

**Town of Hamilton Regular Board Meeting Minutes**  
**Thursday, February 13, 2020 at 6:30 p.m.**  
**Held at the Court House, 60 Montgomery Street, Hamilton, NY**

Present: Mary Lee Dinski, Eve Ann Shwartz, Shari Taylor, Darrell Griff. Absent: Peter Darby. Others Present: Sue Reymers, Town Clerk, Brynley Wilcox, Bookkeeper, Luke Dowsland, Highway Superintendent. Public: Jim Leach, Gerry Hayes, Mike and Wendy Marcellus, Chris Rossi, Laura Caughlan, Vinny Faraone, Tom Taylor, Harris Griffin.

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

**Public Comments:**

Harris Griffin attended to request that the Town Council consider adding stone and oil for the East Hamilton Methodist Church's parking lot due to the use as a turn around by the school buses and trucks. It's also it is used as a shortcut for traffic heading to Larkin Road. Luke Dowsland was open to the idea. The Town Council said that it will consider the matter and follow up with Mr. Griffin.

Gerry Hayes shared that the Village of Earlville has been contacted by the Partnership for Community Development to take part in an Earlville for Earlville project which includes Colgate University Geography Department. It's an assessment from Earlville residents what they feel they need to improve the village. Questionnaires are being sent out. Flyers are being sent out with the Village water bill. Shari Taylor and Sue Reymers are involved. Laura Caughlan shared that the PCD is the best way to direct people if they have questions on the project.

Luke Dowsland presented a framed plaque honoring Mike Marcellus for his 25 years of service. Mike received a round of applause for his years of dedication.

**DEPARTMENT REPORTS:**

**Highway Superintendent – Luke Dowsland**

**GENERAL REPAIRS:**

- Fixed numerous signs throughout the town.
- Met with a homeowner on South Slope to discuss storm water runoff onto her property.
- Hauled crusher run for spring projects.

**EQUIPMENT:**

- Fixed a blown hydraulic line on truck 18
- Put new batteries in truck 15 and 18
- Sent 16 to Utica Mack for warranty work on the serpentine belt.
- Put new cutting edges on 24 and 25
- Resolution to purchase chipper

Supervisor Shwartz tabled the discussion on the chipper until next meeting due to budget concerns on the town hall project and to include Peter Darby.

**TREE REMOVAL:**

- Picked up branches around the town.

**SNOW REMOVAL:**

- Plowed and sanded 27 times
- Used 335 yards of sand salt mix
- Used 27,950 gallons of brine that we've made in house.

**OTHER:**

- Mike Helly has been staying very busy working on SOMAC's ambulances
- We have wired 80% of the first floor of the new town office and have about 20% of the data cable installed
- We doubled the compacity of our brine maker to better fit our needs and keep up with our usage. We have not had to purchase any brine from the village since we have constructed this.
- Picked up the new trailer and lawn mower from Clinton tractor.
- Brynley and I attended a FEMA kickoff meeting to get the ball rolling with our reimbursement
- Permission to have ACC Tech visit the garage to hopefully mitigate our internet issues.

There was discussion on the internet demands at the garage as it has increased with new staff, new computers, the Solar and now Geothermal that use the internet. The current Wi-Fi is designed for a home, not a business with increased demand. Staff will follow up with Madison County and ACC Tech to get options.

Mr. Dowsland shared that Glen Stead installed new micro inverters on the Garage Solar. Wayne Madison, engineer helping with Geothermal project and advised us that we proceed with a SPDES permit for our wastewater. They will be meeting next week to get it started.

**Supervisor/Bookkeeper – Brynley Wilcox**

**2019-2020 SNOW & ICE AGREEMENT:**

- \$44,318.54 was received from the County
  - Plow Dates: 12/02/19 – 01/10/20
- \$19,179.39 in plowing revenue still pending, today more was sent in for the amount of about \$16,000.
- 2020 YTD: \$ 44,318.54
- *BUDGET:* \$ 120,000.00

**MADISON LANE PILOT:**

- \$580.72 was received from the Village of Hamilton

2019 AUD:

- The 2019 AUD is ready to be submitted pending Board review. (Due by April 1st)

**RESOLUTION 2020-21: Audit of Claims**

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

Resolved that the bills contained on Abstract #2 have been reviewed by the Town Board and are authorized for payment in the following amounts:

|                    |     |    |                |    |              |
|--------------------|-----|----|----------------|----|--------------|
| General Fund A     | No. | 33 | <i>through</i> | 75 | \$39,443.76  |
| General Fund B     | No. | 4  | <i>through</i> | 13 | \$45,974.06  |
| Highway Fund DB    | No. | 18 | <i>through</i> | 35 | \$38,286.35  |
| Street Lighting SL | No. | 3  | <i>through</i> | 4  | \$428.86     |
| Street Fire SF     | No. | 1  | <i>through</i> | 3  | \$228,325.00 |
| Prepays            |     |    |                |    | \$35,992.83  |

