

**Town of Hamilton Regular Board Meeting Minutes
Thursday December 8, 2016 at 6:30 p.m.
Held at the Court House, 60 Montgomery Street, Hamilton, NY**

Present: Suzanne Collins, Peter Darby, Eve Ann Shwartz, David Holcomb. Absent: Chris Rossi. Others Present: Sue Reymers, Brynley Wilcox, Jason Florenz. Public: Bob McVaugh, Chris Henke.

Call to order & Welcome: Eve Ann Shwartz called the meeting to order at 6:34 p.m.

Public Comments: None

GENERAL:

Claims for Payment:

RESOLUTION 2016-137: Audit of Claims

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

Resolved that the bills contained on Abstract #12 have been reviewed by the Town Board and are authorized for payment totaling \$36,726.71 plus \$75.03 in prepays in the following amounts:

General Fund A	No.	307	<i>through</i>	337	\$12,667.20
General Fund B	No.	41	<i>through</i>	43	\$1,232.52
Highway Fund DB	No.	169	<i>through</i>	194	\$22,427.99
Lighting Districts	No.	23	<i>through</i>	24	\$399.00
Pre-Pays					\$75.03

BOOKKEEPER:

The bookkeeper reviewed her written report. Mortgage Tax Revenue: \$17,885.31 was received from the County; YTD: \$32,836.96; BUDGET: \$35,000.00; Last Year's 2nd Check: \$25,402.07. The FUND BALANCE Analysis: See separate spreadsheet for updated fund balance estimate. SOMAC Update: Working on Capital Equipment Plan, Financial Reports through October 2016, Call detail spreadsheet. Ms. Wilcox stated that the ambulance financials will be emailed electronically after the meeting along with the number of calls that Kyle created. In response to an inquiry about the collections agency, Ms. Wilcox informed the board that a meeting with the collections agency will take place tomorrow.

RESOLUTION 2016-138: Funds Transfer

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

Resolved that \$65,000 be transferred from the Community Bank Money Market Account to NBT Checking Account to cover December Bills and December/January Payroll in the following amounts: A Fund=\$15,000, B Fund = \$3,000 and DB Fund = \$47,000.

Supervisor Shwartz stated that there is good news from the County on sales tax that there has been a little bit of an uptick. Mr. Darby asked if it was resolved on the town paying the sales tax overpayment back to the County. Ms. Shwartz responded that not really, she thinks it will be over three years, and asked Ms. Wilcox to send a tickler letter to them.

RESOLUTION 2016-139: Budget Amendments

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

Resolved that the budget amendments be accepted as follows:

Code	Description	From:	To:	Difference:
A1620.2	Buildings Equipment	3,600	10,100	6,500
A1620.4	Buildings Contractual	21,100	22,600	1,500
A3510.4	Dog Control Contractual	210	340	130
A5010.1	Superintendent Wages	58,847.57	65,847.57	7,000
A6410.4	Publicity Contractual	3,000	3,800	800
A9010.8	State Retirement	46,000	83,000	37,000
A9030.8	Social Security	20,423.40	22,423.40	2,000
A1990.4	Contingent Account	17,805	0	(17,805)
A1010.4	Town Board Contractual	1,500	500	(1,000)
A1110.1.1	Justice Clerk Personnel	4,161.60	1,161.60	(3,000)
A1220.4	Supervisor Contractual	1,500	100	(1,400)
A1410.1.1	Deputy Clerk Personnel	26,000	18,000	(8,000)
A5010.4	Superintendent Contractual	2,000	1,870	(130)
A5132.4	Garage Contractual	34,500	23,500	(11,000)
A9060.8	Hospital/Medical Insurance	28,250	15,655	(12,595)
B1420.4	Attorney Contractual	0	500	500
B8020.4.2	Planning Contractual Comp Plan	2,600	4,025	1,425
B1990.4	Contingent Account	8,900	6,975	(1,925)
DB51110.1	General Repairs Personnel	85,500	86,000	500
DB5142.1	Snow Removal Personnel	50,950	56,625	5,675
DB9030.8	Social Security	13,116	14,000	884
DB9050.8	Unemployment Insurance	500	550	50
DB5110.4	General Repairs Contractual	30,000	24,000	(6,000)
DB5130.4	Machinery Contractual	40,000	38,891	(1,109)
DB5130.2	Machinery Equipment	206,000	321,508.82	115,508.82
DB2665	Sale of Equipment	0	115,508.82	115,508.82

TOWN REPORTS:

Highway Superintendent - Jason Florenz

Wifi is now installed at garage, thanks to Brynley. They hauled in crusher run to fix the lot in front of the salt shed where it was quite soft. They installed four LED Lights in the garage that the Village loaned us to see how they would work. They work fantastic.

