

**Town of Hamilton - Regular Meeting Minutes
Thursday, November 12, 2015 at 6:30 pm
Held at the Town Office, 16 Broad Street, Hamilton, NY**

Present: Eve Ann Shwartz, Peter Darby, Chris Rossi, Suzanne Collins, Dave Holcomb
Others Present: Bert Glazier, Sue Reymers, Brynley Wilcox, Mayor Bob McVaugh, Sam Cooper, Willard Fuller, Grattan Johnson, Vinny Faraone, Tom Fagan

Call to order & Welcome: Supervisor Shwartz called the meeting to order at 6:35p.m.

Public Comments: None

GENERAL:

Approval of Minutes:

RESOLUTION 2015-127: Approval of Regular Town Minutes for October 8, 2015

On a motion of Councilmember Chris Rossi, seconded by Councilmember Suzanne Collins, the following resolution was: ADOPTED: Ayes: 5 Nays: 0
Resolved that the minutes from October 8, 2015 be changed as noted and approved.

RESOLUTION 2015-128: Approval of Budget Town Minutes for November 5, 2015

On a motion of Councilmember Peter Darby, seconded by Councilmember Chris Rossi the following resolution was: ADOPTED: Ayes: 5 Nays: 0
Resolved that the minutes from November 5, 2015 be changed as noted and approved.

Claims for Payments:

RESOLUTION 2015-129: Audit of Claims

On a motion of Councilmember Suzanne Collins, seconded by Councilmember Dave Holcomb, the following resolution was: ADOPTED: Ayes: 5 Nays: 0
Resolved that the bills contained on Abstract # 11 have been reviewed by the Town Board and are authorized for payment in the following amounts:

General Fund A	No.	243	<i>through</i>	271	\$16,581.70
General Fund B	No.	30	<i>through</i>	35	\$1,334.84
Highway Fund DA	No.	110	<i>through</i>	124	\$37,052.78
Highway Fund DB	No.	43	<i>through</i>	43	\$20,116.88
Lighting Districts	No.	19	<i>through</i>	20	\$386.00

Correspondence: All letters are on file in the Town Clerk’s Office.

1. Village of Hamilton, Dated October 13, 2015; in regards to Proposed Village of Hamilton Local Law

2. Department of Public Service, Dated October 7, 2015; in regards to Reforming the Energy Vision
3. NYMIR, Dated October 23, 2015; in regards to Rate Adjustments
4. Association of Towns, Office of the State Comptroller, Dated November 2, 2015; in regards to recent election and training opportunities
5. Family of Kay Morton, Dated October 19, 2015; in regards to floral arrangement
6. Gair Meres, Dated October 21, 2015; in regards to traffic alert signal on Payne Street
7. Art Zimmer, Dated October 30, 2015; in regards to Movie film Producers coming to Hamilton

TOWN REPORTS:

Highway Superintendent - Bert Glazier We cut down some trees and fixed some ditches. The garage lighting was worked on. All trucks are ready; the wings were put on along with the spare trucks wing. Some tires were replaced. The paving was done on the Salt Shed and the roof will be delivered Monday and will be put on Tuesday. Supervisor Shwartz asked if Barton and Loguidice have seen the work. Superintendent Glazier says they have seen the work.

Town Clerk- Sue Reymers- Monthly Fees collected for October \$2,838.00. Town Revenue: \$1,074.91, NYSDEC \$1,205.64; NYSDOH \$45.00; NYSAM \$62.00; Mad County Landfill \$450.45. Total number of Licenses & Permits: Hunt/Fish 36, Marriage License/Copies 2, Dog License 38, Wanderers Rest Redemptions 0, Landfill Tickets 33, Birth Cert./Copies 0, Death Cert./Copies 0, Genealogy 4, Building Permits 7, Plan/Zone Application 0. Valesky: Town Hall: Submitted initial application \$ 100,000. Waiting for next step. Magee: Town Hall: \$50,000 submitted. October 27th Assembly Member Magee called to notify us that the grant was preliminarily approved. NYSDEC: Salt Shed Grant: \$255,000 submitted on 7/30/15 waiting to hear. FOIL request form-Is in process.

Dog Officer Report- Larry Butts- None

Codes Enforcement Officer- Donald Forth

For October there were seven permits for the following projects; foundation, porch, demo/new house, solar, renewals and demo. Locations: 72 East Main Street; 6834 Horton Road; 1272 Alderman Road; 7780 S Hamilton Road; 941 Route 12; 1909 Quarterline Road; 799 Wilkinson Road. Permit Fees Totaling \$570.00

Supervisor/Bookkeeper- Brynley Wilcox

NYMIR Insurance Changes-The old salt shed will be classified as a cold storage shed and there will be no change in the premium.

