

Town of Hamilton Regular Board Meeting Minutes
Thursday, August 8, 2019 at 6:30 p.m.
Held at the Court House, 60 Montgomery Street, Hamilton, NY

Present: Eve Ann Shwartz, Chris Rossi, Peter Darby, Mary Lee Dinski.
Absent: David Holcomb. Others Present: Sue Reymers, Brynley Wilcox, Luke Dowsland. Public: Kathleen Palmer.

Call to order & Welcome: The meeting was called to order at 6:35 p.m.

Public Comments: None.

DEPARTMENT REPORTS:

Highway Superintendent - Luke Dowsland

Luke gave his first report as Highway Superintendent.

GARAGE:

- Emptied the upstairs parts room to shelves downstairs to make space for Brynley's office and to make it easier for the mechanic to access the parts
- Cleaned out the fuel room

GENERAL REPAIRS:

- Shouldered and ditched on Payne St.
- Shouldered a small section at the Willey Rd. end of Borden to divert water away from the road
- Finished mowing roadsides a second time
- Swept excess stone off all the roads that were chip sealed
- Mowed the cemetery 3 times in one month

EQUIPMENT:

- Worked on the lawnmower all 3 times it went to the cemetery to mow

Brief discussion on the cemetery that included that the mower was bought used in 2012 and it takes about 2-3 hours to mow the cemetery every time.

TREE REMOVAL:

- Took care of two downed limbs; one on Kiley and one on Eaton
- Cut a tree out of the road on Williams

SNOW REMOVAL:

- Hauled sand from White Eagle, Hanson and Cossitt's gravel bed in Earlville

Luke brought in two samples to show the board the difference in quality. There was a brief discussion on the options. Cossitt's is a higher quality and less expensive.

OTHER:

- Attended annual PESH refresher training in Morrisville
- Sanded Eaton, Wickwire, Excell and Crumb Rd. on July 26th
- Helped the Towns of Brookfield and Sherburne haul stone for paving projects
- Visited the Towns of Madison and Sherburne to introduce myself. Also, the Village of Hamilton and Town of Lebanon.
- Helped Sue empty out the basement of the Poolville Community Center

There was a discussion on sanding the roads on hot days. Considering looking at trouble roads next year for possible solutions. Brief review of training opportunities to find new ways to deal with road care.

Peter Darby introduced a new idea to hire two (2) seasonal full-time highway positions from Thanksgiving - April 1. During the week you would have two 3-man crews; one comes in at 3 am and the other at noon. On the weekend, 1 crew would be responsible for those days and alternate each weekend. Luke Dowsland explained that the County does this, NYS, and other towns such as Cazenovia, Sherburne. Mr. Darby explained that it will reduce overtime costs. And to compensate the guys for losing the overtime, you would increase their hourly rate overall. The additional costs are in the ballpark of \$15,000 per year. The conversation stopped so that Luke could nimbly move the tables so that the councilmembers could look at each other. There was additional discussion on what the structure of the positions and costs. Luke would be the bridge between the two shifts and would still be plowing the smaller truck. It gives the guys flexibility and everyone would get every other weekend off and at the end of their shift, they would not have to come back to plow again. They would gain a more stable schedule but lose most of the overtime opportunities. Other benefits are increased safety and morale. There was additional discussion that included the 2020 budget and SOMAC's need. Discussion continued on the topic of the town's equipment replacement and the possibility of eliminating a plow truck with the new employee schedule. Luke felt that it would be best to go through two winters with the new schedule before making the determination of eliminating a truck. There was agreement about advertising for the current full-time opening and the two new positions. The board does need to know firmer numbers moving forward with this change.

