

Hamilton Town Council Regular Meeting Minutes
Thursday, June 9, 2022, at 7:00 p.m.
Via Town of Hamilton, 38 Milford & Zoom Videoconferencing

Present: Eve Ann Schwartz, Shari Taylor, Darrell Griff, Mary Lee Dinski (late via Zoom)
Absent: Travis DuBois. Others Present: Sue Reymers, Town Clerk; Luke Dowsland, Highway Superintendent. Public: Harvey Kliman, Deb Hotaling, Kathleen Palmer (via Zoom), Tom Taylor, Keith and Jody Palmer, Jim Leach.

Call to order & Welcome: The meeting was called to order at 7:02 p.m.

Public Comments:

Harvey Kliman from Southern Madison Heritage Trust gave a presentation about an application for grant. He requested a letter of endorsement from the town.

RESOLUTION 2022-50: Authorization Town Supervisor to endorse application for Southern Madison Heritage Trust (SMHT)

On a motion by Councilmember Griff, seconded by Councilmember Taylor, the following resolution was ADOPTED by roll call vote.

Eve Ann Schwartz:	YES
Darrell Griff:	YES
Shari Taylor:	YES
Travis DuBois:	ABSENT
Mary Dinski:	YES

Resolved that the Town Board of the Town of Hamilton hereby authorizes Town Supervisor (or other official) to sign and submit a form letter of endorsement for an application to RFP0254 Appraisals For Proposed Agricultural Conservation Easements being submitted by the Southern Madison Heritage Trust as it pertains to Red Gate Farm (Nancy and Bruce Rivington) in the Town of Hamilton.

Jody Palmer submitted a letter signed by several residents on Wickwire stating concerns about the 9 Mile Park project. She will read the letter when it's on the agenda (ATTACHED).

Keith Palmer asked about his culvert. Luke Dowsland updated him on the status.

DEPARTMENT REPORTS:

Highway Superintendent

GENERAL REPAIRS:

- Ditched Williams Road end to end
- Cut shoulders and graded the stream bank back on Williams Road; pipe was delivered yesterday
- Ditched on Spring and Spring Hill Rd

- Put new driveway culverts in on Wratten, Excell, Cole Hill and Williams Rd
- Started mowing roadsides
- Patched potholes around town

EQUIPMENT:

- JPJ installed the radio in the new 18
- Serviced the lawn mower
- Stripped all the good parts off the old leaf vac to put on the new one
- Detailed all the trucks

TREE REMOVAL:

- Cut up and chipped trees that fell in the road on the weekend of May 21st
- Chipped all the brush that was stockpiled at the shop yard

CHIPS:

- Hauled all of our 1A stone in for chip sealing this year

OTHER:

- The new 18 finally got delivered. We spent some time installing a toolbox and getting it ready to be put into service.
- Mike Mullenax has started
- Helped the Town of Sangerfield dig out a stream with our excavator
- We purchased a used leaf vac. Our previous leaf vac was from the 60's and is completely worn out and we can't get parts for it. The new one is a 2004 that we'll be able to get parts for and will better serve our needs.
- A car hit and ruined the new guiderail on Bailey Rd. Brynley and I are working with our insurance company and the car owner's insurance company to make sure his insurance covers the damage.
- The County is stockpiling 1A stone at our shop this year to be used their chip sealing projects at this end of the County.
- The Village of Earlville returned our chipper. They were very grateful we let them use it.

Supervisor/Bookkeeper**INTEREST ON REAL PROPERTY TAXES:**

- \$1,678.16 was received from the County
- YTD: \$ 4,847.12
- *Budgeted:* \$ 5,500.00

FRANCHISE FEES:

- \$3,617.30 was received from Charter Communications
- Q1-2022 franchise fees

MORTGAGE TAX:

- \$35,154.99 was received from Madison County
 - Oct. 2021 – Mar. 2022 house sales
 - \$17,411.67 or 98.13% over Oct. 2020 – Mar. 2021

2021-2022 SNOW & ICE AGREEMENT:

- \$3,597.34 was received from the County
- YTD: \$ 113,789.31
- Budgeted: \$ 120,000.00

2021 AUDIT:

- Cwynar, Farrow, and Locke will be at the Town Office for the 2021 audit on Thursday, July 7th and Friday, July 8th.

