

Town of Hamilton Regular Board Meeting Minutes
Thursday, June 12 2014, 7:00 p.m.
Held at the Town Office, 16 Broad Street, Hamilton, NY

Present: Eve Ann Shwartz, David Holcomb, Peter Darby, Suzanne Collins, Chris Rossi, Sue Reymers, Bert Glazier, Donna LaMarco. Others Present: Regina Silvestri, Mayor Margaret Miller-Village of Hamilton, Debbie Kliman-Village of Hamilton Trustee, Merrill Miller-SOMAC Representative.

Call to order & Welcome: Supervisor Shwartz called the meeting to order at 7:04 p.m.

Public Comment:

Regina Silvestri expressed concern about Colgate's master plan and routing traffic through Spring Street to the former Hotaling property. Discussion about current traffic patterns took place. Regina also expressed concern that speeding is an issue during rush hour/commuting time. No one monitors it.

Mayor Margaret Miller: The Village had a progressive meeting with Birnie Bus at the Airpark. The Airpark Commission is recommending it to the Board of Trustees to approve. Needs to go through the FAA, which can take a while. Birnie wants 5.4 acres for a 4,000 square foot office, 15,000+ maintenance garage for 38 buses, 50 auto spaces with fuel in the back. Mayor Miller handed out a map of the proposal. The July 4th Committee would appreciate payment prior to the event. Linda Gorton is working on it. Symphoria is one month from now on Thursday night. July 10th at 7:30 pm. Town should consider moving July meeting. Town Board agreed to meet July 10 at 5:30 pm.

RESOLUTION 2014-33: July Town Board Meeting Time Change

On a motion by Councilmember Darby, seconded by Councilmember Rossi, the following resolution was ADOPTED: Aye-5, Nay-0
Resolved that the Regular July Town Board Meeting be earlier at 5:30 p.m.

GENERAL:

Minutes Approval:

RESOLUTION 2014-34: Approval of Minutes

On a motion of Councilmember Collins, seconded by Councilmember Holcomb, the following resolution was ADOPTED: Ayes: 5 Nays: 0
Resolved that the minutes of May 8, 2014 Regular Town Board Meeting be approved.

Claims for Payment:

RESOLUTION 2014-35: Audit of Claims

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

General Fund A	No 158 through 196	\$ 8,193.81
General Fund B	No 18 through 24	\$ 25,010.95
Highway Fund DA	No 76 through 81	\$ 993.83
Highway Fund DB	No 10 through 17	\$ 4,757.60
Lighting Funds	No 14 through 15	\$ 344.53

TOWN REPORTS:

Highway Superintendent: Bert Glazier

Superintendent Glazier reported that they have been patching all the roads. Culverts went in on Rhoades, Crumb, Humphrey and Collins Roads. They put in a total of 11 culverts that were in bad shape and rotting and needed bigger ones. They will be chip sealing at the end of July. Roads include Bonney, Collins, Humphrey, Brown, parts of lower and upper Horton and probably a few others. They will be adding shoulders on Crumb Road because of farm traffic. Bert's been talking with Cortland Tanks about the fuel tank (fuel oil and diesel). They will be meeting to find a good spot. They put in walk-in door from the garage to the housing where the fuel tanks now sit. They'll be using that for oil and cold storage. When we get the generator, that's where it will go. They will enclose it, insulate and add a new exhaust fan. They helped Brookfield pave and Lebanon chip seal. There's a truck at Stadium International getting the transmission repaired. There are EM plates on all the pick-ups.

The Madison County Highway Association is forming a committee to look at consolidating specialized equipment purchase for the towns in Southern Madison County that maybe the county would purchase and every town would pitch in. The equipment is typically expensive to rent (such as a shoulder machine). Towns include Lebanon, Madison, Hamilton, DeRuyter, Eaton, Lincoln, Georgetown, and Brookfield. They are looking at 3 pieces. Madison County has some to share in the Northern part of the County. When we rent, it's usually for a week. It's in the beginning stages.

