

Hamilton Town Council Regular Meeting Minutes
Thursday, April 14, 2022, at 7:00 p.m.
Via Town of Hamilton, 38 Milford & Zoom Videoconferencing

Present: Eve Ann Schwartz, Travis DuBois, Shari Taylor, Darrell Griff, Mary Lee Dinski (via zoom). Absent: Sue Reymers. Others Present: Brynley Wilcox, Bookkeeper; Luke Dowsland, Highway Superintendent. Public: Jim Leach, Chris Rossi, Deb Hotaling.

Call to order & Welcome: The meeting was called to order at 7:01 p.m.

Public Comments:

Chris Rossi reported on Climate Working Group. There is a HeatSmart open house on 4/30 for geothermal at a home in Erieville. HeatSmart is wrapping up so there will not be another educational session for our program but there may be a new program coming out by NYS in May. Ms. Rossi also reported a farming program dealing with climate issues. HCPWG needs another member from the town serving on the committee. Zoning is still being worked on with Nan Stolzenberg.

DEPARTMENT REPORTS:

Supervisor/Bookkeeper – Brynley Wilcox

2021-2022 SNOW & ICE AGREEMENT:

- \$47,850.59 was received from the County
- YTD: \$ 85,914.66
- *Budgeted:* \$ 120,000.00

INTEREST ON REAL PROPERTY TAXES:

- \$1,274.60 was received from the County
- YTD: \$ 1,274.60
- *Budgeted:* \$ 5,500.00

RESOLUTION 2022-39: Audit of Claims

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

Resolved that the bills contained on Abstract #4 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 | | 302.39 |
| A | 81 | through | 109 | 120,452.90 |
| B | 16 | through | 26 | 7,009.69 |
| DB | 37 | through | 55 | 322,256.95 |
| SL | 7 | through | 8 | 252.61 |
| | | | | \$449,972.15 |

Highway Superintendent – Luke Dowsland**GENERAL REPAIRS:**

- Jetted pipes on all the roads we will be doing work on this year.
- Started hauling crusher run for this year's pipe projects
- Ditched on Preston Hill Rd
- Swept all roads
- Fixed plow damage to lawns and shoulders

EQUIPMENT:

- Removed and painted plows and wings
- The hose blew on the jetter, a new one has been ordered.
- Serviced the chipper and grader
- Put a new motor on the bedding chopper
- Started the king pin replacement project on #15
- Removed the wheels on the 550 to grease the brake slides. They were seized up and the truck had very little brakes
- Fixed the angle solenoid on the broom
- #16 had to go Utica Mack for rear differential lock sensors
- Serviced #25

TREE REMOVAL:

- Cut and chipped all small scrub trees on Borden Rd
- Cut and chipped brush on all the roads we will be surface treating or paving this year
- Cut 3 trees that blew down: 2 on Preston Hill and 1 on Excell

SNOW REMOVAL:

- Salted 1 time and plowed 10 times
- Used about 100 tons of straight salt.
- We had 559 tons of salt left to buy in this year's contract. We stacked concrete blocks up in the back of the sand shed to make room for it and stock piled all of that salt here rather than paying a storage fee at the salt yard.

CHIPS

- Priced roads with Suit-Kote. They have been awarded the bid for Madison County for chip sealing. See Section 284 agreement for a breakdown on work to be done this year.

OTHER:

- Mike Helly has spent the majority of the last month in the shop working on ambulances. 14 days out of the 20 work days have been on ambulances for him.
- Picked up the new plow and wing from Tenco. The new #18 is at Utica General Peterbilt getting it's last once over before deliver. I expect delivery next week.
- Installed trail cameras at the park
- Met with the Park committee
- The part timers are done and we're on four 10-hour days now
- Picked up 2 truckloads of garbage off of Borden Rd

Brief discussion on garbage alongside town roads. Board reviewed Section 284 Agreement. The town is on a 7-year rotation for roads. Brynley has a spreadsheet on the road improvements going back to 2012. She will send it out to everyone.

RESOLUTION 2022-40: Approval of Section 284 Agreement

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

Resolved that the Section 284 Agreement be approved as presented (ATTACHED).

Town Clerk - Reviewed by Town Board

Clerk's Office:

- March cash disbursements and bank reconciliations completed and up to date.
- We are past the informal assessor meetings. We had about 300 appointments in the end. Elisa Roberson, Deputy Clerk did a fantastic job supporting the Assessor.
- Planning Board meeting on April 12, 2022, with one application for a subdivision.
- Fishing season opened April 1.
- We have seen an uptick in traffic; we are now open again on Fridays.

BAS SOFTWARE CODES (IPS):

- The installation packet and property database are in their hands. Meeting on April 12 for first steps to review everything.

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

- The new switch didn't work as it was defective, so we are waiting on another one. Once that is in successfully, I can add the credit card machine, clocks, and the 2nd floor phone.
- New Fax ATA installed but still not working. County thinks it's the network. Pending.
- NYMIR recommends that we mandate installation of Multi-Factor Authentication on all our systems – pending ACC Tech to process request.
- Website is now a .gov. but we will always keep the .org.
- With the new .gov website, we can migrate our emails to the .gov extension. We will also migrate to the government accounts for Office 365. This is more secure for email which will make the insurance.
- Still have updates to do on the website.

Clean Energy Program

- Worked on Benchmarking Data. This year I was able to add 1 year of data for the town office.
- Worked with Chris Rossi on the Heatsmart Campaign kick-off and upcoming open house on April 30.

Community Meeting Room Policy and Form

- Spent a lot of time getting the policy and forms ready and reviewed by attorney and insurance company.

Colgate Upstate Institute Summer Intern:

- We had 3 students pick our project as their first choice. We should know soon who was selected.