RESOLUTION NEEDED:

- Resolved that the bills contained on Abstract #6 have been reviewed by the Town Board and are authorized for payment
 - Councilmember DINSKI to sign vouchers
 - Annual payments made to the Village of Hamilton
 - Summer Recreation 11,000.00
 - Hamilton Library 2,500.00
 - 4th of July Parade 750.00

Winter	County Reimbursement	Reimbursement per Lane Mile	Total Lane Miles Plowed	Rank
'21-'22	\$119,784.87	\$20.40	5871.81	11
'20-'21	\$120,793.26	\$20.40	5921.24	9
'19-'20	\$119,127.04	\$19.58	6084.12	7
'18-'19	\$177,814.85	\$18.90	9408.19	1
'17-'18	\$155,752.17	\$18.49	8423.59	3
'16-'17	\$135,189.73	\$17.91	7548.28	6
'15-'16	\$72,243.21	\$17.91	4033.68	13
'14-'15	\$152,716.99	\$17.53	8711.75	2
'13-'14	\$131,158.00	\$16.84	7788.48	5
'12-'13	\$100,389.65	\$16.84	5961.38	8
'11-'12	\$75,771.26	\$15.97	4744.60	12
'10-'11	\$127,295.56	\$15.97*	7970.92	4
'09-'10	\$90,152.39	\$15.34*	5876.95	10
AVERAGE:	\$121,533.68			

*Cannot be verified by Snow/Ice Agreements

RESOLUTION 2022-51: Audit of Claims

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

Resolved that the bills contained on Abstract #6 have been reviewed by the Town Board and are authorized for payment in the following amounts:

FUND	VOUCHER NO.		AMOUNT TO PAY:	
Pre-Pays	N/A		183.66	
A	136	through	169	18,133.90
B	34	through	39	15,435.52
DB	73	through	86	22,955.78
SL	11	through	12	226.17
				56,751.37

Town Clerk**Clerk's Office:**

- May cash disbursements and bank reconciliations completed and up to date.

BAS SOFTWARE:

- CODES (IPS): First training completed on May 26. Second training scheduled for June 16.
- CLERK: We will begin with setting up the Clerk software end of July.

COMPUTERS, PHONES & FAX, WEBSITE, EMAILS and OFFICE 365:

- MFA: Multi-Factor Authentication: still pending completion.
- .Gov Emails: pending approval. I will need to add highway emails.
- WEBSITE: always Still have updates to do on the website.

Colgate Upstate Institute Summer Intern:

- Survey is completed and in process for printing and mailing.
- Online outreach started this week.

CEMETERIES:

- On June 2 or 3, Bob Tackabury came into the town office and again brought up the concerns he has about computerizing the Poolville Cemetery Records. This is the second or third time he has had this conversation with me.
- I told him that the Clerk's office is supportive of assisting the Poolville Cemetery with this project as I already need to research software and should use it to manage the Hamilton Rural Cemetery.
- I am going to start to research software sometime soon for consideration with the Town.

Brief discussion on the cemetery and records management. Clerk Reymers described the difference between digitizing the records and having the data in software to manage and access information. Darrell did speak with Bob.

Supervisor Shwartz reminded the board that legally, when volunteer cemetery organizations fold, the cemeteries become the responsibility of the town. It makes sense to look at software and input the information from the Hamilton Cemetery to get a base. That way we can know who is buried and where. Digitizing records would happen eventually.

Codes Enforcement Officer – Mark Miller

New report from BAS Software. 05/01/2022 - 05/31/2022

Permit #	Issue Date	Owner	Permit Type	Property Location	Amount
BP-2022-015	05/17/2022	Fiver Children's Foundation	New Structure	7464 Mill St	\$158.50
Description of Work: 18 x 32 Summer Cabin					
				SBL#: 199.-1-31	
BP-2022-014	05/12/2022	Chip-A-Munk, LLC	Single Family Home	Hamilton Rd	\$512.50
Description of Work: Single Family New Home Septic Well Wood Burning					
				SBL#: 184.-1-22	
BP-2022-017	05/31/2022	Thomas Balonek	Garage/Storage Building	1832 Preston Hill Rd	\$210.00
Description of Work: Garage Addition 24 x 28					
				SBL#: 168.-1-50	
BP-2022-016	05/17/2022	Thomas Schmidt	Garage/Storage Building	9053 South Hamilton Rd	\$140.00
Description of Work: 100sqft barn addition					
				SBL#: 186.-1-20.13	
BP-2022-013	05/02/2022	Jamie Cutting	Solar	7013 East Main St	\$90.00
Description of Work: 10.8kW roof mounted					
				SBL#: 214.-1-16.1	
					\$1,111.00

COMMITTEE REPORTS:

Cemetery Committee – Nothing to report.

Highway Committee – Nothing to report.