2013 FEMA-There have been correspondence with NYS Disaster Assistance Representative William Fredericks. He has asked about documents and proof of the payment we received in February 2015.

Garage Time Clock-The new time clock will be installed next week in the Town Highway Garage.

2015 CHIPS-CHIPS paperwork was mailed November 10th. The amount submitted was \$126,086.34 (\$109,690.07 CHIPS, \$16,396.27 Extreme Winter Recovery).

Budget Timeline Update-The Government Effective Plan was approved by the NYS Division of Budget on October 14th. The Tax Cap Override was completed on November 10th. The Budget deadline is November 20th and the Tax freeze was completed November 10th.

RESOLUTION 2015-130: Authorization to transfer Funds

On a motion Councilmember Peter Darby, seconded by Councilmember Dave Holcomb, the following resolution was: ADOPTED: Ayes: 5 Nays: 0
 Resolved that \$140,000 in Money Market Account from Oneida Savings Bank to NBT Checking for payment of November bills, and November and December payroll as follows: General A \$38,500; B Town Outside \$1,500; Highway Fund DA \$50,000; Highway Fund DB \$50,000.

RESOLUTION 2015-131: Budget Modification

On a motion Councilmember Chris Rossi, seconded by Councilmember Suzanne Collins, the following resolution was: ADOPTED: Ayes: 5 Nays: 0
 Resolved that the budget be modified as follows:

<u>FUND: A</u>		<u>FROM</u>	<u>TO</u>
<u>Increase:</u>	A1010.4.1 - Town Board-Referendum	\$ 0	\$ 3,900
<u>Increase:</u>	A1410.1.1 - Deputy Town Clerk	\$16,224	\$ 20,000
<u>Increase:</u>	A1420.4 - Attorney Contractual	\$11,000	\$ 11,023
<u>Increase:</u>	A1920.4 - Municipal Assoc. Dues	\$ 700	\$ 799
<u>Increase:</u>	A6410.4 - Publicity Contractual	\$ 2,000	\$ 2,100
<u>Increase:</u>	A9030.8 - Social Security	\$18,963	\$ 21,963
<u>Decrease:</u>	A1010.4 - Town Board Contractual	\$ 4,800	\$ 1,000
<u>Decrease:</u>	A1310.1 - Dir. Of Finance Wages	\$42,432	\$ 38,966
<u>Decrease:</u>	A1990.4 - Contingent	\$ 9,123	\$ 5,491

<u>FUND: B</u>		<u>FROM</u>	<u>TO</u>
<u>Increase:</u>	B8020.4.2 - Comprehensive Plan	\$ 4,500	\$ 7,300
<u>Increase:</u>	B8030.4 - Research Contractual	\$ 0	\$ 450
<u>Increase:</u>	B5031 - Interfund Transfer (Income)	\$ 13,600	\$ 16,950

<u>FUND: DA</u>		<u>FROM</u>	<u>TO</u>
<u>Increase:</u>	DA5130.4 - Machinery, Personnel	\$ 25,000	\$ 35,000
<u>Increase:</u>	DA5142.2 - Snow Removal (Salt Shed)	\$ 0	\$ 25,000
<u>Increase:</u>	DA9050.8 - Unemployment Insurance	\$ 567	\$ 1,000
<u>Decrease:</u>	DA5130.2 - Machinery Equipment	\$ 238,839	\$203,406

<u>FUND: DB</u>		<u>FROM</u>	<u>TO</u>
<u>Increase:</u>	DB5110.1 – General Repairs, Personnel	\$ 99,879.42	\$ 115,000
<u>Increase:</u>	DB9030.8 – Social Security	\$ 7,724	\$ 8,900
<u>Increase:</u>	DB9055.8 – Disability Insurance	\$ 53	\$ 80
<u>Increase:</u>	DB9060.8 – Hosp/Medical Insurance	\$ 20,613	\$ 20,810
<u>Decrease:</u>	DB5140.4 – Brush & Weeds Contractual	\$ 7,500	\$ 6,100
<u>Decrease:</u>	DB5110.4 – General Repairs, Contractual	\$ 30,500	\$ 15,379.42

RESOLUTION 2015-132: 2014 Audit of the Town, Town Clerk and Justice Court Financials and Accounts

On a motion Councilmember Dave Holcomb, seconded by Councilmember Peter Darby, the following resolution was: ADOPTED: Ayes: 5 Nays: 0

Resolved that the 2014 Audit be acknowledging that the required examination and audit was conducted of the Town, Town Clerk and Justice Court be approved.