NYMIR site visit took place on April 6 to look at 38 Milford Street and Highway Garage. They were just evaluating the buildings.

Jury Duty: I have Jury Duty with US District Court in Syracuse in May.

RESOLUTION 2022-41: Approval of Minutes – 3/10/2022

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

Resolved that the minutes for March 10, 2022.

Codes Enforcement Officer – Mark Miller

March Activity

- Approved 5 new Zoning Permits.
- Approved 5 new building permits.
- Conducted 12 construction inspections.
- Continued work to prepare for code software transition.
- Reviewed incoming documents for subdivision (Wilkinson Rd).
- Followed up on property maintenance violations.
- Met with contractors and homeowners to discuss potential projects for upcoming construction season.
- Completing background research into stretch energy code for board members.
- Exploring NYSERDA energy conservation programs related to code enforcement.

| Permit # | Date | Owner's Name | Location of Project | Description of Work | Permit Fee |
|----------|---------|---------------|---------------------|---------------------------|------------|
| 2022-3 | 3/8/22 | James Brown | 8023 Willey Rd | 1700sqft manu. home | \$390.00 |
| 2022-4 | 3/10/22 | Andrew Dunham | 7615 Eaton Rd | Update electrical/remodel | \$90.00 |
| 2022-5 | 3/21/22 | Brad Lock | 7806 Borney Hill Rd | 2800sqft | \$440.00 |
| 2022-6 | 3/22/22 | Jeff Moyer | 7287 Mason Rd | 2700sqft home | \$575.00 |
| 2022-7 | 3/29/22 | Fiver | 7464 Mill St | 10'x20' storage building | \$170.00 |

COMMITTEE REPORTS:**Cemetery Committee**

Mr. Griff reported that he noticed that trees are being cut down and that the shared services agreement for records storage is still under review with the Supervisor.

Highway Committee

Eve Ann and Luke worked on a grant application to Tenney's office for 1 million towards a new highway garage.

Partnership for Community Development

Ms. Dinski reported that a new executive director was hired, Jocelyn Gavitt (Landscape Architect) who has worked on Earlville 4 Earlville and 9 Mile Park. Jim Leach led the search committee. There are new agreements being drafted with the partners and it will be a 3-year agreement with annual increments. Brief discussion on payment history and increase in 2020. Brynley will review payments over the past couple of years.

Discussion on her managing and wrapping up town projects and transitioning to PCD ED role in pursuing next stages.

SOMAC

Mr. DuBois reported highlights on latest activities on numbers of calls and budget. They are experiencing increased expenses. Also, the cost of the annual audit has increased and required by the town. Brynley reported that they could do a review rather than an audit. She has high confidence in their current bookkeeper. Not so brief discussion.

SPECIAL PROJECTS:**9 Mile Park**

There is an updated plan. There is a committee meeting on site on April 25. Parking lot is downsized, field was discussed but it will just be mowed for now and see what happens in the future. Once the committee has consensus, it will go to DEC for review to see what permits we need.

Earlville for Earlville Project

Nothing to report. PCD is getting ready to write a grant, but Shari recommended that they contact the Village of Earlville. They continue to be focused on the new fire hall.

Hamilton Climate Preparedness Working Group

Already reported on.

Zoning Update

OLD BUSINESS:**Assessment Update**

Sue reported on this. Over 300 people met with her. Grievance Day is in May with the Board of Assessment Review. Assessor is not sure what to expect this year as some may just go to grievance rather than the informal meetings held in March. She had anticipated more than 600 to come in. Kudos to Rochelle Harris for her good work.

NY Stretch

Darrell Griff and Travis DuBois have been reviewing it. Mr. DuBois summarized what it would mean including details such as window replacements and insulation. Seems to impact new construction, but unclear about renovating an older home. Supervisor asked for more information on requirements and cost impact on renovations. No action taken at this time until more information.

Town Community Meeting Room

Board reviewed drafted policy and made the following resolution.

RESOLUTION 2022-42: Approval of Policy on Community Room Use

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

Resolved that the approval of Policy for Community Room Use as follows:

- Non-profits and other municipalities allowed to use;
- Businesses and Family/Personal Use not permitted;
- Proof of Insurance is Required;
- Change health information in policy from COVID 19 to general health statement.

NEW BUSINESS:**Section 284 Agreement**

Already approved under Highway Superintendent's report.

Hazard Mitigation Plan Update with Madison County

Ms. Shwartz reported that she, Luke, and Sue met via zoom with Madison County and the Barton and Loguidice firm hired by the county to update the HM Plan.

Tenney Grant

Already reported on.

New Committee - Policy Update Committee

Supervisor is forming a new committee to establish policies. To start there needs to be a list of ones to do.

Cyber Security Insurance**RESOLUTION 2022-43: Authorization to increase Network and Cyber Security Liability Insurance to \$1 million**

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

Resolved that the Town Supervisor is authorized to increase Network and Cyber Security Liability Insurance to \$1 million for the cost of \$753.50.

Concerns of Town Board: None.

Supervisor's Report: Madison County Activities: Supervisor Shwartz gave a brief report on budget. Sales tax increase has dwindled. Broadband was reported on.

RESOLUTION 2022-44: Executive Session

On a motion of Councilmember Dinski, 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 8:42 p.m.

RESOLUTION 2022-45: Return to Regular Session

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

Resolved that the Board return to regular session at 9:31 p.m.

With no further business, on a motion of Councilmember Griff, seconded by Councilmember DuBois, the meeting was adjourned at 9:31 p.m. Carried unanimously.

Respectfully submitted,
Suzanne K. Reymers, RMC
Hamilton Town Clerk
With assistance from Shari Taylor