

**Hamilton Town Council Regular Board Meeting Minutes  
2024 Budget Public Hearing & Fire Contract Public Hearings  
Thursday, November 9, 2023, at 6:30 p.m.  
Town Hall 38 Milford Street, Hamilton & Via Zoom Videoconferencing**

Present: Shari Taylor, Darrell Griff, Dana Krueger, Travis DuBois, Eve Ann Shwartz.

Present: Sue Reymers, Town Clerk (via Zoom); Brynley Wilcox, Bookkeeper; Luke Dowsland, Highway Superintendent.

Public In-Person: None. Public Via Zoom: Deb Hotaling, Jim Leach

**Call to order & Welcome:** The meeting was called to order at 6:34 p.m.

**Public Comments:** None

**2024 Preliminary Budget and Fire Protection Contracts Public Hearings**

Town Clerk Report: Legal Notices for Budget Public Hearing and Fire Contracts were posted in the following: Utica Observer Dispatch, Town Website, and Bulletin Board. Exemption Report: Received from Assessor and on file.

**VILLAGE OF EARLVILLE FIRE PROTECTION CONTRACT PUBLIC HEARING  
(\$24,702)**

**RESOLUTION 2023-95: Open the public hearing**

On a motion of Councilmember Taylor, seconded by Councilmember DuBois, the following resolution was: ADOPTED: Ayes: 5, Nays: 0

Resolved that the public hearing be opened at 6:35 p.m.

Supervisor Shwartz asked three times if anyone wanted to speak.

**RESOLUTION 2023-96: Close the public hearing**

On a motion of Councilmember Taylor, seconded by Councilmember Krueger, the following resolution was: ADOPTED: Ayes: 5, Nays: 0

Resolved that the public hearing be closed at 6:36 p.m.

**RESOLUTION 2023-97: Approval of Fire Protection Contract for Village of Earlville**

On a motion of Councilmember Taylor, seconded by Councilmember DuBois, the following was: ADOPTED: Ayes: 5, Nays: 0

Resolved that the Fire Protection Contract for the Village of Earlville be approved in the amount of \$24,702.

**VILLAGE OF HAMILTON FIRE PROTECTION CONTRACT PUBLIC HEARING  
(\$85,512)**

**RESOLUTION 2023-98: Open the public hearing**

On a motion of Councilmember Krueger, seconded by Councilmember Griff, the following resolution was: ADOPTED: Ayes: 5, Nays: 0

Resolved that the public hearing be opened at 6:36 p.m.

Supervisor Shwartz asked three times if anyone wanted to speak.

**RESOLUTION 2023-99: Close the public hearing**

On a motion of Councilmember DuBois, seconded by Councilmember Krueger, the following resolution was: ADOPTED: Ayes: 5, Nays: 0

Resolved that the public hearing be closed at 6:37 p.m.

**RESOLUTION 2023-100: Approval of Fire Protection Contract for Village of Hamilton**

On a motion of Councilmember Krueger, seconded by Councilmember Dubois, the following was: ADOPTED: Ayes: 5, Nays: 0

Resolved that the Fire Protection Contract for the Village of Hamilton be approved in the amount of \$85,512.

**RESOLUTION TO MOVE TENTATIVE BUDGET TO PRELIMINARY****RESOLUTION 2023-101: Move the 2024 Tentative Budget to Preliminary**

On a motion of Councilmember Krueger, seconded by Councilmember Dubois, the following resolution was: ADOPTED: Ayes: 5, Nays: 0

Resolved that the proposed 2024 tentative budget become the 2024 preliminary budget.

**2024 PRELIMINARY BUDGET PUBLIC HEARING****RESOLUTION 2023-102: Open the Budget Public Hearing**

On a motion of Councilmember DuBois, seconded by Councilmember Taylor, the following resolution was: ADOPTED: Ayes: 5, Nays: 0

Resolved that the public hearing be opened at 6:39 p.m.

