.

Potential Town Office Locations: on 7/15, looked at Milford Street (Old Depot).

Dog Control: I created a new Dog Complaint Form. Steve Jones is looking at it. This is in response to an on-going issue with a particular family that warranted better documentation as it has recently escalated. DCO Larry Butts is working on it.

Ms. Shwartz inquired more about the Milford Street property as a potential town property as a temporary location until the potential Town/Village building can be worked out. Mr. Darby shared that he, Ms. LaMarco, and Ms. Reymers looked at the building. He believes that we need to look at costs to convert it for usable office space. There is also the possibility for the Mang building, owned by Mirabito, which is for sale. The contact is not getting back to him. Shannon Mantaro emailed him as well and he is not getting back to her. Mang recently signed another 3 year lease signed with Mirabito, so it would not be available for 2.5 years if we bought it. It's more useful form, but the parking might be tight. It's going for around \$180,000. The Milford Property is going for less. Mr. Darby felt the prices were reasonable considering we would build an asset. We don't know what the utilities would be and would likely increase those costs, but as an asset could sell it. The Mang building is worth considering. The Milford Street would like take more to convert and is not as well maintained. If we kept a building like Milford, we would want to do more with it over time, such as the siding. Ms. Reymers mentioned that there are grants that could help restore it. Ms. Shwartz felt that at this time the priority is a salt shed and that the office is back-burnered. Ms. Reymers talked about re-working the

current office space until a new location is found, including moving the meeting space to the Courthouse. The landlord would need to be contacted regarding the built-in cabinets, which if removed would open up some space.

Codes Enforcement Officer Report:

Ms. Schwartz shared that the town is interviewing for a new codes officer and that we have narrowed down to two candidates. We are waiting for reference checks. Both candidates are strong, competent, and good with people. Meanwhile, Donald Forth has been handling codes in the interim. He is stopping over after to the town office after his time at the Village. Ms. Reymers handed out the monthly codes report. There were 7 new permits, including sign permit (from the spring), remodel of house, new septic, deck, new porch, swimming pool and chimney repair. Mr. Forth included in his report a couple of permits that were not on previous reports. Ms. Schwartz inquired after the lack of information on costs of projects and asked that we get that information.

Ms. Schwartz continued that Mayor Billy Excell from the Village of Earlville is interested in shared services for codes. They currently do not have a CEO. Mr. Darby suggested that we contract on an as needed basis, paid per hour. The board discussed and came to the consensus that we will explore it and come back with a concrete proposal next month to the board.

Supervisor/Bookkeeper's Finance Report:

A narrative report along with the Profit & Loss and Balance Sheet were presented to the board.

Court Report: June check: \$1,056: OSC Payment-\$736, Town Share-\$320. July check: \$1,703: OSC Payment \$768, Town Share: \$935. The Unified Solar Permit Incentive Check was received on 7/24/14 in the amount of \$2,500. The check from Madison County for Steve Jones services (25%) should be received by 8/18/14. The next step for FEMA: Steve Eidt, the disaster assistance representative, instructed us to complete a Compliance Certification Form, which Bert completed and was submitted on 8/11/14 to USACE. CHIPS will be filed November 12, 2014. The generator from the Federal Surplus Property was received and the invoice is in the monthly abstract. Bank reconciliations are done through July, except General fund which is done through June.

Budget Modifications: The auditor recommends that budget modifications are done monthly as necessary. Mr. Darby clarified that technically, you are not supposed to spend over a budget line until approved to modify budget. Mr. Darby thought it was best to wait to see how we are doing in the budget. During budget time, if you look at an amended budget, you don't know where you moved it from. So this year, we will have the original budget and amended budget to refer to in creating next year's budget. Dan Farrow recommended taking funds from the contingency line first. Last year, we moved money around from other budget lines and tried not to touch the contingency line. it.

This time of year, budget modifications are more likely needed. Ms. LaMarco reviewed the modifications.

RESOLUTION 2014-52: Budget Modification

By a motion of Councilmember Holcomb, seconded by Councilmember Rossi, the following resolution was

ADOPTED: Aye: 5 Nay: 0

Resolved that the following budget amendment is approved:

		Debit			Credit
		A600			A600 & DA600
A1990.4	\$	5,405.49	A1330.1	\$	0.05
			A5132.4	\$	4,386.83
			A9040.8	\$	405.13
			DA9040.8	\$	405.74
			DA9050.8	\$	207.74
		\$ 5,405.49		\$	5,405.49
		B600			B600 & DB600
B3620.4	\$	7,024.50	B3620.1	\$	7,024.50
B1990.4	\$	1,744.13	B4020.4	\$	30.00
			DB5110.4	\$	1,309.00
			DB9040.8	\$	405.13
		\$ 8,768.63		\$	8,768.63

2015 Budget Timeline: First step is to work on the Tentative Budget in-house. Second Step is to submit to the Town Clerk by September 30. Third Step is to schedule a Public Meeting on or before October 5th. The board needs to select a date and time tonight. The board decided to have the meeting on Wednesday, October 1 at 7 pm at the town office. Clerk Reymers will post the public notice.