Town Clerk: Sue Reymers

Town Clerk Financial Report for May 2014:

- Total Fees Collected: \$3,309.25; Town Revenues Paid to Supervisor 6/2: \$2,088.27
- Distributed to Other Agencies:
 - NYS DEC - DECALS - \$576.58
 - NYS DOH - \$135.00
 - NYS Ag & Mkts - \$36.00
 - Mad Co Treasurer - \$473.40

of Licenses & Permits for May 2014:

- Conservation Licenses - 25
- Marriage Licenses - 6
- Marriage Certificate Copies - 3

- Dog Licenses – 28
- Landfill tickets – 36
- Birth Certificates or Copies - 0
- Death Certificates or Copies – 5
- Codes Building Permits – 10 new; 1 renewal

Codes Enforcement Officer Report:

Report was filed by Paul McGinnis. Included 5 new permit which include solar, garage, modular home, manufactured home and addition. A more comprehensive 6 month report will be submitted to the board as soon as possible.

Supervisor/Bookkeeper's Finance Report:

A narrative report along with the Profit & Loss and Balance Sheet were presented to the board.

From the narrative:

Court Report: April check (\$2,502) received 5/7/14, State Comptroller payment \$1,907.00, Town Share \$595.00. May check (\$1,096), State Comptroller payment \$621.00, Town Share \$475.00.

Audit:

- The Auditors sent adjusting journal entries Monday, May 19th. Dan Farrow will be attending the July Board Meeting to explain the details.
- These entries bring us to the Modified Accrual Accounting.
 - Receivables earned in 2013 but not paid until 2014 are now booked in 2013. (Lane Miles payments from Madison County and sale of the Silverado.)
 - The Clerk and Justice income earned in December 2013 is now booked in December 2013.
 - The Clerk and Justice income earned in December 2012 is now removed from 2013 income.
 - Accounts payable incurred in 2013, but not paid until 2014 are now booked in 2013.
 - Accounts payable incurred in 2012 but paid in 2013 are now removed from 2013.
 - Payroll earned in 2013 but not paid until 2014 is now booked in 2013.
 - Payroll earned in 2012 but not paid until 2013 is now removed from 2013 – (and booked in the Fund Balance accounts).
 - The other entries: Reclass general fund interest among funds for the year, setting up Due from/Due to accounts. Record the NYSEDA grant amount as income/expense.
- Updates have been put into Quickbooks and the numbers match the auditors Trial Balance.
- Dan came back on 6/4 to discuss the recommendations
- Other discussions with the auditor include:

- Health Insurance Buyout and the Phone/Uniform Allowance – should have been run through payroll. All payouts to employees not substantiated by receipts are taxable. Quickbooks has to amend the quarterly report so that we pay the employer portion of payroll taxes. Also, we will draft a memo to the employees that the “catch up” amounts will be deducted for the remainder of 2014 and that the payment did not take out withholdings.
- Section 125 – now that we have the Plan in place as of January 1, 2014, the medical/dental deductions are pre-tax from this date. Quickbooks will also amend this, resulting in a check refund – half of which belongs to the Town and half will be returned to the employees.
- Quickbooks needs to correct the set up for the 414h retirement plan on the W-2. Currently, this is listed in Box 12, but should be put into box 14 on the W-2s. No retro action is needed.

Financial Updates:

- Policies and Procedures: list of Required and Recommended Policies from the Town Finance School. Required include Code of Ethics (have policy 2010), Investment (have sample), Procurement (have policy 2012), Workplace Violence Prevention, Sexual Harassment, Conflict of Interest – reviewed annually (Dan to provide a sample.) Recommended: Vehicle Usage (have sample), Computer/Internet Use (have sample), Travel (have sample), Credit Card (have sample), Capital Assets.
- CHIPS –invoices are being tracked, to file this month. (Allocation=\$122,802)
- Federal Surplus Property application filed with NYS OGS. This will allow us to purchase certain capital items at a greatly reduced price. We are looking into this to be able to purchase a generator. The letter of authorization should be emailed to us about 6/24.
- FEMA – Jurisdictional Inquiries for six sites from the FEMA application that need to determine if permits are required. This was mailed 5/21.
- OSG – Salt Bid- On 5/21, requirements filed online for the needed road salt for the 2014/2015 season.
- Solar Panel analysis – John Benetti (our Arista representative) came in to discuss the monitoring system and our billing. The monitor is set up on my computer and is showing usage. John updated the estimated savings for just the Highway Garage Solar Panels and it appears as though we are on track with savings.
- Follow up from March meeting-Assessors’ Photos. Statement of Duties for the New Temporary Part Time Position is created. Eileen assigned a job title of Data Collector, and Steve Jones updated the agreement. We have the application and pink sheet filled out. Warren needs to sign the contract.
- NYS and Local Retirement –We are working on the Record of Activities report from elected/appointed officials that are enrolled into the retirement program. We have a Resolution to accept the standard workdays. We will also need

another resolution and ROA in September or October for my position becoming full-time.

