

January 06, 2026
6:30 p.m.
2354 State Route 434
Apalachin, New York

Organizational Meeting of the Owego Town Board

A. Call to order, roll call and the Pledge of Allegiance

The Supervisor called the meeting to order, the Clerk called the roll and Councilmember Marks led all in the Pledge of Allegiance

Present: Supervisor Gary Hellmers
Council: Dean Morgan, Jonathan Marks, Emily McClintock
Absent: None

Department Heads

Present: Rick Pedro, Sole Assessor
Bill Carrigg, Planning & Zoning Administrator
Peter Gordon, Town Historian
Phil Baker, Parks Maintenance Supervisor
Tyson Stiles, Director of Utilities
Pamela Brown, Town Clerk and Tax Receiver
Irene Graven, Attorney
Mark Clark, Highway Supervisor
Absent: None

B. Minutes of the previous meetings -

The minutes of the December 16, 2025 regular meeting will stand as presented.

C. Consideration of bids - none

D. Public Hearings – none

E. Reports of Department Heads –

Gary Hellmers, Town Supervisor, At this time Supervisor Hellmers would like to appoint Rick Pedro as Budget Officer. Rick accepted the appointment as Budget Officer.

Tyson Stiles, Director of Utilities –New excavator is in and the Utilities Department will be taking delivery of the excavator once it is ready. There was a fire at 453-457 Main St. in Apalachin last year that caused a large water leak. The owners are looking for forgiveness on the sewer part of their bill due to the water not entering the sewer system.

Phil Baker, Park Maintenance Supervisor-No report

Bill Carrigg, Planning & Zoning Administrator –No report

Rick Pedro, Sole Assessor – No report

Peter Gordon, Town Historian – No report

Mark Clark, Highway Supervisor-The highway crew has been out since New Year's Day pre-treating the roads due to the dropping temperatures. Will be out in the morning treating icy spots.

Irene Graven, Town Attorney-No report

Pam Brown, Town Clerk & Tax Receiver- The Clerk's office has been busy collecting taxes.

F. Privilege of the floor – Rose Howard, Sequoia Ln. Congratulations to all of the new people. The streets have been well taken care, especially in December. I will be on Terrace face book page trying to get people to move vehicles during the snowy weather. We appreciate the Utilities Department for giving a heads up on any water situation. Would like to invite anyone who is not running for office to attend our meetings.

Joellen Rose- Owego, District 2, wanted to introduce herself and she would also like to come to the meetings to better understand what is going on.

G. Presentation of Petitions, Communications, Notices and Transfers –

1. Liquor License 30 day Advanced Notice – Owego 948, LLC on file in the Clerk's office.

2. Audit 2023- Supervisor Hellmers briefly went over some comments from the auditors. The town formerly did not have an on line banking policy. We changed that and now have an online banking policy.

H. Abstracts -

Councilmember Morgan made a motion to approve the following abstracts as presented. The motion was seconded by Councilmember Marks and unanimously carried on a Roll Call Vote.

A0 - General Fund	16,880.79
B0 - General Fund-Town Outside	2,056.24
DB - Highway-Town Outside	102,987.36
F0 - Water Districts	12,813.31
FA - Route 38 Water	1.74
G0- Sewer Districts	23,906.80
GA – Route 38 Sewer	<u>131.02</u>
	\$158,777.26

I. Unfinished Business – None

J. Reports of Standing Committees-Moved to end of agenda.

K. Presentation of Resolutions, Motions and New Business

1. Resignation of Councilmember- Councilmember Hellmers resignation letter/Vacancy of Office is on file in the Clerk's office and also with the Board of Elections.

