

**TOWN OF ROSEBOOM**  
**TOWN BOARD MEETING**  
**February 14<sup>th</sup>, 2013**

The Monthly Meeting of the Roseboom Town Board was held on February 14<sup>th</sup>, 2013. Supervisor Prill called the meeting to order at 6:30 PM.

**PRESENT:** Supervisor Larry Prill; Councilpersons Robert Norton, Curtis VanDewerker, and Barry Webster; Highway Superintendent Mickey Mabie

**ABSENT:** Councilperson Tim Hotaling

**OTHER OFFICIALS PRESENT:** Assessor Doug Gohde

**AGENDA:** Attachment #1

**MINUTES:** No corrections or additions were made to the January 2013 Town Board meeting minutes.

**ACTION ITEMS REVIEW** – Action items without separate Agenda entries.

Action items discussed included the following:

1. QuickBooks update
2. Grader procurement
3. Ordering Town Law manuals
4. Audit of Town Clerk's Petty Cash
5. Distribution of Road Preservation law to each Town Board member
6. Review correct steps for passing a Town resolution:
  - A. Resolution must be in writing
  - B. Recorded in the minutes with the full title of the resolution
  - C. Recording of each member's vote
  - D. Members' signatures are optional

**TOWN BOARD MEETING PROCEDURES:** Reviewed public meeting procedures at a Town Board meeting. The focus was on Point of Privilege – an interruption by necessity, such as a medical emergency – and Point of Order – procedures that are deemed to be improper or not correct.

**MONTHLY EXPENSES:**

**PAYROLL REVIEW:**

General Fund:	01/04: \$2,909.60	Town Share S.S.: \$222.58
	01/18: \$1,426.15	Town Share S.S.: \$109.10
Highway:	01/04: \$4,661.50	Town Share S.S.: \$356.61
	01/18: \$4,518.34	Town Share S.S.: \$345.66

**ABSTRACTS:** Attachments #2 and #3

- Abstract for General Fund number 02: \$6,166.54
- Abstract for Highway Fund number 02: \$13,625.11
- A motion was made by Councilperson Webster and seconded by Councilperson VanDewerker to accept the General Fund abstract in the amount of \$6,166.54. Supervisor Prill and Councilpersons Norton, VanDewerker and Webster voted yea. None opposed. Motion was carried.
- A motion was made by Councilperson Norton and seconded by Councilperson Webster to accept the Highway Fund abstract in the amount of \$13,625.11. Supervisor Prill and Councilpersons Norton, VanDewerker and Webster voted yea. None opposed. Motion was carried.

**SPECIAL ATTORNEY FEE:** A check of \$191.25 was received as the final payment for services rendered. This was received the evening of the meeting, didn't make it into an abstract, and was treated as a separate item. The Council reviewed and signed off on it but did not vote on accepting it.

**FEMA FLOOD PROGRAM:** Townsperson Christine LaLonde-Meade reported that new FEMA flood maps had become available. A printed map for the town had been purchased and it is also available on the County's website at <http://otsegocountygis.mapxpress.net/>. (Instructions: enter search terms and press GO, Click on "Zoom to GIS" for a property; Select "Map Layers" from the top menu and check "Prelim FEMA Flood" – map will automatically update with a flood overlay.) It was noted that additional properties/structures had been included on the new map that weren't on the old one. Reviewed the next steps would be incorporating the new mapping into the Town's Hazard Mitigation plan.

**FINANCIAL ASSISTANT:** A new budgeted position with the primary responsibility of seeking suitable grant opportunities and writing proposals for procuring grants for the Town. Candidates for the position were proposed. A motion was made by Councilperson VanDewerker and seconded by Councilperson Norton to hire Christine LaLonde-Meade for the position. Supervisor Prill and Councilpersons Norton, VanDewerker and Webster voted yea. None opposed. Motion was carried.

#### **TOWN BOARD COMMITTEE REPORTS:**

##### **Road Committee:**

- Discussion on NRCS projects for 2013 are still on track and will be scheduled for the summer.
- Discussion on the status of FEMA projects, including John Deere and Stannard Hill Roads, was reviewed. Four projects in the Town were currently underway and five new ones were projected to be added.
- Discussion on researching additional sources for Town signs. No cost estimates have been received.
- A discussion was made regarding enforcement of the Road Preservation law. The discussion included the Highway Superintendent's responsibility for issuing fees/tickets for infractions, a procedure for how the fees/tickets are to be issued to violators, and the willingness of the Town Board to support the Superintendent's decisions. Supervisor Prill is to develop wording for printing on a 3 x 5 inch card to be distribute to violators of the law.

##### **Machinery Committee:**

- Discussion on creating a contingency plan for purchasing a fourth truck.
- Discussion on developing a contingency plan for all trucks, based on a 15-year lifecycle.

##### **Garage Committee:** Attachment #4

- Councilperson Webster submitted a report that summarized work that had been accomplished – office and exterior lighting – and to prioritize work in process. Replacing the Garage entry door and lighting in the Garage and Superintendent's office were to be given the highest priorities.

#### **HIGHWAY SUPERINTENDENT'S REPORT:**

- Superintendent Mabie reported on current state of equipment. Topics included the status of plows and wings and the grader's transmission.
- A discussion was made on logging within the town and application of the Road Preservation law.
- A discussion was made on acquiring a new fan for the garage furnace.
- A discussion was made on Town radios. New ones have been installed and were functioning as expected.

