

**Town of Hamilton Regular Board Meeting Minutes**  
**Thursday, JULY 10 2014, 5:30 p.m.**  
**Held at the Town Office, 16 Broad Street, Hamilton, NY**

Present: Eve Ann Shwartz, Peter Darby, Suzanne Collins, Sue Reymers, Bert Glazier, Donna LaMarco. Absent: David Holcomb. Arrived Late: Chris Rossi. Others Present: David Hollis-Radio Free Hamilton, Bill Excell-Village of Earlville

**Call to order & Welcome:** Supervisor Shwartz called the meeting to order at 5:30 p.m.

**Public Comment:**

Bill Excell-Village of Earlville: Expressed appreciation to the Town for assisting with the post storm clean-up. Spoke about helping each other out. Spoke with Dave Valesky, he called Cuomo to talk about funding to cover disaster costs. Discussion about FEMA's threshold for support and that perhaps the state might come up with something.

Dave Hollis, RFH: Shared with the board about a horrible sound from an animal. They called the dog control officer who came over but did not find anything.

**GENERAL:**

**Minutes Approval:** to be done in August.

**Claims for Payment:**

**RESOLUTION 2014-42: Audit of Claims**

On a motion of Councilmember Darby, seconded by Councilmember Collins, the following resolution was: ADOPTED: Ayes: 3 Nays: 0 - Darby, Collins, Shwartz

Resolved that the bills contained on Abstract #7 have been reviewed by the Town Board and are authorized for payment in the following amounts:

General Fund A	No 197 through 218	\$11,716.31
General Fund B	No 25 through 27	\$ 2,280.42
Highway Fund DA	No 82 through 89	\$ 7,507.91
Highway Fund DB	No 18 through 22	\$ 4,763.40
Lighting Funds	No 16 through 17	\$ 356.53

**TOWN REPORTS:**

**Highway Superintendent: Bert Glazier**

Prior to the July 3<sup>rd</sup> Storm: Superintendent Glazier ordered two 1,000 gallon fuel tanks, mowed all roads and patched the roads and ready to chip seal. Hauled some stone for chip seal.

July 3<sup>rd</sup> Storm Damage Report: Affected Town Roads: Smith, Williams, Barnard, Wilkinson, Harris, Alderman, Humphrey-Upper and Lower, Excell,

Borden, Crumb, and Collins Roads. On the night of the storm, they cleared the county roads which were Green, Earlville, Willey, Poolville, Tackabury, Larkin and South Hamilton Road. The Hamilton, Hubbardsville and Earlville Fire Departments were all very helpful all through the night. The town has also received help from the Town of Sherburne, Village of Hamilton, Town of Madison, Town of Eaton, Town of Cazenovia offered, but were busy with their own work. Mike Jasper from Colgate allowed for us to dump materials at Hamilton Street at their dump site. Madison County assisted with their dozer there as well. Approximately have about 500-600 man hours since 7/3. About 460-480 loads of materials hauled as of today in clean-up with more to do. About 900 trees estimated cleaned-up, whether moved, shoved or hauled away. Mayor Excell offered the dump in Earlville if needed. They'll be picking up in Poolville and Hubbardsville again next Monday. Right now, they are in pretty good shape. Mr. Glazier did have to cancel vacation for two guys, but they were good about it. He also has part-timers to help, too.

**Emergency planning:**

Supervisor Shwartz brought up the need for an emergency plan. This latest storm was in the summer, what if it was winter. An estimated 16,000 were out of power. According to Mr. Glazier, the County says that we can use fire houses, schools, community centers for folks without power. There is a need for a generator for the garage. Colgate has generators. Madison County has an emergency plan, but the town really needs one. Councilmember Darby brought up a tax stabilization fund to cover when FEMA is not available. It's an open ended question of how much funds to set aside. Mr. Darby recommends we take funds out of reserve, come up with an amount to add annually, like capital plan so when we don't get help. This should be done regardless of the tax cap. We need to take care of ourselves. In the last four years, had have had three major storms. Discussion continued about perhaps creating a committee consisting of groups such as the fire departments, school, town, etc. Also, contact Red Cross and churches. Councilmember Collins shared that Red Cross does first responder training. You can invite them into the community. According to Ms. Shwartz, NYSEG has list of blind, deaf, disabled that they visit first and provide food, water, oxygen, etc. Apparently, Chenango County has an emergency coordinator. Madison County does not have that. Right now, Joe Defrancisco is the current emergency contact.

