

Town of Hamilton Regular Board Meeting Minutes
Thursday, NOVEMBER 13, 2014, 7:00 p.m.
Held at the Town Office, 16 Broad Street, Hamilton, NY

Present: Peter Darby, Suzanne Collins, Chris Rossi, David Holcomb, Sue Reymers, Bert Glazier, Brynley Wilcox. Absent: Eve Ann Schwartz.

Others Present: Debbie Kliman, Village of Hamilton Trustee, Margaret Miller-Mayor, Village of Hamilton; Gerry Hayes-Village of Hamilton.

Call to order & Welcome: Peter Darby called the meeting to order at 7:04 p.m.

Public Comment:

Gerry Hayes: Village of Earlville's last meeting was on 10-21 and their next meeting is 11-18. Village just hired a new Codes Officer, Lloyd Sutton, via shared services with the Village of Morrisville. He started on 10-22 and will be in once a week for 2 hours on Wednesdays. Last meeting revised new animal law. Earlville will have its Christmas celebration on December 13th at 5 p.m. On shared services, the Village got back an old pick-up truck from fire department. They replaced their DPW pick-up truck in the summer, rather than put it up for sale, they made a deal with the Village of Hamilton. They have taken over the old pick-up truck and in exchange retrofitted the fire department pick-up truck for a salt brining.

Margaret Miller: the tree lighting ceremony is on December 5th and there will be refreshments. Public hearing on food truck permits at the next Village meeting. Debbie Kliman: the moratorium regarding boarding housing, multi-family dwellings and parking lots passed. The board has been meeting two times a week to address other issues such as the sign law. Margaret shared that the airpark fence went up around the runway with grant funds. Also, there is a new apron hanger. Anticipate getting grants for more hangers.

GENERAL:

Minutes Approval:

RESOLUTION 2014-75: Approval of October 9, 2014 Minutes

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

Resolved that the minutes of October 9 be approved.

Claims for Payment:

RESOLUTION 2014-76: Audit of Claims

On a motion of Councilmember Collins, seconded by Councilmember Holcomb, the following resolution was: ADOPTED: Ayes: 4 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 300 through 335	\$ 18,578.72
General Fund B	No 42 through 47	\$ 2,764.14
Highway Fund DA	No 107 through 122	\$234,626.91
Highway Fund DB	No 55 through 58	\$ 33,960.27
Lighting Funds	No 24 through 25	\$ 356.53

TOWN REPORTS:

Highway Superintendent: Bert Glazier

The new generator is installed in the garage along with new electrical service and switch. Plowed two times. Put in a new oil pan on truck #17, which is only 4 years old and trying to get it under warranty. Rebuilt the sand screener and built a new ramp in a different location. Brynley, Sue and I worked on submitting CHiPs. Received new plow truck which is licensed and insured. The status of the covering of the salt pile is that we are waiting for Jerry from Soil and Water. He is getting information about a net style. Needs follow-up.

Codes Enforcement Officer Report:

The board reviewed the report submitted by CEO, Donald Forth for the month of October. The report showed a new shed, a new house and porch and dormer. Don also submitted reports on August and September.

Clerk Reymers reported that the board had wondered about permits related to storm damage during the summer. In following up, the CEO was able to attribute three permits. One was for a home demo on Earlville Road in Poolville, a chimney and most recently, the Hubbardsville senior home. The person with the house demo did complain about the permit fees. At this point, this is just an informational report.

Supervisor/Bookkeeper's Finance Report:

A narrative report along with the Profit & Loss and Balance Sheet were presented to the board.

- Court Report: October (\$942): State payment (\$336); Town Share (\$606).
- CHIPS submission for 2014 was mailed out Monday, November 10th. Balance available per NYSDOT: \$122,802.10. (\$109,685.08 for CHIPS and \$13,117.02 for \$40 Million Extreme Winter Recovery). *Amount submitted:* \$138,072.33 total (\$124,751.77 for CHIPS and \$13,320.56 for \$40 Million)
- Spoke with Debbie DePuccio at the State Comptroller's office. All amendments to the 2013 AUD have been accepted and the prior year filing is now complete.
- Sales Tax 2015 Final Number \$229,374.38 (current year \$223,796.04), increase of \$3,697.38. The 2015 budget was updated.
- In response to a question brought up at the Preliminary Budget Hearing: Currently the Town elects to receive their total sales tax amount in one yearly installment. The 2015 installment will have been accumulated by the County

from 09/2013 through 08/2014. The County then keeps a portion of the total amount (approx. 14% or \$137,783.47) in order to reduce the town residents' County Tax rate. The Town can elect to receive their sales tax quarterly as it is earned, instead of annually (with the 1+ year delay), however, the residents will not receive the reduced county tax rate. This decision must be sent to the County Treasurer by Sept. 1 for the following year via Board Resolution.