RESOLUTION 2015-133: Health Insurance Changes

On a motion Councilmember Peter Darby, seconded by Councilmember Chris Rossi, the following resolution was: ADOPTED: Ayes: 5 Nays: 0

Resolved that the employee's responsibility of the Health Insurance is now 6%, not 5% and the Town's responsibility is now 94%, not 95% be approved.

Brynley Wilcox will notify employees that are impacted of this change by letter, which will require signature from employee.

RESOLUTION 2015-134: Receive and File Financials

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

Resolved that the October monthly financials be received and filed.

COMMITTEE REPORTS:

SOMAC-Dave Holcomb

Vinney Faraone gave the board an update on SOMAC. They recently filed the annual 990. They have some new volunteers and employees. The challenge with some of the volunteers is that they want to get paid, too. They have 24 Colgate student volunteers and several are in the EMT class. It's been a slow summer with calls. Tim Collins agreed to become a board member and be the Treasurer. Tim is very familiar with SOMAC. The Gala is tomorrow night which will raise funds for the hospital and SOMAC. There was an accident with a student driver. No one was hurt, but the rig has been out for repairs. It was \$7,000 in damages with a \$1,000 deductible. The Town of Lebanon gave a portion of SOMAC's territory to the Village of Sherburne. There is concern about whether or not people will know who their ambulance service is and whether or not they understand the response time. For example, Briggs road is

now under the Village and it will take them 17 minutes to get there, while SOMAC can get there in 4 minutes. Also, the Village is not 24/7. Supervisor Shwartz stated that the concern is justified and suggested that the Town of Lebanon should write to the houses to inform them of the change. They are still looking at transfer services.

Ambulance Services Community Working Group-Eve Ann Shwartz

Madison County Emergency Services Committee awarded a contract for an independent study of emergency services to a national company.

Comprehensive Plan-Chris Rossi

They are still editing the plan. The next committee meeting is Thursday, November 19 at 7 pm at the Poolville Community Center. They should have the final edits by year end or the beginning of next year.

Partnership for Community Development-Peter Darby

They had a principal partners meeting with the exception of Jill Harsin as there was an emergency on campus. The work plan is being revised. The board briefly discussed the issue of broadband in rural areas.

38 Milford Street Building Committee-Suzanne Collins/Peter Darby

The committee is still working on finalizing the floor plans.

OLD BUSINESS

Adopt Town Budget:

RESOLUTION 2015-135: Adopt 2016 Budget

On a motion of Councilmember Peter Darby, seconded by Councilmember Chris Rossi, the following resolution was:

ADOPTED: Ayes: 5 (Collins, Rossi, Holcomb, Darby, Shwartz) Nays: 0

Resolved that the 2016 Proposed Budget is adopted.

RESOLUTION 2015-136: Approval of Fire Contracts for Village of Earlville and Village of Hamilton

On a motion of Councilmember Chris Rossi, seconded by Councilmember Dave Holcomb, the following was:

ADOPTED: Ayes: 5 (Collins, Rossi, Holcomb, Darby, Shwartz) Nays: 0

Resolved that the Fire Contracts for Village of Earlville and Village of Hamilton be approved.

NEW BUSINESS

Madison County Snow & Ice Agreement Resolution:

RESOLUTION 2015-137: Resolution Of The Town Board Approving Agreement With Madison County For Snow And Ice Control On The County Road System

WHEREAS, THE Board of Supervisors of Madison County adopted **Resolution No. 389-15** on **October 13, 2015** designating the improved roads of the County Road System of the County upon which snow and ice removal should be performed; and **WHEREAS**, the County Superintendent of Highways was authorized to enter into agreements with the Town for the aforementioned purpose starting **October 1, 2015 through April 30, 2016** at rates as specified in the Agreement (which is \$17.91 per land mile and loader rate at \$120.00); and

NOW, THEREFORE BE IT RESOLVED, that the Town Superintendent of Highways of the Town of Hamilton, Madison County be and hereby is authorized and directed to enter into an agreement with the County of Madison to perform snow and ice removal upon the improved County Road System as per Agreement.

On a motion of Councilmember Dave Holcomb, seconded by Councilmember Peter Darby, the following resolution was:

ADOPTED: Ayes: 5 (Collins, Rossi, Holcomb, Darby, Shwartz) Nays: 0

NYMIR Underwriting Survey:

The Town Board will hold off until the next Board meeting in December.

