

Town of Hamilton Regular Board Meeting Minutes
Thursday, MAY 14, 2015 7:00 p.m.
Held at the Town Office, 16 Broad Street, Hamilton, NY

Present: Eve Ann Schwartz, Peter Darby, Suzanne Collins, Sue Reymers, Brynley Wilcox, Bert Glazier, David Holcomb, Chris Rossi.

Others Present: Harvey Kliman, John Browning, Nick French, Alan Zogg, Jim Leach

Call to order & Welcome: Supervisor Schwartz called the meeting to order at 7:00 p.m.

Public Comments: None.

GENERAL:

Claims for Payment:

RESOLUTION 2015-50: Audit of Claims

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

Resolved that the bills contained on Abstract #5 have been reviewed by the Town Board and are authorized for payment in the following amounts:

General Fund A	No.	103	<i>through</i>	129	16,773.15
General Fund B	No.	12	<i>through</i>	12	19.73
Highway Fund DA	No.	48	<i>through</i>	59	13,627.01
Highway Fund DB	No.	4	<i>through</i>	8	4,181.96
Lighting Districts	No.	7	<i>through</i>	8	361.53

TOWN REPORTS:

Highway Superintendent - Bert Glazier

Mixed 300 tons of patch. Helped Town of Lebanon do some patching. We are in the process of patching and fixing the sides of our town roads. We are mowing the road sides and ditching. We removed the plow equipment for the season. Spent time with Peter and Sue on salt shed.

Town Clerk - Sue Reymers

Financial Report	JAN 2015	FEB 2015	MAR 2015	APR 2015
Total Monthly Fees Collected	\$ 789.10	\$ 662.00	\$ 659.00	\$ 2,820.40
Disbursements:				
Town Revenues	\$ 297.19	\$ 233.18	\$ 268.88	758.09
NYS DEC Hunting & Fishing	\$ 44.41	\$ 23.62	\$ 23.62	1,606.91
NYS Dept of Health	\$ 0	\$ 0	\$ 67.50	67.50
NYS Ag & Markets	\$ 38.00	\$ 23.00	\$ 26.00	33.00
Mad Co Treas. (Landfill Tix)	\$ 409.50	\$ 382.20	\$ 273.00	354.90
MISC:	\$.10	\$ 0	\$ 0	0

# of Licenses & Permits	JAN	FEB	MAR	APR
Hunt/Fish Licenses	2	1	1	45
Marriage Licenses	0	0	3	3
Marriage Copies	3	3	3	2
Dog Licenses	30	21	20	23
Wanderers Rest - Redemptions	0	0	2	1
Landfill Tickets	30	28	20	26
Birth Certificates/Copies	0	0	0	0
Death Certificates/Copies	5	0	1	0
Building Permits Applications	0	1	0	3
Plan/Zone Applications	0	0	0	0

HISTORIAN JACK LOOP: The Hamilton Historic Commission is hosting an event for the son of John Atanasoff in recognition of his father. John is considered the father of the computer and was born in Hamilton. His father was a Colgate Alumni. Event is scheduled for Saturday, June 6 at 3:30 at the library. Jack put in a display in the window about his life.

VALESKY/MAGEE REQUESTS FOR FUNDING:

On March 17, each received a letter for funding for two projects: Salt Shed - \$50,000 from each. 38 Milford - \$30,000 from each for energy saving projects.

Valesky: On 5/13/15, I spoke with Scott Butler of Valesky's office. He said that they are waiting to hear back on what they will have for numbers. He hopes to know more in Mid-June.

Magee: On 5/13/15, I spoke with Laura of Magee's office. They selected the salt shed at \$50K for consideration, but not the other proposal. Upon their selection at Magee's office, they then send in a nomination form to the Assembly Ways and Means Committee. The committee may ask for more information. If approved, it gets sent the appropriate agency to fund, for example, if it's a small building, it may go to the Dorm Authority. The process can be lengthy, but they never know how long. Based on our conversation, I wondered if 38 Milford would be a better fit because if we needed to move forward and build the salt shed they would not reimburse for that. They would ask us to resubmit how the funds would be spent in that case. Due to the long nature of the town office building, it makes more sense to put funding there. On 5/14/15, I resent the 38 Milford letter updating our request to \$60,000. Laura received it and they are submitting it for \$50,000.