- Looking ahead to 2015 - will most likely move payroll services completely in-house. Foregoing the QuickBooks Assisted Payroll Service will save approximately \$2,000 in 2015.

2015 Monthly Fee:	\$99.00	\$ 1,188.00
Fee per paycheck:	\$2.00	\$ 760.00
W-2 prep fee:	flat	\$ 45.00
W-2 filing fee:	4.25	\$ <u>93.50</u>
		\$ 2,081.50

- Resolution: Resolution needed to transfer \$139,200 in order to pay for the new 2015 International Dump Truck and the difference between the 2014 NYS Retirement budget & the 2015 invoice amount.
- Budget Timeline Reminder:
 - Preliminary Budget Hearing was Thursday, October 30th
 - Tax Cap override submission to NYS: *Completed* on November 10th
 - Adopt Budget by November 20.

RESOLUTION 2014-77: Funds Transfer Authorization

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

Resolved that the funds in the amount of \$139,200 be transferred from the Money Market account to the checking account for the following:

Transfer from	Transfer to	Total Amount	Reason for Transfer
A--Money Market	A--Checking	\$4,650	NYS Retirement Invoice
DA--Money Market	DA--Checking	\$7,700	NYS Retirement Invoice
DA--Capital Reserve	DA--Checking	\$95,100	2015 International Truck
DB Money Market	DB--Checking	\$10,750	NYS Retirement Invoice
DB Money Market	DB--Checking	\$21,000	CHIPS Reimbursement later than anticipated

Councilmember Darby raised the topic of the Clerk's salary. The salary will be adjusted to a total of \$45,000 with modifications taken from several budget lines so it does not impact the bottom line of the 2015 budget. The budget will be adopted later tonight.

RESOLUTION 2014-78: Authorization to add Brynley Wilcox to Petty Cash

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

Resolved that the Brynley Wilcox be added to the petty cash account with ability to sign checks and access the account.

COMMITTEE REPORTS:**SOMAC: David Holcomb**

Still working on hiring a director of operations. They met with the Town of Lebanon to discuss the services for their territory. Margaret Miller shared that the Gala was very successful. The taxing district is in the hands of Steve Jones. Clerk Reymers chimed in that she is working on the plan and will coordinate the map with Madison County. Scott Ingmire from Madison County Planning Department did provide an initial map but it includes the Town of Brookfield. Ms. Reymers spoke with Vinney and got a copy of the certificate of need. The Town has a copy of CAVAC's taxing district plan and will use to that to help establish SOMAC's plan. Through looking at the certificate of need and the map, the town has learned that a portion of the Town of Brookfield receives SOMAC services on a gentleman's agreement which is why it shows up on the map. Ms. Reymers ran some initial numbers for the taxing district and the Town of Brookfield's portion impacts only a .01 to the taxes. We need to explore that more during the planning process. The district lines are the same as the fire department and are geopolitical lines.

Comprehensive Plan Committee: Chris Rossi

They will be meeting again on Thursday, November 20. We are working on goals and actions. In the packets are a copy of the potential gas map based on current zoning and setbacks regulations with the DEC. Don made the map with help from Bruce Selleck. Each of the circles represents a spacing unit and in the middle would be a well head. The setbacks from NYS only apply to surface setbacks. The drilling bore might go down and go under another person's property and that is not subject to setbacks.

This is only for the Utica shale because according to Bruce Selleck there's no potential for Marcellus shale development in the Town of Hamilton. The reason why it's uniform with all these circles is because the Utica shale is unknown. All of the Utica shale is at a depth which is developable, but whether it's desirable or what it would yield is yet to be seen because no one has explored it yet. The maps shows if everything that could be developed, got developed and was worth developing.

Don is going back for us and before we have a reasonable discussion about whether we are concerned or not concerned, we need to see where environmentally sensitive areas are, such as slopes, agriculture, to understand it more. That's part of what we are talking about next meeting. Energy and environmental part will take some time. In the meantime, they are editing the goals and actions.

