

Town of Hamilton Regular Board Meeting Minutes
Thursday, December 14, 2017 at 6:30 p.m.
Held at the Court House, 60 Montgomery Street, Hamilton, NY

Present:, Peter Darby, David Holcomb (6:54 p.m.), Chris Rossi. Absent: Eve Ann Shwartz, Suzanne Collins. Others Present: Sue Reymers, Jason Florenz, Brynley Wilcox. Public: Jodi Palmer, Mary Lee Dinski (7:08 p.m.).

Call to order & Welcome: The meeting was called to order at 6:40 p.m.

Public Comments: No comment.

DEPARTMENT REPORTS:

Highway Superintendent – Jason Florenz

GARAGE:

- Rebuilt and painted the timeclock/desk area (see pictures)
- Removed old work bench, painted walls in the work bay area, organized all tools
- In the process of building a new work bench (see pictures)
- Started generator and found it was not running the entire garage. It was not connected to everything that is needed. They tried a couple of connections and it burned out the computer on the heater. The guys working on it will be back again to work on it. They know how to work on an old style generator. It's an old surplus military generator.

GENERAL REPAIRS:

- Installed signs at the following locations:
 - 'Hidden Driveway' signs on Bonney Road
 - Intersection sign at Bonney/Payne/Newton
 - Intersection sign at Chappel/Hill
 - Road name signs for Hill, Bonney, Mason, Kelly, Wickwire, Cole Hill and Excell Roads
 - Downhill sign on Preston Hill Road
 - Stop signs on Thayer, Cole Hill, Wickwire, & Kelly
- Removed downed trees on Collins and Barnard Road

EQUIPMENT:

- #15 (2015) was taken to Stadium in Syracuse to have transmission work done (covered under warranty) – picked it back up this morning
- Built additional steps on the outside of each truck in order to get in/out of the box safely
- Replaced rear window pane on the backhoe

SNOW REMOVAL:

- Made 20 runs between November 10th and December 14th
 - Used approximately 1,008 yards of a 1:3 salt/sand mix
 - 5,150 gallons of salt brine

OTHER:

- Received a quote from FX Caprara for a new 2018 F550 small dump truck
- Putting old chainsaws and welder on Auctions International after January 1st

Supervisor/Bookkeeper – Brynley WilcoxMORTGAGE TAX REVENUE:

- \$16,203.70 was received from Madison County
- YTD: \$30,836.70
- BUDGET: \$35,000.00 (which is \$5,000 lower than previous budgets)
- Last Year's 2nd Check: \$17,885.31

FUND BALANCE ANALYSIS:

- See separate spreadsheet for updated fund balance estimate (**Attachment A**)

Ms. Wilcox stated that in January, there will be several financial reports to review. Mr. Darby asked about the fund balance. Mr. Darby explained that SEMA is the NYS portion of emergency funds of FEMA. Mr. Darby asked Clerk Reymers to give her report until Mr. Holcomb arrives for voting on resolutions.

Town Clerk – Sue Reymers

Clerk Reymers reviewed her narrative and monthly financial report to the Supervisor.

From the narrative:

GRANT FUNDING:

- DASNY - Valesky: \$100,000 grant for 38 Milford Street
 - Per my contact at DASNY from 12/12/17, "If the Town still intends to do the project and needs more time, that is fine. At this time, there is no concern of losing the Grant funds." I will update them in January.
- NYSDOS - Magee: \$50,000 grant for 38 Milford Street – Energy Efficiency
 - New deadline is 7/30/2018.
 - I will update DOS sometime in late winter on updates.
- NYSERDA – Clean Energy Communities Grant - \$50,000
 - Application Deadline extended to 2/6/2017. Firm deadline.
 - To be discussed later in the agenda.
- Potential Other Funding
 - Mary Dinski and I have done some research on other funding from private foundations for the building. She is making calls next week.

LEGAL NOTICES

- Seasonal roads notice done for 12/1/17 - 4/1/18.
- 2016 Annual Update Document (AUD) – notice of filing done.
- Legal notices are printed in the paper, on the town's website and posted at the town office.