NY Rising Announcement was shared with the board. [The third and final open house meeting for the New York Rising Community Reconstruction Program in Madison County will be held Tuesday, July 15, from 5:30pm to 7:30pm at the Kallet Theater, 159 Main Street in the City of Oneida. Representatives of the New York State Department of State, along with the Madison County NYRCR Planning Committee and local officials, will be on hand to discuss the development of a Countywide Resiliency Strategy to better prepare for future storm events within the county.] Supervisor Shwartz shared that NY Rising was created in the aftermath of this last spring. Councilmember Collins or Darby

will see if they can arrange to attend. The funding request we put in for should show up in September. Waiting to hear back. If it's a reimbursement, we should go ahead and do the work on Williams Road. In August, we will likely know more.

**Town Clerk: Sue Reymers**

Report submitted to board for review.

Town Clerk Financial report for June 2014:

- Total Fees Collected: \$2,747.85
- Town Revenues Paid to Supervisor on July 9: \$1,316.86
- Distributed to Other Agencies:
  - NYS DEC – DECALS: \$546.09
  - NYS DOH - \$112.50
  - NYS Ag & Mkts - \$36.00
  - Mad Co Treasurer - \$736.40

# of Licenses & Permits for JUNE 2014:

- Conservation Licenses – 28
- Marriage Licenses – 5
- Marriage Certificate Copies – 5
- Dog Licenses – 27
- Landfill tickets – 56
- Birth Certificates or Copies - 2
- Death Certificates or Copies – 0
- Codes Building Permits – 4

**RESOLUTION 2014-43: To increase cash drawer for Town Clerk**

On a motion of Councilmember Collins, seconded by Councilmember Darby, the following resolution was: ADOPTED. Ayes: 3 Nays: 0 - Darby, Collins, Shwartz

Resolved that the cash drawer for the clerk be increased by \$100 to a total of \$200.

**Codes Enforcement Officer Report: Paul McGinnis**

Submitted June report reviewed. Includes 7 new permits which include: deck, demo, shed, addition, rehabilitation, new residence and new garage. Due to workload in the town and village, there is discussion about hiring a new part-time temporary person. This will be discussed in executive session since its personnel. Paul is retiring, the Village is now advertising to hire a replacement. Mayor Excell expressed an interest in shared services for their codes guy for the Village of Earlville. The town is anticipating a flood of permit applications due to storm.

6:10 pm Chris Rossi arrived.

Councilmember Rossi shared a question from someone in Hubbardville regarding emergency planning. Someone asked about relief for businesses that suffered losses. Discussion took place about businesses having their own insurance, the need for generators, as well as the need for public education as part of emergency planning. Discussion also included the need for understanding when a state of emergency is declared.

**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 (\$1,056.00) Office of State Comptroller payment and Town Share to be determined.

Audit: Dan Farrow will explain the details at the August Town Meeting. Quickbooks updates are complete.

Policies and Procedures: Conflict of interest policy-needs to be done annually. Forms were handed out to each councilmember.

Federal Surplus Property: application filed with NYSOGS. This will allow us to purchase certain capital items at a greatly reduced price. We are looking into this to be able to purchase a generator. The letter of authorization was changed to 7/12 and should be emailed to us early next week.

FEMA: Jurisdictional Inquiries for six sites from the FEMA application that need to determine if permits are required. This was mailed 5/21/14.

Assessor's Photo Project: Follow up from March meeting-Assessors' Photos. Warren sent the signed contract to us 7/7 and we are ready to begin.

NYS and Local Retirement & Standard Work Day: resolution is needed.