Ms. Wilcox gave a review of NYCLASS. Materials were included in the Council's packet. It's available only to municipalities, schools, and fire districts. Money is invested but not in the same way as private investments. It's invested in CDS, US Treasuries, Repurchase agreements, etc. It's all collateralized at 102%. Ms. Wilcox was about to invest in CDS when NYCLASS came up again as an option. CDS has restrictions for access based on the length of the CD. With NYCLASS you can deposit and withdraw as often as you want to with no fees unless it's a wire transfer. The downside is if the stock market plummets, your interest rate goes down to 0%. Then it could be moved to a Money Market Account. There is no minimum balance to carry. All the other towns she has as clients have been set up in the last week for NYCLASS as well. Interest is compounded daily. A money market account is compounded monthly. There was a brief discussion.

**RESOLUTION 2020-22: Authorization to Enter into An Agreement with NYCLASS Municipal Cooperation**

WHEREAS, New York General Municipal Law, Article 5-G, Section 119-o (Section 119-o) empowers municipal corporations [defined in Article 5-G, Section 119-n to include school districts, boards of cooperative educational services, counties, cities, towns and villages, and districts] to enter into, amend, cancel, and terminate agreements for the performance among themselves (or one for the other) of their respective functions, powers, and duties on a cooperative or contract basis;

WHEREAS the Town of Hamilton wishes to invest portions of its available investments funds in cooperation with other corporations and/or districts pursuant to the NYCLASS Municipal Cooperation Agreement Amended and Restated as of March 28, 2019;

WHEREAS the Town of Hamilton wishes to assure the safety and liquidity of its funds;

Now, therefore, it is hereby resolved as follows:

That Brynley Wilcox is hereby authorized to execute and deliver the NYCLASS Municipal Cooperation Agreement Amended and Restated as of March 28, 2019 in the name of and on behalf of Town of Hamilton.

On a Motion of: Darrell Griff, Seconded by: Mary Dinski  
the following resolution was unanimously ADOPTED.

Aye: 4, Nay: 0.

### **Town Clerk**

CLERKS OFFICE: Financial Report for January 2020: Collected \$718.00; Town keeps: \$369.44

WEBSITE: Our website has had some technical problems that are on-going in the last couple of weeks. We lost hours of creative work on its improvement. Most of the important stuff is on there and accessible. I'm looking into accessing a shared services agreement with Madison County for a website through CivicPlus, of which I am familiar with working already via NYSTCA. Cost would be about half of what they quoted us last year. Plan B could be to use Digital Towpath, a much cheaper route, but with limits for accessibility and not as mobile friendly. I'll keep the board posted and request approval prior to moving forward.

### **RESOLUTION 2020-22: Authorization for Town Clerk to Work with Madison County as a Shared Service on New Website up to \$4,000**

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

Resolved that the Town Clerk be authorized to work with Madison County as a Shared Service to work with CivicPlus to design a new website for the Town up to \$4,000.

### **GRANTS MANAGEMENT:**

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

- Submitted request for \$12,500 from NYSERDA as allowed in initial stages.
- Submitted Task 4, Vouchers, Invoices, Payment proof and photos to NYSERDA on 2/4/2020. Once approved, I will submit request for remaining funding.

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

- Waiting for all the payments to REA to clear to send in for grant disbursement.

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

- Status of contract per Senator May's office: DASNY reached out to the Senate Finance Committee on 7/30/19 for approval of the change in scope, but to date, we are still awaiting approval.
- DASNY has contact me twice in the last month asking a few questions on the project.

**NYS ARCHIVES GRANT:**

- Village of Earlville and Village of Hamilton have agreed to work with the town on a joint application for funding from the Local Government Records Management Improvement Fund (LGRMIF) via NYSLA for the 2021 funding cycle.
- Collectively we are pursuing funding for a Records Inventory which is the only option they will fund if none exist. None of us have an inventory.
- The grant would fund a consultant to come in and handle it for all 3 entities. We need to meet with them and get quotes.
- Steps will be taken soon to prepare well in advance of next year's application, including the quotes.
- Resolutions and formal shared services agreements are likely needed.

