

Town of Hamilton Regular Board Meeting Minutes
Thursday, April 9, 2020 at 6:30 p.m.
Via ZOOM VIDEOCONFERENCING

Present: Eve Ann Shwartz, Peter Darby, Shari Taylor, Darrell Griff, Mary Lee Dinski.

Others Present: Sue Reymers, Town Clerk, Brynley Wilcox, Bookkeeper, Luke Dowsland, Highway Superintendent, Elisa Robertson-Deputy Clerk.

Public: Jim Leach, Christine Rossi.

Call to order & Welcome: The meeting was called to order at 6:30 p.m.

- ZOOM Videoconferencing Notations and Rules
 - All town board meetings are being recorded.
 - A transcript of the meetings will be available at a later date.
 - Please include your First and Last Name upon login.
 - Chat will be enabled for the public comment via the Host.
 - Disruptive or inappropriate behavior will be cause for removal from the videoconference. No exceptions.
 - Questions about accessing the Zoom videoconference should be emailed to s.reymers@townofhamiltonny.org.

Public Comments:

Chris Rossi shared that the Zoning Update Committee will be meeting online on April 13. As part of the Hamilton Climate Preparedness Working Group's efforts, Sue Reymers resubmitted the town's application on April 1 for the Climate Smart Community program for a bronze certification. Mr. Darby asked about the \$500 budget line for the HCPWG. Ms. Rossi confirmed the need for the funds again this year for outreach purposes. Supervisor Shwartz mentioned potential cuts to the budget.

DEPARTMENT REPORTS:

Highway Superintendent – Luke Dowsland

GENERAL REPAIRS:

- Finished hauling crusher run for Morse Road
- Finished chipping brush on Excell Road and returned the chipper to Brookfield
- Patched holes on Excell Road
- Hauled in most of the 1A stone for chip sealing this year
- Started sweeping roads

EQUIPMENT: No Report

TREE REMOVAL: Chipped brush on Excell Road

CHIPS:

- Met with Jerry Prince from Suit Kote to price the roads I wanted to get done this year. Rhoades Road and Bonney Hill Road. Roads should get done every 7 years.

OTHER:

- I helped Kevin Strasser with wiring for a week.
- Mike Helly has been in twice to work on SOMAC's ambulances
- Ethan, Mike and I helped SOMAC fill in with drivers until they got a huge surge in volunteer members.

There was a brief discussion about 2020 road plan and CHIPS funding. In 2021, the plan is to do Spring, Spring Hill, Alexis and Amelia. Discussion turned to how to get the highway crew back to work. There were two documents reviewed on safety protocols. It's a local decision to determine if the crew and their work is essential.

Kyle Sylvester arrived 7:00 pm to discuss the latest on SOMAC. Kyle updated that they have more volunteer drivers now since the press release went out. With the second press release on the need for EMTs, there are more now in place. Went from 6 volunteers to 27. Kyle gave more details on protocols and what they are experiencing. He left at 7:32.

The town board resumed their conversation on the highway crew and their new protocols. After discussion, it was determined to table the decision until Wednesday April 15 at 1 pm meeting.

Supervisor/Bookkeeper – Brynley Wilcox2019-2020 SNOW & ICE AGREEMENT:

- \$15,090.70 was received from Madison County
 - Plow Dates: 02/13/20 – 03/01/20
- \$3,452.73 in plowing revenue still pending
- 2020 YTD: \$ 97,018.89; *BUDGET*: \$ 120,000.00

FRANCHISE FEES:

- \$2,983.14 was received from Charter Communications
- 2020 YTD: \$ 2,983.14; *BUDGET*: \$10,000.00

INTEREST & PENALTIES:

- \$1,523.86 was received from Madison County
- February 2020 interest and penalties
- 2020 YTD: \$ 1,523.86; *BUDGET*: \$ 6,000.00

INTEREST & EARNINGS:

- NYCLASS from 02/20 – 02/29: \$ 696.03
- NYCLASS from 03/01 – 03/31: \$ 1,580.93
 - CB & NBT in all of 2019: \$ 2,234.41
- Interest rate as of 3/31: 0.86%

