

Town of Hamilton Regular Board Meeting Minutes
Thursday, March 13, 2014
Held at the Town Office, 16 Broad Street, Hamilton, NY

Present: Eve Ann Shwartz (EAS), Peter Darby (PD), Suzanne Collins (SC), David Holcomb (DH), Donna LaMarco (DL), Sue Reymers (SR), Bert Glazier (BG). Absent: Chris Rossi. Arrived Late: none.

Others Present: Chris Rosbrook, Den Leader for Cub Scout Troop #120, including 1 grandparent, 1 parent, 4 Boy Scouts, Debbie Kliman, and Gerald Hayes.

Call to order: Eve Ann called the meeting to order at 7:06 p.m.

Public Comment:

EAS welcomed the public. Gerald Hayes shared that the Village of Earlville passed its budget which has an increase of the tax levy by 7%. Village elections are next week. There are two vacancies: Margaret Corey is running, Sarah Chapman is not running again. Chris Rosbrook and group are attending tonight as part of their citizenship badge – to get badge they need to attend a public meeting.

Old Business: None

Town Clerk: Sue Reymers

SR gave her report. The application for the grant for the Solar Unified Permit through NYSERDA is in process. Automatic Utilities needed to replace an electrical box on the ceiling that is attached to the front desk hanging light fixture. The application has been submitted for the Summer Fellow from the Colgate Upstate Institute. Their project will be to assist with the final stages of records retention and possibly assist with capturing some of the town's history in a 'scrapbook' and on the website. SR is still working on the email issue that a few town emails experienced in the last couple of months. She also reported that there was a review on Facebook. Discussion took place about the review and how to respond.

Records Retention: the group is making progress in processing the boxes. All of the old storage boxes that have been emptied were disposed of. SR has been in touch with Shannon Mantaro about a month-to-month extension of the lease. Waiting to hear back.

Tax Collection: 255 Reminder Notices were mailed out by Mad Co. after March 1 with a \$2.00 reminder fee. As of February 28, \$2,629,193.27 (83%) has been collected of the total warrant \$3,159,208.44.

SR also provided a spreadsheet report on the sales at the front desk.

Highway Department: Bert Glazier

BG gave his report: extensive plowing and sanding; due to cold weather there are 4 or 5 culvert pipes that are frozen – need to wait for warmer weather for it to melt. Maintenance on 2006 plow truck (#15). Peter remind that the council that this will become the spare after rebuild. BG met with Tim Hunt from Town of

Cazenovia. He learned that they got a grant on a salt building. BG will get the information for us. The grant was for \$600,000. It's put on blocks and pave outside and inside, so they don't need to dig. This could be good for us.

PD brought up Birnie bus. They have been meeting with Tim Birnie regarding the consolidated garage facility. At this point, PD feels that we need to assess our current building, look at costs for insulation, windows, a lift, the issue with heating the building, etc. Tim talks about how the new facility would be state of the art. PD wonders how their new building would compare to our current building after fixing it up or another possibility is a new building on the current spot. We need to talk with the DEC or an engineer because of the dump site. Bert is going to talk to Brad at Madison County. He is an engineer, but not sure what kind. Zecka from the landfill might be a good person to talk with. Engineer firm Barton and Laguidice has done work for the County. There was a firm used by the County for 47 Utica. They might work well.

It was determined that BG will go speak with Brad from the County first. SR can follow up with engineering firms later. EAS suggested NYSERDA do an energy audit of the building and it might be done for free. SR stated that records retention found files of papers on the building of the garage. She will bring it over. Latest meeting on the consolidated garage was cancelled and the next meeting is scheduled for April 9. Further discussion took place about potential sites for the consolidated garage.