Supervisor/Bookkeeper - Brynley WilcoxDOG LICENSES:

- July 2019: \$ 312.00
- 2019 YTD: \$ 1,662.00 (~21% over same period in 2018)
- *BUDGET*: \$ 2,600.00

BUILDING PERMITS:

- July 2019: \$ 795.00
- 2019 YTD: \$ 3,317.50 (~8% over same period in 2018)

- *BUDGET:* \$ 4,500.00

2018 AUDIT:

- Peter and I met with Dan Farrow on Tuesday, July 30th
- Copy of the 2018 audit is available for Board Members
- Several of the prior year’s recommendations have been cleared, new recommendations center around collateralization statements and object codes (Bookkeeper & Historian are .1 and should be .4)

RESOLUTION 2019-80: 2018 Audit of the Town, Town Clerk and Justice Court Financials and Accounts

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

Resolved that the Town Board acknowledges that a 2018 audit was conducted by Cwynar and Co. of the Town, Town Clerk, and Justice Court financial records and accounts and is on file in the Town Clerk’s office.

RESOLUTION 2019-81: Audit of Claims

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

Resolved that the bills contained on Abstract #8 have been reviewed by the Town Board and are authorized for payment in the following amounts:

General Fund A	No.	265	<i>through</i>	298	\$81,859.77
General Fund B	No.	55	<i>through</i>	55	\$62.70
Highway Fund DB	No.	105	<i>through</i>	116	\$43,078.09
Street Lighting SL	No.	15	<i>through</i>	16	\$421.54
Prepays					\$73,517.46

RESOLUTION 2019-82: Funds Transfer

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

Resolved that \$115,000 be transferred from Community Bank Money Market account to NBT Bank Checking account to cover the next month’s bills and payroll:

- A Money Market to Checking in the amount of \$ 115,000.00

Supervisor Shwartz asked Brynley to contact Cindy Edick on Sales tax projects for the coming year as well as Aid to Municipalities.

RESOLUTION 2019-83: Receive and File Financials

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

Resolved that the July monthly financials be received and filed.

Town Clerk - Sue ReymersCLERKS OFFICE:

Financial Report for July 2019: Collected \$2,990.50; Town keeps: \$1,949.61

July was busy with marriage licenses and cleaning up dog licenses. Hunting Licenses went on sale August 1 which has increased front desk traffic. Deputy Clerk Elisa Robertson has been researching kennel licenses and fee schedules for building permits, planning and zoning with the hopes for us to propose some new fee schedules to the board. New clerk Jill has been training at the front desk and working on her first project - organizing birth, death and marriage records including copy requests dating back to 1992. They only need to be kept for so many years. Also filing Marriage Licenses paperwork that was never organized from the 1980s.

GRANTS MANAGEMENT:

NYSERDA Grant (Clean Energy - \$50,000)- GEOTHERMAL - Nothing new.

NYSDOS (Magee Grant) - \$50,000 for Town Hall Project - Nothing new.

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

- After numerous emails and phone calls, the contract was submitted again for review.

Intern - Colgate Upstate Institute: Andrew Jaworski finished on July 26.

POOLVILLE CEMETERY

On July 17, I spoke with Bob Tackabury about the status of the Poolville Cemetery. I asked who was on the board and inquired about how they were managing both with maintenance and financially. He shared that they are ok for now but could use more assistance. He asked the highway department in the past, but it never came to fruition. A reminder that I have brought this subject to the board in the recent past that if a cemetery association dissolves due lack of resources, whether financial or volunteers, the cemetery becomes the responsibility of the town. NYS recommends that towns work with associations to keep them viable longer. This can be done in several ways. Mr. Tackabury said that topsoil, sand and gravel are helpful to keep the grass level and to manage the driveway. Annually they spend about \$3,000 for lawn maintenance. They did receive a NYS grant 4-5 years ago for maintenance. I told Mr. Tackabury to add my name to the list for notices for their annual meetings in case I can be helpful. I also pass this along because perhaps some arrangements can be made to assist them. I have noted from frequent walks to the cemetery that they have an old wire fence along with property line that needs replacement. They lost a lot of trees along that section too after that micro-blast storm in 2014. Current Board Members include: Bob Tackabury, Jo Bodine? (Treasurer), Monty Bennett, Sharon Fox, Shelly Wyman, and 1 of the Ogdens.

There was a discussion on how the town can work with them in the future. Eve Ann will contact Bob Tackabury to learn more before we commit to anything. It was noted that NYS encourages collaboration to assist these associations.