COMMITTEE REPORTS:

Comprehensive Plan Committee: Chris Rossi

The committee has been working along on the goals and action plans and are about 1/3 of the way through. Don, our GIS person, created a Wind Resource/Wind Farm Evaluation Study for the Town of Hamilton. This was one of the maps that we decided to do and could be a model if we decided to go ahead with gas development buildout study. The gas buildout study has become of more interest because of NYS decision to go with home rule. So when we get to the action plan when we consider any actions or recommendations around gas issues, a report for this might be helpful. The board reviewed the handout of the wind study. The only possible sites that are of moderate interest were on the ridges bordering Brookfield. Ms. Rossi will email the Wind Study again via email to see the color pictures which are easier

to see. Ms. Rossi stated that it would cost more money with gas, but now the issue is more complicated, it might be helpful to see what the deal is in the town. Estimated cost is higher (about \$2,000) than the wind because of DEC regulations. Board discussion followed.

RESOLUTION 2014-53: Authorization to approve add on of gas map to Comprehensive Plan

By a motion of Councilmember Darby, seconded by Councilmember Rossi, the following resolution was

ADOPTED: Aye: 5 Nay: 0

Resolved that the addition of the gas map to be added to the Comprehensive Plan process.

Road Use Law: Eve Ann Shwartz

The status of the Road Use Law was provided by Clerk Reymers in a project tracking handout. The board reviewed the first steps that have been completed. The road survey, the interview with the highway superintendent, and the traffic volume counts and data collection. The legal documentation is with Steve Jones. A question about core samples came up. Clerk Reymers will review the contract with Delta and email the board about it.

SOMAC: David Holcomb

Next meeting is August 25th. They are going in right direction. Getting out in community. They may be looking for money from the town to cover benefits for new staff but they do not know how much yet. Eventually, there will be about 4-5 full-time workers. The town requested that we know what SOMAC needs for the town budget process.

PCD Housing/Village Development: Peter Darby

Mr. Darby reported that he and Jim Leach are in email contact with Pat Tobin. Next week they will be going to meet and look at potential properties for senior housing. Pat Tobin is interested in putting senior homes in college towns because college towns offer cultural opportunity, etc. The PCD is on track to be revitalized and a stronger force in the community.

Ms. Schwartz mentioned that following the withdrawal of the Fairmount properties that the town board did take part in those conversations. They will keep talking and explore what went wrong and look at the lessons learned. The good thing is that the community will try to better next time and increase communication.

Joint Village/Town Projects: Suzanne Collins & Peter Darby

Clerk Reymers reported already.

Deer Management Task Force: Peter Darby

The committee met today at 5:30. Making progress in understanding what actions we can take and what we have to do in order to take those actions. Probably not this year, but in 2015 can probably address the deer population. Mr. Darby handed out literature on what Cornell is doing to Colgate and to the Village. They need to be engaged. We need to see about ways to open the land. If we can get a program here, we can go to other towns too, but they need to be active. This is going to have to be an on-going program.

OLD BUSINESS:

Tax Collection Shared Services Agreement:

Resolution needed to approve entering the agreement with Madison County.

RESOLUTION 54: Approval for Shared Services Agreement with Madison County

By a motion of Councilmember Holcomb, seconded by Councilmember Rossi, the following resolution was

ADOPTED: Aye: 5 Nay: 0

Resolved that the Town may enter into an agreement for shared services for tax collection with Madison County.

Tax Cap Freeze: Public Education and Research on budget to implement rebate program

Ms. Rossi has been working on an article which was circulated prior to the meeting. Ms. Schwartz received a phone call from Valesky's office. Mr. Darby clarified that we approached Valesky's and Magee's offices to find out what were the administrative costs in the state budget to implement the tax cap rebate. Both provided a press release which contained the information about what the rebate amount would be. Valesky's office does not have the information at their disposal and recommended a FOIL request to the state. The board discussed other places to contact and decided to approach NYSAC, NYS Mayors association. Ms. Schwartz has a contact at the State. Ms. LaMarco stated that she is waiting to hear back from Edmund McMahon from Empire Center. The board decided to continue to wait for more information to complete the article.

NEW BUSINESS:

Investment Policy:

The policy was sent via email by Donna LaMarco earlier this month. It was sent and reviewed by Dan Farrow. He stated that we did not need one section, so it was removed. The board decided to table it until September.

Emergency Planning:

There was a follow-up meeting to discuss the July 3rd storm. There was an agreement to continue to develop an emergency plan in the town. At

county, they decided to create two positions of an emergency planner and an educator position. The Smithfield deaths shook people up and now the county leaders feel they want to be prepared. Board discussion took place. Chris Rossi will share the NYS Emergency Planning Guide that she found online which talks about the various roles. Ms. Schwartz will review the document. The role of the town could be facilitator and set up meetings and make sure everyone is included.

Concerns of the Town Board: No concerns.

Supervisor's Report: Nothing to report.

RESOLUTION 2014-55: EXECUTIVE SESSION

On a motion of Councilmember Darby, seconded by Councilmember Rossi, the following resolution was ADOPTED: Ayes: 5 Nays: 0
Resolved that this Board move into an Executive Session at 9:25 p.m. to discuss personnel.

RESOLUTION 2014-56: RETURN TO REGULAR SESSION

On a motion of Councilmember Collins, seconded by Councilmember Darby, the following resolution was ADOPTED: Ayes: 5 Nays: 0
Resolved that the Board return to regular session at 10:15 p.m.

RESOLUTION 2014-57: Authorization to hire New Codes Enforcement Officer

On a motion of Councilmember Darby, seconded by Councilmember Rossi, the following resolution was ADOPTED: Ayes: 5 Nays: 0
Resolved that Robert Piersma be hired as the new part-time codes officer.

With no further business, on a motion of Councilmember Collins, seconded by Councilmember Rossi, the meeting was adjourned at 10:20 p.m. Carried unanimously.

Respectfully submitted by
Town Clerk Suzanne Reymers