RESOLUTION 2020-52: Audit of Claims

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

Resolved that the bills contained on Abstract #4 have been reviewed by the Town Board and are authorized for payment in the following amounts:

General Fund A	No.	112	<i>through</i>	136	11,101.25
General Fund B	No.	23	<i>through</i>	25	590.91
Highway Fund DB	No.	50	<i>through</i>	57	15,291.10
Street Lighting SL	No.	7	<i>through</i>	8	387.41
Prepays					16,990.82

Town Clerk & Deputy Clerk Reports

Town Clerk – Sue Reymers:

- Processed month end and distributed funds.
- Working with Deputy to keep work-flow going. Elisa has focused much of her work time on Zoning Update Committee work as Mark and I are managing other priorities. She is tracking her time and it's not on Dropbox that me and the bookkeeper can access and monitor.
- I have the new town cell phone so I can continue to answer phone calls from the public.
- ZOOM – the town is paying the County for their Zoom account which is a higher service level. I am using recommended security protocols to keep our meetings as safe as I can, but accessible to our constituents. Legal notices went out to the Oneida Daily Dispatch and the Mid-York Weekly with the recommended language from the attorney.

Website and Social Media (Next Door Hamilton and Facebook) & PR:

- I have made some updates to our current website. Working to keep people up-to-date and keep things easy to find.
- I've been sharing updates on Facebook from Madison County and NYS when I have time.
- Been submitting the press releases and posting them.
- New website - Final quote still pending from Madison County IT for CivicPlus.

Deputy Clerk – Elisa Robertson:

- Retrieving and processing all mail 1-2 times per week
- Checking the voicemail of the CEO and the Assessor and passing the information on to them
- Following up on dog licenses; sending notices, processing payments, and mailing receipts.
- Calling handicapped placard holders and issuing new placards by mail for those that are expiring this month.

- Making new and transcripts of marriage certificates, filing new with the state.
- Processing tax payment by stamping the tax roll book.
- Monitoring my e-mail remotely (learning lots of new skills!)
- Reviewing the new Zoning Law for the Zoning update Committee
- Reviewing other town sound ordinances and wedding venue guidelines.
- Doing minutes from the Planning Boards March Meeting
- Zoom Meetings and phone calls with Sue and others.
- Reaffirming my children's belief that "old" people are frustrating with computer questions

Codes Enforcement Officer Report – Mark Miller

March 2020 Activity

- Conducted 5 inspections
- Conducted oversight of Town Hall project
- Attended Zoning Update Committee Meeting
- Met with Town residents to discuss potential projects
- Completed Annual Reporting of all code activity within the Town to NYS Dept. Of State
- Attended zoom meetings to discuss Town Hall project and general Town business
- Currently corresponding with builders and permit holders about progress of projects
- Reviewing photos in lieu of field inspections for some projects

There was a brief discussion about a subdivision that needs attorney assistance and the board said it was ok to reach out to Nadine Bell.

COMMITTEE REPORTS:

SOMAC

Already discussed. Supervisor Shwartz asked Sue Reymers about her suggestion in email about asking PCD to assist SOMAC's social media presence. Clerk Reymers said that PCD put her in touch with Scrap Paper Social who handles social media content. IT was suggested that \$500 could really boost their outreach. SOMAC's Facebook page has been run by the students. It needs more exploring.

RESOLUTION 2020-53: Authorization to spend \$500 from SOMAC reserve for SOMAC's Social Media Outreach

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

Resolved that \$500 be used from SOMAC's reserve fund at the town for their use in outreach via social media.

Partnership for Community Development

Mary Dinski reported recent activity.

Recreation and Youth Committee

Mary Dinski stated nothing to report, but soon we will need to look at the Summer Recreation program.

Zoning Update Committee – Already reported on.

SPECIAL PROJECTS:

Hamilton Climate Preparedness Working Group - already reported on.

