

**Town of Hoosick
Regular Board Meeting
Monday December 9, 2019 7:00 pm**

Call to Order

Pledge of Allegiance

Roll Call: Councilman Hanselman, McAuliffe, Sheffer, Supervisor Surdam

Previous Meeting(s) Minutes- have been reviewed by the board and are available from the Town Clerk or www.townofhoosick.org .

Reports- Monthly Operating Statement, Abstract of Vouchers, List of Monthly Checks Issued, and Revenues have been issued to the Town Board, Clerk, Highway Superintendent, Assessor and Recreation Supervisor.

Welcome/Public Comments-- Open time to share thoughts, concerns, and announcements with the Board that are Town related. Please limit remarks to 3 minutes.

- Kevin Allard – Wanted to know what the purchasing policy or procedures were. Would like a copy of HAYC3's 9-94
- Rick Tinkham – HAYC3's 9-90's filed in 2016-2017 had not been filed correctly. Met with accountant to be sure what was needed for 2017-2018's would be filed properly. Updated the Town Board on what has been happening with HAYC3 over the past year. The floor in the drill hall will be redone December 27 – 31.

Correspondence/Announcements

- 2019 Community Band's Holiday Concert to be held on Wednesday, December 18 at 7:30 pm at the United Presbyterian Church

Town Clerk's Report

- Report for the month of November total: \$15,625.75 remitted to Supervisor: \$7,850.09
- No Facility use requests for the month of December

Assessor's Report

- **GAR Reassessment Update Project Proposal** – Walgreen's 2019 tax is being discussed. As part of a settlement that took place halfway through trial, Tops 2018 tax will be refiled in 2019
 - **Tom Lemon's term has expired Assessment Review Board**
-

- **Curtis Lumber Resolution Authorizing Return of \$3,360.38 to Curtis Lumber As A Result of a Tax Certiorari Proceeding filed by Jack Scott Curtis, LLC**

Motion to approve Resolution #56 made by Sheffer and seconded by McAuliffe. All Ayes carried

Superintendent of Highway's Report

- **Bovie Hill Road-** Drilling has taken place. A new culvert has been purchased. Will be tied in with other project instead of piece mealing it.
- **CAMP-RS follow up item- Review of eligible roads-** Roads that are not eligible will need to come off inventory. There is a road that has been granted to the Town by the owner. There is a potential that this could be land locked if not put onto Town inventory. Have to see if this will meet the criteria for Chips funding. A resolution may need to be done for Chips funding.

Town Historian

- **Phil Leonard – Was not able to attend meeting**

Recreation

- **Reynolds/Gilchrest Skating Rink-** We are continuing to accept applications for Rink Guards and Instructors. Applications are available on the Town Web Site or from the Town Clerk.
- **Proposed 2019-2020 Public Skate Hours & Admission Prices- Motion to approve.**
 - Proposed Rink Hours-

Monday & Tuesday	4-7 Open Skating
Wednesday	3:30-5:30 Open Skating 6-9 Skating Lessons
Thursday & Friday	4-6 Open Skating 6:30-8:30 Open Skating
Saturday	9-Noon Skating Lessons 1-4 Open Skating 6-9 Open Skating
 - Proposed Rink Pricing-
Student/Child/Seniors- \$3, Adult- \$4, Skate Rental- \$2, Skate Sharpening \$5.
 - Any Use of Rink: Everyone \$60.00 an hour, skate rentals not included.

Motion to approve 2019-2020 Public Skate Hours & Admission Prices made by Sheffer and seconded by Hanselman. All ayes carried

- **Rink Manager- Motion to approve** Ayla Senecal as the rink Manager for 2019-2020 season @ \$17 per hour.

Motion to approve Ayla Senecal as the rink manger for 2019-2010 season at \$17 per hour made by Surdam and seconded by Sheffer. All ayes carred

- **Rink Staff- Proposed Rink Staff- Motion to approve** staff as follows;

Returning Rink Guards- Faye Macdonald

New Rink Guards- Riley Drew-Cross, Jessica Weingold

Motion to approve returning rink guard Faye MacDonald and new rink guards Riley Drew-Cross and Jessica Weingold made by Hanselman and seconded by Sheffer. All ayes carried

- **Proposed Rink hourly wage- Motion to approve** Assistant Manager \$15 per hr. Rink Guard & Lesson Instructor with CPR & First Aid Certification \$12.30 per hr. without CPR & First Aid Certification \$11.80 per hr.

