

January 7, 2025
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 Attorney Graven led all in the Pledge of Allegiance

Present: Supervisor Donald Castellucci, Jr.
Council: Dean Morgan, Craig Jochum, Jonathan Marks
Absent: Gary Hellmers

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
Michael Roberts, Highway Superintendent
Irene Graven, Attorney
Mary Kennedy, Town Clerk and Tax Receiver

Absent: None

B. Minutes of the previous meetings -

The minutes of the December 1, 2024 regular meeting will stand as presented.

C. Consideration of bids - none

D. Public Hearings – none

E. Reports of Department Heads –

Tyson Stiles, Director of Utilities – submitted a quote to repair the generator at Dover Drive.

Councilmember Morgan made a motion to approve the proposal from Upstate Generator & Power in the amount of \$8,959 (plus shipping) for the repair of the Dover Drive generator. The motion was seconded by Councilmember Marks and unanimously approved. Next, he reported that his crew is hauling biosolids to the landfill. Lastly, he stated that Crestview Wellhouse replacement project is coming along nicely.

Phil Baker, Parks Maintenance Supervisor – reported that his crew is busy repairing about 50 picnic tables, working on tractor maintenance and getting the ice rink ready for use.

Bill Carrigg, Planning & Zoning Administrator – reported that the NYS Department of Labor is now requiring all subcontractors to register with them before they can do any work for

municipalities. Lastly, he stated that the camera located outside of the Town Clerk's corner of the building will be linked to the Emergency Weather Station. This will allow residents to view real-time weather at the Town Hall. The other two cameras will be located at places in town with higher elevation, and they will be installed soon.

Rick Pedro, Sole Assessor – no report

Peter Gordon, Town Historian – no report

Mike Roberts, Highway Superintendent – reported that his crews are busy keeping the roads clear of snow. Next, he submitted a resolution to purchase two trucks under State contract. **A motion was made by Councilmember Jochum to adopt the following resolution authorizing the purchase of two 2025 Ford F-350 trucks under state contract from Friendly Ford. The motion was seconded by Councilmember Marks and unanimously carried.**

WHEREAS, the Town of Owego adopted its 2025 budget on November 19, 2024; and

WHEREAS, funds were budgeted under the Highway Machinery Equipment Fund for the purchase of a 2 (two) 2025 Ford F-350 trucks; and

WHEREAS, said trucks can be purchased from Friendly Ford, 1077 Route 5 & 20, Geneva, NY 14456, State Contract # PC69149, Award #23166, for a total of \$109,727.

NOW, THEREFORE, BE IT

RESOLVED, that the Town of Owego Highway Department is authorized to purchase 2 (two) 2025 Ford F-350 trucks Friendly Ford, 1077 Route 5 & 20, Geneva, NY 14456, State Contract # PC69149, Award #23166, for a total of \$109,727.

Lastly, he requested Attorney/Client Privilege after the meeting.

Mary Kennedy, Town Clerk – reported that in the first four days of tax season, her department has already received over a million dollars including almost \$35,000 in cash and over \$50,000 in online payments.

Irene Graven, Town Attorney – no report

Supervisor Castellucci, Jr., Town Supervisor – reported that the monthly reports of the Town Clerk and Planning & Zoning Administrator are on file in his office. He also stated that the Town has recently received more grant money (over \$2 million) through WIIA & WQIP programs to make a total of almost \$6 million for upgrades to Sewer Treatment Plant #1.

F. Privilege of the floor –

There was no one wishing to speak at this time/

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

1. Liquor License 30 day Advanced Notice – Donolis

Mary Kennedy, Town Clerk, stated that the new owners of Donolis Restaurant have requested to have the 30 day waiting period for a liquor license waived by the Town.

Councilmember Morgan made a motion to authorize the Town Clerk to compose a letter to the NYS Liquor Authority waiving the 30 day waiting period when applying for a liquor license. The motion was seconded by Councilmember Marks and unanimously carried.

H. Abstracts -

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

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B0 - General Fund-Town Outside	2,056.24
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GA – Route 38 Sewer	<u>131.02</u>
	\$158,777.26

I. Unfinished Business –

1. Monthly Report of the Supervisor – November

This report is on file in the Town Clerk’s Office.

J. Reports of Standing Committees

Councilmember Marks – no report

Councilmember Jochum – no report

Councilmember Morgan – no report

K. Presentation of Resolutions, Motions and New Business

1. 2025 Salary Resolution

A motion was made by Councilmember Marks to adopt the 2025 Salary Resolution. The motion was seconded by Councilmember Jochum and unanimously carried. The resolution is on file in the Town Clerk’s Office.