Partnership for Community Development

Supervisor Shwartz reported that the PCD partners met to discuss affordable housing. Recent example is a teacher that was offered a job here took another job elsewhere because she could find affordable housing. PCD's new executive director Jocelyn invited an experienced housing developer, Housing Visions from Syracuse, that utilizes tax credits and state/federal grant funding to provide affordable housing as well as special needs housing as well as market rate housing. They are full service and find the grant funding, find the folks that have the tax credit financing for different kinds of projects such as low/moderate income and affordable housing. Basically, people with a lot of money invest in the project in exchange for tax credits. Supervisor Shwartz will send out a link to their website to everyone. The developer also handles the construction, construction financing, and construction management. In the end, they have employees who manage the projects, whether big or small. Many of the projects are for rentals. There will be more details to come. In the meeting with this developer, he learned about the Villages of Hamilton and Earlville as well as the town outside. They are used to handling housing where there is public sewer. There was a brief discussion with him regarding lack of public sewers outside the Hamilton Village and his response is that the package sewer systems were more expensive to operate but Ms. Shwartz thinks that there are systems out there that are operating and work. Fees can be part of rent.

Meanwhile, housing grants have been announced and there is funding for rural communities for demolition and rehab of properties. The town has had a list of some properties that would qualify from the assessor and codes officer. Jocelyn and Eve Ann drove around to review these potential properties. We can apply and get up to \$500,000 in funding for their particular grant (Community Development Block Grant). The exact mechanism of how you would potentially acquire empty properties if the owners don't want to rebuild needs to be answered yet in a subsequent meeting. There is a meeting with Mohawk Land Bank. Land banks are used to take hold properties where towns purchase them or condemn them then demolish them. This is when an owner does not want to cooperate. We used our health law to address a property in Poolville. If we have two or three properties in each hamlet area, we would have enough to apply for funding. Tonight, we need resolutions as the town has to make the application. There would be a public hearing at the July meeting. Brief discussion. Darrell noted that the grants may offer assistance for individual homeowners with their own septic updates. This needs exploration.

Renovations or Removal of distressed housing-CDBG & Restore Grant Resolutions:
**RESOLUTION 2022-52: AUTHORIZATION TO SUBMIT A GRANT APPLICATION
 TO THE NEW YORK STATE OFFICE OF COMMUNITY RENEWAL FOR
 COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING**

The following resolution was offered by Councilor Shari Taylor, who moved its adoption, seconded by Councilor Mary Dinski, to wit:

WHEREAS, the Town of Hamilton is considering strategies to promote new workforce housing within the Town; and

WHEREAS, there is Community Development Block Grant ("CDBG") funding on its behalf from the New York State Office of Community Renewal (the "OCR") available to fund rehabilitation and demolition of vacant and underutilized housing (the Project); and

WHEREAS, the Partnership for Community Development (the "PCD") is assisting in the facilitation of the Project, and;

WHEREAS, the Project will result in substantial benefit to the Town of Hamilton in the form of new good-quality housing; and

WHEREAS, the Town Council will hold a public hearing on July 14, 2022 to obtain citizens' views regarding the Project and the CDBG program as administered by the PCD

NOW, THEREFORE BE IT RESOLVED, that the Town Supervisor is hereby authorized to submit a CDBG grant application on behalf of the Town of Hamilton in the approximate amount of \$500,000 to the OCR to support the Project; and

BE IT FURTHER RESOLVED, that the Town Supervisor is hereby authorized to execute a grant agreement between the Town and the OCR and all related documents associated with the OCR grant, including entering into a subrecipient agreement with the PCD for the implementation of the Project and administration of the OCR grant, subject to review and approval of all such documents by the Town Council; and

BE IT FURTHER RESOLVED, that the Town Supervisor is hereby designated as the Certifying Officer responsible for all activities associated with the federal environmental review process to be completed in conjunction with the Project.

The question of the adoption of the foregoing resolution was duly put to a vote and upon roll call, the vote was as follows:

Darrell Griff	Councilor	Voted	Yes
Shari Taylor	Councilor	Voted	Yes
Mary Lee Dinski	Councilor	Voted	Yes
Travis DuBois	Councilor	Voted	Absent
Eve Ann Shwartz	Supervisor	Voted	Yes

The foregoing resolution was thereupon declared duly adopted.

