

Town of Hamilton Regular Board Meeting Minutes
Wednesday, July 10, 2019 at 6:30 p.m.
Held at the Court House, 60 Montgomery Street, Hamilton, NY

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

Absent: Mary Lee Dinski, David Holcomb.

Others Present: Sue Reymers, Brynley Wilcox.

Public: Kyle Sylvester, David Sturges, Vincent Faraone, Shari Taylor, Gerry Hayes.

Call to order & Welcome: The meeting was called to order at 6:31 p.m.

Public Comments:

Shari Taylor gave a brief overview of Earlville Days coming July 20 throughout the day.

SPECIAL GUEST – SOMAC - Kyle Sylvester, David Sturges, Vincent Faraone

Supervisor Shwartz shared that SOMAC was invited to share their capital plan with the town. Treasurer David Sturges reviewed the plan. After much discussion, it was determined that the Town will help with SOMAC's parking lot next summer and continue to annually support their operating budget, including the depreciation in SOMAC's for future capital needs. The Town Board and SOMAC will work together to approach Colgate. Discussion turned to 911 Consolidation Study from Madison County. Kyle reported on the June 28 presentation. SOMAC left the building.

DEPARTMENT REPORTS:

Highway Superintendent – Report Submitted by Interim, Erick Wilcox

GARAGE:

- Cleaned out one of the cold storage sheds
- Painted the east wall of the truck bay

GENERAL REPAIRS:

- Ditched on Hill, Williams, Preston Hill,
- Mowed and trimmed the Poolville Rd. cemetery three times
- Mowed roadsides on South Hamilton run, Crumb, Barnard, Humphrey, Excell
- Cut trees on Hoose, Williams,
- Unplugged a culvert pipe on Spring Street
- Patched holes (with gravel) on all seasonal roads

EQUIPMENT:

- Installed new hydraulic pump on the mowing tractor

CHIPS:

- Chip sealed Sacco, Ackley, Morse and parts of Excell and Humphry Road

OTHER:

- Cut trees out of cemetery on Barnard Road
- Spread sand on roads July 4th – oil bleeding due to heat

Board discussed hiring a part-time flagger to assist the crew while they are understaffed. Typical salary for this type of position is about \$15 per hour. Mr. Darby will talk to Erick about it.

Board also discussed a request from a neighbor to the highway garage to reduce lighting on the outside of the garage. Lights are needed for safety when the guys are there in the winter. It was agreed to look get feedback on options including LED lights that are shielded downward and is on a motion detector.

Supervisor/Bookkeeper - Brynley Wilcox

FRANCHISE FEES:

- \$2,927.45 was received from Charter Communications
- 2019 YTD: \$ 5,923.40
- BUDGET: \$ 10,400.00

MORTGAGE TAX:

- \$6,790.94 was received from Madison County
- 2019 YTD: \$ 6,790.94 (~62% less than same payment in 2018)
- *BUDGET*: \$ 35,000.00

SALE OF EQUIPMENT:

- \$30,000.00 was received from the Village of Hamilton
 - Sale of 2010 International (w/plow equipment)

2% FOREIGN FIRE TAX MONEY:

- \$2,888.94 was direct deposited into the NBT Checking account on 06/27/19
- *RESOLUTION NEEDED* to process the distribution of monies to the fire departments/districts

Question: What is the Foreign Fire Tax Program?

Answer: The foreign fire tax program as set forth in New York Insurance Law §9104 and §9105 requires foreign and alien insurance companies to pay a 2% tax on premiums written for insurance against loss or damage by fire on property located in the State. Excess line brokers licensed to place insurance business with an unauthorized insurer as set forth in New York Insurance Law §2118 are required to pay a 3% tax on fire insurance premiums on property located in the State. The tax collected from the insurance companies and brokers by the Department of Financial Services is distributed to fire departments, fire districts, fire department benevolent associations, and the Firemen's Association of the State of New York.

