

The regular monthly meeting of the Hamilton Town Board was held on Thursday, November 14, 2013, at 7:00 p.m., at the Town Office. Present were: Eve Ann Shwartz, Supervisor; Peter Darby, Deputy Supervisor; D. Holcomb, C. Todd, C. Rossi, Town Council; Bert Glazier, Highway Supt.; Mayor Miller, Wanda Warren Berry, Donna & Sue, Bookkeeping; Bill Todd, Deb Kliman, Sue Collins, and Gerald (Doc) Hayes.

Eve Ann welcomed everyone and asked for Public Comments. Wanda wondered what happened to the salt barn issue – nothing so far. Doc said Earlville will be working on their Budget soon, the Earlville Opera House is starting their Holiday Artist Sale. On the 7th of December is the Earlville Christmas celebration. Mayor Miller said the Village of Hamilton's tree lighting is on December 6th at 6:00 p.m. The Village's MUC has purchased brackets for banners to be displayed.

Eve Ann introduced Donna LaMarco as the new Bookkeeper-she is working 20 hours a week – comes to us from Sauquoit-we are pleased to have her join us; she will be part of a new great team.

Eve Ann opened the Public Hearing to Adopt Local Law # 3 – 2013 year, entitled "A Local Law to Override the Tax Levy Limit Established in General Municipal Law 3-c". She asked: Does anyone have any comments or questions – Peter explained last year we funded our Equipment Reserve Fund out of our Fund Balance, and this year it is being funded by taxes, as it will be in the future. The Village and County will be overriding the tax levy limit, too. She asked 3 times if anyone else had any questions.

A Motion was made by P. Darby, seconded by C. Todd and carried to Close the Public Hearing.

Resolution # _31_ was made by P. Darby, seconded by C. Todd and carried to Adopt Local Law # 3 -2013 year, entitled "A Local Law to Override the Tax Levy Limit Established in General Municipal Law 3-c". Vote taken as follows: Shwartz: yes, Darby: yes, Holcomb: yes, Rossi-yes, and Todd-yes.

Resolution # -32-was made by D. Holcomb, seconded by P. Darby and carried accepting the 2014 year Preliminary Budget as the 2014 Year Adopted Budget. Vote taken was unanimous.

The Mayor asked what is the Fund Balance. Sue Reymers said she has the actual income and expenses figures from January thru October 2013 in her handout; which she explained. The expected total Fund Balance as of 12/31/13-will be about \$739,000. We ought to set some more of this money aside, Peter said, put on the agenda for next month. C. Todd asked about the Safety Inspection section: contractual-means the Town is paying the Village for the Code Enforcement Officer's services. Eve Ann and Carolyn thanked Peter and Sue for their excellent work on the budget.

A Motion to Accept the October 10, 2013 Town Board Minutes was made by C. Todd, seconded by C. Rossi and carried.

A Motion to Accept the October 15, 2013--Budget Workshop Minutes on the 2014 Year Town Budget, was made by C. Todd, seconded by C. Rossi and carried.

A Motion to Accept the October 28, 2013 Town Board Meeting and Public Hearings-- was made by D. Holcomb, seconded by C. Rossi and carried.

A Motion to pay the General Bills – Peter Darby said there is an “Amendment/Addition” to them. Peter said they have given Sue Reymers, Bookkeeper- a Bonus for all the paid days off that she did not get; for a job very well done--Sue thanked them.

A Motion to Pay the General Bills with the Addition of those paid vacation days for Sue--was made by P. Darby, seconded by C. Rossi and carried.

C. Todd asked about the Planning Board Meeting/Dinner and who pre-paid.

A Motion to pay the Highway Bills was made by C. Todd, seconded by P. Darby and carried.

C. Todd said when we approve these bills, they are supposed to have a Departmental Approval signature; and then the Board signs it/then the Town Clerk signs the front page. We need to get the Departmental approval signature on them, she said. Sue said: Donna and she will research all this. Eve Ann said we have been relying on C. Todd to review the bills and sign them – and it takes a lot of her time; Sue Collins was asked if she would be interested in doing this.

Page 960

Bert Glazier then gave his Highway Report. He said he finally received their Salt from the Salt Contract with the State. They repaid the Village what they owed them and gave Earlville one load – so they could do East Main Street for us. They did some ditching, maintenance was done on equipment-and they are all up and running, & plows are on them. We are working on FEMA, and did a repair where loggers tore the road up on Collins Road. If we post our Seasonal Roads – we can stop the loggers, Bert said. Bert said the Fuel Bid was awarded to Broedel, and the bidders have been notified.