Codes Enforcement Officer-Donald Forth

The Town Board reviewed Don's report for the month of April. Three building permits were given out. One for Richard LaFrance on Hamilton Road for the finishing of a room

over the garage, one for the Chase Family on Spring Street for an addition and one for Joyce Nevison on Spring Street for a new septic tank.

Supervisor/Bookkeeper – Brynley Wilcox

Court Report: April check (\$974), Office of State Comptroller payment (\$654) - Town Share (\$320). Financial Updates: Bank Reconciliations–Petty Cash, Payroll, Money Market and General Fund have all been reconciled through April. Income: MADISON COUNTY – LANE MILES: A check for lane miles arrived for the reimbursement of March 2015. The lane mile reimbursement totaled \$30,636.¹³ (Overtime for that period: \$6,601.⁷⁶). Since January 1, 2015 we have received \$121,082.⁰⁰ from Madison County. BUDGET: \$120,000. Since November 2014: \$140,262. LAST SEASON ('13-'14): \$131,158 (\$98,366.⁸² was received from Jan. – Apr). Winter '14-'15: 599 runs which is about 150 per truck for a total of 8,001.31 lane miles. MADISON COUNTY for Tax Collection Interest and Penalties: A check March interest and penalties arrived totaling \$3,603.⁸⁵ YTD: \$5,203.³⁰ BUDGET: \$6,000. INTERNAL REVENUE SERVICE: While setting an online account with the IRS, they found a refund of 2012 and 2013 FUTA taxes paid: \$37.⁰⁶. AUD: The 2014 Annual Update Document (AUD) has been accepted by the OSC and is available for public viewing at www.OpenBookNY.com. Audit of 2014: Dan Farrow of Cwynar & Co., CPAs, PLLC has scheduled the 2014 audit for: Tuesday, May 26, Friday, May 29, Monday, June 1.

Ms. Wilcox also brought to the board a request to have the Town of Hamilton participate in offering the NYS Deferred Compensation Plan. It's similar to a 401 K plan, but for state employees. They gave a presentation last year to the board. All the town needs to do is pass the resolution to participate. It's another avenue for employees to save for their retirement. It's voluntary and does not cost the town anything besides time for the bookkeeper.

RESOLUTION 2015-51: Adoption of NYS Deferred Compensation Plan

On a motion of Councilmember Darby, seconded by Councilmember Holcomb, the following resolution was: ADOPTED: Ayes: 5 Nays: 0
Resolved that the Town of Hamilton will participate in the NYS Deferred Compensation Plan.

PUBLIC HEARING - LOCAL LAW #1 of 2015 BEST VALUE LAW

RESOLUTION 2015-52: Move to Scheduled Public Hearing on Local Law #1 Of 2015, entitled, A local law to authorize purchasing based on best value.

On a motion of Councilmember Darby, seconded by Councilmember Rossi, the following resolution was: ADOPTED: Ayes: 5, Nays: 0
Resolved that this meeting be interrupted to hold a Public Hearing advertised and scheduled for this evening at 7:15 p.m.

Following distribution of the Local Law to the Town Board members in April 2015, Notice of said Public Hearing was duly published in the Oneida Daily Dispatch on Sunday, May 3, the same being posted on the April 27 at the Town Hall.

Supervisor Shwartz read out loud to the public, the contents of the local law.
(Attachment A)

Public comments:

Harvey Kliman stated that it is a good idea as the lowest bidder is not always the best choice.

No one else wished to comment.

RESOLUTION 2015-53: Move to close the Public Hearing.

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

Resolved that the town board close the public hearing at 7:20 p.m.

RESOLUTION 2015-54: Authorizing Adoption of Local Law #1 of 2015

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

Roll Call Vote: Suzanne Collins-Aye, Peter Darby-Aye, David Holcomb-Aye, Eve Ann Shwartz-Aye, Chris Rossi-Aye.