**Williams Street Culvert (near Larkin):**

Spoke with Steve Lorraine and confirmed Soil & Water funding (\$5,000) for Williams Road Culvert for 2020. Also there is funding for the Borden Road culvert project.

**Professional Training:**

Brynley, Luke, Elisa and I are planning on attending the Tug Hill Commission's Local Government Conference in March in Watertown. They are offering excellent classes.

**HUBBARDSVILLE & POOLVILLE LIGHTING DISTRICTS:**

Here is a summary:

- Both Districts, Hubbardsville and Poolville, have a total of 42 Lamps to changeover.
  - #10 – 70-Watt Cobra Head that are High Pressure Sodium.
    - They are orange, but brighter. I could read a book under them.
  - #32 – 100-Watt Cobra Head that are Mercury Vapor.
    - They are whiter, but I could not read a book under them. They are a barely a light – more of a nightlight.
- NYSEG could not provide a map of where the lights are located and those bulbs. So don't ask. Amanda and I tried to get one. However, being who I am, I started a map of my own, but have not gotten very far. We can have it in the future.
- I spoke with Travis DuBois to get his input and was able to make the distinction between the bulbs as described above in Poolville Lights and compare them to the Village of Sherburne's lights – 7,800 Lumen and 4,000 Kelvin. It was BRIGHT, but appropriate for a state highway going through a commercial district in a Village.
- WE HAD 2 THINGS TO DECIDE – LUMEN and KELVIN.
  - Kelvin options: 3,000 or 4,000.

- The Town Council wanted 3,000. It's less white, and softer and better for sky watching, etc. Done. Easy choice.
  - Lumen options were more difficult.
    - I first narrowed our options down to 3,000 vs. 4,500 Kelvin.
    - Travis thought maybe 4,500. BUT...
    - In my research with Amanda Mazzoni from CNY Regional Planning, recommendations for Street Lighting in a residential neighborhood, as in both of our cases, Hamlet (like) neighborhoods, was 3,000 Lumens.
- Final Decision sent to NYSEG was: 3,000 Lumens and 3,000 Kelvin for all 42 bulbs.

Cost to town: \$1,399 (about \$33 per light fixture). That is about \$400 cheaper than the original quote due to depreciation.

  - NOTE: per the contract, if we wanted to make additional changes – say we want to make an intersection brighter, we could request it but would have to pay for it. But I only anticipate that could happen for 1 or 2 lamps. Maybe not
  - Contract was signed and sent to NYSEG on 1/30/2020. Anticipated timeframe for changeover per NYSEG, Tad Palmer, is second half of 2020.
- ACTION WANTED: I would like to send a letter to those who are in each district giving them a short, easy to understand memo of this change so when it occurs people are prepared.

**RESOLUTION 2020-23: Approval of Minutes-December 12, 2019**

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

Resolved that the minutes from December 12, 2019 be approved.

**RESOLUTION 2020-24: Approval of Minutes-January 9, 2020**

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

Resolved that the minutes from January 9, 2020 be approved.

**Codes Enforcement Officer – Mark Miller****January 2020 Activity**

- Approved 1 new Zoning Permit applications.
- No new building permits issued.
- Reviewed incoming maps and paperwork for subdivision application on Albrow.
- Conducted 13 construction inspections.
- Conducting inspections and monitoring progress of large-scale projects:
  - new home construction
    - Butzgy/Larkin Rd., Certificate of Occupancy Issued



- Gibson/Alderman Rd.
  - Lafrance/Bonney Rd
  - West/Quarterline Rd
  - Cutting/E. Main St.
- Monitoring and conducting oversight of Town Hall project.
  - Participated in phase 2 organizational meetings for Town Hall project.
  - Solicited bids for fire alarm system for Town Hall project.
  - Solicited bids and conducted walk throughs with drywall contractors for Town Hall project.
  - Issued a Certificate of Occupancy for Special Use Permit for Dunham Wedding Barn on Poolville Road.
  - Participated in Zoning Update Committee meetings.
  - Met with contractors and homeowners to discuss potential projects.

