

Town of Hamilton Regular Board Meeting Minutes
Thursday, March 14, 2019 at 6:30 p.m.
Held at the Court House, 60 Montgomery Street, Hamilton, NY

Present: Eve Ann Shwartz, David Holcomb, Chris Rossi, Peter Darby.

Absent: Mary Lee Dinski. Others Present: Sue Reymers, Brynley Wilcox, Jason Florenz.

Public: Grattan Johnson, Kathleen Palmer, Regina Silvestri, Daniel Ahrens, Hamilton Dog Control Officer Gordon Baker.

Call to order & Welcome: The meeting was called to order at 6:33 p.m.

Public Comments and Correspondence:

There were no public comments. Supervisor Shwartz shared that the town received correspondence from the Hamilton Food Cupboard and Earlville Free Library thanking the town. A letter from the NYS Education Department acknowledging Jack Loop's annual historian report and a letter from Upstate Hospital on mobile mammograms.

DEPARTMENT REPORTS:

Highway Superintendent - Jason Florenz

GARAGE:

- Purchased new toolbox for the shop

GENERAL REPAIRS:

- Picked up downed trees on Cole Hill Road

EQUIPMENT:

- 3 trucks went down on 2/24. The Village let us use a truck for 3 days until we could get our trucks back in service.
- The 2012 Backhoe was sold on Auctions International for \$43,100.
 - Five Star had offered \$35,000 for a trade-in.
 - The 2019 Backhoe should be delivered next week.
- Replacing fenders and touching up paint on #23 (2010 pickup) – pictures next month.
- All trucks are back in service.

CHIPS:

- Met with Gorman on 2019 road projects.

SNOW REMOVAL:

- Hauled snow from Rambling Brook and pushed intersections back on South Slope, Alexis, Amelia, Thayer and the firehouse.
- Made 30 runs between February 15th and March 12th.
 - Used approximately 1,680 yards of a 1:4 salt/sand mix.
 - 19,550 gallons of salt brine.

- Thus far we've made 141 runs compared to 128 runs during the same period last winter.
 - We've used 97,650 vs. 49,600 gallons of salt brine last year.
 - Used 725 vs. 844 ton of salt last year.
- Waiting on 765 regular miles and 155 brine miles to be reimbursed by the County (approximately \$16,500).

OTHER:

- Attended monthly Highway Superintendent meeting.
- Ran out of diesel fuel at 9:15am on Thursday, March 7th, 2019.
- Fixed water problem on South Hamilton Road and helped the County clear the ditch on Larkin for upcoming rain and melting.
- Assisted the Fire Department with a fire on Earlville Road.

Mr. Florenz has a quote for renting a boom mower for the fall. The town has borrowed Lebanon's in the past, but it's getting old. Sherburne rents from a company. Rental would cost \$5,800 for the month or \$2,400 for the week. This is not mowing but cutting back brush and trees on the sides of the road. Mr. Florenz showed the board the contract. The company takes care of maintenance and blade replacements. It can take a lot of time to repair and maintain it. October is a good month to manage it.

Supervisor Shwartz asked about answers on the Solar panels. Mr. Darby left a message for Glenn Stead who installed it. He works on his own now. Brynley put together data on it. Mr. Darby will follow-up. Production has been low lately. Chris Rossi shared that she had the same issue and it was a computer issue. Glenn came in and fixed it. It should be on the annual checklist.

Supervisor/Bookkeeper - Brynley Wilcox**2018-2019 W & ICE AGREEMENT:**

- \$17,352.22 was received from the County - Plow Dates: 01/11/19 - 01/20/19
- \$22,437.06 was received from the County - Plow Dates: 01/22/19 - 01/30/19
- 2019 YTD: \$ 95,863.02
- *BUDGET: \$ 115,000.00*

SALES TAX REVENUE:

- \$105,143.19 was received from Madison County for Q4-2018
 - 17.35% less than Q4-2017 (\$127,215.72)
- 2019 YTD: \$ 105,143.19
- *BUDGET: \$ 422,000.00*

2018 AUD:

- The 2018 AUD is ready to be submitted pending Board review. (Due April 1st)

SALES TAX WEBINAR:

- 2018 showed the highest growth in sales tax since 2010.
 - State unemployment down to 4.2% (lowest in over four decades).

- Total wages increased by 5.7% during first half of 2018 compared to same time period in 2017.
- U.S. Supreme Court ruling overturned a prior ruling from 1992.
 - States now have the authority to require online retailers to collect and remit sales taxes regardless of whether they have a physical presence in the State.
 - State estimates that this could mean hundreds of millions of dollars for local municipalities.
- Madison County was one of only two counties (Cayuga) that saw a decline in sales tax collections due to a technical adjustment in November 2018. Due to City of Oneida.

There was a brief discussion on sales tax. Ms. Wilcox will keep the board posted.