WHEREAS a resolution was duly adopted by the Town Board of the Town of Hamilton introducing proposed Local Law #1 of 2015 entitled, "A Local Law To Authorize Purchasing Based on Best Value" and scheduling a public hearing on said proposed local law for May 14, 2015 at 7:15 p.m. at the Town of Hamilton office at 16 Broad Street, Hamilton, N.Y. to hear all interested parties on said proposed local law, and

WHEREAS notice of said public hearing was duly advertised in the official newspaper of the Town, at least 5 days prior to said public hearing, and

WHEREAS notice of said public hearing was posted in the Town Clerk's office, and

WHEREAS each member of the Town Board received a copy of said proposed local law in final form in accord with the Municipal Home Rule Law, and

WHEREAS the Town Board after careful deliberation finds it in the best interest of the Town to adopt said Local Law;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Hamilton hereby adopts, by roll call vote, said local law and designates it as Local Law #1 of 2015

entitled "A Local Law To Authorize Purchasing Based on Best Value" a copy of which is attached hereto and made part of this Resolution, and

BE IT FURTHER RESOLVED, that the Town Clerk be and hereby is directed to enter said Local Law in the minutes of this meeting and in the Local Law Book of the Town, to give due public notice of its adoption, and to give due notice of the adoption of said Local Law to the Secretary of State.

The regular meeting was reconvened.

Bookkeeper Brynley Wilcox resumed her report. Warren Wheeler has completed his photo project and contract. His final payment has been mailed.

Procurement policy: Steve Jones updated the 2010 Procurement Policy. It does not need to be adopted tonight. The Board reviewed the policy and discussed it. It was tabled for the next meeting. Ms. Wilcox will email a follow up with options.

Government Efficiency Plan:

Ms. Wilcox included information on her report that the board reviewed. The plan is due by June 1. We can submit an efficiency plan even if we do not expect to meet the tax cap

GOVERNMENT EFFICIENCY PLAN FACT SHEET

- Must show that we are saving a minimum of 1% of our 2014 tax levy or ~\$7,400
- These efficiencies must have been instituted after January 1st, 2014 and create a savings in 2017, 2018 and/or 2019. Anything before 1/1/14 must be supplemented by extensive documentation
- Efficiencies fall into four categories: Cooperation Agreement, Efficiency, Merger – doesn't apply, Shared Service
- Examples of Cooperation Agreements and Shared Services: Procurement, Real estate and facility management, Fleet management, Business and financial services, Administrative services, Payroll administration, Time and attendance Benefits administration, Contract management, Grants management, Transportation services, Human services and Information technology.

The board discussed the various initiatives, such as tax collection shared services, in efforts to save funds over the past few years and see if it fits the criteria. Ms. Wilcox explained further that anything that is an efficiency or that is saving you money, you also have to tell them what the cost of implementing that to net it and that is the real cost savings. If the town creates an efficiency plan and stay under the tax cap, the tax payers get a refund. The board noted that with the ambulance service's needs, it would be hard to stay in the tax cap. After discussion, it was decided that it was best that the town should submit a plan. Ms. Wilcox will take care of it.

RESOLUTION 2015-55: Budget Modifications

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

Resolved that the budget be modified as follows:

Increase:

A1010.4 - Town Board Contractual - \$2,800

A5132.4 - Garage Personnel - \$110

Decrease:

A1990.4 - Contingent - \$2,910

RESOLUTION 2015-56: Funds Transfer between banks and accounts

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

Resolved that the following amounts be transferred from Money Market at Oneida Savings Bank to NBT Checking to cover the bills for the May abstract:

A - \$40,000, DA - \$15,000, DB - \$10,000 - total of \$65,000.

Ms. Wilcox brought up the request from the Town Historian. Jack Loop requested funds for the Atanasoff dinner. Village of Hamilton will pay half of the total expected of \$840. There was a question as to whether or not the Historian is an A or B fund expense. That needs to be researched.

RESOLUTION 2015-57: Authorize Historian to Receive Funds

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

Resolved that the Town Historian, Jack Loop be authorized to spend \$420 for the event for Atanasoff, 'Father of the Computer' on Saturday, June 6.

Board reviewed financials and the balance sheet.

RESOLUTION 2015-58: Receive and File Financials

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

Resolved that the April 2015 monthly financials be received and filed.

COMMITTEE REPORTS:**SOMAC - David Holcomb**

With the district voted down, we are back to square one. We have to get together with the two Villages to see how we will come up with the money for the tax levy. Everyone has to pay their fair share. The Ambulance Working Group needs to meet.