**RESOLUTION 2014-44: Resolution Establishing the Standard Work Day**

Whereas, Eve Ann Shwartz, Town Supervisor of the Town of Hamilton, Madison County, NY do hereby make the following resolution, and therefore be it RESOLVED, that on tenth day of July 2014, I, the above named Town Supervisor, do hereby submit to the Town Board for their consideration and approval the following resolution: Proposal: \_\_The Town of Hamilton, Location Code 30079, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

- 6 Hours for the following: Supervisor, Councilmembers, Deputy Supervisor, Justice, Tax Collector, Deputy Clerk (part-time), Deputy Tax Collector, Planning Board Clerk, Justice Clerk, Assessor, Codes Officer, Secretary to the Supervisor, Cleaner.
- 8 Hours for the following: Town Clerk, Deputy Town Clerk, Highway Superintendent, Highway Employees.

On a motion of Councilmember Rossi, seconded by Councilmember Darby, the above resolution was ADOPTED. Aye: 4, Nay: 0 Rossi, Darby, Shwartz, Collins.

SOMAC: Ms. LaMarco and Tim Collins met this week. They will be meeting again in a couple of months. Tim gave an overview of practices and short/long term goals. He explained accounts and recent reorganizing of accounts. SOMAC has a new management plan with an interim Director of Operations, Vinny Faraone. Net income from new billing company was 30% higher. Decreased overtime by about 90% by effective scheduling. Designed and implemented new procedures and controls such as biometric time clock, employee handbook, etc. A chart showing net income as stabilizing and increasing in recent months was shared with the board.

Internet service at the Town Office: Time Warner Cable came Tuesday to install the new internet/phone system. Verizon has been canceled.

Health Insurance: current plan has proposed 16.5% increase for 2015.

Bank Reconciliations: Payroll and Petty Cash are reconciled through June 2014. (Money Market and General Fund Bank Statements have not arrived yet, so reconciliations are through May 2014.)

SOLAR Analysis: In regards to the analysis with the solar. Peter has been doing a lot. Ms. LaMarco discussed with NYSEG, they explained the invoice and line items on the meter and now we need to speak with Arista. Mr. Darby shared that we learned some things. The bad news is that only residential customers get net metering. The council did not believe that they were told that. Anytime we have a surplus, we get paid at a wholesale rate; anytime we overuse, we get charged at their regular retail rate which does not balance out at end of the year. It's net metering in the sense that anything that we use is offset at retail rate. Anything we use of our own production, it's netted in that sense, netted by month by month, not annually.

Supervisor Shwartz stated that there is a brand new net metering law and that the County expects to get paid at a higher rate. They are trying to increase rate pay from wind/solar. It was determined that we need to check our bill for our rate. Ms. LaMarco stated that Arista said that we should change the anniversary date, but NYSEG says we don't have an anniversary date since it's

month to month. Ms. Shwartz stated that this needs more research. It was suggested that we contact Jamie Hart at Madison County Planning to get some assistance. There is also a lawyer who has put together this whole project for the County, Bill McCan and we should talk to him. With the announcement of the potential health insurance increase, the subject of the tax cap freeze rebate came up again. Councilmember Darby requested that a letter go to Valesky's office and Magee's office.

### **TOWN BOARD MEMBERS & COMMITTEE REPORTS:**

#### **Comprehensive Plan Committee: Chris Rossi**

There are meetings on July 17 and 24. They have been moving along with actions to develop the visions and the goals that were established with the focus groups and visioning workshops. We also talked about paying the Poolville Community Center because of all the meetings we have had there. This needs approval for payment and comes out of fund balance for comprehensive plan.

#### **RESOLUTION 2014-45: Authorization to pay Poolville Community Center**

On a motion of Councilmember Darby, seconded by Councilmember Rossi, the following resolution was ADOPTED. Aye: 4 Nay: 0.

Resolved that \$50 per meeting for a total of 25 uses to date in the total amount of \$1,250 be paid to the Poolville Community Center.