#### **MONTHLY TOWN CLERK'S REPORT:** Attachment #5

- Summation of money received for January 2013:
 

Town Clerk Fees:	for town - \$20.00		Total: \$20.00
Dog Licenses:	for town - \$78.00	for NY State: \$24.00	Total: \$102.00
Building Permits:	for town - \$60.00		Total: \$60.00
Totals:	for town - \$158.00	for NY State: \$24.00	Total: \$182.00
- Supervisor Prill received a check from the Town Clerk for \$158.00.

**ASSESSOR’S REPORT:**

- Assessor Gohde reported that March 1 is the deadline for filing all NYS property tax exemptions (STAR).

**COUNTY REPRESENTATIVE’S REPORT:**

- No report given due to the Representative’s absence.

**RESOLUTIONS:**

- **Resolution 2013-2** “Designation of Financial Institution and authorization for Town Fiscal Officer”. Attachment #6
  - Supervisor Prill read the resolution and summarized the legal statements submitted by the Town’s bank, NBT Bank.
  - A motion was made by Councilperson VanDewerker and seconded by Councilperson Webster to approve the resolution. Supervisor Prill and Councilpersons Norton, VanDewerker and Webster voted yea. None opposed. Motion was carried.

**RECOGNITION PLAQUES:**

- A discussion was made on a centralized location for plaques. This included the criteria that will be used for awarding a plaque. The Planning Board has been tasked with reviewing these and making recommendations.

**TOWN JUSTICE COURT AUDIT:** Attachment #7

- Townsperson Karen Donnelly conducted an audit of the Justice Court Records. Materials reviewed included cash receipts and disbursements, financial statements, court dockets and case files, and periodic reports. No grievous errors were reported.
- Deputy Town Clerk Craig Levy is to distribute copies of the audit to each Councilperson.

**CODE ENFORCEMENT:** Attachment #8

- Councilperson VanDewerker distributed a mockup of a Citizen Concern Form for review and solicited feedback. The form would be used by townspersons to report town-specific issues. These could include code enforcement, dog licensing as well as others.
- A discussion was made to review the Town’s code fee structure.
- A discussion was made regarding enforcement of non-compliance of codes. Topics included a lack of will to enforce and the appropriate level of enforcement.

**HAZARD MITIGATION:**

- Supervisor Prill reported on the FEMA response from the report turned in December 2012. FEMA found four deficiencies the town needs to address:
  1. Relocate the Town Barn and Offices out of a flood zone. Discussion was made for forming a project team to locate a desirable plot of land. Discussion on obtaining funding from FEMA that

would be used for land acquisition and to obtain a site. Councilperson VanDewerker volunteered to head a project team composed of the Superintendent, Supervisor, all Town Board members and Planning Board member Larry Lamb to locate suitable sites. Criteria for the site would be at least 5-7 acres in size and out of a flood zone.

2. Upgrade community facilities to provide accommodations, in the event a town emergency might warrant an evacuation.
3. Purchasing two portable diesel-powered generators for emergency use. One would be used at the Town Barn; the other would be used where its need would provide the greatest benefit. A discussion was made for establishing procedures for periodic testing and maintenance. Townsperson Ben Shaffer volunteered to head the project.
4. Install two cellular phone towers in the Town. The Planning Board was assigned the task to coordinate this with the County.

#### **OTHER BUSINESS:**

- Supervisor Prill reported the SPCA contract had been signed and returned. A discussion was made for developing a welcome pamphlet that would contain citizen requirements for living in the town. This would include general codes, dog ownership responsibilities and contact names and numbers of town officials. Councilperson VanDewerker volunteered to work with the Planning Board on the creation of the pamphlet. A motion was made by Councilperson Webster and seconded by Councilperson VanDewerker to approve the spending up to \$500 for the printing, mailing and disseminating the pamphlet. Supervisor Prill and Councilpersons Norton, VanDewerker and Webster voted yea. None opposed. Motion was carried. A discussion on updating the Town's dog licensing laws was made.
- An announcement was made for a grant writing class to take place on March 7-8 in Syracuse.
- Ben Shaffer was introduced as the Deputy Town Supervisor for the town.

#### **NEXT TOWN BOARD MEETING:**

The next monthly meeting of the Town Board will be Thursday, March 14<sup>th</sup>, at 6:30 pm.

#### **PUBLIC PRIVILEGE OF THE FLOOR:**

- Townsperson Allegra Schechter questioned the appointment of the new Deputy Town Supervisor.
- Townsperson Beth Rosenthal questions regarding codes was directed to contact Councilperson VanDewerker with specific concerns.
- Townsperson Greta Peterson gave an update on the "Welcome to Roseboom" signs. A light discussion was made on other signs within the town and also neighboring towns.
- Townsperson Larry Lamb reported a street lamp outage in Pleasant Brook. Townspersons can report pole number to National Grid for lamp replacements.
- County Representative Rosenthal announced she would be hosting a Town Hall meeting on March 20<sup>th</sup>, 7:00 pm, at the Old School Café in Cherry Valley. Refreshments will be served.

#### **MEETING ADJOURNMENT:**

A motion to adjourn the February 14<sup>th</sup>, 2013 meeting was made by Councilperson VanDewerker and seconded by Councilperson Norton. Supervisor Prill, Councilpersons Norton, VanDewerker and Webster voted yea. None opposed. The motion was carried and meeting adjourned at 8:46 PM.

Respectively submitted,

Craig Levy

Deputy Town Clerk