Ambulance Services Community Working Group – Eve Ann Shwartz

Supervisor Shwartz spoke about the last meeting in May with John Morrissey from the NYS Department of Health. Interestingly, they learned that the town does not have to legally offer ambulance service, only fire. The Town and Village do this as a moral obligation. Also, mutual aid is not legally required to be provided by ambulance.

Councilmember Holcomb continued that there was a low voter turn-out on the referendum. The Village passed it twice, but the town outside did not have a handle on it. There was a lot of effort put into this. The SOMAC board meets Monday, May 18. We are working on the budget.

Supervisor Shwartz asked Clerk Reymers who serves on the SOMAC Finance Committee to give a brief update. Ms. Reymers shared that the committee selected Bowers and Co. as their auditor. They came to the table with a good proposal including a good solution to transition SOMAC to a calendar year budget. They suggested for us to abbreviate the 2014 budget from June 1 – December 31 so that the calendar year can be started on January 1 2015, rather than wait for 2016. The recommended having a Balance Sheet audit for year end 2014 and then do a financial audit in 2016 for 2015. The bookkeeper is starting a new company file starting June 1.

Supervisor Shwartz continued that SOMAC has a new interim treasurer. The hope was for June town board meeting to have a report and then depending if the Ambulance Working Group will have time in the agenda on June 15 at SOMAC. The County Emergency Management Director is coming to the meeting. John Morrissey also spoke about the pros and cons of a town holding a Certificate of Need (CON). SOMAC holds the CON for the area. Morrissey talked about the liability that communities expose themselves to by taking on the CON. If an ambulance service is not running properly, such as equipment or protocols and there is an accident or a negligent occurrence with a patient or an equipment violation, then that comes back on the town-including fines, lawsuits, etc. That created awareness of the value of having a non-profit providing the service which creates a layer of protection. Supervisor Shwartz does not think that the town board is in the position to run an ambulance service without the experience. The meeting with Morrissey was well attended. Morrissey stated that we are in the same boat as other communities and that non-profits are more cost effective and efficient.

Comprehensive Plan – Chris Rossi

Moving forward and almost have completed draft of the plan. Once drafted it will be sent to the town council. Then we will have public meetings in Earlville, Poolville, Hubbardsville, and then a public hearing in Hamilton.

Partnership for Community Development – Peter Darby

Councilmember Darby share that the Town and Colgate has signed contract for three years. The Village will approve that in their Tuesday night's meeting. When that is

approved, the process for searching for new director will begin. The board is digesting the info from the forum on housing to develop priorities for the new director. Trying to find some tenants for the airpark, talking about senior housing, and getting broadband out to the countryside. These are some of the initial topics.

Supervisor Shwartz stated that there is a significant amount of operating funds coming in because of the refinancing of the Bonds at Colgate which will come through the IDA. The IDA has agreed to share their fees with the PCD that they charge if anyone does a Bond or refinancing. That will help the PCD finance its operations and the new director. It's in the amount of about \$120,000 over three years. That will create enough money to hire a qualified independent director along with the Town, Village and Colgate funding. Councilmember shared that Colgate is going out for a second refinance that will likely go through the IDA with money coming back to the PCD. Word is from Kip Hicks is that they would like to see proposals for specific uses of that money such as a project or program. Supervisor Shwartz continued that the whole point about this is about economic development and tax base. If we have new businesses and they are hiring people, building buildings, that is the kind of activity we want to support because it builds the tax base. Jim Leach added that they have the job description, a job ad and marketing plan. The priority setting will help the applicants who apply for the job.

Deer Management Task Force – Peter Darby, David Holcomb

Councilmember Darby stated that at this time, it is in the Village's hands. The next step is for the Village to adopt a resolution to get the DEC permit. The DEC assess the damage and gives the permit. In general, it's very difficult to tackle the deer issue outside the village because the town cannot get the permit, only individual land owners. Educating the town residents over the summer is a priority for the town.

38 Milford Street Building Committee – Suzanne Collins/Peter Darby

Beth Crawford is working on it.