**Supervisor Shwartz reviewed the Budget Talking Points****FUND BALANCE PROJECTS:*****\$152,500 – TO COVER EIGHT (8) ONE-TIME PROJECTS***

- Assessor Trainee, Wages – A1355.12
  - \$20,000 for a trainee in the Assessor's Dept.
- Public Works Administrator, Contractual – A1490.4
  - \$25,000 for a Temporary Project Manager
- Traffic Control, Contractual – A3310.4
  - \$3,000 for a Post Stub Pounder
  - \$8,000 for a (2) Speed Signs
- Dog Control, Contractual – A3510.4
  - \$3,500 for Dog Enumeration
- Garage, Contractual – A5132.40
  - \$10,000 for tools/toolboxes to replace White Eagles Services
- Zoning Law Review – B8010.42
  - \$15,000 for Zoning Law codification
- General Repairs, Wages – DB5110.11
  - \$18,000 for an extra Highway Employee to train
- General Repairs, Contractual – DB5110.40

- \$50,000 for Rhodes Road culvert project

**RESERVES:**

**\$39,500 – TO COME FROM RESERVES**

- Machinery, Equipment – DB5130.2
  - \$39,500 to come from Equipment Reserve

**NEW IN 2024:**

- An e-newsletter to residents from the Town Clerk's Office
- \$250,000 being set aside for construction of a new Highway Garage
- Improvements to the Town Park on Wickwire Road through the generous grant monies received by the Town

**CHANGES IN THE 2024 BUDGET:**

**REVENUE:**

- *INCREASES IN REVENUE:*
  - \$5,000 additional in YBR Casino Revenue
    - Increase of 16.67% over 2023 budgeted amount
  - \$50,000 additional in Sales Tax Revenue
    - Increase of 10% over 2023 budgeted amount

**EXPENDITURES:**

- *DECREASES IN EXPENDITURES:*
  - 11.1% workers' comp insurance
- *INCREASES IN EXPENDITURES:*
  - 21.3% NYS retirement
  - 12.4% health insurance
  - 7.5% adjustment to Highway Superintendent
  - 7.0% increase for most other employees
  - \$20,000 for Assessor Trainee position
  - \$15,000 for a second, part-time Deputy Town Clerk

**BOTTOM LINE:**

- Total budget stays *under* the Tax Cap
- Operating levy increased 3.68%
- Tax rate increase of 1.76% (in Villages) & 2.49% (outside Villages)
- Taxes *inside* the Villages will increase \$4.49/100k of assessed value and taxes *outside* the Villages will increase \$7.63/100k of assessed value

**RESOLUTION 2023- 103: Close the public hearing**

On a motion of Councilmember Dubois, seconded by Councilmember Krueger, the following resolution was: ADOPTED: Ayes: 5, Nays: 0

Resolved that the public hearing be closed at 6:46 p.m.

**RESOLUTION 2023-104: Adoption of the 2024 Town Budget**

On a motion of Councilmember Krueger, seconded by Councilmember DuBois, the following resolution was: ADOPTED: Ayes: 5 Nays: 0

Resolved that the 2024 Budget be adopted. – attached and posted on Town website:

[2024\\_budget\\_adopted\\_t-hamilton-w\\_cover.pdf \(townofhamiltonny.gov\)](#). (Attached in Minutes Book.)

## **REGULAR BOARD MEETING AGENDA:**

### **DEPARTMENT REPORTS:**

#### **Highway Superintendent Report – Luke Dowsland**

##### **GENERAL REPAIRS:**

- Cut a bank back on Bonney Rd.
- Leaf vac all the ditches we do every year.
- Installed 2 driveway culverts on Bonney Rd.
- Ditched on Preston Hill Rd.
- Patched potholes throughout town.

##### **EQUIPMENT:**

- Fixed a fuel system issue on 15.
- Had all the dump trucks inspected.
- Built a small crane for the skid steer to move and mount wings easier.
- 18 had warranty work done to it.
- Installed all the lights and wiring on the new 24 to get it ready for use.

##### **TREE REMOVAL:**

- Cut 3 large trees on Spring St.
- Cleaned up a downed tree on Barnard and Smith.

##### **SNOW REMOVAL:**

- Hauled a few more loads of sand.
- Put plow frames on the trucks.
- Serviced all the small plows.
- Got the brine maker out and running.

##### **RFP UPDATE:**

- The deadline for bidders to submit questions has passed.
- The next step is waiting until the proposal due date which is 12/15.