Income:

- Received a sixth check from Madison County Road Fund for lane miles; the totaling \$160,252.14 to date for the season, \$139,723.84 received to date in 2014. (2014 Budgeted amount - \$95,000). This payment matches the remaining tickets
- Madison County Interest on Tax Collection checks:
 - 1% Interest on February Tax Collection -\$ 1,145.51 (received 3/18).
 - 2% Interest on March Tax Collection - \$2,466.22 (received 4/15).
 - 3% Interest on April Tax Collection (4/1-5/8) \$ 3,248.96 (received 5/15).
 - Total received to date=\$6,860.69.
- Time Warner Cable Franchise check -We received \$2,606.07 for January – March. (Budgeted amount of income = \$10,800.)
- Time Warner Cable Franchise agreement and related sale/transfer.
- Internet service at the Town Office: We have a price comparison between our current provider (Verizon) and TWC. We can change service and save an estimated \$2,000/year. Current charges for internet and telephone with Verizon - \$433/month. Proposed TWC charges - \$264/month. This is a three year contract. There would be a one-time installation charge of \$225. Is this acceptable?
- 5/14: Reviewed and verified the PERMA payroll (workers' compensation) audit from 4/30. This information will now be sent to Madison County.
- 5/23: Received the Mortgage Tax in the amount of \$12,369.89 (Budget amount total \$35,000 for year-we will receive one more check in November/December).
- We received \$10,000 from the village for the 1999 Truck.
- Fire Tax – we received \$3,248.96 into the General Fund. Resolution to transfer the money to the Fire Districts.

Financial Discussion:

Federal Surplus: Highway Superintendent gave further information on the Generator. They typically cost about \$5,000, from the federal surplus, this will cost \$575. The town needs to keep it for at least 18 months. The board reviewed the Solar Panel report. Discussion took place about Carbon Offset, which goes to NYSERDA for the first 3 years. After that, we can sell on the market in NY. Colgate is interested in becoming carbon neutral by 2019 so they might be interested. Discussion also took place about the anniversary date. It can be changed one-time and was recommended by John Benetti from Arista. Councilmember Darby needs to research this more and report back.

Internet and Phone Service at the town office: The representative from Madison County that is looking at the new phone system has recommended that we switch to Time Warner which could save \$2,000 a year. It's a 3 year contract. Supervisor Shwartz explained that Peter Grey was hired to evaluate the County's phone system and look at towns. It will cost about ½ million. The current system is antiquated. Funds from the

Oneida settlement will cover it and towns may have the option to opt in. Donna will ask about installation charge if we move.

RESOLUTION 2014-36: Switch provider for internet/phone service at town office.

On a motion from Councilmember Darby, seconded by Councilmember Rossi, the following resolution was ADOPTED. Aye-5, nay - 0

Resolved that the service provider for internet and phone be switched to Time Warner from Verizon.

RESOLUTION 2014-37: Authorization - Fire tax income distribution to Fire Districts

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

Resolved that the funds received from the NYS Insurance Department, the 2% fire tax, in the amount of \$3,248.96, be distributed as follows: Hamilton Fire District: \$1,748.60, Hubbardsville \$1,152.20, and Earlville Fire District \$348.16.

TOWN BOARD MEMBERS & COMMITTEE REPORTS:

Comprehensive Plan Committee (CPC): Chris Rossi

The committee is meeting monthly and working with Nan Stolzenburg. They put together vision statements and goals for the different topic areas that were the basis of the focus groups. They did that by pulling material from the survey, visioning workshop, and focus groups under Nan's guidance. The next steps will be talking about tangible actions that can be taken to reach those goals. Then it will be wrapped into a plan that the board will review as well as the public. The next meeting is June 19th at the Poolville Center.