2. 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 – Michael Roberts, Highway Superintendent, is appointing Henry Hines 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 Mary Kennedy as sub registrar.
- ~ Deputy Receivers of Taxes and Assessments – Mary Kennedy appointed Laura Burt, Pamela Brown and Shirley Holmes as Deputy Tax Receivers.
- ~ Deputy Town Clerks: Full Time, Part Time and substitute – Mary Kennedy appointed Laura Burt as her Full Time Deputy Clerk, and Pamela Brown as a Part Time Clerk.
- ~ Deputy Town Supervisor - Supervisor Castellucci 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 Jochum and unanimously carried.**

3. Resolution RE: Bidding Policy, Investment Policy, Emergency Policy, Supervisor, Receiver and 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 2022 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.

4. Adopt Standard Workday Resolution for employees

A motion was made by Councilmember Marks 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

5. Appoint Standing Committees

Supervisor Castellucci appointed the Councilmembers to the following Standing Committees:

Highway: Donald Castellucci, Jr.

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

Personnel, Assessments, Finances & Judiciary: Gary Hellmers, Chairman, Craig Jochum, Member

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

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

6. 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:

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

Deferred Compensation:

Donald Castellucci, Jr., Chairman with Irene Graven, and Tina DeNigro

Employee Association Negotiating:

Donald Castellucci, Jr, Chairman, and Irene Graven, Vice Chairman

Teamsters Negotiating:

Donald Castellucci, Jr, Chairman, and Irene Graven, Vice Chairman

Dog Control Liaison: Donald Castellucci, Jr.

Town Clerk Liaison: Donald Castellucci, Jr.

Dog Park Liaison: Donald Castellucci, Jr.

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

7. Authorize Mileage Reimbursements Rate

Councilmember Jochum made a motion to set the mileage reimbursement at 70 cents per mile for the Supervisor and Town Board and 35.5 cents for other Town Officials and employees (when using a personal vehicle). The motion was seconded by Councilmember Marks and unanimously carried.

8. Appoint Representative to Tioga County Council of Governments

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

9. Hickories Park Camping Fees, Pavilion and Bandshell Rental

A motion was made by Councilmember Jochum to keep Hickories Park fees the same as last year. The motion was seconded by Councilmember Morgan and unanimously carried.

10. Appointments to Ethics Committee

Councilmember Morgan made a motion to table appointments to the Ethics Committee until all Board Members were present. The motion was seconded by Councilmember Jochum and unanimously carried.

11. Set time for Board Meetings

A motion was made by Councilmember Marks 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 Jochum and unanimously carried.

12. Appoint Delegate and Alternate Delegate to Association of Towns Annual Business Meeting.

Councilmember Marks made a motion to appoint Supervisor Castellucci as the Delegate to the Association of Towns Annual Business Meeting and Pam Brown as the alternate. The motion was seconded by Councilmember Jochum and unanimously carried.

13. Set 2021 Per Diem Rate

A motion was made by Councilmember Marks to set the Per Diem Rate at \$82/day. The motion was seconded by Councilman Jochum and unanimously carried.

14. Emergency Official Media
Supervisor Castellucci stated that while the Town does not designate an official source, but local media will be used in the event of an emergency.
15. Authorize Supervisor to sign Liability & Vehicle Insurance contract policy
Councilmember Marks made a motion to authorize the Supervisor to sign the insurance contract policy. The motion was seconded by Councilmember Morgan and unanimously carried.
16. Authorize Supervisor to sign Shared Services Agreement with NYS DOT
A motion was made by Councilmember Morgan 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 Marks and unanimously carried.
17. Approve Employee Association wage rates
Councilmember Jochum made a motion to sign the Employee Association contract which includes an increase of 4% or .86/hour, whichever is greater. The motion was seconded by Councilmember Marks and unanimously carried.
18. Schedule Public Hearing to consider overriding the Tax Cap
A motion was made by Councilmember Marks to schedule a Public Hearing to consider overriding the Tax Cap for February 4, 2025 at 6:30 PM. The motion was seconded by Councilmember Morgan and unanimously carried.
19. Planning & Zoning Annual Statement
Bill Carrigg, Planning & Zoning Administrator reviewed that it was a good financial year for his department due to solar farm permits and rearranging payment from SWPP.
Councilmember Morgan made a motion to accept the Planning & Zoning Annual 2024 Statement. The motion was seconded by Councilmember Marks and unanimously carried.
20. Purchase equipment (3) – Highway
A motion was made by Councilmember Jochum to adopt the following resolution approving the purchase of a Bandit Chipper 15XP pending a State Contract number for SEI. The motion was seconded by Councilmember Marks and unanimously carried.