##### **OTHER:**

- The new 24 was delivered from the body installer.
- All Highway employees attended a leadership training at the office.
- Serviced SOMAC 512

#### **Supervisor/Bookkeeper – Brynley Wilcox**

##### **HOST COMMUNITY BENEFIT:**

- \$41,141.00 was received from the County.
  - Yellow Brick Road Casino revenue
  - 7.66% over 2022 distribution (\$38,214)
- Budgeted: \$30,000

##### **2024 BUDGET:**

- Budget requests were given to Department Heads on August 29<sup>th</sup>

- Tentative budget meeting was held on Tuesday, September 26<sup>th</sup>
- Tentative budget was filed with the Town Clerk on Wednesday, Sept. 27<sup>th</sup>
- Preliminary Budget hearing on Thursday, November 9<sup>th</sup> at 6:30pm
  - For additional info see: 2024 Town Budget – Timeline for Fall 2023
- *2024 Budget needs to be adopted by Monday, November 20<sup>th</sup>*

**RESOLUTION NEEDED:**

- Resolved that the bills contained on Abstract #11 have been reviewed by the Town Board and are authorized for payment.
  - Councilmember DUBOIS to sign vouchers.
    - Councilmember TAYLOR to sign vouchers in DECEMBER.

**RESOLUTION 2023-105: Audit of Claims**

On a motion of Councilmember DuBois, seconded by Councilmember Taylor, 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:

Pre-Pays					194.72
General Fund A	No.	272	through	300	27,392.07
General Fund B	No.	71	through	71	56.77
Highway Fund DB	No.	130	through	145	40,062.79
Street Lighting SL	No.	21	through	22	271.13
<b>Total</b>					67,782.76

**Town Clerk – Sue Reymers**

Clerk's Office:

- October cash disbursements (month end) is delayed due to being ill but all of the funds have been deposited.

Local Laws:

- Filed both laws adopted on 10/12/2023.

Short-Term Rentals:

- Spent many hours developing STR forms. Sent to Everyone for review on 10/19/2023.
- Created a new Menu item for STR to make is easily available. Uploaded the documents on 10/30 right before going out sick. The landing page needs development.
- The mailing and outreach will take place upon my return.

Special Projects:

- Worked on developing a budget for the EVCS grant. Luke and Travis gave input and Amanda has a couple of questions that I need to follow-up on. Once the budget is finalized then Amanda Mazzoni will assist us in updating the workbook for the grant.
- HIGHWAY RFP: responded to 2 email requests for copies of the RFP.

Jury Duty:

- I reported to Jury Duty for Madison County Court on Monday, October 23, 2023. The case was settled that morning; everyone was dismissed with time served.
- .gov emails

- Supervisor Shwartz asked for update on the CREST grant with the Park, Sue stated they needed two signatures one from Supervisor Shwartz and one from our Attorney so is waiting to hear back once they are received, Supervisor Shwartz has not received any such notification, but Sue stated they tend to be slow and follow up will be needed, possibly to check spam folder.

#### Codes Enforcement Officer – Chuck Ladd

- Conduct 11 construction inspections.
- Drive after inspections and look for any new Complaint/violation/permits needed.
- 5 Permits issued. See attached report.
- Meet with 3 homeowners/contractors for upcoming projects.
- Final Hoose rd. inspection of initial complaint. Party issued the violation claims compliance.
- Send all Hoose rd. complaint information to the Town's Attorney for review and to have an official Court appearance ticket issued if so deemed necessary.

Permit #	Issue Date	Owner	Permit Type	Property Location	Valuation	Amount
<b>October</b>	<b>2023</b>					
BP-2023-033	10/03/2023	Luke Rivenburgh	Generator	937 Williams Rd SBL#: 200.-1-58.1		\$80.00
<b>Description of Work:</b> <i>17 KW standby generator.</i>						
BP-2023-036	10/09/2023	Edward Potrzeba	Swimming Pool/Pond	1 Morse Rd SBL#: 198.-1-15.1		\$120.00
<b>Description of Work:</b> <i>Remove above ground + install an inground swimming pool</i>						
BP-2023-037	10/09/2023	Craig Swift	Swimming Pool/Pond	621 Albro Rd SBL#: 214.-1-58.1		\$120.00
<b>Description of Work:</b> <i>Install a 24' above ground pool.</i>						
BP-2023-038	10/24/2023	Fiver Children's Foundation	Remodel	7464 Mill St SBL#: 199.-1-31		\$285.00
<b>Description of Work:</b> <i>Main house renovation. (Approx. 1800 S.F.)</i>						
BP-2023-039	10/30/2023	Jordan Combs	Mobile Home/Manuf	1436 Williams Rd SBL#: 185.-2-72.1		\$120.00
<b>Description of Work:</b> <i>Replace single wide with double wide home</i>						
<b>October 2023 Total:</b>					<b>\$0.00</b>	<b>\$725.00</b>
<b>Reporting Period Total:</b>					<b>\$0.00</b>	<b>\$725.00</b>