OLD BUSINESS:

16 Broad Street Updated Lease

Supervisor Shwartz contacted our landlord. Rent is raised to \$650 per month from \$525 with a new lease for one year ending on May 31 and then from month to month.

RESOLUTION 2015-59: Authorize Supervisor to sign lease for Town Office

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

Resolved that the Supervisor be authorized to sign the lease for the Town Office located at 16 Broad Street in the Village of Hamilton for one year with month to month afterwards for \$650 per month.

Highway Engineering RFPL Garage (3 proposals)

The Council received 3 proposals from Barton & Loguidice, LaBella and Delta. Supervisor Shwartz reminded the town council that the town asked for proposals to assess the garage building to see what needs to be done to make it safer and more energy efficient. We also asked them at the time to do a site assessment for area around the garage. Since that time, we've done lots of investigation and we have come to the conclusion that we don't need a full assessment of site in order to build the salt shed for the basic reason that the site was not disturbed. Salt shed will not be on the dump, it's in a different area. It is a bit of a gamble on that because we talked to a lot of people on history of site, but the DEC is satisfied and just wants us to build the shed. Councilmember Darby believes that we cannot go through these proposals tonight.

RESOLUTION 2015-60: Authorize Supervisor to Create a Committee to Review Proposals for Garage and Salt Shed

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

Resolved that the Supervisor be authorized to create a committee to review proposals for the garage and to spec a salt shed and make a decision.

The Highway Committee includes Bert, Peter, and now David.

NEW BUSINESS:**Salt Storage Roof System**

The Council was given a packet of information of two proposals for grant writing. Clerk Reymers reviewed aspects of the grant timeline. There was some conflicting information coming in about whether or not we could build the shed and get the grant as a reimbursement. Jeremy Campbell clarified that waiting for the grant does not prevent us from moving forward with building the shed, as per required from the DEC. The grant is a reimbursement program. The question is how good is our chances. The Sangerfield River is a C Class Stream, but it is on the Priorities Waterbodies List which is important for the grant. We do have a letter from the DEC in support of us going for the grant. It's not a guaranty. We did ask for Valesky's office as well. The council discussed it and decided it was worth the effort to get the grant.

RESOLUTION 2015-61: Authorize Supervisor to sign contract for Grant Writer

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

Resolved that the Supervisor be authorized to sign a contract with Barton & Loguidice for grant writing services in an attempt to secure funds for a salt shed from the Water Quality Improvement Program through the NYS Consolidated Funding Application.

Supervisor Shwartz asked if we need to get help to assess which shed we should build. The council discussed this and decided that it more assistance is needed and it costs more money, the Supervisor will come back to the board.

SOMAC Agreement:

Board will take home to read.

Concerns of Town Board:

None

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

Tuesday was the County board meeting. After that, there was a meeting of the newly formed Public Utilities Committee which Supervisor Shwartz serves. Madison County created a public utilities service years ago but never used it. Now they are dusting it off because they have this opportunity to contract with a company that would build a solar array that would generate electricity and then be sold to specific end users, in this case villages and towns and municipalities or any large businesses or colleges. There is an opportunity through NYSEG to apply for monetary credit. Not only do you generate solar energy at a certain price, you get to offset your electric bill, you get a monetary credit. Madison County got in on time. They've had an RFP out there asking for submittals from private energy companies for a solar array for up to 8 -10 megawatts. It will serve the Town of Hamilton since we gave them the info. Our town garage will be further offset. It will be offered to other large organizations.

On top of that, the existing windfarm in Munnsville is talking about selling their contract to the committee as it ends in 2015. They came to the committee to sell their wind power locally. They are talking about 90 megawatts.

Jan Myers who helped launch solarize Madison is a consultant to the County. Because the rates are so low, she suggests an add on charge, that funds pays for scholarships and loans to students to go through the Renewable Energy program at Morrisville.

More good news. Progress is being made in northern Madison County on the new OZ Plaza Casino pertaining to sales tax. Madison County is pursuing and there is a positive response from the Governor's office. It could bring more money into the County.

With no further business, on a motion of Councilmember Collins, seconded by Councilmember Rossi, the meeting was adjourned at 9:04 p.m. Carried unanimously.

Respectfully submitted by
Suzanne Reymers, Town Clerk