RESOLUTION 2019-31: Audit of Claims

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

Resolved that the bills contained on Abstract #3 have been reviewed by the Town Board and are authorized for payment in the following amounts:

General Fund A	No.	77	<i>through</i>	112	\$78,989.19
General Fund B	No.	21	<i>through</i>	22	\$140.24
Highway Fund DB	No.	33	<i>through</i>	46	\$19,471.90
Street Lighting SL	No.	5	<i>through</i>	6	\$421.67
Prepays					\$22,915.95

RESOLUTION 2019-32: Funds Transfer

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

Resolved that \$122,000 be transferred from Community Bank Money Market account to NBT Bank Checking account to cover the March bills and March/ April payroll:

- A Money Market to Checking in the amount of \$ 119,000.00
- B Money Market to Checking in the amount of \$ 3,000.00

Town Clerk - Sue Reymers

CLERKS Office:

- Financial Report for February 2019: Collected \$955.59; Town keeps: \$501.35

TECHNOLOGY:

- Email is migrating from Go Daddy to Office 365. Benefits = increased security and better management. Only affects 4 emails as most get forwarded to other emails.
- We are experiencing technical delays. I'll keep you all posted.
- After this gets resolved, the website will be migrated as well.

NYSERDA Grant (Clean Energy - \$50,000)

- RFP was sent to NYSERDA for review. Once completed, the next step is to go out to bid.

NYSDOS (Magee Grant) - \$50,000 for Town Hall Project

- Letter received on 12/12/2018 for extension until 7/31/2019.
- DOS determined from our discussion last month that the funding language of the original grant on the Legislative Initiative Form was for renovation and the new build does not work within the definitions. DOS recommended going back to our Assembly member to get approval for the change via the Assembly Ways and Means Committee. DOS recommended more broad language on it.
- I contacted Assembly Ways and Means Committee and explained our situation. Due to the change in Assembly member, the request to change the request needs to go before the Speaker, Carl Heastie. On 2/28/19, a formal request on our letterhead was sent to AWMC.
- On 3/13/19, I confirmed that the request was sent to the Deputy Budget Director and that hopefully in the next couple of weeks it will be processed. It's budget time. It's ok to call her in a couple of weeks to follow-up if I don't hear.
- Meanwhile, working on understanding the MWBE process and its plethora of paperwork.

DASNY (Valesky Grant) - \$100,000 for Town Hall Project

- The draft of the contract was sent to DASNY for processing.
- They need a few more items that are being worked on.

Annual Review by NYMIR for Risk Assessment

- Brynley and I were scheduled to meet with Jay Lewandowski on 2/27 but needs to be rescheduled, cancelled due to snow.

Climate Smart Communities Application:

- Met with Miller Downer, Colgate Intern, to continue work on Action items.

Dog Control Report - Gordon Baker

The board reviewed Mr. Baker's report. There was a discussion between Mr. Baker and the board about dog control.

Codes Enforcement Officer - Mark Miller

No report this month due to being out of the office for annual training.

COMMITTEE REPORTS:**Town Office Building Committee**

Clerk Reymers reported on the status of the project.

Clerk of the Works:

- Peter, Sue, and Travis met with Joe Bello on a few occasions to discuss the position of Clerk of the Works for the project and review the initial documents.

- Joe Bello agreed to come on board on an hourly basis to oversee the project; he has extensive experience in building experience and project oversight. His title would be Project Manager.
- Joe Bello, Mark Miller and Clerk Reymers will meet with Don Forth to begin review of the plans. An extra set was ordered for him already.

Bidding Process:

- Bid Docs were released to the public on March 5. Legal advertisement was put in the Oneida Daily Dispatch. The plans are available online via Plan and Print. The ad was also released to several builders' exchanges: Syracuse, Northern NY, Mohawk Valley, Buffalo/WNY, Rochester, Binghamton. Also, the advertisement was sent to a list of potential contractors.
- Non-mandatory walk through was on Weds, March 13 @ 10 am.
 - In attendance, Doug Arena, Bell & Spina, Joe Bello, Peter Darby and Sue Reymers.
 - Two contractors in attendance: Diamond & Thiel and Wilcox Construction. Both plan on bidding.
- A few addendums will be coming out shortly from Bell & Spina based on post walk-through.

Field Office:

- Town has secured a space at 37 Milford Street for a field office starting May 1. Burt Marshall owns the property. \$300 a month. No deposit required. Still working out the electrical. A resolution is needed tonight to sign the lease.

BID TIMELINE:

- March 5: Bid Documents Released
- March 13: Non-Mandatory Walk Through
- March 28 @ 4 pm: BIDS DUE
 - Bids will be received, opened, read aloud and logged.
 - From there, Bell & Spina and Jim Hughes will review the bids respectively. The qualified low bidder will receive a letter of intent and need to submit documents such as insurance, bond, contract, etc.
- April 11: Town Council awards Bid at Meeting? Or alternative date.

Supervisor Shwartz and Clerk Reymers reviewed the MWBE process. Mr. Darby thanked Clerk Reymers for her taking the lead on these projects.

SOMAC

Town board reviewed the February Data report provided by SOMAC. Calls are down right now. Shows why taxpayers are helping to fund ambulance to keep them going. Mr. Holcomb reported that SOMAC should be on the April agenda. SOMAC is going through staffing challenges. There is a nationwide trend of having trouble filling staffing positions. There was a brief discussion. Supervisor Shwartz shared that

Madison and Onondaga Counties commissioned a study to review the combination of the emergency departments.