Motion to approve hourly wage for rink employees made by Hanzelman and seconded by McAuliffe. All ayes carried

- **Revised Requested Recreation Report-** A question was posed on whether background checks should be done for rink employees. It is not a requirement but is this something we should do. It was asked if there was any interest into having a workshop to take a look at the Recreation Report. Meeting to go over the Recreation Report was set for January 15. Court Audit Report will be done at 6 pm and followed by the Recreation Report.

Supervisor Surdam's Report-

- I hope everyone had a great Thanksgiving and I wish everyone a very Merry Christmas!!
- We all attended the Ribbon Cutting ceremony for the Grand Opening of the North Hoosick Stewart's.
- Eric and I attended union negotiation meeting, and I have continued to work on trying to reach an agreement.
- Meeting and Agenda preparation.
- I attended the workshop on the recently completed roads report. Some of my thoughts from attending meetings, organizing and reviewing all of the information pertaining to the report and spending some time in the Cornell web site are;
 1. Our road issues are not something that happened overnight. It is going to take time, community involvement, support and commitment to see improvement.
 2. I expect to have the CAMP-RS report on the Town's web site within a few days, www.townofhoosick.org , copies can also be obtained from the Town Clerk. Of the 96.27 lane miles in the Town of Hoosick, 72% scored below acceptable standards and 92% require ditching work.

3. We are going to need some help developing and executing a long term plan. We have a lot to learn and if we do nothing our roads will continue to deteriorate. I think we should reach out to the County and the State for assistance.
4. There are actions such as proper ditching that can begin this year. We have already discussed ways to free up our highway employees from weekly non-highway related functions such as mowing lawns to focus on our roads.
5. Cornell University has a ton of up to date information and networking available to us that will help us, if we choose to take advantage of it. The CAMP-RS Roads Program Report that we just finished is a good start.
6. Everyone can help. If you have culvert in or near your yard, adopt it, keep an eye on it to make sure it is not plugged. Keep ditches free from obstacles. Let us know if a ditch is not working properly or is constantly overflowing or it looks like water is not flowing as it should. Getting and keeping water off from the top or running under our roads with a properly developed and maintained ditching system is priority #1.
7. The Town Board needs to make sure that every budgeted taxpayer dollar designated to road repair and maintenance is maximized. I have not done an acceptable job with this, I will do better.

Town Council Reports

Deputy Supervisor Sheffer-

- **Hoosick Rising-** First tree was good for cutting. No meeting to be held in December
- **CPWG-** There will be a meeting next week. Finalizing Bylaws

Councilperson McAuliffe-

- Attended the grand opening of the North Hoosick Stewarts
- HACA's Thanksgiving food baskets were put together and are now working on the Christmas baskets
- Town Board is being asked for whatever help they can assist with to have more signage on Pine Valley Road for Hoosac School. If possible would like flashing light sign like there are for HFCS

Councilperson Hanselman-

- Had a person in mind for the manager position at the rink but since one has already been hired will hold the name. It was noted that an assistant manager position was still needed so possibly this person could fill that position
- A request from the Buskirk Fire Department was made for Beck Road and Eagle Bridge Road that these roads be plowed so that there is a wider path for traffic to travel on these roads.

New Business

- **Budget Transfers- Motion** to approve the December 2019 budget transfers as requested.

Motion to approve the December 2019 budget transfers was made by Sheffer and seconded by McAuliffe. All ayes carried

- **HAYC3 Fuel Oil-** As part of the Town's rental agreement, the Town will continue to pay for fuel
- **Request to sign Community Letter of Support for repairs to the Immaculate Conception Church. Motion to Approve**

Motion to approve Supervisor Surdam to sign the letter of support which was approved by Attorney Schopf made by McAuliffe and seconded by Hanselman. All ayes carried

- **Resolution #53 of 2011 in reference to presenting resolutions-** Some discussion on whether it is practical to send to the Board resolutions 10 days prior to monthly meeting for review or is three to five days better. Attorney said they could always be repealed or modified at a later date. It was decided to table any further discussion until the Town's next Board meeting.
- **Town of Hoosick Housing Authority Request to sign PHA 5 year plan- Motion to authorize Supervisor Surdam to sign the PHA Plan documents for the Town of Hoosick Housing Authority.**

Motion to authorize Supervisor Surdam to sign the PHA Plan documents for the Town of Hoosick Housing Authority was made by McAuliffe and seconded by Hanselman. All ayes carried