Working on an application to NYSEG for reimbursement. Need to fill out paperwork. We do the work, and they reimburse it under a certain amount. Rough estimate: \$3,500. Need to submit paperwork before installation. Takes 4-6 weeks. Met with three uniform companies. (Mr. Florenz handed out a sheet to the board.) They eliminated one company because they lacked samples and good stock. The board reviewed the sheet and all agreed Cintas is a good choice, and that \$150 works for boot and that should be reimbursed.

General repairs: They dug ditches on Williams, Sacco, and Crumb Roads. Installed three 15" pipes for Stephen Jackowski on Sacco Road for his driveway as his pipe was too small and clogged. Chemung Supply Corp quoted \$6,707.12 to install a guide rail on Bailey Road and Hill Road as the current rails are not correct. Mr. Florenz showed the board a few photos. The Hill Road project was done by a few years ago by William's Fence, which is basically illegal the way it is set-up. They are wooden posts that can break off. The guide rail is higher than the wind shield of the car. They should have used steel posts and be lower and rounded on the edges. They can salvage the old guide rail. It's state bid price. They did shoulder work on Spring and Bailey Roads.

Equipment: 2017 International Dump and 2016 John Deere Loader are registered. All the trucks were inspected except for the 2006 (spare truck). They received quotes for a mowing tractor from quotes from Clinton Tractor and White Eagle. The mower tractor is costing in about \$5,000 a year in repairs. It's a 2007 and was purchased used. Ms. Wilcox interjected that the repair number is average and probably low. Mr. Florenz continued that it has electrical issues, internal hydraulics issue, etc. There was a brief discussion on the Capital Plan - Equipment Replacement Schedule and a review of the quotes.

RESOLUTION 2016-140: Authorization to Purchase Mower

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

Resolved that the Highway Superintendent be authorized to purchase a Kubota mower from White's Farm Supply from the Equipment Reserve Fund in the amount of \$63,274.90.

Mr. Florenz continued that he attended a NJPA seminar at Clinton Tractor a couple of weeks ago. It's just like state contract, but has far more choices, same prices as mandated by the State. Takes out the bidding process for local governments like State bid, but has more choices, not stuck with one product. Filled out the paperwork to join. Does not need board action. Just an FYI.

The Village allowed us to borrow a salt brine unit for the small dump to try it out to see how it would work. It worked great, so they purchased the units and built their own and then returned the borrowed unit to the Village. They got quotes to install the same unit and it would have cost \$3,300 installed. Materials cost to build our own was \$1,500. It's loaded on the small F350 truck and it's been used for dead end roads, small developments, Spring Hill and Spring Street. They have not gotten to pre-treating yet but they plan on

doing it. They are not sanding the roads anymore, they are salt-brining and it's cleaner. They are doing some of the County Roads, such as Hamilton Street. It's only 500 gallons, so it's hard to do. There was discussion about using salt brine on the roads and costs. Mr. Florenz is meeting with Joe W. from the County next week. None of the towns are doing the brine and Brookfield is no longer doing it. Board directed Jason to keep working on evaluating the switch to brine. Bob McVaugh interjected that it does work. In the first year, a lot of people will claim it does not work. They probably expect that with brine, the roads will look clear. Village does not do sand/salt much, depending on conditions.

Mr. Florenz continued with his report that they fixed a mail box on Cole Road. They have been tracking the number of runs and made 15 runs between November 20 and December 8. They used approximately 784 yards of a 1:3 salt/sand mix and 4,000 gallons of brine. They have taken over plowing the parking lot for Hubbardsville Fire Department and the two fire hydrants. He met with the DEC about their fuel storage tanks (diesel and fuel oil) (Petroleum Bulk Storage Certificate). We are exempt because they are both 1,000 gallon tanks. We do not need any permit. The tanks are newer from September 2014.

Not on the report was that Hybrid Solutions stopped by the town garage. Mary Louise came and inspected the shed. They said they are going to take care of everything. The problem with structure will be done this summer. Mr. Darby stated that he talked to them on the phone and they said that they will supply new end caps (where the green bands are). They had not been informed of the fix Calhoun, the manufacturer, is coming up with. Some other installer have all had the same problem. There is a pipe frame and where a corner of the pipe sticks out, the fabric comes around and ropes there and runs through. It's patched well enough for the winter. Supervisor Shwartz said that they are trying to sell us on service contract. Mr. Florenz said that they can show us how to take care of it and then we do it ourselves. It should be adjusted every year.