Sue then gave the Financial Report. She is still working on FEMA, Bank Reconciliations, training Donna & she is doing well. She needs some Resolutions.

Resolution # 33 was made by P. Darby, seconded by C. Todd and carried allowing the Transfer of Funds from the DA Money Market to the DA Checking Account in the amount of \$77,000.

Resolution # 34 was made by P. Darby, seconded by C. Rossi and carried accepting that the Town of Hamilton's Health Insurance Plan for 2014 will be Excellus-Simply Blue Plus Silver 2 Plan.

Resolution # 35 was made by P. Darby, seconded by C. Rossi and carried to add Donna LaMarco, Bookkeeper, and remove Sue Reymers, as the Agent, to act on behalf of the Town of Hamilton; with regard to the NBT Bank Accounts

Sue Reymers' Title will be- Clerk-part time –during this interim period, she said.

Eve Ann said there is a Municipal Cooperation Agreement between the Town of Hamilton and Madison County – for Joint Collection of the 2014 Town and County Taxes. Eve Ann said by going through Madison County-there will be services available for tax payments: online, with credit cards, or e-checks. Sue Reymers as Town Clerk/Tax Collector will be able to accept cash payments here. Sue will deposit them in her account and then send that money on to the County. As in the past, the Supervisor will be paid off the entire tax warrant, by January 15th. The Resolution was passed by the County Board of Supervisors at last Tuesday's meeting, Eve Ann said. All the interest and penalty money will come to the Town.

We are not paying anything additional to the County for this service, but we are giving the County (to reimburse them to cover their costs) the actual late fee reminder money; and the County would like that to be increased from \$1 to \$2. We are the only Town doing this Joint Collection – we are an experiment – we have the support of the County Treasurer’s Office, and the Board of Supervisors is interested to see how this is going to work out; Eve Ann said. It is part of the modernization of the Madison County Government – they are about to adopt their own (if Budget passes) new software package for the Treasurer’s Office. In fact some County Depts. still do their Payroll by hand – so there is a lot of modernization that needs to happen; she said.

Resolution # 36 was made by P. Darby, seconded by C. Todd and carried to Adopt the Municipal Agreement between the Town of Hamilton and Madison County for Joint Collection of Taxes (2014 Year).

Wanda wondered if this needs to be communicated earlier than the tax bills come out. The Town Board said they will inform tax payers earlier than the tax bills come out.

Resolution No. 37 was made by P. Darby, seconded by C. Todd and carried to set the Tax Reminder Fee at \$2.00 per parcel-for the 2014 Tax Reminder Notices.

Resolution No. 38 was made by P. Darby, seconded by C. Todd and carried Introducing and Scheduling a Public Hearing on December 12, 2013, at 7:05 p.m., regarding Proposed Local Law #4-of 2013 year; Authorizing Supplemental Mailings with Tax Bills. Vote taken as follows: Shwartz-yes, Darby: yes, Rossi-yes, Todd-yes, Holcomb-yes.

Eve Ann needs a Code Officer Report – maybe ask for a year end report.

Town Comprehensive Plan Committee Update: C. Rossi thanked everyone who participated last week in the Visioning Workshop – 30 people participated – Nan lead the Workshop, and they talked about the good, the bad, and what we hoped for – for the Town of Hamilton. Nan will have a Report back to them, from that

Page 962

meeting, Chris said. They have a Comprehensive Plan Committee Meeting on Thursday the 21 – without Nan, and they will be discussing upcoming Focus Groups and will be discussing topics from Survey Results and things discussed at the Visioning Meeting. Julie from Upstate Institute has possibly a student that can work with the Town in January – for Records Retention and Comprehensive Plan work. Chris thanked Sue for posting the Press Releases on the Website; and the Survey deadline is extended to December 2. We have about 400 surveys in, and Sherburne Earlville Honor Students have been imputing Survey results for us; and they need to be thanked Chris said. Do we want Focus Groups to be invited, or just open topics up to the public ; Chris said. Deb Kliman told Chris she attended, and had not seen things done like that before, but it was enjoyable, and hopefully be very useful. Deb said she felt the farmer at her table (John Schell) had very valuable information. Eve Ann would like a Focus Group from Earlville. C. Todd took Surveys down to the Earlville Village Office.