2. Vacant Councilmember seat-**At this time a motion was made by Supervisor Hellmers to appoint Craig Jochum to fill the vacant Councilmember seat from 1/01/2026-12/31/2026. The motion was seconded by Councilmember Marks and unanimously carried.**

3. Appointments:

- ~Multiple Residence Inspector-The Town has directed the Planning Zoning Department this responsibility.
- ~Public Accountants-The Town's Public Accountants are Mengal Metzger Barr and Company.
- ~Deputy Highway Superintendent-Mark Clark, Highway Superintendent is appointing Tim Valentine as his deputy.
- ~Registrar of Vital Statistics-The Town's Registrar of Vital Statistics will be Pam Brown.
- ~Deputy Registrar and Sub Registrars of Vital Statistics-Pam Brown appointed Laura Burt as Deputy Registrar, and Jessica Irizarry as sub registrar.
- ~Deputy Receivers of Taxes and Assessments-Pam Brown appointed Laura Burt, Jessica Irizarry, Sarah Hogan, and Shirley Holmes as Deputy Tax Receivers.
- ~Deputy Town Clerks-Pam Brown appointed two Full Time Deputy Town Clerks. Jessica Irizarry and Sarah Hogan are both Full Time Deputy Town Clerks.
- ~Deputy Town Supervisor-Supervisor Hellmers appointed Councilmember Morgan as the Town's Deputy Supervisor.
- ~Historian-**A motion was made by Councilmember Morgan to appoint Peter Gordon as the Town Historian. The motion was seconded by Councilmember McClintock and unanimously carried.**

4. Salary Resolutions

A motion was made by Councilmember Morgan to adopt the 2026 Salary Resolution. The motion was seconded by Supervisor Hellmers and unanimously carried. The resolution is on file in the Town Clerk's Office.

5. Resolution RE: Bidding Policy, Investment Policy, Emergency Policy, Supervisor & Receiver, etc.

Councilmember Morgan made a motion to adopt the following resolution regarding policies/procedures. The motion was seconded by Councilmember Jochum and unanimously carried.

WHEREAS the Town Board is required annually to review and adopt or re-adopt certain policies and/or procedures of the Town;
NOW, THEREFORE, BE IT

RESOLVED, that the Receiver of Taxes and Assessments shall deposit, in her name as Receiver of Taxes and Assessments, in the banks which have been designated by the Town Board, within twenty-four hours after receipt thereof, all monies collected by her which are due to the Supervisor; and be it further

RESOLVED, that monies so deposited be paid to the Supervisor by the Receiver of Taxes and Assessments, no later than the 15th day of each month following receipt thereof;

AND BE IT FURTHER

RESOLVED, that in lieu of the Supervisor preparing and filing with the Town Clerk within 30 days after the close of the calendar year of 2024 an annual financial report accounting for

all monies received and disbursed by him, containing bank certificates in all banks where Town monies are deposited showing the amount of the Town monies on deposit with the respective banks, that the Supervisor shall submit to the Town Clerk, within 120 days of the closing of the fiscal year, a copy of the report to the State Comptroller required by Section 30 of the General Municipal Law;

AND BE IT FURTHER

RESOLVED, that the Town Board of the Town of Owego does hereby re-adopt and reaffirm the procurement and bidding policy (Chapter 22 of the Town Code) of the Town of Owego after its annual review thereof;

AND BE IT FURTHER

RESOLVED, that after its annual review, the Town Board of the Town of Owego does hereby re-adopt and reaffirm the Investment Policy for the Town of Owego;

AND BE IT FURTHER

RESOLVED that the Town Board of the Town of Owego does hereby re-adopt and reaffirm the Town of Owego Capital Asset Policy;

AND BE IT FURTHER

RESOLVED, that, whereas Town Law Section 118(2) provides that the Town Board may authorize the payment in advance of audit of claims for public utility services, postage, freight, and express charges, the Town Board of the Town of Owego does hereby authorize the Supervisor to make payments in advance of audit of claims for public utility services, postage, freight, and express charges;

AND BE IT FURTHER

RESOLVED, that the Town Board of the Town of Owego authorizes the Supervisor to sign all yearly maintenance agreements and Library contracts that have been budgeted for the year;