Town Office Building

Peter Darby reported on electrical inspection. Mike Miers wants some changes made, which are being made. Don Forth asked Mike if the town could use Romex and he gave us permission. However, in a commercial building, that wire needs to be covered and inaccessible and so we have wiring that was going to be accessible above suspended tile ceiling. This impacts the hallway, breakroom and the entranceway to the meeting room. So what we're going to do is Mark Miller is going to sheet rock the ceiling in the break room and down the hallway in the lobby and in the foyer, and in the little entrance hall to the meeting. Kevin Strasser is making changes to some of the wires. If the town can declare the project is essential, then REA can hire a guy back to do the sheet rock. The schedule could be worked out so only one contractor is in there at a time.

Supervisor Shwartz spoke about how to handle these work change orders with the architect, contractor and our town attorney. There were concerns about cost in changing to sheet rock in the areas mentioned as above and how to minimize the costs. There was discussion. As for declaring the project as essential construction, a resolution is needed. Madison County declared some of the capital projects as essential.

RESOLUTION 2020-54: Declaration Town Hall Building is an Essential Project

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

Resolved that the Town Hall Building project is designated as essential construction.

A letter will be sent to REA from the Town Supervisor.

Geothermal – pull from future agendas.

Lighting Districts – LED changeover with NYSEG – Nothing to report.

Earlville Needs Assessment

Clerk Reymers reported that the PCD applied to Cornell's Design Connect program for an update to the playground, skate park and trails in the Village of Earlville by the old school.

Conversation turned to funding for the town office building and emergency funding for COVID. Funding may be available for local non-profits and Mary Dinski offered to help SOMAC.

OLD BUSINESS:

Investment Policy - Introduced at March Meeting

RESOLUTION 2020-55: Investment Policy

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

Resolved that the investment policy be adopted.

Assessment Update Resolution - Review to move forward

Sole Assessor Rochelle Harris sent a letter to the Town Council to reconsider the Assessment Update for 2021 due to the complications of COVID-19.

4/3/2020

Dear Supervisor Eve Ann Shwartz and Hamilton Town Board,

Due to the state of our world right now. I would like to give you some different outlooks on the planned 2021 reassessment project.

I have some thoughts on the way this could all unfold. If we continue on with the project I will be out valuing properties in Aug/Sept the sales used will be up until July 1. Considering that everything is shut down currently I will not be getting any sales from March 1 on. This is a problem for a couple of reasons:

- 1: I will not have a lot of current sales to work with and
- 2: If this virus at all effects the market, it will not be reflective in the projected values I have to work with.
- 3: If I use only the sales I have, my fear is that we may possibly be doing another project in 2022 to adjust values down.
- 4: Unfortunately I do not have a crystal ball so I may be over reacting, but I fear that any large adjustments right now not only on residences but on some of our small business' could destroy anything they may salvage from this mess we are in.

Another thing to consider is currently I am working with GAR Associates to help with the valuation portion of the project, this will cost the Town up to \$10,000 depending on how much work is actually needed. Unfortunately, any money spent will be lost, because they will have to redo everything if we go through with and have to redo it in 2022.

Also, after speaking to you all on Wednesday I thought about the building. If we have to halt construction on it and it is not done by December, I will not have an appropriate space to meet with taxpayers who are grieving their new assessments. My suggestion would be to hold off until 2022 but ultimately it is your decision.

Personally, I would like to thank you all for your proactive handling of this pandemic and allowing us to work from home and stay safe. I truly appreciate it.

Please stay safe and be well.

Shelly Harris, Town of Hamilton Sole Assessor

RESOLUTION 2020-56: RESOLUTION TO RESCIND Assessment Update

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

Resolved that the town board rescind the resolution on March 12, 2020 to begin an assessment update due to COVID-19 and per the letter as above from the assessor.

NEW BUSINESS:

Potential 2020 Budget Amendments due to COVID-19

Brynley Wilcox reviewed some initial work on potential budget shortfalls due to COVID-19.

Concerns of Town Board: none.

Supervisor's Report: Madison County Activities: Already reported on.

With no further business, on a motion of Councilmember Darby, seconded by Councilmember Dinski, the meeting was adjourned at 9:15 p.m. Carried unanimously.

Respectfully submitted,
Sue Reymers
Town Clerk