RESOLUTION 2022-53: CALLING FOR A PUBLIC HEARING REGARDING THE SUBMISSION OF A COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION

The following resolution was offered by Councilor Mary Dinski, who moved its adoption, seconded by Councilor Shari Taylor, to wit:

WHEREAS, the Town of Hamilton wishes to assess the advisability of submitting a Community Development Block Grant ("CDBG") application to the New York State Office of Community Renewal for rehabilitation of abandoned houses in the Town; and

WHEREAS, the Town is required to hold a public hearing to provide information to the public and to consider citizen comments regarding the Town's community development needs and the CDBG application prior to submitting an application for CDBG funding;

NOW, THEREFORE BE IT RESOLVED, that a public hearing be held regarding the Town's community development needs and the proposed application in the Chamber of the Town Council at the Town of Hamilton offices on July 14, 2022, at 7:00 p.m. or as soon as possible thereafter; and

BE IT FURTHER RESOLVED, that the Clerk duly publish a notice of said hearing in the official newspapers of the Town at least eight (8) days prior to the scheduled hearing date.

The question of the adoption of the foregoing resolution was duly put to a vote and upon roll call, the vote was as follows:

Darrell Griff	Councilor	Voted	Yes
Shari Taylor	Councilor	Voted	Yes
Mary Lee Dinski	Councilor	Voted	Yes
Travis DuBois	Councilor	Voted	Absent
Eve Ann Schwartz	Supervisor	Voted	Yes

The foregoing resolution was thereupon declared duly adopted.

SOMAC

Supervisor Schwartz shared that they have not met. They are looking at changing auditing companies and considering Cwynar. They are advocating for less than a full audit to save money. This has been discussed by the town board previously. Brief discussion.

Policy Update Committee

Clerk Reymers provided a quote for consideration from Public Sector HR for an employee handbook. PSHR said that the first meeting should take about 3 hours to get direction from the town on what is needed. Question is does the attorney need to review it? Clerk Reymers to ask town attorney to see what he needs to review. The timeline is driven by the town.

SPECIAL PROJECTS:**9 Mile Park**

Jody Palmer read the letter to the board. The board responded to their concerns. There will be more public meetings to keep the public informed.

Earlville for Earlville Project – Nothing to report.

Hamilton Climate Preparedness Working Group – Nothing to report.

Zoning Update – Next meeting is Monday, June 13 at 6:30 pm. Supervisor Shwartz reported that the Village of Hamilton reached out to her on Short Term Rentals. They are interested in collaborating with us. They are pushing to get something in place very quickly. They have a moratorium too. She met with Julie Dudrick to discuss it. There will be follow-up.

OLD BUSINESS:**Assessment Update**

There were 70 formal grievances and follow-up notices are going out soon. They wondered how many were at the last assessment update.

Hazard Mitigation Plan Update with Madison County – Nothing to report.

Tenney Grant – We did not get the grant.

Town Hall Open House & Ribbon Cutting

Saturday, June 11, Ribbon Cutting at 10 am; Open House from 10 am – 12 pm. Clerk Reymers reported that the town hall is ready. Eve Ann will not be able to attend due to a family funeral.

NEW BUSINESS:**Proposed Local Law on Vide Conferencing**

Supervisor Shwartz explained that the Governor's emergency order on video conferencing ends on June 14. It could be extended again. In the meantime, many municipalities are used to using Zoom but would need to pass their own local law to keep using video conferencing. There are some rules such as you still need a quorum in person on site. The board needs to review the proposed law. There is no rush. Clerk Reymers said that the handout has the proposed law as well as the proposed policy.

Annual Tax Collection Resolution for Shared Services with Madison County**RESOLUTION 2022-54: Authorization for Shared Services Agreement with Madison County for the 2023 Town and County Tax Collection**

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

Resolved that the Town Supervisor be authorized to enter into a Shared Services Agreement with Madison County for the 2023 Town and County Tax Collection.

Resolution to apply for NYS CDBG Housing Rehab Grant

Done under Committee Reports for PCD.

Resolution to conduct a public hearing on CDBG Grant on July 14, 2022

Done under Committee Reports for PCD.

Concerns of Town Board: None

Supervisor's Report: Madison County Activities: No report.

EXECUTIVE SESSION

RESOLUTION 2022-55: Executive Session

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

Resolved that this Board move into an Executive Session for contract and personnel at 8:31 p.m.

RESOLUTION 2022-56: Return to Regular Session

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

Resolved that the Board return to regular session at 9:01 p.m.

With no further business, on a motion of Councilmember Taylor, seconded by Councilmember Griff, the meeting was adjourned at 9:02 p.m. Carried unanimously.

Respectfully submitted,
Suzanne K. Reymers, RMC
Hamilton Town Clerk