Town Clerk - Sue Reymers

Due to the lengthy agenda, Clerk Reymers did several things, she emailed the dog control reports, which were about 6 months' worth. The Clerk and Codes report will be next month. Ms. Reymers responded to Ms. Shwartz question on Tax Collection and that it is all in order. The tax memo was sent to the printer. The legal notice needs to be sent to the papers in the next couple of weeks.

COMMITTEE REPORTS:

SOMAC - David Holcomb

Nothing more to report. They meet next Tuesday.

Comprehensive Plan

Supervisor Shwartz reported that we are ready for the SEQRA Resolution. She and Ms. Rossi reviewed the form at length and made revisions. It is a negative declaration because

the comp plan does not actually do things, just planning to do things. There is no environmental impact.

RESOLUTION 2016-141: NEGATIVE DECLARATION - TYPE I ACTION

WHEREAS, the Town of Hamilton Town Board identified a need to develop a long-range plan to guide growth and development in Town; and

WHEREAS, the Town Board had previously adopted a comprehensive plan in 1999 which was determined to need updating; and

WHEREAS, the Town Board appointed a steering committee (Comprehensive Plan Committee) to study the Town, solicit public input, make recommendations for vision, goals and long-term actions as part of a draft plan; and

WHEREAS, the Comprehensive Plan Committee conducted a careful study of the Town that included a full inventory and analysis of the environmental, agricultural, economic, housing, demographic, cultural and historical resources in Hamilton; and

WHEREAS, the Comprehensive Plan Committee solicited and utilized the input of the public through a written survey, open public meetings, focus groups, and public hearings to formulate the plan; and

WHEREAS, the drafted Plan includes the long-term vision, goals, objectives and strategies to guide the future growth in the Town and to address the identified needs; and

WHEREAS, the Comprehensive Plan Committee held a public hearing and subsequently submitted the draft plan for consideration by the Town Board; and

WHEREAS, the Town Board has reviewed the draft Plan; and

WHEREAS, the Town Board held a public hearing pursuant to Town Law 272-a; and

WHEREAS, adoption of a comprehensive plan pursuant to Town Law 272-a has been determined to be a Type I action, pursuant to the New York State Environmental Quality Review Act (SEQR) 6 NYCRR Part 617.4, and the Town Board declared itself Lead Agency; and

WHEREAS, the proposed action will not require permits and approvals from any other local, regional and State agencies prior to adoption of the plan; and

WHEREAS, the Madison County Planning Board is required to review the Town Comprehensive Plan pursuant to the applicable standards of New York State General Municipal Law 239-m and this approval is considered an advisory opinion under SEQRA and the agency is not considered to be eligible for lead agency status in this action, and

WHEREAS, the Town Board has reviewed Part 1, 2 and 3 of the Full EAF, along with a Section F Narrative, and has discussed and set forth the following:

1. The plan is a guidance document for future decision making and makes recommendations on ways the Town can maintain its environment which includes historic, agricultural and cultural areas, its' rural and small town character, open spaces, clean water, clean air, and its natural resources landscapes while allowing for future growth and development that is consistent with that environmental setting. The Plan establishes that these features are primary components of the community and a critical part of the environment in the Town of Hamilton.
2. Implementation of the plan will positively assist Hamilton in reaching goals of maintaining open space, rural landscapes, agriculture, and protecting the environment by establishing the vision and goals of the community, and through updating zoning and subdivision regulations and considering adopting other local laws to implement land use regulations that will further protect the environment in the future.
3. The plan recognizes the need to protect natural features and sensitive environmental areas and establishes recommendations to protect those features.
4. The plan includes an inventory of environmental resources, and recommends future actions to protect those resources.
5. The plan was developed with significant public input throughout the process.
6. The intent of the plan is to promote the safety, health, and well-being of the residents of the Town, and to protect and enhance the Town's natural environment and character while simultaneously promoting growth and economic development.
7. The Plan promotes renewable and efficient use of energy.
8. It is recognized that growth will continue to influence the environment in Town, but the Plan is oriented to helping manage development in a manner which reduces impacts to the environment. The Town finds that the Plan offers mechanisms to reduce environmental impacts compared to conditions that would occur if no plan was adopted.

NOW THEREFORE BE IT RESOLVED, that the Town of Hamilton Town Board hereby declares that the Town of Hamilton Comprehensive Plan described herein will not have any significant adverse environmental impacts, and that an environmental impact statement will not be required; and

BE IT FURTHER RESOLVED, that the Town Board hereby authorizes filing of a negative declaration (FEAF Part III, attached hereto) and a notice in the Environmental Notice Bulletin, according to SEQRA, NYS 6 NYCRR Part 617.