**Historian's Annual Report** – W. Jackson Loop aka Jack  
The board reviewed his annual report. (ATTACHMENT A)

### **COMMITTEE REPORTS:**

#### **SOMAC-Vinny Faraone**

Mr. Faraone shared that SOMAC was struggling with repairs on their ambulances and with the Town's ability to take it on, it's been much improved. Supervisor Shwartz explained how the Town continues to work closely with SOMAC to overcome their challenges and help contain costs since so many tax dollars are spent to keep the services going. It was proposed by Mr. Darby to have the town mechanics to work on the ambulances if they have time since we already have them on staff. The town is keeping track of their time on working on the ambulances. It's an effort to reduce those operating costs. Mr. Faraone continued that they are reevaluating the addition on the garage. They need to improve the building more by adding sleeping quarters. They will need to get a new ambulance soon. They are discussing how many ambulances they need and balancing the costs. Staffing is going well, but it continues to be challenging when the students are gone. SOMAC will meet with Dan DeGear soon from the County to discuss coverage. Ms. Shwartz shared that hopefully Dan will have a solution soon for emergency services. No one really wants to go to a County tax. Chenango County is having the same issue but they are talking about possibly doing a county tax. Mr. Faraone stated that SOMAC is still struggling with the Hamilton Fire Department. Supervisor Shwartz shared that they are meeting with Colgate and the Village on the capital expenses. Mr. Faraone shared that Colgate students may approach the school to advocate on behalf of the needs of SOMAC.

Supervisor Shwartz brought up that we need a resolution for a shared services agreement with SOMAC for maintenance and repairs of the ambulances by the town mechanics. It was tabled for next month. Supervisor Shwartz will share the agreement

with the board. Clerk Reymers said that the insurance company needs to review the agreement as well.

**Partnership for Community Development-Mary Dinski**

Nothing new to report.

**Recreation and Youth Committee-Mary Dinski**

We are meeting with the Earlville for Earlville soon as they are hosting focus groups with the teens in April. Shari Taylor will be brought into that subcommittee. There is a teenager on the steering committee.

**Zoning Update Committee**-Chris Rossi updated the board that the committee is finalizing the usage table. Next meeting is February 25 and see where we will be at to meet with Town Council again in late March/early April.

**SPECIAL PROJECTS:**

**Hamilton Climate Preparedness Working Group**-Chris Rossi reported there is a meeting tomorrow morning. We are waiting to hear about Bronze certification for the Climate Smart Communities program while planning next steps which includes public outreach.

**Town Office Building**

Supervisor Shwartz shared that the highway crew has been working with Kevin Strasser in pulling wires which includes the tech wiring under the guidance of the County. A contractor was selected for the HVAC system at the last meeting and we are waiting for an amendment to the plan because it needed to be based on different data numbers. He does not have the tool to assess that and is working with the architect and company to figure out what needs changing. The general contractor, Richard E. Alexander – Mark Miller, has completed everything on the outside besides the painting of the siding. The historic brackets are being prepared to be reinstalled. Inside wall work is done, but we are now talking with them about finishing up the inside work so we can get it done in a timely fashion by August 31. It was a great idea in theory to have our highway crew handle it, but with snow plowing and other work, it's been very challenging so we are reconsidering it.

**Geothermal** – already discussed.

**Lighting Districts – LED changeover with NYSEG** – already discussed.

**Earlville Needs Assessment** - already discussed.

**OLD BUSINESS:** None.



**NEW BUSINESS:****Resolution Designating Polling Places for the Town of Hamilton****RESOLUTION 2020-25: Approval of Designated Polling Places**

On a motion Councilmember Taylor, seconded by Councilmember Griff, the following resolution was: ADOPTED: Ayes: 4, Nays: 0

Resolved that District 1 & 2's polling place be located at the Hamilton Public Library 13 Broad Street, District 3 will be at the Village of Earlville Clerk's Office 8 North Main Street and District #4 will be at the Poolville Community Center 7484 Willey Road.

**Concerns of Town Board:** None.

**Supervisor's Report: Madison County Activities:**

Supervisor Shwartz reported that there is good news that the NYS budget includes 1.5 million dollars for Madison County from the new casino. Distribution is under discussion. Mr. Faraone noted that the County spends \$7 million on fire service annually and \$700,000 on EMS services annually. Supervisor Shwartz also updated the board on the broadband project.

**RESOLUTION 2020-26: Executive Session**

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

Resolved that this Board move into an Executive Session for the purposes of contracts for the town hall project at 8:01 p.m.

**RESOLUTION 2020-27: Return to Regular Session**

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

Resolved that the Board return to regular session at 8:40 p.m.

**RESOLUTION 2020-28: Authorization to sign contract with Davis-Ulmer for Fire Alarm System for Town Hall Project**

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

Resolved that the Supervisor be authorized to sign the contract with Davis-Ulmer Fire Protection up to the amount of \$15,890.00.

With no further business, on a motion of Councilmember Griff, seconded by Councilmember Dinski, the meeting was adjourned at 8:41 p.m. Carried unanimously.

Respectfully submitted,  
Sue Reymers  
Town Clerk