WHEREAS, the Town of Owego adopted its 2025 budget on November 19, 2024;
and

WHEREAS, funds were budgeted under the Highway Machinery Equipment Fund (DB.5130.2000) for the purchase of a Bandit Chipper 15XP; and

WHEREAS, said equipment can be purchased under state contract from SEI, 401 Port View Drive, Suite 100, Harrisburg, PA 17111, for a total of \$89,240.00.

NOW, THEREFORE, BE IT

RESOLVED, that the Town of Owego Highway Department is authorized to purchase a Bandit Chipper 15XP for the amount of \$89,240.00, from SEI, 401 Port View Drive, Suite 100, Harrisburg, PA 17111.

Councilmember Marks made a motion to adopt the following resolution approving the purchase of a Massey Ferguson 5711D Mower/Mulcher/Flail pending a State Contract number for SEI. The motion was seconded by Councilmember Morgan and unanimously carried.

WHEREAS, the Town of Owego adopted its 2025 budget on November 19, 2024; and

WHEREAS, funds were budgeted under the Highway Machinery Equipment Fund (DB.5130.2000) for the purchase of a Massey Ferguson 5711D Mower/Mulcher/Flail; and

WHEREAS, said equipment can be purchased under state contract from SEI, 401 Port View Drive, Suite 100, Harrisburg, PA 17111, for a total of \$225,975.00.

NOW, THEREFORE, BE IT

RESOLVED, that the Town of Owego Highway Department is authorized to purchase a Massey Ferguson 5711 D Mower/Mulcher/Flail for the price of \$225,975.00, from SEI, 401 Port View Drive, Suite 100, Harrisburg, PA 17111.

A motion was made by Councilmember Marks to adopt the following resolution approving the purchase of Leeboy 8500E Paver pending State Contract number for SEI. The motion was seconded by Councilmember Jochum and unanimously carried.

WHEREAS, the Town of Owego adopted its 2025 budget on November 19, 2024; and

WHEREAS, funds were budgeted under the Highway Machinery Equipment Fund (DB.5130.2000) for the purchase of a Leeboy 8500E Paver; and

WHEREAS, said equipment can be purchased under state contract from SEI, 401 Port View Drive, Suite 100, Harrisburg, PA 17111, for a total of \$192,400.90

NOW, THEREFORE, BE IT

RESOLVED, that the Town of Owego Highway Department is authorized to purchase a Leeboy 8500E Paver for the price of \$192,400.90, from SEI, 401 Port View Drive, Suite 100, Harrisburg, PA 17111.

21. Purchase Ford F-750 dump truck with Plow – Highway

Councilmember Marks made a motion to adopt the following resolution approving the purchase of a 2026 Ford F-750 dump truck with plow pending State Contract number for Friendly Ford. The motion was seconded by Councilmember Jochum and unanimously carried.

WHEREAS, the Town of Owego adopted its 2025 budget on November 19, 2024; and

WHEREAS, funds were budgeted under the Highway Repairs Equipment Fund for the purchase of a 2026 Ford F-750 ten foot dump truck with plow; and

WHEREAS, said dump truck can be purchased under state contract from Friendly Ford, 1077 Route 5 & 20, Geneva, NY 14456, for a total of \$128,995.00

NOW, THEREFORE, BE IT

RESOLVED, that the Town of Owego Highway Department is authorized to purchase a 2026 Ford F-750 ten foot dump truck with plow from Friendly Ford, at a cost of \$128,995.00

22. New Hires (3) – Highway

A motion was made by Councilmember Jochum to adopt the following resolution hiring Caleb Moon as an MEO I for the Highway Department. The motion was seconded by Councilmember Marks and unanimously carried,

WHEREAS, the approved 2025 budget for the Town of Owego Highway Department has budgeted for and includes a full time MEO I position; and

WHEREAS, this full time position is vacant and it is necessary to fill this position; and

WHEREAS, Caleb Moon, has been offered and has accepted such position as of January 13, 2025 at an hourly rate of \$18.88 per hour, 40 hours per week, as a permanent appointment with up to 52 weeks probationary period; contingent upon his having his CDL permit within six (6) months from date of hire;

NOW, THEREFORE, BE IT

RESOLVED, such full time position shall be filled by Caleb Moon at an hourly rate of \$18.88 per hour, 40 hours per week, with full time benefits, effective January 13, 2025 with a probationary period of up to 52 weeks from date of hire, contingent upon his having his CDL permit within six (6) months from date of hire and subject to satisfactory license/background check and meeting all requirements of pre-employment drug testing.