Town and County Roads-Request for speed study:

Clerk Reymers explained the procedure for changing a speed limit.

Step 1: The Town of Hamilton determines that a road needs a change in its speed limit

- Add a speed limit
- Eliminate a speed limit
- Change a speed limit

Step 2: Town Board passes a Resolution stating:

- The name of the road, the specific area(s) of the road (between road intersection x and y), and the problem;
- Request for Speed Study and change;
- Authorizes the Town Clerk to sign a NYS form TE9a;
- ...submitting said request to Madison County for its review and forwarding to NYSDOT.

Step 3: Clerk signs TE9a form and Sends Resolution and TE9A Form to Madison County.

Step 4: Madison County Reviews and passes on form to NYSDOT Regional office in Utica.

Step 5: NYSDOT's Process

- NYSDOT responds to the County and Town informing us of their receipt of the study to be conducted. *This can take several months.*

- Upon completion of review, they send in writing to the County and Town if they determine a speed reduction/change is or is not necessary.

Step 6: If approved

- County Roads: if a change is approved for a County road, Madison County Highway Department begins the process to change or add signage.
- Town Roads: if a change is approved for a Town road, then the Town is required to process the change(s).

After a brief discussion, the board asked that the Highway Superintendent and Town Clerk work together to identify which roads should be studied. The Clerk will also get an inventory list from either the County or DOT on what the current speed limits are already.

Letter from Justice Court Consolidation-Donald Haight

The board discussed creating a committee to study the potential for court consolidation between the Town and Village of Hamilton. The Village of Hamilton's Mayor will bring it to his board for consideration.

RESOLUTION 2015-138: Justice Committee For Study of Court Consolidation

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

Resolved that Suzanne Collins become a Committee member for the Study for the Court Consolidation of the Village and Town Courts.

Tax Bill Memo:

This will be the third year that the memo will be included with the tax bill. Clerk Reymers circulated a draft of the one-sided document. The board discussed the possibility of utilizing the second side, but decided to not include any other information.

In-kind Services to Non-profit:

The board discussed the Highway Department's periodic assistance to local non-profits.

Concerns of Town Board: None

Supervisor's Report:

Madison County Activities:

The budget will be voted on next Tuesday. There is a 2% increase to non-profits that requested it. There was a meeting today with the Governor's office regarding the Casino. The County settled all of their labor contracts. Health insurance benefits are being re-organized.

RESOLUTION 2015-139: Executive Session

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

Resolved that this Board move into an Executive Session for the purposes of Contract negotiation, potential litigation and personnel at 8:45 pm.

Respectfully Submitted by
Sue Reymers, Town Clerk and Michelle Myrto, Deputy Clerk

RESOLUTION 2015-140: Return to Regular Session

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

Resolved that the Board return to regular session at 9:41 pm.

RESOLUTION 2015-141: Authorization for change in Personnel for Bookkeeper - Secretary to the Supervisor

WHEREAS, the Town of Hamilton Town Board has received a proposal from Brynley Wilcox, Bryn on the Books, to transition from an employee of the Town to a contractual arrangement; and

WHEREAS, the Town Board has reviewed the proposal; and

WHEREAS, the Town Board has determined that it is in the best interest of the Town to move forward with the change of status; and

WHEREAS, the Town Board authorizes the Supervisor to negotiate the final terms of the contract and to sign the contract after review by Town Attorney Steve Jones.

NOW, THEREFORE, BE IT RESOVLED THAT the Town of Hamilton Town Board hereby authorizes that Brynley Wilcox, Bryn on the Books, will become the Town's Bookkeeper on a contractual basis effective December 1, 2015 upon the completion of negotiations, by the Town Supervisor.

On a motion Councilmember Chris Rossi, seconded by Peter Darby, the following resolution was: ADOPTED: Ayes: 5 Nays: 0

Resolved that the Town Board authorized the change for Bookkeeper from employee to Contractual be approved.

Roll Call Vote: Shwartz-yes; Holcomb-yes; Collins-yes; Rossi-yes; Darby-yes

RESOLUTION 2015-142: SOMAC Contract

On a motion Councilmember Dave Holcomb, seconded by Chris Rossi, the following resolution was: ADOPTED: Ayes: 5 Nays: 0

Resolved that the SOMAC Contract be approved.

With no further business, on a motion of Councilmember Peter Darby, seconded by Councilmember Suzanne Collins, the meeting was adjourned at 9:48 p.m. Carried unanimously.

Respectfully Submitted by,
Eve Ann Shwartz
Clerk Pro Tem