JULY DOG CONTROL REPORT:

- 3 stray dogs picked up and taken to Wanderers Rest

Codes Enforcement Officer - Mark Miller**July Activity**

- 3 new Zoning Permit applications.
- Issued 4 new building permits.
- Reviewed incoming documents for 1 minor subdivision (Palmer-Cole Hill Rd.)
- Conducted 15 construction inspections.
- Conducting inspections and monitoring progress of large-scale projects:
 - new home construction
 - Butzgy/Larkin Rd.
 - Hughes/Horton Rd.
 - Gibson/Alderman Rd.
 - Lafrance/Bonney Rd.
 - Locke/Bonney Hill Rd.
- Continued work filing old codes related files.
- Monitoring progress on Order to Remedy-Willey Rd, Poolville.
- Issued Order to Remedy for deteriorating siding-Bonney Hill Rd.
- Monitoring and conducting oversight of Town Hall project in conjunction with Joe Bello.
- Labeling and indexing of all construction blueprints, special use/site plans, subdivisions, annexations and surveys. This will help us assess our storage needs and we will be able to readily access older prints to better serve Town residents.
- Currently monitoring the construction and progress of 2 recently approved Special Use Permits according to conditions set forth by the Planning Board.
 - Dunham Wedding Barn-Poolville Rd
 - Back deck completed and accessible lift installed
 - Dog Boarding- Chappel Rd
- Attended Zoning Update Committee Meeting (Building density/Conservation Subdivision)
- Attended Planning Board Meeting-Dunham Wedding Barn amendment to special use permit. Reduce the number of accessible parking spaces to the minimum allowed by NYS Codes. Also made a minor change to parking lot layout adding 11 additional parking spaces.

Permit #	Date	Owner's Name	Location of Project	Description of Work	Permit Fee
2019-19	7/11/19	Anthony Schambach	485 State Rte 12	16x16 outbuilding	\$140
2019-20	7/15/19	Scott Foster	1200 Crumb Rd	32x40 pole barn	\$200
2019-21	7/23/19	Russel Lafrance	Bonney Rd	4,400 ft sq new home	\$840
2019-22	7/25/19	Lawrence Crumb	8417 S Hamilton Rd	32x24 garage	\$115

COMMITTEE REPORTS:**SOMAC**

There was a request for funding from SOMAC that the board reviewed along with the year-to-date town budget. It's likely that they will request the full amount this year.

Partnership for Community Development

Nothing to report.

Recreation and Youth Committee

Mary Dinski reported that she has been working with the PCD on a revitalization grant for \$350,000 of capital funds for a family outreach center at the Parish Center. It's not for staffing or programming. The fact that the building is a religious institution is presenting a complication. It's part of the \$10 million-dollar grant request for the Village of Hamilton. There is potential to collaborate with Bell Tree in Earlville.

Zoning Update Committee

Ms. Rossi reported that the committee met in July with Nan Stolzenburg and the Town Council to discuss conservation subdivision law and density bonuses. Gathered notes and are going back to the drawing board to make updates and we will need to meet with the Town Council again. Still working along.

Hamilton Climate Preparedness Working Group

Ms. Rossi reviewed a resolution that she is proposing the town adopt based on work for the Climate Smart Communities. It's come from the climate visioning workshops. These are tools for the Climate Action Plan. The resolution is in line with the Comprehensive Plan. With this, we will be in line for a Bronze certification by January. This is non-binding, it's what we are aspiring to be. Village is also adopting it. The Council discussed about public transportation and asked that Ms. Rossi bring back thoughts to the committee about the expansion of the Colgate Cruiser, including rebranding and expansion, which if it happened, the Town would support.

RESOLUTION 2019-84: Hamilton's 2030 Climate Vision

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

Resolved that:

The Town and Village of Hamilton are climate responsible communities, proactively working to reduce our contributions to climate change and to prepare our community for the impacts of a changing climate. In 2030, Hamilton is a model community that:

- Serves as a leader and supportive partner to other rural communities seeking to prepare for climate change.