TAX COLLECTION:

- Bills should be mailed out by 12/26/17. Memo will be included as approved last month by the board. Legal notices to go out per usual.
- Requests for copies of tax bills for early payment are coming in. As a service, I email/fax copies of tax bills as soon as I receive them for taxpayers who want to pay their taxes prior to January 1.

RECORDS RETENTION and ORGANIZING CLERK OFFICE

- Due to things quieting down at the office, the Deputy and I have been resuming work on going through records and reorganizing the file drawers and minute books. It's very exciting!!

David Holcomb arrived 6:54 p.m.

Poolville Signage and Intersection Mirror

- Poolville residents have expressed concern over a need for a mirror at the intersection of Earlville, Poolville and Willey Roads. Traffic often has difficulty seeing around the parked cars in front of Poolville Country Store. Waiting to hear back from Madison County Highway.
- Poolville residents also asked about a Slow Children at Play type sign along Willey within the hamlet. Madison County Highway states they are not effective and only allowed in certain circumstances. I suggested an alternative then, a Solar Powered sign that shows how fast people are driving along with the speed limit (SEE OTHER SHEET). **(Attachment B)**
 - The County is considering it, but I know that in other towns/villages, the town or village installs them on state or county roads with permission.
 - Would the town consider a sign like this? Would they work with the county to get it either partially paid for or at least permission?
 - Another location that may greatly benefit is the Quarterline Road that has had trouble with speeders.

Mr. Darby asked about those portable signs that you see. Clerk Reymers explained that the County Sheriff owns that and it costs \$20,000 and there is only one (1) with a high demand. The sign talked about here is a permanent sign and is much smaller. There was a brief discussion about the request for the sign. Mr. Florenz will research the costs and options for consideration.

Clerk Reymers pointed out the Dog Control Officer's monthly reports for June - November 2017.

RESOLUTION 2017- 144: Approval of Minutes for November 9 & 20, 2017

On a motion of Councilmember Rossi, seconded by Councilmember Holcomb, the following resolution was: ADOPTED: Ayes: 3, Nays: 0

Resolved that the minutes from November 9 & 20 be approved.

Attention turned back to the Bookkeeper's Report and Resolutions.

RESOLUTION 2017-145: Audit of Claims

On a motion of Councilmember Holcomb, seconded by Councilmember Rossi the following resolution was: ADOPTED: Ayes: 3 Nays: 0

Resolved that the bills contained on Abstract #12 have been reviewed by the Town Board and are authorized for payment in the following amounts:

General Fund A	No.	351	<i>through</i>	392	21,612.28
General Fund B	No.	45	<i>through</i>	49	1,239.19
Highway Fund DB	No.	187	<i>through</i>	204	10,229.43
Lighting Districts	No.	21	<i>through</i>	22	351.84
Prepays					192.94

RESOLUTION 2017-146: Funds Transfer

On a motion of Councilmember Rossi, seconded by Councilmember Holcomb, the following resolution was: ADOPTED: Ayes: 3 Nays: 0

Resolved that \$43,000 be transferred from Community Bank Money Market account to NBT Bank Checking account to cover the December abstract and Dec/Jan payroll:

- A MMKT to Checking in the amount of \$ 17,500
- B MMKT to Checking in the amount of \$ 3,500
- DB MMKT to Checking in the amount of \$ 22,000

RESOLUTION 2017-147: Budget Amendments/Modifications

On a motion of Councilmember Rossi, seconded by Councilmember Holcomb, the following resolution was: ADOPTED: Ayes: 3, Nays: 0

Resolved that the budget amendments be accepted as follows:

Code	Description	From:	To:	Difference:
A1010.4	Town Board Contractual	800	900	100
A1110.4	Town Justice Contractual	17,698	18,200	502
A1620.4	Buildings Contractual	20,000	21,000	1,000
A1920.4	Municipal Assoc. Dues	800	900	100
A3310.4	Traffic Control Contractual	750	2,400	1,650
A3510.4	Dog Control Contractual	250	475	225
A6410.4	Publicity Contractual	4,000	4,400	400
A9030.8	Social Security	21,796.89	22,796.89	1,000
A9060.8	Hospital/Medical Insurance	17,500	18,700	1,200
A1990.4	<i>Contingent</i>	8,087	1,910	(6,177)
B3620.4	CEO Contractual	2,000	2,005	5
B8020.4	Planning Board Contractual	500	1,750	1,250
B8020.4.2	Comprehensive Plan Contractual	2,000	745	(1,255)
CC8810.4	Cemeteries Contractual	0	1,213.61	1,213.61
CC5031	Interfund Transfer (Use of FB)	0	1,213.61	1,213.61
DB9010.8	State Retirement	11,000	16,000	5,000
DB9030.8	Social Security	13,923.50	14,923.50	1,000
DB5148.4	<i>Svcs for Other Govt Contractual</i>	38,000	32,000	(6,000)