Nan sent buildout samples for the board's review because the board is considering buildout maps for gas and wind analysis. Nan had not done these type before, but samples show what would happen using current zoning for building new houses. The board reviewed the sample from the Town of Minden which showed the potential new buildings. The town has zoning but the buildout shows if all the new residences could ever be built. Due to what it demonstrated on the buildout map, the town is rethinking their zoning. That is the benefit of seeing these buildouts, it can show you what might be on the way. If the town looks at wind and gas development, the map would look at the town's potential places for wind, apply the current zoning and the maps would show where that buildout could happen. Gas would look at geology of town and DEC regulations as they stand now. The thinking of the CP committee is that it would give a visual understanding how this impacts the town or not. It would show the maximum impact. The board discussed both buildouts and decided to do the wind but not the gas since it costs much more since they have to apply the DEC regulations. Nan seems to think we can do the gas buildout anytime.

The idea of the Town/Village Green Team was mentioned that is being organized with John Pumilio but it's still in process to organize an initial meeting. Payment for the use of the Poolville Community Center was brought up. Chris will gather the number of times it was used.

RESOLUTION 2014-38: Authorization - add \$300 wind map for Comprehensive Plan

On a motion of Councilmember Collins, seconded by Councilmember Holcomb, the following resolution was ADOPTED: Aye: 5, Nay 0

Resolved that the addition of the wind buildout map at the cost of \$300 be added to the Comprehensive Plan process.

Road Use Law: Eve Ann Shwartz

Delta send a letter today. Steve Jones has not heard from them yet. Bert will be in touch with County about the road use study. The law firm is supposed to send the draft law. We can change it, then we have a public hearing. We need a baseline study prior to the bad weather this year. Councilmember Darby suggested that we include the Spring Street area by Colgate on each side.

SOMAC: David Holcomb

Councilmember Holcomb gave a brief update. SOMAC is going into a full restructuring because like many others, it's changing from volunteer to paid employees. Merrill Miller shared that SOMAC started as a volunteer organization, but it now has paid employees due to the high level of care that is required and that requires many hours of training to be certified, which is difficult for volunteers to do and maintain. This is true for paramedics and drivers. There are more rules and regulations and it goes beyond what a volunteer group can handle. They made a smart move to hire a business manager. He does more than he is paid for. They now need a paid director of operations that can handle the medical side of the business. They are also in need of paramedics and hope to keep with local people as it is advantageous. The director of operations will be full-time with benefits which they hope will attract a qualified person. They are now writing the job description. Until then, Tim Collins is handling scheduling. Steve Johnson is handling the medical things that are happening. They switched their billing company April 1. Discussion took place about SOMAC's financial outlook and the town's commitment to cover any shortfalls. Donna will have time soon to work with Tim Collins to review the financials.

PCD Housing/Village Development: Peter Darby

Councilmember Darby reported at the last meeting and that there has been no new progress. He needs to find potential properties for senior housing. Discussion took place about the needs and barriers for housing for students, young professionals, families, and seniors.

Joint Village/Town Projects: Suzanne Collins and Peter Darby

The committee met and talked about the joint building. The MUC has agreed to have a structural study done on the building to assess the third floor, the elevator and addition. Clerk Reymers reported on her research on the NYS Consolidated Funding streams, specifically, the Local Government Efficiency Grant. Research on the funding potential for shared joint building revealed that applications score higher when shared services, consolidation and cost savings are demonstrated. Separate but equal will not score well at all. Shared common spaces, like a break room, are not enough. Research was then done on the potential for a feasibility study for shared services, like the Town and Village of Chester and Town of Dewitt and Village of East Syracuse, which revealed that requests for feasibility studies are scored low because they often do not lead to implementation. Applications for planning and implementation score highest. In conclusion, it appears best for the initial stages to be funded locally then look for funding the planning and implementation. Clerk Reymers recommended that if we want state funding, both the town and village need to continue the discussion on shared services.

Supervisor Schwartz mentioned a potential grant from Design Connect program out of Cornell. The deadline is August 1. It's a class project and it's possible that they can do a project study for the building. She will get information to the committee to apply for the fall. Meanwhile, the committee meets again on June 26.

Deer Management & Task Force: The committee has not met yet.

47 Utica Street: Eve Ann Schwartz

The County will be auctioning off in September along with all county properties.