- Tracks and manages our activities in order to reduce our emissions of carbon dioxide and other contributors to the greenhouse warming effect, with a long-term goal of eliminating or offsetting our part in climate change.
- Develops a diverse, multi-use transportation infrastructure, emphasizing modes that reduce or eliminate dependence on fossil fuels, such as public transportation, carpooling, walking and biking, and low- or zero-emission vehicles powered by clean and renewable energy.
- Supplies clean and renewable energy to our homes and businesses and invests in conservation measures to make our buildings as efficient as possible.
- Supports our farmers by buying local and responsibly produced food that protects and improves soil health and natural resources, rural livelihoods and social well-being, fair treatment of animals and livestock, and that builds ecological, community, and economic resiliency.
- Develops opportunities for land-use models, protections, and strategies that encourage ecosystem health and mitigate climate impacts.
- Achieves a deep capacity to prevent, endure, and recover from climate-related disruptions.
- Includes ALL community members in this vision and supports our most vulnerable neighbors from the dangers of a changing climate.

SPECIAL PROJECTS:

Town Office Building

Update on Phase 1: Mr. Darby reported that we are ready for pouring the concrete slab. He explained the submittal process where the contractor submits a proposal to the architect, who must approve it. There were some problems with the window sizes. Once approved, then the panels can get approved. Once approved it will take about three (3) weeks for the panels to be manufactured. We are looking at Mid-September. There was a discussion on the responsiveness of the architect (Bell & Spina) and contractor (Richard E. Alexander, Inc.).

Phase 2 Planning: Supervisor Shwartz shared that there have a been a couple of meetings to develop a process and planning. Part of that is to see when we need engineered plans or when we will do things ourselves. For the HVAC system, there are two ways to approach it, design build versus engineered drawings. There has been some difference in opinions on what is the best way to proceed. Supervisor Shwartz proposes that we should hire an engineer to design the HVAC system as it's the most challenging, most expensive part of the second phase. There was a discussion. It was determined that John Bailey, Travis DuBois and Peter Darby will get together to further assess the HVAC system needs and that the committee will have a meeting to settle the approach and coordination of the project on August 27 at 2 p.m. at the garage.

Lighting Districts - LED changeover with NYSEG

LED Lumen Choice is still pending.

Geothermal Project Update

Proposals will be reviewed next week.

OLD BUSINESS:**APPOINTMENTS**

BOAR: Need someone to finish Holbrook's term (10/1/15-9/30/20): It was determined that Eve Ann will reach out to Bob Cook to see if he is interested.

Planning Board: anticipated opening for 1/1/2020:

Pending.

Highway Superintendent – Term and Oath of Office**RESOLUTION 2019-85: Appointment of Luke Dowsland as Highway Superintendent**

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

Resolved that Luke Dowsland be appointed as Highway Superintendent at the salary of \$59,000 effective August 10, 2019 until December 31, 2020 with a probationary period for the first 12 months.

NEW BUSINESS:**Personnel Officer/Liaison**

Supervisor Shwartz gave a brief overview.

RESOLUTION 2019-86: Appointment of Mary Dinski as Personnel Officer/Liaison

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

Resolved that Mary Dinski be appointed as the Personnel Officer and Liaison to the staff.

2020 Budget

Schedule Tentative Budget Meeting: After review of the date options, it was determined to have the tentative meeting on Wednesday, September 18 @ 5:30 pm at the Poolville Community Center.

Schedule Budget Public Hearing: It was determined to select the date at the September 12 board meeting.

Concerns of Town Board:

None.

Supervisor's Report: Madison County Activities:

Supervisor Shwartz gave a brief report on the broadband meetings with Brindisi and Gillibrand.

RESOLUTION 2019-87: Executive Session

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

Resolved that this Board move into an Executive Session for the purposes of contracts at 9:03 p.m.

RESOLUTION 2019-88: Return to Regular Session

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

Resolved that the Board return to regular session at 9:10 p.m.

With no further business, on a motion of Councilmember Rossi, seconded by Councilmember Dinski, the meeting was adjourned at 9:11 p.m. Carried unanimously.

Respectfully submitted,
Suzanne K. Reymers
Town Clerk