Road Use Law:

The Binder arrived from Delta with the town's data. There is a Minimum Impact Threshold (MIT) form that needs to be filled out. Delta provided some guidelines on it, but asked for us to wait for the training to fill out the form. We are working with Delta to schedule the training in December or January. We hope to adopt the local law at the December board meeting.

PCD Housing/Village Development: Peter Darby

Housing committee met with a Colgate trustee. There are a group of Colgate trustees that recognize the issues that the housing committee identified (lack of housing for students, seniors and young professionals) and that the free market is not dealing with them. There is movement to help raise money to help direct the free market towards the goals of the community. No idea on timeframe but it's moving in good direction.

Joint Village/Town Projects: Suzanne Collins & Peter Darby

Nothing to report.

Deer Management Task Force: Peter Darby

At a conference earlier this semester, Catherine Cardelus met Bernd Blossey from Cornell who has been active in setting up deer management programs in other towns based on using local bow hunters. It's been a volunteer program, not hiring sharp shooters which has been successful. Next meeting we will try to assimilate the information we received from Bernd. We see a path now and have two good models.

Mayor Miller spoke that she shared the committee's notes with the village trustees and it will be talked about at the next meeting. She was in touch with NYMIR and they have neither Lansing nor Trumansburg as a client. According to NYMIR they don't see the risks. Jim Stokes still has reservations. Mr. Darby continued that they hope to have something in place next fall.

OLD BUSINESS:**RESOLUTION 2014-79: Adopt 2015 Budget**

On a motion of Councilmember Collins, seconded by Councilmember Holcomb the following resolution was:

ADOPTED: Ayes: 4 Collins, Rossi, Holcomb, Darby
Nays: 0

Resolved that the 2015 Preliminary Budget is adopted as amended.

SOMAC Taxing District: More information will be at subsequent meetings.

LOCAL LAW #2: Local Road Use & Preservation Law: On hold until next meeting.

Town Clerk Report: Sue Reymers

Clerk Financial Report:	September	October
Total Fees Collected:	\$8,076.74	\$2,752.00
<u>Distributions:</u>		
Town Revenues:	\$1,271.06	\$1,093.77
NYS DEC Hunting & Fishing:	\$6,030.78	\$1,000.58
NYS Dept of Health:	\$ 90.00	\$ 67.50
NYS Ag & Markets:	\$ 80.00	\$ 51.00
Mad Co Treasurer (Landfill Tix):	\$ 604.90	\$ 539.15

of Licenses & Permits:

	September	October	November	December
Hunt/Fish Licenses	112	33		
Marriage Licenses	4	3		
Marriage Copies	5	3		
Dog Licenses	54	31		
Landfill Tickets	46	41		
Birth Certificates/Copies	1	1		
Death Certificates/Copies	0	3		
Building Permits	1	0		
Plan/Zone Applications	1	0		

FEMA 2013 Disaster Update:

10/29/14: Spoke with Brenda Gausby, Dept of Homeland Security & Emergency Services, she is the Disaster Assistance Officer assigned to our 2013 disaster. She was able to get into the system to review our paperwork. From our conversations, it appears that our paperwork is all in order. The Status is: awaiting award. She has emailed FEMA to ask them about our status and to help push it to the top and hopefully/maybe it will go out with the next round. Again, as long as the paperwork is all in order.
11/5/14: emailed Brenda to ask if there is any news. No response yet.

RECORDS RETENTION: 11/12/14: 20 Utica Street lease extended to June 30, 2014. Probably will be the last extension.

NEW BUSINESS:

Concerns of the Town Board:

Councilmember Rossi asked about the emergency response committee. Mr. Glazier reported that Madison County was trying to organize through the fire departments. They have not hired the new emergency coordinator yet. Mr. Glazier will follow up.

Mayor Miller stated that she will be asking the new assistant, Nancy Mitchell at the Village to work on emergency response. The village is having drill on the gas leak soon.

Supervisor's Report: No report.

RESOLUTION 2014-80: EXECUTIVE SESSION

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

Resolved that this Board move into an Executive Session for the purposes of real estate at 7:50 p.m.

RESOLUTION 2014-81: RETURN TO REGULAR SESSION

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

Resolved that the Board return to regular session at 8:04 p.m.

With no further business, on a motion of Councilmember Collins, seconded by Councilmember Holcomb, the meeting was adjourned at 8:05 p.m. Carried unanimously.

Respectfully submitted by
Town Clerk Suzanne Reymers