

Town of Hamilton Special Board Meeting Minutes
Wednesday, April 1, 2020 at 1:00 p.m.
Held via Zoom Videoconferencing

Present: Eve Ann Shwartz, Peter Darby, Shari Taylor, Darrell Griff, Mary Lee Dinski, Sue Reymers-Town Clerk, Brynley Wilcox-Bookkeeper, Luke Dowsland-Highway Superintendent, Mark Miller-Codes Officer, Rochelle Harris-Assessor.

Call to order: The meeting was called to order at 1:09 p.m. after some initial review of the Zoom features to manage the meeting.

Status of Closure of operations at Town Highway and Office – Reports on current emergency operations and plans.

Town Office: Clerk Reymers reported that the town now has Zoom professional which offers more features and controls. She also set-up Dropbox for staff to access files at home. The Deputy Clerk is managing the mail by opening and scanning them then emailing. Some will be snail mailed as needed. Brynley stops into the office to pick hers up. Money is still coming in dog license renewals and more. Deputy is working on ZUC and Planning Board minutes. Everything is a little slower but getting done. The Town does not accept online payments yet or credit cards.

Highway: started sweeping roads this week. Met with SuitKote to talk about roads. He ordered the ozone machine for both offices. The town office will get a tote as well to use the ozone machine to sterilize the mail. The guys are coming back to work next week. There was a discussion about whether to bring the highway crew back to work including protocols such as social distancing. It was determined that Supervisor Shwartz will send a letter to all the highway crew they are called back to work but can stay home if they have concerns about their safety due to COVID-19. The Town Council will review this decision every week.

Codes Officer: Mr. Miller reported that it has been slow. Some contractors are still working. There was a discussion about the Executive Order from the Governor. There has been no guidance from the state to Codes officer. It is not entirely clear who can continue to build. Supervisor Shwartz will ask the County for guidance on this issue. It was determined that Mark would issue permits as he is not authorized to police the activity but will also include a copy of the NYS guidelines. Mark will develop a letter to include with the application/permit process including a place to sign it that the person acknowledges reading the guidelines and circulate it with the council.

Finance: Ms. Wilcox shared that the town bought thermometers in addition to the ozone machines. The Hamilton NBT branches is closed. Earlville is also closed. NYCLASS

interest rate is at .9% and continues to go down. Bills are rolling in for April. She will know more for the April meeting about the impact of the shutdown on the budget for expenses. Supervisor Shwartz asked Brynley and Luke to start to look at the budget for the highway expenses to plan for income shortfall.

Time Warner Franchise: Supervisor Shwartz shared that the County attorney is working on a uniform agreement for all the towns. She will ask John Langey about it.

Assessor: Ms. Harris explained that the assessment update will be impacted by the COVID-19 shut-downs which includes the timing of the work and sales of properties. Other towns have tabled their assessment updates. Unfortunately, there are some unknowns at this stage. Ms. Harris switched to a new company a couple of weeks ago to do the valuation because the other guy has not been available. The work done now would not carry over to the update if delayed to the following year, it would have to be redone so it does not make sense to continue now if the update gets delayed a year by the board. Any major dips in the market trigger needing to do it again. There was a discussion to put the update on hold. The Council agreed to delay it and asked for the Assessor to write a paragraph to the board for the April 9 regular town board meeting on why to stop the update for next year for the record.

Town Hall: Mr. Darby reported that Scott Larchar is complete until REA gets done in there. Kevin Strasser is still working in there on some corrections. Question is can REA get in there with one man. Mr. Miller shared that Davis Ulmer will meet with Kevin tomorrow to make sure wiring is all correct and bring out the fire boxes.

Mary Dinski left at 2:30 p.m.

SOMAC: Mr. Darby reported that SOMAC lost 41 student volunteers but gained 41 new applications because of the press release. 24 were approved with 8 working with 3 that are EMTs. They are checking temperatures. They only have 1/3 of the typical calls. If they respond to COVID calls, they only take them to the hospital if they need it so many calls they cannot bill for because they are advised to stay at home. Trying to run ELS and BLS. They are in good condition for PPE. There was a brief discussion regarding PPE supplies. Luke will call Kyle with a lead on masks from the County. Supervisor Shwartz gave a brief report about the hospital and their preparedness for COVID patients as well as their fundraising efforts. SOMAC has a website but needs a new donate button. They may need some help to get their website update. Sue will reach out to Kyle to follow-up. Another press release is needed.

Luke asked the Clerk about cleaning services for the highway. She will follow-up.

Supervisor Shwartz gave a very brief report about the County.

RESOLUTION 2020-48: Executive Session

On a motion of Councilmember Darby, seconded by Councilmember Griff, the following resolution was: ADOPTED: Ayes: 5, Nays: 0
Resolved that this Board move into an Executive Session for the purposes of personnel at 2:50 pm.

RESOLUTION 2020-49: Return to Regular Session

On a motion of Councilmember Taylor, seconded by Councilmember Darby, the following resolution was: ADOPTED: Ayes: 5, Nays: 0
Resolved that the Board return to regular session at 3:08 pm.

RESOLUTION 2020-50: Authorization to eliminate Temporary Part-time Clerk Position due to COVID-19

On a motion of Councilmember Darby, seconded by Councilmember Taylor, the following resolution was: ADOPTED: Ayes: 5, Nays: 0
Resolved that the temporary part-time clerk position be eliminated as of the end of the workday on Friday, April 3, 2020.

With no further business, on a motion of Councilmember Taylor, seconded by Councilmember Darby, the meeting was adjourned at 3:10 p.m. Carried unanimously.

Respectfully submitted,
Sue Reymers
Town Clerk