NY RISING FUNDING: EAS shared that NYS came to Madison County with a distribution of \$3 million to help the County to better prepare and avoid future emergencies. The County asked the community how they would spend it. The Town of Hamilton submitted 3 projects: 1st Williams Road – increase culvert; 2nd Harris Road – increase culvert (County will also do something on the other side of the road if we put in a larger pipe); 3rd Borden Road – increase culvert. Our original estimated costs were about \$385,000 but we had to cut it down to \$175,000 for Williams and Harris. We have some second phase projects but funding is limited. There are many towns asking for funds which total more than the \$3 million.

County is also talking about joint project that all highway departments have the same electrical hookup for generators. The County would have 4 or 5 portable generators that could go around to the different towns. Might get the extra funding to do some projects in the future.

Codes Enforcement:

Report by Paul shows 1 building permit. No fees were collected. SR is working on strengthening the paperwork to ensure fees are collected. There was a question about whether the fee schedule was updated. If it was not done, it needs to be done by April meeting before the busy season. Resolution 2014-17: PD made a motion to consolidate the fees, DH 2nd. All agreed and motion was carried.

Claims for Payment:

Resolution 2014-18: Be it resolved that the Hamilton Town Board approve payment of claims that were reviewed as follows:

- General Bills: Total amount \$29,218.32. PD-moved, SC-seconded. All approved, motion carried.
- Highway Bills: Total amount \$30,977.24. DH-moved, PD-seconded. All approved, motion carried.

Financial Reports: Donna LaMarco

Court report arrived today. Town portion is \$825. Received \$26,600 from Auctions International for sale of the 2013 Chevy Pick-up truck. Purchase the new one, 2014 Ford F150 for \$28,806. FEMA update – Bert supplied Debra Morris with our final back-up information. She will submit our application. Annual Update Document (AUD): began working on it; as soon as FEMA numbers are received, then those numbers can be entered. Bank reconciliations: all accounts are done through February 2014. Audit by Cwynar: date is set for April 21-22. Donna will be at government school after that. Income: 4th check from Madison County Road Fund received. Time Warner Franchise fees were paid. The Profit and Loss and Balance Sheet were reviewed by the board. There was a question about workers compensation since it is over budget. It needs to be looked into.

Assessor:

RH requested that we hire another assessor to take photos. It's in the budget and was approved at previous meeting. We have a proposed contract. Steve Jones tweaked it. Person does not have workers compensation or liability insurance, thus we are looking at two options: 1-David Craine is getting quote for him; 2- Donna is looking at what we could do to add him as an employee. Current photos in the files are old and that was a problem during the revaluation. SH has been taking photos of new buildings. Needs to be done and done properly. The work by the contractor includes taking the photos and loading them into the system, which is time consuming. Our equalization rate may be 95% this year. With the photos, we would be all updated by next year. There was a question about photos that Maxwell took. No one knows. SR stated that she looked through all the old disks in the clerk's fire safe and we do not have them. EAS will bring this back to the board at the April meeting.

Committee Reports:

Comprehensive Plan Committee: Saturday, March 29, the focus groups are meeting. There are five focus groups and 4 are meeting in the morning and 1 in the afternoon.

Road Use Law/Delta Contract Update: The contract is finalized, Town of Lebanon voted to sign it, we voted to sign it. Steve has to send the final document to EAS and should have it in the next month, then we start the process of passing a road use law.

SOMAC: DH attended meeting last Monday. They are operating in the black, the new billing company is taking over April 1. The future is optimistic. They are developing an employee handbook. EAS asked how many transfers they are doing now. DH said that some months it's 50/50. EAS hopes that Donna will have time in the future to learn more about the SOMAC budget. We are to be getting financial reports every few months.

PCD Housing/Village Development: PD shared that the housing committee visited another senior housing facility in Clinton, called the Villas. This will be 4th attempt to get senior housing in Hamilton. Other three attempts failed for a variety of reasons. There is a lot of interest in senior housing locally. Could bring some income for the hospital. PD is optimistic. DK asked if this is non-income restricted housing. PD replied correct that this would be different from Madison Lane Apartments. PCD understands that more of that type of housing is needed. The PCD is also looking at affordable family housing for working class and young professionals as well as how to get students out of the neighborhoods but keep them in places above the businesses.