#### COMMITTEE REPORTS:

**Cemetery Committee:** Nothing to report.

**Highway Committee:** RFP already reported on

**Partnership for Community Development Liaison Report – Dana Krueger** – had a Partners meeting with the Village, Colgate, and the Town of Hamilton and a few other PCD board members. The number one concern was housing and infrastructure. Discussion on fixing sidewalks and development of construction needed for people to move to the area.

**SOMAC Liaison Report – Travis DuBois**



- Last shift for SOMAC will be officially Friday November 10<sup>th</sup> or Saturday November 11, which is much sooner than anticipated, Director of Operations took another job leaving the County to take over operations effective Saturday November 11<sup>th</sup>, 2024.
- Public Information Session on Transition from SOMAC to MCEMS Service is on Tuesday, November 14, 2023, 6:30 PM, Hamilton Central School Auditorium.
- Travis will attend.
- They had meeting the other night and met with another attorney, the attorney will be put on a retainer and assist with the dissolution of SOMAC. They believe this process will take up to a year.
- Paul Bishop will be there to discuss the summary of the study; he will provide a slide presentation to the transition to the County. He will also be the moderator of the meeting.
- Madison County has hired all the initial people to cover the 24/7 shift and are working on a 2<sup>nd</sup> ambulance coverage.
- Assets will be transferred to the County.
- Because the Funding was paid for the entire year, Towns will be reimbursed.
- Councilmember Taylor attended the emergency SOMAC meeting and mentioned how appreciative she was on how Dan Degear from the County handled the transition.

**SPECIAL PROJECTS:**

**9 Mile Project** – Supervisor Shwartz mentioned the Crest Grant, Plants to buy have been tabled until money is received from the State funding.

**Earlville for Earlville Project** – Shari Taylor, did not get the Park Grant due to a technicality, PCD is looking at the old School and possibly making it into low-income housing. New round of welcome bags for those moving into the community. A group from Syracuse is coming down on Thursday November 16<sup>th</sup>, 2023, at 2:00 pm to look at the building and meet with the Town of Hamilton, Village, PCD and Supervisor Shwartz to help support the effort of new housing development.

**Hamilton Climate Preparedness Working Group (HCPWG) – Chris Rossi**

HCPWG meets later this month and will discuss how we can serve and engage Hamilton residents.

**NYSERDA Grant for Clean Energy Project -\$10,000****Housing: Vacant – Restore NY Grant**

Meetings are taking place with building owners, engineers, architects according to Supervisor Shwartz.

**Zoning Update –**

Waiting on Town Clerk to be healthy, Supervisor Shwartz is confident once SOMAC transition is complete, her and Sue will be ready to move forward with new Zoning laws.

**OLD BUSINESS:** None

**NEW BUSINESS:** None

**Concerns of Town Board:** None.

**Supervisor's Report: Madison County Activities:** Madison County landfill community met with and received 3 proposals; Supervisor Shwartz will be taking a road trip to Clinton County up near Plattsburgh on Wednesday November 15th. Clinton County is operated by Casella who is one of the proposals, Onondaga County who is more of a collaboration and then Waste Management gave the third proposal. The price of the Landfill punch card will not increase for this Calander year.

With no further business, on a motion of Councilmember Taylor, seconded by Councilmember Krueger, the meeting was adjourned at 7:33 p.m. Carried unanimously.

Respectfully submitted,  
Suzanne Reymers, RMC, Town Clerk  
and Dean R. Curtis, Clerk