AND BE IT FURTHER

RESOLVED, that the Town Board of the Town of Owego authorizes the Supervisor to hire substitute crossing guards at the same rate of pay as is currently paid to crossing guards;

AND BE IT FURTHER

RESOLVED that the Supervisor is authorized to invest Town funds in accordance with the General Municipal Law;

AND BE IT FURTHER

RESOLVED that all Department Heads are authorized to travel to all necessary local meetings during the year with reasonable expenses paid;

AND BE IT FURTHER

RESOLVED that Emergency Situations shall be followed as outlined in the Employee Handbook, Section 503.

6. Adopt Standard Workday Resolution for employees

A motion was made by Councilmember Morgan to adopt the following Standard Workday Resolution for employees. The motion was seconded by Councilmember Jochum and unanimously carried.

TITLE	STANDARD WORKDAY
Budget Officer	8
Dep. Supervisor	8
Assessor	8
Deputy Town Clerk	8
Tax Receiver	8
Deputy Tax Receiver	8
Town Attorney	6
P/T Typist	8
Dog Control Off.	8
P/T Dog Control Off.	8
Clerk to the Judge	8
P/T Clerk to the Judge	8
Secretary to Supervisor	8
Temp Sec to the Supervisor	8
Registrar	8
Assistant Registrar	8
Park Maintenance Sup'r.	8
Planning/Zoning Adm.	8
Park Maintenance Asst.	8
Laborer	8
School Guard Captain	6
School Guards	6
Account/Clerk Typist	8
P/T Clerk	8
On-call P/T Clerk	8
Zoning Board of Appeals Sec	6
Planning Board Secretary	6
P/T Ass't Code Enforc. Off.	6
Code Enforcement Officer	8
Temp Code Enforcement Officer	8
Code Enforcement Off.Trainee	8
Laborer	8
Accounting Assoc I	8
Accounting Assoc II	8
Office Specialist II	8

Chief Wastewater Tr. Pl. Op.	8
Heavy Equipment Op. II	8
Wastewater Tr. Pl. Op.	8
Heavy Equipment Op. I	8
Chief Water Treatment Pl. Op.	8
Director of Utilities	8
Water/Sewer Systems Supv.	8

Planning Board Member	6
Zoning Board Member	6

TEAMSTERS	
Mechanic	IN CONTRACT
Motor Equipment Op. I	IN CONTRACT
Motor Equipment Op. II	IN CONTRACT
Motor Equipment Op. III	IN CONTRACT
Heavy Equipment Op. I	IN CONTRACT
Heavy Equipment Op. II	IN CONTRACT
Heavy Equipment Op. III	IN CONTRACT
Deputy Highway Superint.	IN CONTRACT
Working Supervisor	IN CONTRACT
Mechanic Working Supervisor	IN CONTRACT

7. Appoint Standing Committees

Supervisor Castellucci appointed the Councilmembers to the following Standing Committees:

Highway: Co-Chair-Craig Jochum, Gary Hellmers.

Parks, Grounds & Recreation: Jonathan Marks, Chairman, Craig Jochum, Member

Personnel, Assessments, Finances & Judiciary: Emily McClintock, Chairman, Craig Jochum, Member

Planning & Zoning: Dean Morgan, Chairman, Gary Hellmers, Member

Sewer & Water: Jonathan Marks, Chairman, Dean Morgan, Member

8. Appoint Special Committees

Supervisor Castellucci reviewed the following Special Committees for 2025:

Buildings:

Bill Carrigg, Chairman, Phil Baker, Vice Chairman with Rick Pedro, Craig Jochum, and Gary Hellmers

Safety:

Jonathan Marks, Chairman, Bill Carrigg, Vice Chairman Phil Baker, Dean Morgan and Craig Jochum

Computer:

Connie Goodison, Chairman, Bill Carrigg, Vice Chairman with Pam Brown, Irene Graven, Patrick Hogan, Phil Baker, and Tyson Stiles