Joint Village/Town Projects:

Town office: PD has not heard back from Fairmont Properties. SR has started inventorying current office furniture and assessing the needs of staff.

47 Utica Street: DEC public hearing was on February 25. There was a small turnout. Several people interested in the building. One of the issues is that they are re-installing 3 monitoring wells on the property because someone at NYS looked at the final reports and decided that something more needed to be checked. 90% of the installation costs are being paid by the State and 10% by the County. The County signed another contract with the State to extend this period of time. EAS feels that it's not likely that the County will put the property up for auction while this environmental issue is hanging there even though the environmental engineer feels there is nothing there. If someone wants to renovate the building, they could install a system to prevent any vapors from coming in. If you want a new building, then you would need to test the soil that comes out. Seems that there are risks associated with the property. The board discussed the Utica Street property and the potential for a new town office location. EAS asked SC to take the lead and continue to work on a new location.

Concerns of the Town Board: None

Supervisors Report:

Oneida Indian Nation: the agreement is approved by US District Court Judge and signed. \$11 million has already gone to NYS, and Madison County should get funds by April 1. In a month we will start to get quarterly payments of \$3.5 million that is to come in annually. A portion (about \$3-4 million) of that will likely go into a fund for a legal defense fund because we will be in litigation for years. The intention of the \$11 million is to make Madison County whole because of what they have paid the towns to make them whole over the years for past taxes that were owed. Some of the funds will likely be spent on roads and bridges. There is no plan yet. EAS wants a plan from the County. Portion of the \$3.5 million will always go to towns that are missing the land from tax rolls, whether or not that makes them whole has yet to be determined.

Madison County has a new Agriculture Economic Development Marie Ann Selim. She will be working on local foods and other things.

Cuomo's Tax Cap: Efforts are being made to push back against Cuomo's tax cap. There was discussion about the town doing a press release. EAS will send the resolution passed at the County last week.

Executive Session:

Resolution 2014-19: At 9:12 p.m., PD made a motion to go into executive session to discuss personnel matters. SC-seconded. All were in favor and motion was carried.

At 9:28 p.m., PD made a motion to come out of executive session. SC-seconded. All were in favor, motion carried.

Resolution 2014-20: RESOLUTION TO BE USED BY OFFICERS OF THE TOWN BOARD, TOWN OF HAMILTON, MADISON COUNTY, STATE OF NEW YORK

Whereas, Eve Ann Shwartz, Town Supervisor of the Town of Hamilton, Madison County, NY does hereby make the following resolution, and therefore be it RESOLVED, that on this 10th of April, I, the above named Town Supervisor, does hereby submit to the Town Board for their consideration and approval the following resolution:

WHEREAS, The Town has created a second Deputy Town Clerk position; and
WHEREAS, The Town desires that this title be placed in the exempt class of Civil Service.

NOW, THEREFORE BE IT RESOLVED, that the second position of Deputy Town Clerk be and hereby is authorized to act for and in place of the Town Clerk.

Peter Darby moved. David Holcomb seconded. Suzanne Collins – yay. Eve Ann Shwartz – yay.

Peter Darby – yay. David Holcomb – yay. Chris Rossi – absent.

Resolution 2014-21: Peter Darby made a motion to hire Donna LaMarco as full time Bookkeeper, Secretary to the Supervisor and Deputy Town Clerk. Salary to be at same hourly rate for 40 hours per week. Starting date effective April 1, 2014. David Holcomb-seconded. All were in favor. Motion carried.

At 9:40 p.m., PD-motioned to adjourn. SC-seconded. All were in favor, motion carried and meeting was adjourned.

Respectfully submitted,

Sue Reymers
Town Clerk