Councilmember Marks made a motion to adopt the following resolution hiring Garry Agan as an MEO III for the Highway Department. The motion was seconded

by Councilmember Morgan and unanimously carried.

WHEREAS, the approved 2025 budget for the Town of Owego Highway Department has budgeted for and includes a full time MEO III position; and

WHEREAS, this full time position is vacant and it is necessary to fill this position; and

WHEREAS, Garry A. Agan, who has his CDL with HAZMAT endorsement, has been offered and has accepted such position as of January 13, 2025 at an hourly rate of \$21.12 per hour, 40 hours per week, as a permanent appointment with up to 52 weeks probationary period;

NOW, THEREFORE, BE IT

RESOLVED, such full time position shall be filled by Garry A. Agan at an hourly rate of \$21.12 per hour, 40 hours per week, with full time benefits, effective January 13, 2025 with a probationary period of up to 52 weeks from date of hire, subject to satisfactory license/background check and meeting all requirements of pre-employment drug testing.

A motion was made by Councilmember Marks to adopt the following resolution hiring Frank Wilson as an MEO III for the Highway Department. The motion was seconded by Councilmember Jochum and unanimously carried.

WHEREAS, the approved 2025 budget for the Town of Owego Highway Department has budgeted for and includes a full time MEO III position; and

WHEREAS, this full time position is vacant and it is necessary to fill this position; and

WHEREAS, Frank W. Wilson, who has his CDL, has been offered and has accepted such position as of January 13, 2025 at an hourly rate of \$21.12 per hour, 40 hours per week, as a permanent appointment with up to 52 weeks probationary period;

NOW, THEREFORE, BE IT

RESOLVED, such full time position shall be filled by Frank W. Wilson at an hourly rate of \$21.12 per hour, 40 hours per week, with full time benefits, effective January 13, 2025 with a probationary period of up to 52 weeks from date of hire, subject to satisfactory license/background check and meeting all requirements of pre-employment drug testing.

23. Proposed changes to Planning & Zoning Fee Schedule

Bill Carrigg, Planning & Zoning Administrator, reviewed the changes. **Councilmember Morgan made a motion to approve the proposed changes to the Planning & Zoning Fee Schedule as submitted. The motion was seconded by Councilmember Marks and unanimously carried.**

L. Second Privilege of the floor

Councilmember Morgan shared a spreadsheet detailing all of the permits sold in the Planning & Zoning Department in 2024.

Supervisor Castellucci then reviewed that Mary Kennedy, Town Clerk, will be moving out of state in July. She is resigning as Town Clerk effective at the close of business January 12, 2025. She will stay on as a Deputy to continue training her replacement, Pam Brown. **A motion was made by Councilmember Jochum to regretfully accept the resignation of Mary Kennedy as Town Clerk. The motion was seconded by Councilmember Morgan and unanimously carried.**

M. Executive Session - none

N. Adjournment

Councilman Morgan moved to adjourn the meeting at 7:20 p.m.

Respectfully submitted,

Mary Kennedy, Town Clerk

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Absent: None

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D. Public Hearings – none

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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 2022 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.

4. Adopt Standard Workday Resolution for employees

A motion was made by Councilmember Marks 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

5. Appoint Standing Committees

Supervisor Castellucci appointed the Councilmembers to the following Standing Committees:

Highway: Donald Castellucci, Jr.

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

Personnel, Assessments, Finances & Judiciary: Gary Hellmers, Chairman, Craig Jochum, Member

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

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

6. 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:

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

Deferred Compensation:

Donald Castellucci, Jr., Chairman with Irene Graven, and Tina DeNigro

Employee Association Negotiating:

Donald Castellucci, Jr, Chairman, and Irene Graven, Vice Chairman

Teamsters Negotiating:

Donald Castellucci, Jr, Chairman, and Irene Graven, Vice Chairman

Dog Control Liaison: Donald Castellucci, Jr.

Town Clerk Liaison: Donald Castellucci, Jr.

Dog Park Liaison: Donald Castellucci, Jr.

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

7. Authorize Mileage Reimbursements Rate

Councilmember Jochum made a motion to set the mileage reimbursement at 70 cents per mile for the Supervisor and Town Board and 35.5 cents for other Town Officials and employees (when using a personal vehicle). The motion was seconded by Councilmember Marks and unanimously carried.