Road Use Law – Delta Contract Update – Lebanon & Brookfield have agreed to sign up with Delta, and the details are being hammered out; Eve Ann said. Steve Jones, Attorney has shared a few minor concerns. She hopes an Agreement with Delta will be reviewed and adopted by the Town at the December Meeting. We will save \$2,000 for the Contract, she said.

Records Retention Committee: C. Todd said they went to Norwich on October 16th for a 3 hour training on legal aspects of records management. Segregation of email accounts – financial cost of municipality getting sued when personal and business emails need de-segregation. Doc said be careful using email. C. Todd said she and Sue watched a Cyber Security Webinar on October 24 – informing of problems when conducting any kind of business on the internet. There is work to do at 20 Utica Street – Wanda will help, a retired Librarian will help (Janice Oates), and the Committee is having a meeting soon. Chris said think of what an intern could do to help, too.

C. Hotaling said C. Todd met with her on October 21, at the Town Office, and they went through: the last 8 years of Tax Collection Bills, the last 7 years of Dog Licenses, and the Town Clerk's Month End Reports from the years 1993 to 2013. Also the Dept. of Environmental Conservation notifies the Town Clerk of Hunting/ Fishing Sales- Monthly- and their DEC Receipts are put in the Town Clerk's Cash

Book-Cathy explained to Carol. C. Todd wants to work on a Destruction Log- Bank Statements and Checks are next, and they should be kept for 6 years, Carolyn said. Eve Ann thanked Carolyn, Cathy, Sue, and the volunteers working on this committee.

SOMAC-Mayor Miller said there was a Board Meeting, but nothing special. She said there is a GALA Saturday Night which benefits the Auxiliary as well as SOMAC. They are interviewing companies for taking over the billing, she said. C. Todd feels since there is an increased responsibility now on the part of the Town Board; they need to really understand SOMAC even more – because the Village is not contributing financially. She thinks Tim (Collins) should give regular Reports. The Mayor said they had 91 calls in the month of October. Eve Ann would like copies of SOMAC's six month financials, as she agrees with C. Todd. Eve Ann would like a Report in January, from SOMAC. Eve Ann said we need to stay on top of this.

PCD-Peter Darby- they are re-structuring themselves –term limits need to happen, the President needs to be appointed by the Board of Trustees. A review of the By-Laws is going on. Funding for a Grant Writing position is coming up, Shannon is over-worked, and he thinks the Town and Village need to step up on this. He said there is no December meeting, so the next meeting is in January. What would it cost to find someone to do Grant Writing (\$60,000 cost); Shannon has written some pending Grants for the Village; Peter said. Eve Ann thanked Peter for his Report.

Peter Darby – Selecting a Location is a first step in Joint Shared Services of a Building to accommodate the Village and Town Offices. Real Estate can be discussed in Executive Session. The two Boards should get together to discuss the planning of a joint structure and perhaps location of that structure. Maybe Wednesday, December 4, at 7:00 p.m., at the Courthouse. They have to look at their Calendars.

C. Rossi said Peter, Colgate and Chenango County folks, and she, are going to Pennsylvania in a van this weekend to visit some gas sites; and they will report back.

Page 964

Madison County Board of Supervisors Activities-Eve Ann's Report- they had a Meeting, and they passed the Tax Cap Override; there was a discussion of a proposed 5.8% increase right now. Tuesday, November 19th there will be a Public Hearing , at 7:00 p.m. – public out pouring is expected – a movement is afoot to restore the non-profit funding back to its level. CAP and ARC put less in their budgets “voluntarily”. New Board Members – from the Towns of: Fenner, Eaton, Lenox, Georgetown, and Cazenovia. The Mental Health Dept. is not going to be farmed out, she said – she is on that Committee. The County Sheriff's Dept. has received a Grant to do an Asset Evaluation – basically, what do we have in manpower and equipment, in case of a disaster, Bert said. Eve Ann commended the County Sheriff's Dept. for this.

A Motion was made by C. Rossi, seconded by C. Todd and carried to go into Executive Session to discuss Litigation and Personnel.

A Motion was made by P. Darby, seconded by C. Rossi and carried to come out of Executive Session.

A Motion was made by C. Todd, seconded by D. Holcomb and carried to advise the Town Assessor to approve the proposed stipulated Settlement between Mr. Audi and the Town Assessor, in the amount of \$24,000; regarding the assessment of the Madison Street property owned by Mr. Audi.

A Motion to Adjourn the Meeting was made by C. Rossi, seconded by D. Holcomb and carried, at 10:10 p.m.

Respectfully submitted,

Catherine S. Hotaling
Town Clerk