RESOLUTION 2017-148: Authorize Supervisor to sign Bookkeeper Contract

On a motion of Councilmember Rossi, seconded by Councilmember Holcomb, the following resolution was: ADOPTED: Ayes: 3 Nays: 0

Resolved that that the Town Supervisor be authorized to sign the contract for bookkeeping services with Bryn on the Books for 2018.

Codes Enforcement Officer (Attachment C)

The board reviewed the CEO report. The report showed one new building permit for a garage on East Main Street. Clerk Reymers explained that while in November that was the only new building permit, the codes officer has been busy with on-going inspections of previous applications as well as fire inspections of places of gathering such as churches and the community center. Ms. Reymers wondered if a modified report would be more helpful for the board to see the activity of the CEO. Mr. Darby said yes.

Back to the truck conversation for Jason Florenz.

Mr. Florenz explained that he would like to trade the small dump for a bigger truck to accommodate a larger salt brine tank. It would cost more money for truck but have more savings on salt costs. Mr. Darby asked what roads are being brined. Mr. Florenz stated all of the smaller streets, such as the roads in Poolville, South Slope, Alexis and Amelia, Spring Street, Springhill, Thayer, down into Hubbardsville, Humphrey because of the school buses. Mr. Florenz also plows the roads he is brining. They moved plow runs around between the guys and it shortened everything up and now they can get it all done in about 2 hours instead of 2 ½ hours. The current small dump salt brine tank is only 450 gallons and a larger tank could hold 1,000 gallons. With the larger tank, he could do some county roads. The benefit of brining is that it keeps the roads clearer. The difference is noticeable. If we put a tank on every big (plow) truck, we could cut the salt in half. To do so, we have to spend money on equipment to save money eventually. In the end it saves money while doing a better job. Ms. Wilcox said that the equipment budget had \$25,000 and she ran the \$10,000 difference and said that it did not impact the overall budget that much.

RESOLUTION 2017-149: Authorization to Purchase Larger Small Dump Truck

On a motion of Councilmember Holcomb, seconded by Councilmember Rossi, the following resolution was: ADOPTED: Ayes: 3, Nays: 0

Resolved that the Highway Superintendent be authorized to trade in the 2015 F350 Small Dump Truck for \$25,000 and purchase a new 2018 F550 Small Dump Truck for \$60,135 using \$35,135 from the Highway Capital Equipment Reserve Fund.

COMMITTEE REPORTS:**38 Milford Street (And Clean Energy Grant)**

Mr. Darby explained that everyone seems favorable for going back to a single floor plan. It's almost exactly as designed like the renovation design with a few alterations. The committee is looking at two ways to implement that: modular and post frame

(modern pole barn). Both look like they would come in cheaper. We need to figure out exactly how we spec and bid that. We have a model from the village (Hamilton). Either way, we don't think we can get this done in time for the Clean Energy Grant of \$50,000 from NYSERDA.

The board discussion turned to the NYSERDA grant. Mr. Darby has been discussing ways with Jason to spend it on the garage. Ms. Rossi wondered if it's not feasible, she thinks that we can still do the LED street lighting. Per Amanda, it sounds like it's possible. Ms. Rossi is proposing that because she does not want us to lose the grant. Taking the costs down on the lighting district is an appropriate way of using it. Mary Dinski asked if we could use it to buy something for the building to be installed. Mr. Darby said that we would have to buy something to reduce carbon emission. Clerk Reymers read from the grant guidelines that the project has to be ready to start in 6 months of award notification and completed within 3 years of contract execution. Application due date is February 6.