#### **Road Use Law: Eve Ann Shwartz**

The inventory and traffic rating was submitted to delta on June 25. There is an interview rescheduled from July 8 to the 17<sup>th</sup>. Then road rating and road conditioning documentation will begin and take 1-2 days, depending on the weather. Mr. Glazier thinks they will take a core sample. Meanwhile, the attorneys were paid mid-June. We are now waiting for them to send the materials to Steve Jones to draft the law that would be passed.

**SOMAC: David Holcomb** already had a report and David is not here.

#### **PCD Housing/Village Development: Peter Darby**

Nothing new since last month. The PCD met with Colgate to talk about a source of funding to assist students rentals to single homes. It's under discussion especially if the new student housing goes up. Not sure if it would be done by grant or low interest loan. There is no update on the student residence for the fall of 2015. On July 11, Jeff Herbst is meeting with a delegation of land owners. The Village's ZBA has a meeting soon. The council discussed attending the meeting and writing a letter with comments on the project. Ms. Rossi will draft a letter.

#### **Joint Village/Town Projects: Suzanne Collins and Peter Darby**

The last meeting was rescheduled for July 17 at 10 am. According to the Village minutes, the MUC approved putting together an RFP to put

together a structural analysis of the office building whether changes are possible and to include the town. No updates on other potential locations.

**Deer Management Task Force: Peter Darby and Sue Reymers**

Peter, Sue, Catherine (Cat) Cardelus and Greg Owens met on July 2. Came away with tasks for next meeting on July 23. Cat will see if locals can be certified as sharp shooters. Students will help with some of the tasks. Greg will learn about DEC regulations such as Earn-A-Buck. One of the ideas is to open up more land by landowners for hunting, but people don't want rifle hunting. We have questions about allowing rifles. The question is do we have control over that? Might need to come up with a plan for landowners to share access to land, but limit rifles. Hunting will not work alone and that we need to cull. But we want to expand hunting. Culled deer could be donated to food cupboards. Another part of the discussion was to have the Village and Colgate signed up and open up land.

**47 Utica Street: Eve Ann Shwartz** Nothing new; will be auctioned off in September.

**OLD BUSINESS:**

**Tax Collection Shared Services Agreement**

Agreement was approved by the County. Finance committee needs to review the updated agreement at the August meeting.

**Tax Cap Freeze – Public Education:** to be discussed.

**Standard Work Day:** Done earlier on the agenda.

**NEW BUSINESS:** None

**CONCERNS OF THE TOWN BOARD:** None

**SUPERVISOR'S REPORT:**

Governor Cuomo came to Madison County for a press conference on the Town of Smithfield. He spoke with the County Chair. Instead of waiting for the quarterly payments, we'll get it all now. County Chairs of the committees are on the distribution of the \$11 million. It will be put back in reserve funds, such as the legal fund.

**RESOLUTION 2014-46: EXECUTIVE SESSION**

On a motion of Councilmember Darby, seconded by Councilmember Collins, the following resolution was ADOPTED. Ayes: 4 Nays: 0 Resolved that this Board move into an Executive Session at 7:09 p.m. to discuss personnel.

**RESOLUTION 2014-47: RETURN TO REGULAR SESSION**

On a motion of Councilmember Darby, seconded by Councilmember Collins, the following resolution was ADOPTED. Ayes: 4 Nays: 0  
Resolved that the Board return to regular session at 7:25 p.m.

**RESOLUTION 2014-48: Hiring of new Codes Enforcement Officer**

On a motion of Councilmember Rossi, seconded by Councilmember Collins, the following resolution was ADOPTED. Ayes: 4 Nays: 0  
Resolved that Donald Forth be hired as a temporary part-time codes officer at \$20 per hour, minimum of 12 hours, maximum of 18 hours per week, to be reviewed after two weeks. Length of term and start date to be determined.

With no further business, on a motion of Councilmember Collins, seconded by Councilmember Darby, the meeting was adjourned at 7:30 p.m. Carried unanimously.

Respectfully submitted by  
Suzanne Reymers, Town Clerk