RESOLUTION 2019-71: Audit of Claims

On a motion of Councilmember Darby, seconded by Councilmember Rossi, the following resolution was: ADOPTED: Ayes: 3, Nays: 0

Resolved that the bills contained on Abstract #7 have been reviewed by the Town Board and are authorized for payment in the following amounts:

General Fund A	No.	225	<i>through</i>	264	21,518.14
General Fund B	No.	43	<i>through</i>	54	746.51
Highway Fund DB	No.	94	<i>through</i>	104	98,332.21
Street Lighting SL	No.	13	<i>through</i>	14	421.54
Prepays					24,722.50

RESOLUTION 2019-72: Funds Transfer

On a motion of Councilmember Rossi, seconded by Councilmember Darby, the following resolution was: ADOPTED: Ayes: 3, Nays: 0

Resolved that \$142,987.00 be transferred from Community Bank Money Market account to NBT Bank Checking account to cover July bills and July/August payroll:

- A Money Market to Checking in the amount of \$25,000.00
- B Money Market to Checking in the amount of \$25,000.00
- DB Money Market to Checking in the amount of \$92,987.00

RESOLUTION 2019-73: Authorization to Distribute Foreign Fire Tax Program

On a motion of Councilmember Rossi, seconded by Councilmember Darby, the following resolution was: ADOPTED: Ayes: 3, Nays: 0

Resolved that the town be authorized to distribute the Foreign Fire Tax Program, total amount, \$2,888.94, in the following disbursements:

- Hamilton Fire District: \$1,560.03
- Hubbardsville Fire District: \$1,011.13
- Earlville Fire District: \$ 317.78

Town board reviewed the monthly financials.

RESOLUTION 2019-74: Receive and File Monthly Financials

On a motion of Councilmember Darby, seconded by Councilmember Rossi, the following resolution was: ADOPTED: Ayes: 3, Nays: 0

Resolved that the monthly financial reports be received and filed.

Town Clerk - Sue Reymers

CLERKS OFFICE:

- Financial Report for June 2019: Collected \$1,953.00; Town keeps: \$1,267.40

TECHNOLOGY:

- Website migration problems solved and finalized. Lost some updates in the process.

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
 - Contract under SEQR review. On 7/9/2019, I sent information to them per their request, including our 2017 Updated SEQR review, building plans, construction schedule and SHPO determination.

Intern – Colgate Upstate Institute:

- Met with Andrew Jaworski several times on the Climate Smart Communities application. Was able to get several actions either completed or close to completion.

Personal Time Off:

- Surgery is scheduled for September 30 with 4-6 weeks for recovery.

Deputy Clerk II:

- Interviews were conducted June 24 & 25. There were 2 good candidates. Elisa, Shelly and I met with both and felt that the 2nd candidate was the best fit. She had four excellent references. The position is about 10 hours per week – 6 hours on Fridays, about 4 hours on Wednesdays. Person would also attend the town council meetings to take the minutes. The person would also attend the Planning Board or ZBA if needed or additional hours as needed to cover absences.

RESOLUTION 2019-75: Authorization to hire Part-time Clerk

On a motion of Councilmember Rossi, seconded by Councilmember Darby, the following resolution was: ADOPTED: Ayes: 3, Nays: 0

Resolved that the Town Clerk be authorized to hire a part-time clerk, Jill Benson, at \$15 per hour for about 10 hours a week with additional time as needed, effective July 11, 2019 until December 31, 2019.

JUNE DOG CONTROL REPORT:

6/9: Dog at large on Gorton Road– no license, rabies or identification. Taken to shelter.
6/9: Two (2) households with unlicensed dogs; warnings issued with 30 days to rectify.
6/17: Respond to call at Camp Fiver about a dog that destroyed their rabbit in its cage. No dog license or rabies info on file.
6/26: Responded to call regarding alleged abuse. Sheriff's office called in.

RESOLUTION 2019-76: Approval of Minutes for March 14, April 11, April 17, May 9, June 5

On a motion of Councilmember Rossi, seconded by Councilmember Darby, the following resolution was: ADOPTED: Ayes: 3, Nays: 0

Resolved that the minutes from March 14, April 11, April 17, May 9, June 5 be approved as submitted.

GEOHERMAL PROJECT UPDATE:

Sent garage water to facility for testing for the purposes of the RFP.

There was a brief discussion about the need for a water test by one of the potential applicants. Test results are not in yet.

Codes Enforcement Officer - Mark Miller

June Activity

- 7 new Zoning Permit application. Issued 5 new building permits.
- Reviewed incoming documents for 4 subdivisions (Oren-Preston Hill Rd, Poccia-Humphrey Rd, Lafrance-Bonney Rd, Jennings-Rhoades Rd)
- Conducted 17 construction inspections.
- Referred 1 zoning permit application to the ZBA for a variance.
- Conducting inspections and monitoring progress of large-scale projects:
- New home construction:
 - Butzgy/Larkin Rd.
 - Hughes/Horton Rd.
 - Gibson/Alderman Rd.
 - West/Quarterline Rd.
 - Locke/Bonney Hill Rd.
- Continued work filing old codes related files.
- Reviewed incoming documents for Special Use Permit Amendment.
 - Hamilton Farmhouse is asking to remove 3 handicap spots and make a small change to the parking layout.
- Issued 2nd notice Order to Remedy-S Hamilton Rd.
- Monitoring progress on Order to Remedy-Willey Rd, Poolville.
- Issued order to Remedy for lawn height-Poolville Rd, Poolville.
- Issued Order to Remedy for deteriorating siding-Bonney Hill Rd.
- 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
 - Dog Boarding- Chappel Rd