OLD BUSINESS:**Time Warner Franchise Agreement:**

Looked at our options and it's best to go with Computel to do audit for free. We cannot renegotiate our deal because of the type of agreements we signed. The next time to renegotiate is in 2018-2019. There is still a possibility of free basic cable with the local libraries and school and we are looking into that.

Assessor's Photo Project: already talked about it.

NEW BUSINESS:**Tax Collection Shared Services Agreement:**

The agreement was reviewed by the Madison County Finance Committee and they agreed to renew the agreement. They are very happy with the way things

turned out. We just need to update the agreement dates. The Town of Lincoln and Town of Eaton might do this as well.

Tax Cap Freeze - Public Education

The board agreed that we need to do something. It was felt that Valesky and Magee's offices should be able to access information from the state budget that reflect the costs to implement the program. Councilmember Rossi conducted some research and found some information. It was determined that an article be drafted by August.

Town office Internet/Phone Service: talked about that already.

Standard Work Day:

The Standard Work Day (SWD) needs to be established every two years. The board needs to establish the standard work day for all positions at the town office. The purpose is for the NYS retirement system. The SWD uses a calculation to determine service credit; it's directly related to the benefits they receive. Any position that is in the retirement system that does not keep a time card need to do a time study, which is conducted for 3 months. The SWD needs to be a minimum of 6 hours and maximum of 8 hours. The town needs to establish a SWD for each position, whether elected, appointed or hired. The board had some questions about the # of hours for part-time positions that do not have a regular schedule. There was confusion over the establishment of the SWD. It was tabled until the July meeting.

Policies and Procedures: Tabled until July.

Planning and Zoning Board of Appeals Training Opportunity:

Clerk Reymers researched the annual requirements for training for Zoning and Planning Board members. Each Board member of Zoning and Planning Boards are required to participate in 4 hours of training per Chapter 662 of the Laws of 2006. Madison Co. or the State does not need to be notified of their attendance. The Town is responsible for keeping records of who and when our members attend via the Clerk's files. Training Sessions: Madison County does host training sessions (Free of Charge usually) in the Fall and Spring each year for a more local site. The Department of State has some online resources that might be very helpful. They also have some web based training that is available including about 6 online courses/video's that members can take to get their four hours of credit. The videos alone cover 2 hours and the 4 courses are likely to cover more than that, so they could easily meet the requirement just with the online resources for this year. Also, the DOS hosts a training calendar on their website that provides links to upcoming training sessions. The Association of Towns offer trainings around the state, for a fee. Other places as well per the brochure- Promoting the Training

of Municipal Planning and Zoning Officials Fact Sheet. After the training, the board should pass a resolution acknowledging the training for record keeping. A sample resolution is available.

Jeff Schindler is interested in attending two training session as he is on the ZBA. There is money in the budget. A resolution is needed for the expense including mileage.

RESOLUTION 2014-39: Approval-training for Jeff Schindler for 2 sessions.

On a motion of Councilmember Holcomb, seconded by Councilmember Darby, the following resolution was ADOPTED: Aye: 5, Nay 0

Resolved that the Jeff Schindler receive funding to attend 2 sessions of training.

CONCERNS OF THE TOWN BOARD: none

SUPERVISOR'S REPORT:

Supervisor Shwartz is on the Government Operations Committee. They have learned through recently trying to fill vacancies that candidates get paid better elsewhere. Basically, Madison County did not keep up with competitive salaries and therefore are having trouble finding qualified candidates at the current pay. The County has authorized a \$35,000 study to evaluate management positions to see what they should be paying. Another possibility is to hire an emergency management/preparedness person. The County was not prepared to handle the 2013 floods. There is a feeling that federal government is not always going to be there. Apparently, the Town of Hamilton had an emergency plan in the 1980's. It needs updating.

EXECUTIVE SESSION:

RESOLUTION 2014- 40: EXECUTIVE SESSION

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

Resolved that this Board move into an Executive Session at 9:12 p.m. to discuss real estate and personnel.

RESOLUTION 2014-41: RETURN TO REGULAR SESSION

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

Resolved that the Board return to regular session at 10:00 p.m.

With no further business, on a motion of Councilmember Rossi, seconded by Councilmember Collins, the meeting was adjourned at 10:01 p.m. Carried unanimously.

Respectfully submitted by Suzanne Reymers, Town Clerk