Ms. Rossi read about the street lighting from Amanda. Clerk Reymers asked Ms. Wilcox to get an inventory of lights from the districts but they are backlogged with requests. Mr. Holcomb said he could get the inventory. He said most of them are the 100 watt mercury vapors and they are junk. The orange ones are the high pressure sodium, they light up well, but you cannot see past them. With LED's you can look past them, they are soft. The discussion turned to electric cars, but it was agreed that we would not use it enough to justify it.

Mr. Darby said that tomorrow he is going to look at geothermal heat pump for the garage. There would be vertical wells for the earth connection, that's transferrable to the new building. The heat pump itself could be disconnected and installed in a new garage building. They deliver heat to a building for a ¼ or a 1/3 of the cost of heating. How it compares depends on the costs of the oil and electric. It's the most attractive option because you can save money immediately and it does not either commit us to keeping the garage or commit us to wasting money on a building that is being torn down in 10 years. Mr. Florenz wondered about the lack of insulation at the garage. The roof is flat with a rubber roof and the garage is designed for the snow to melt off. Mr. Darby stated that they will contact an engineer to see if the roof can tolerate insulation. There are a couple of options.

SOMAC

The board reviewed the ambulance call data sheet reviewed for January-November 2017. Clerk Reymers said that she received the financial reports as well.

Partnership for Community Development

Councilmember Peter Darby stated that the PCD got a grant for the Canal Towpath for \$10,000. Of note, not through the PCD, the Village got a million dollars for sewage plant and the Palace got \$25,000 for a full time director.

**Comprehensive Plan & Action Plan
Zoning Update Committee**

Chris Rossi reported that the committee has been meeting and working with Nan. They are now looking at a draft solar zoning. Nan has been trying to mash up the unified solar permit, which was adopted over a year ago, and different regulations that we think would address things like larger scale solar development.

One of the questions we have for the town council is, with large scale solar that's developed to feed energy back to the grid, right now according to NYS they are tax exempt but municipalities have the option of leaving them tax exempt or take out of exemption and taxing them or arranging a PILOT. In order to complete the zoning, the committee needs to know how town council wants to proceed with that element. NYSEDA has a handbook on solar zoning, so does CNY Regional Planning. A lot of groups are doing the PILOT program. There are models for doing this, which (Ms. Rossi) can send around. The Town Council seemed agreeable to doing something.

Committee is meeting next Tuesday. The council discussed the issues surrounding solar, including promoting solar versus preserving farm land, regulations, etc. What the committee is looking at is the different size solar projects trigger different types of permitting. Once you get into large scale you would have to have a special use permit and a site plan review. Clerk Reymers mentioned that the Town of Dryden is dealing with large scale solar issues as well. Dryden was dealing with wildlife migration issues and fencing. Ms. Rossi would like to see what their zoning is for solar.

Recreation Committee – nothing to report.

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

Ms. Rossi reported that the community Greenhouse Gas inventory is about done. There are a bunch of grants will come out in June through the DEC and municipalities that have been active with CSC can apply for them. There is potential to get funding for culverts and bridges for climate resiliency. Clerk Reymers mentioned that Bridge NY funding may be coming out again this summer.

OLD BUSINESS:

Alternate Members for Planning Board and Zoning Board of Appeals – Tabled.

Charter Communications –Clerk Reymers is going to contact the County to research to bring back to the board. Tabled for now.

NEW BUSINESS:

Audit Resolution

RESOLUTION 2017-150: Authorization to Contract with Cwynar for Annual Audit

On a motion of Councilmember Rossi, seconded by Councilmember Holcomb, the following resolution was: ADOPTED: Ayes: 3, Nays: 0

Resolved that the Town of Hamilton contract with Cwynar & Co. to perform an annual audit for financial statements for 2017 for the bookkeeper, town clerk and justice accounts.

Concerns of Town Board: None.

Supervisor's Report: Madison County Activities: None.

With no further business, on a motion of Councilmember Rossi, seconded by Councilmember Holcomb, the meeting was adjourned at 7:43 p.m. Carried unanimously.

Respectfully submitted,
Sue Reymers
Town Clerk