Partnership for Community Development

Mr. Darby reported that the PCD can provide information on two 3rd party grants. One is for an apprenticeship program where businesses want to train young people. Other one is a Fed Ex small business grant. Both are due at end of month. PCD is managing a launch grant again for start-up business or improve their business. Grants are up to \$20,000. Applications due May 3. Limited to Village businesses.

Recreation and Youth Committee

Mary Dinski is not here to report. Supervisor Shwartz reported that the County has a program that supports youth programming. There's a review of a bunch of programs that were interested in receiving the County funding. The County may entertain expanding funding due to demand. Right now, the funding that the County is funding is federal. The County could match it. This will be reviewed at the Health and Human Services Committee next month.

Zoning Update Committee

Chris Rossi reported that the committee completed draft language for conservation subdivision as part of the overall subdivision law. It is voluntary. It's a technique that incentivizes preserving open space with big building projects happen. Question for the town council - should it go to legal first, then town council or vice-versa? Another question arose if whether the conservation subdivision would be bundled with the subdivision law or adopted separate. There was some discussion and it was decided that the town council would review the conservation subdivision first, then the attorney and to adopt it as a bundle. It was also agreed that the two groups would meet altogether to learn more about it in, possibly in May.

Hamilton Climate Preparedness Working Group

Ms. Rossi reported that there was an informational meeting hosted by the PCD about the working group at Colgate Inn. It was well attended of about 30-40 people. The group is working with Colgate students. On March 30, there is a Climate Vulnerability Assessment workshop from 9 a.m. - 2 p.m., probably at the Colgate Inn.

OLD BUSINESS: NONE

NEW BUSINESS:

Liquor License Notices

- Poolville Country Store Renewal Application Notice
- Country Peddler New Application (Transfer of ownership)
- FYI - Town Board Letter regarding Steffco Application sent 2/19/19 to NYSLA

Per the law, the town can comment or not on applications.

Resolution to Sign Lease for 37 Milford Street**RESOLUTION 2019-33: Approval of Lease for Field Office at 37 Milford Street**

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 enter into a lease agreement with Burt Marshall for a rental located at 37 Milford Street for the purposes of the town hall project.

Resolution of Appreciation Bill Nolan**RESOLUTION 2019-34: Appreciation of Bill Nolan**

WHEREAS, the Town Council of the Town of Hamilton, Madison County, New York State, believes that Planning Board Members should be recognized for their faithful service to the public;

WHEREAS, Bill Nolan has been a long-time resident of the Town of Hamilton, Madison County in New York State and,

WHEREAS, Bill Nolan has faithfully volunteered his time serving as a Planning Board Member for many, many years.

NOW, THEREFORE, BE IT RESOLVED, that the Hamilton Town Board, on behalf of the residents of the Hamilton, extends its appreciation to Bill Nolan for his numerous years of excellent service, loyalty and dedication to the community and,

FURTHER BE IT RESOLVED, that Bill Nolan be furnished a copy of this Resolution, which is spread upon the minutes of the March 14, 2019 Town Board Meeting.

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

Resolution of Appreciation Erwin Lamb**RESOLUTION 2019-35: Appreciation of Erwin Lamb**

WHEREAS, the Town Council of the Town of Hamilton, Madison County, New York State, believes that Zoning Board of Appeals Members should be recognized for their faithful service to the public;

WHEREAS, Erwin Lamb, who passed away this year on February 19, had been a long-time resident of the Town of Hamilton, Madison County in New York State and,

WHEREAS, Erwin Lamb had proudly served in the U.S. Army Paratroopers, 17th Airborne Division,

WHEREAS, Erwin Lamb had been a farmer for 27 years in Hubbardsville,

WHEREAS, Erwin Lamb had served on the Hubbardsville Fire Department, as a Hubbardsville Fire Commissioner and member of SOMAC, and had also served his community in many more ways,

WHEREAS, Erwin Lamb faithfully volunteered his time serving on the Town Planning Board for 20 years and the Zoning Board of Appeals for 20 years.

NOW, THEREFORE, BE IT RESOLVED, that the Hamilton Town Board, on behalf of the residents of the Town of Hamilton, extends its appreciation posthumously to Erwin Lamb for his years of excellent service, loyalty and dedication to the community and,

FURTHER BE IT RESOLVED, that Erwin Lamb's Family be furnished a copy of this Resolution, which is spread upon the minutes of the March 14, 2019 Town Board Meeting.

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

Concerns of Town Board: None.

Supervisor's Report: Madison County Activities:

Supervisor Shwartz updated the town on the Public Utilities Committee in regard to the ongoing issue with Frontier. The County issued an RFP for a broadband consultant to help with a development plan for a better network.

With no further business, on a motion of Councilmember Darby, seconded by Councilmember Rossi, the meeting was adjourned at 7:48 p.m. Carried unanimously.

Respectfully submitted,
Suzanne K. Reymers
Town Clerk