- **Rensselaer County- Cornell Cooperative Extension Grant-** Chris Roblin wanted us to know the County is applying for a grant to hire a Tree Educator. This person would be available to help with any tree related questions if the grant is awarded.
- **Organizational Meeting-** Meeting set for January 13, 2020 at 6:15 pm. Town Board meeting to follow at 7 pm.
- **Association of Towns Annual Meeting-** Supervisor is considering attending
- **2020 Budget mistake-** It has been pointed out that in our 2020 budget the tax base growth number that was actually used was 1.0000%, it should have been 1.0012%, (page 14 Tax Rate Comparison). The Tax Cap Growth Factor is a formula used for determining a local government's tax levy limit under the tax cap. This mistake resulted in a Total Levy Limit of \$1,774,598; it should have been a Total Levy Limit of \$1,776,728. The approved budget shows we were under the tax levy limit by \$3,964 when we actually ended up under the limit by \$6,094, we were allowed a 2% tax cap our 2020 budget resulted in a 1.78% tax increase. **Discussion**
- **Tax Cap Review-** On 11/20/19 Supervisor Surdam was contacted by NYS Office of the State Comptroller that the Town of Hoosick has been randomly selected for a Tax Cap Review. All of the requested information has been provided. A meeting to complete the review has been scheduled for 12/10/19.

- **Cable Television Franchise Agreement w/ Time Warner has expired-** It was thought that we might try to tie in broadband when negotiating but there is not enough interest in broadband to do so
- **Employee Handbook Agreement – Motion for Supervisor Surdam to sign an agreement with Michael Richardson to work with the Town to update the Employee Handbook**

Motion for Supervisor Surdam to sign an agreement with Michael Richardson to update the Town's Employee Handbook made by McAuliffe and seconded by Sheffer. All ayes carried

Old Business

- **On-Line Town Code- Motion to move forward with this project**

Motion to move forward with the Online Town Code made by Sheffer and seconded by McAuliffe. All ayes carried

- **Greenway Grant for updating Comprehensive Plan- Update-** Supervisor Surdam spoke to Dan Jeanson from the Hudson Greenway and we have received an email indicating that the grant request for \$10,000 will be fully funded. It will be official on 12/11/19.
- **Truck & Equipment Lettering- Motion to Approve Resolution No. 57 of 2019 Repealing and Replacing Resolution No. 58 of 2018**

Motion to approve Resolution No 57 of 2019 Repealing and Replacing Resolution No. 58 of 2018 made by Sheffer and seconded by Surdam. All ayes carried

- **Becoming a “Purple Heart Community”-** We have received an addition request from NYS Senator Daphne Jordon encouraging us to consider this opportunity for our community to participate in the program.
- **Planning and Zoning Boards Training Workshop and Follow-Up Recommendations from LaBerge- Update-** We have received input from Stanton King who is the Planning Board Attorney. The Jim Hoag ZBA Chair sent an email letting us know they are working on a response and Supervisor Surdam has spoken with Code Enforcement Officer Fran Rogers in ref to the proposed process. Fran did express concern over the time that may be involved as his is a very part time position.
- **SAM Grant- Update-** Rensselaer County Health Dept. has approved the CHA portion of the project contingent on some minor changes which have been made and resubmitted. **Discussion**

Executive Session- If needed.

- **Please Note- Board Openings-** Hoosick Housing Authority Board (1), Assessment Review Board (1), please contact Supervisor Surdam or any Town Board Member or Assessor Rice for the Assessment Review Board if interested.

- 7 -

Scheduled Meetings-

- Workshop for Road Report to be held January 8, 2020 at 6 pm. Snow date to be January 22.
- February Town Board Meeting to be held on February 4, 2020. Notice to be published in newspaper.
- **Zoning Board** meets the First Monday of the month; **Planning Board** meets the third Monday of the month, both in the Court Room of the HAYC3 Armory. Meeting minutes are available online @ www.townofhoosick.org or from the Town Clerk.

Adjournment pending the signing of Vouchers-

Motion to adjourn meeting made by Hanselman and seconded by Sheffer. All ayes carried.
Meeting adjourned at 8:51 pm

Bills Paid Abstract #10 Vouchers 430-475

General A	\$ 52,536.34
General B	\$ 9,219.94
Highway DA	\$ 9,302.56
Highway DB	\$ 66,773.22
Capital Fund H	\$ 1,524.52
Trust & Agency TA	\$ 6,906.42
Total	\$146,263.00

Respectfully submitted,

Ginny Blinstrub
Deputy Town Clerk