WHEREUPON, this Resolution was declared adopted by the Town Board of the Town of Hamilton

**On a motion of Councilmember Collins, seconded by Councilmember Darby;
Vote: Shwartz: Aye; Holcomb: Aye; Collins: Aye; Darby: Aye; Rossi: Absent.**

Clerk Reymers informed Supervisor Shwartz that she has a clean copy for her signature and then she will submit it to the DEC.

Partnership for Community Development

Not a lot to report on. There are two applications in for funding. One is for home repair up to \$35,000 and second for first time home buyers. Supervisor Shwartz reported that they are waiting to hear on recreation funding. There was a partners meeting in the last few weeks. Jennifer presented the plan for the coming year. There was a subsequent meeting with just the partners. Some concerns have been voiced by the Mayor. We hope to work through those concerns. We need to wait for whether we get the award or not to see if there is an issue to address. A lot of work has been done on the incubator project. There is cooperation with Thought Into Action and young entrepreneurs.

38 Milford Street

Supervisor Shwartz reported that we got back a detailed estimate and it's too high. We met and cut out aspects as a way to lessen the costs. We will continue to look at and all the alternatives before we make a final decision. We were hoping to go out to bid in December. We will know more later this month. We are still proceeding.

OLD BUSINESS:

Annual Contracts

Ambulance:

RESOLUTION 2016-142: Authorize Supervisor to Sign Ambulance Contract with SOMAC

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

Resolved that the Town Supervisor be authorized to sign the ambulance contract with SOMAC for 2017 for the budgeted amount not to exceed \$192,175.17.

Bookkeeper:

Discussion on outstanding question on cyber insurance needs for the bookkeeper.

RESOLUTION 2016-143: Authorize Supervisor to Sign Bookkeeping Contract

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

Resolved that the Town Supervisor be authorized to sign the contract for bookkeeping services with Bryn on the Books for 2017.

Frontier Letter

There were about 20 residents that had phone/internet issues in the Hubbardsville area. There is a letter to send to Frontier to review the situation.

RESOLUTION 2016-144: Authorize Supervisor to Send a Letter to Frontier

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

Resolved that the Town Supervisor be authorized to send a letter to Frontier on behalf of the Town of Hamilton residents who have been having phone and internet service issues.

NEW BUSINESS:

Inter-Municipal Agreement with Village of Hamilton for Salt Brine

Both Steve Jones and Jim Stokes have reviewed the agreement and agreed to a change suggested from Mr. Jones. Mr. Florenz shared with the board that he and Randy will work out delivery options for salt to be delivered to the Village in order to create the salt brine.

RESOLUTION 2016-145: Authorize Supervisor to Sign Inter-Municipal Agreement with Village of Hamilton for Salt Brine

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

Resolved that the Town Supervisor be authorized to sign an inter-municipal agreement with the Village of Hamilton for salt brine.

Retain Special Counsel for Planning Board

There is a request for special counsel from the planning board for review of the Poolville Country Store's Special Use application. It will be discussed in executive session.

Concerns of the board:

Mr. Darby said that the Comp Plan Committee has requested a special annual meeting to set goals for the year. A date was scheduled for Thursday, January 19 @ 7:00 p.m. after the

town's January 12 Organizational Meeting to dedicate setting goals for the year. Location to be determined.

Supervisor's Report:

The solar project at the landfill is back on track. Niagara Mohawk got their act together after lots of pressure from Valesky. They decided that they did not need to charge the high connection fees for the project. They agreed to get the project done by June 2017. There is other good activity at the land fill such as a digester project and other potential projects such as a greenhouse and possible a livestock processing company that was looking in Sherburne. The Ag Economic Development Program will not be moved from Cornell Coop Ext. this year.

RESOLUTION 2016-146: Executive Session

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

Resolved that this Board move into an Executive Session for the purposes of contract and legal counsel at 7:58 p.m.

RESOLUTION 2016-147: Return to Regular Session

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

Resolved that the Board return to regular session at 8:52 p.m.

RESOLUTION 2016-148: Authorize Supervisor to Retain Special Counsel for the Planning Board

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

Resolved that the Town Supervisor be authorized to hire special counsel, Scott Chatfield, for the Planning Board for the review of the Special Use application from the Poolville Country Store.

With no further business, on a motion of Councilmember Darby, seconded by Councilmember Collins, the meeting was adjourned at 8:53 p.m. Carried unanimously.

Respectfully submitted,
Suzanne Reymers
Town Clerk