Permit #	Date	Owner's Name	Location of Project	Description of Work	Permit Fee
2019-14	6/3/2019	Kevin Benedict	2163 Spring St	18'x12' screened deck	\$130
2019-15	6/6/2019	Aaron Excell	1594 Humphrey Rd	14'x30' inground pool	\$120
2019-16	6/11/2019	Fiver	7464 Mill St	20'x24' screen deck	\$160
2019-17	6/13/2019	Oren	7071 Preston Hill Rd	20'x40' inground pool	\$120
2019-18	6/13/2019	Camp Hunt	7936 Hill Rd	(2) 12'x40' cabins, 16x16' pavilion	\$215

COMMITTEE REPORTS:

SOMAC - Already discussed.

Partnership for Community Development

Mr. Darby Reported that two people were hired at PCD. Bridgette Barker is the bookkeeper and Mary Galvez as part of a grant for the incubator. Launch grants are still available for new ventures, which is for only the Village.

Recreation and Youth Committee

No report as Mary is absent.

Zoning Update Committee

Ms. Rossi reported that they are meeting July 15, 6 p.m. with the Town Board. Pizza will be served. Looking at Density and Conservation Subdivision will be reviewed.

Hamilton Climate Preparedness Working Group

Ms. Rossi reported that they are working along with the intern. Meeting in August to talk about next steps for fall.

SPECIAL PROJECTS:**Town Office Building**

- 1) Update on Phase 1: Mr. Darby and Ms. Shwartz reported that we are now waiting for the concrete to dry out. Starting to apply the insulation around the foundation. When done, they can backfill around the foundation and then pour the slab. As an FYI, the waterproofing was applied prior to the blocks drying out. They stopped and waited for the rest to dry out and will reapply it on the area that was done. It's all been rectified. Clerk Reymers spoke with Don Forth about covering the job site on Fridays when Joe Bello and Mark Miller are out of the office.
- 2) Phase 2 Planning: Board discussed next steps, including the heating. A meeting will be set in the next two weeks.

Lighting Districts - LED changeover with NYSEG

Lumens choice is still pending. Tabled for now.

Geothermal Project Update

Already reported on.

OLD BUSINESS:**BOAR Appointment:**

Need to appoint someone to finish S. Holbrook's term (10/1/15-9/30/20).

A few names were suggested from the Earlville area. Mr. Darby will contact someone and have them talk to the Assessor if they have questions.

NEW BUSINESS:

Tax Collection Shared Services Agreement

RESOLUTION 2019-77: Authorization for Shared Services Agreement with Madison County for the 2020 Town and County Tax Collection

On a motion of Councilmember Darby, seconded by Councilmember Rossi, the following resolution was: ADOPTED: Ayes: 3, Nays: 0

Resolved that the Town Supervisor be authorized to enter into a Shared Services Agreement with Madison County for the 2020 Town and County Tax Collection.

Highway Superintendent Position Search

This will be discussed in executive session.

Concerns of Town Board: None.

Supervisor's Report: Madison County Activities:

Already discussed the 911 report. There is a new software that the County is looking at that the town could also use. Talk to Paul Lutwak about it.

RESOLUTION 2019-78: Executive Session

On a motion of Councilmember Darby, seconded by Councilmember Rossi, the following resolution was: ADOPTED: Ayes: 3, Nays: 0

Resolved that this Board move into an Executive Session for the purposes of discussing the Highway Superintendent position at 8:59 p.m.

RESOLUTION 2019-79: Return to Regular Session

On a motion of Councilmember Rossi, seconded by Councilmember Darby, the following resolution was: ADOPTED: Ayes: 3, Nays: 0

Resolved that the Board return to regular session at 9:40 p.m.

With no further business, on a motion of Councilmember Rossi, seconded by Councilmember Darby, the meeting was adjourned at 9:41 p.m. Carried unanimously.

Respectfully submitted,
Suzanne K. Reymers
Town Clerk