Loss Control:

Bill Carrigg, Chairman, Gary Hellmers, Vice Chairman with Tyson Stiles, Phil Baker

Deferred Compensation:

Gary Hellmers, Chairman with Irene Graven, and Tina DeNigro

Employee Association Negotiating:

Gary Hellmers, Chairman, and Irene Graven, Vice Chairman

Teamsters Negotiating:

Gary Hellmers, Chairman, and Irene Graven, Vice Chairman

Dog Control Liaison: Gary Hellmers, Chairman, Dean Morgan , Vice Chairman, Emily McClintock, member

Town Clerk Liaison: Cary Hellmers, Chairman, Dean Morgan, Member

Dog Park Liaison: Gary Hellmers, Chairman

Councilmember Morgan made a motion to appoint the aforementioned Special Committees. The motion was seconded by Councilmember Jochum and unanimously carried.

9. Authorize Mileage Reimbursements Rate

Councilmember Jochum made a motion to set the mileage reimbursement at 72.5 cents per mile for the Supervisor and Town Board and 38 cents for other Town Officials and employees (when using a personal vehicle). The motion was seconded by Councilmember Marks and unanimously carried.

10. Appoint Representative to Tioga County Council of Governments

A motion was made by Councilmember Morgan to appoint Supervisor Hellmers and Councilmember Morgan as the representatives to the Tioga County Council of Governments. The motion was seconded by Councilmember Marks and unanimously carried.

11. Hickories Park Camping Fees, Pavilion and Bands Shell Rental-No change

12. Set time for Board Meetings

A motion was made by Councilmember Jochum to set the time for Regular Meetings of the Town Board to 6:30 PM on the first and third Tuesdays of each month. The motion was seconded by Councilmember McClintock and unanimously carried.

13. Appoint Delegate and Alternate Delegate to Association of Towns Annual Business Meeting. No one is attending.

14. Set 202[^] Per Diem Rate- No one is attending.

15. Emergency Official Media

Supervisor Hellmers stated that while the Town does not designate an official source, but local media will be used in the event of an emergency.

16. Authorize Supervisor to sign Shared Services Agreement with NYS DOT

A motion was made by Councilmember Jochum to authorize the Supervisor to sign the Shared Services agreement with NYS DOT after Matco certificate has been received. The motion was seconded by Councilmember Morgan and unanimously carried.

17. Schedule Public Hearing to consider overriding the Tax Cap

A motion was made by Councilmember Jochum to schedule a Public Hearing to consider overriding the Tax Cap for February 17, 2026 at 6:30 PM. The motion was seconded by Councilmember McClintock and unanimously carried.

18. Planning & Zoning Annual Statement

Councilmember Jochum made a motion to approve and accept the Planning & Zoning Annual Statement.

19. Proposed changes to Planning & Zoning Fee Schedule

A motion was made by Councilmember Jochum to approve the following changes to the Planning & Zoning fee schedule for 2026. The motion was seconded by Councilmember Morgan and unanimously carried.

- ~Stormwater Pollution Prevention Plan Review from \$120hr. to \$125hr.
- ~Commercial Solar from \$1000 a MW to \$2000 a MW
- ~Commercial zoning compliance letter from \$25 to \$50
- ~Commercial parcel search letter from \$25 to \$50

20. Highway- Resignation Letter-

On December 24, 2025 Mike Roberts, Town of Owego Highway Superintendent at that time, received a resignation letter from Howard Holcomb affective 1/09/2026. Mr. Holcomb's resignation was accepted.

21. Reports of Committees, No reports at this time.

L. Second Privilege of the floor-No one wished to speak at this time.

M. Executive Session if needed

N. Adjournment

Councilmember Morgan moved to adjourn the meeting at 7:06 p.m.

Respectfully Submitted,

Pam Brown, Town Clerk & Tax Receiver