8. Appoint Representative to Tioga County Council of Governments

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

9. Hickories Park Camping Fees, Pavilion and Bandshell Rental

A motion was made by Councilmember Jochum to keep Hickories Park fees the same as last year. The motion was seconded by Councilmember Morgan and unanimously carried.

10. Appointments to Ethics Committee

Councilmember Morgan made a motion to table appointments to the Ethics Committee until all Board Members were present. The motion was seconded by Councilmember Jochum and unanimously carried.

11. Set time for Board Meetings

A motion was made by Councilmember Marks 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 Jochum and unanimously carried.

12. Appoint Delegate and Alternate Delegate to Association of Towns Annual Business Meeting.

Councilmember Marks made a motion to appoint Supervisor Castellucci as the Delegate to the Association of Towns Annual Business Meeting and Pam Brown as the alternate. The motion was seconded by Councilmember Jochum and unanimously carried.

13. Set 2021 Per Diem Rate

A motion was made by Councilmember Marks to set the Per Diem Rate at \$82/day. The motion was seconded by Councilman Jochum and unanimously carried.

14. Emergency Official Media
Supervisor Castellucci stated that while the Town does not designate an official source, but local media will be used in the event of an emergency.
15. Authorize Supervisor to sign Liability & Vehicle Insurance contract policy
Councilmember Marks made a motion to authorize the Supervisor to sign the insurance contract policy. The motion was seconded by Councilmember Morgan and unanimously carried.
16. Authorize Supervisor to sign Shared Services Agreement with NYS DOT
A motion was made by Councilmember Morgan 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 Marks and unanimously carried.
17. Approve Employee Association wage rates
Councilmember Jochum made a motion to sign the Employee Association contract which includes an increase of 4% or .86/hour, whichever is greater. The motion was seconded by Councilmember Marks and unanimously carried.
18. Schedule Public Hearing to consider overriding the Tax Cap
A motion was made by Councilmember Marks to schedule a Public Hearing to consider overriding the Tax Cap for February 4, 2025 at 6:30 PM. The motion was seconded by Councilmember Morgan and unanimously carried.
19. Planning & Zoning Annual Statement
Bill Carrigg, Planning & Zoning Administrator reviewed that it was a good financial year for his department due to solar farm permits and rearranging payment from SWPP.
Councilmember Morgan made a motion to accept the Planning & Zoning Annual 2024 Statement. The motion was seconded by Councilmember Marks and unanimously carried.
20. Purchase equipment (3) – Highway
A motion was made by Councilmember Jochum to adopt the following resolution approving the purchase of a Bandit Chipper 15XP pending a State Contract number for SEI. The motion was seconded by Councilmember Marks and unanimously carried.

WHEREAS, the Town of Owego adopted its 2025 budget on November 19, 2024;
and

WHEREAS, funds were budgeted under the Highway Machinery Equipment Fund (DB.5130.2000) for the purchase of a Bandit Chipper 15XP; and

WHEREAS, said equipment can be purchased under state contract from SEI, 401 Port View Drive, Suite 100, Harrisburg, PA 17111, for a total of \$89,240.00.

NOW, THEREFORE, BE IT

RESOLVED, that the Town of Owego Highway Department is authorized to purchase a Bandit Chipper 15XP for the amount of \$89,240.00, from SEI, 401 Port View Drive, Suite 100, Harrisburg, PA 17111.

Councilmember Marks made a motion to adopt the following resolution approving the purchase of a Massey Ferguson 5711D Mower/Mulcher/Flail pending a State Contract number for SEI. The motion was seconded by Councilmember Morgan and unanimously carried.

WHEREAS, the Town of Owego adopted its 2025 budget on November 19, 2024; and

WHEREAS, funds were budgeted under the Highway Machinery Equipment Fund (DB.5130.2000) for the purchase of a Massey Ferguson 5711D Mower/Mulcher/Flail; and

WHEREAS, said equipment can be purchased under state contract from SEI, 401 Port View Drive, Suite 100, Harrisburg, PA 17111, for a total of \$225,975.00.

NOW, THEREFORE, BE IT

RESOLVED, that the Town of Owego Highway Department is authorized to purchase a Massey Ferguson 5711 D Mower/Mulcher/Flail for the price of \$225,975.00, from SEI, 401 Port View Drive, Suite 100, Harrisburg, PA 17111.

A motion was made by Councilmember Marks to adopt the following resolution approving the purchase of Leeboy 8500E Paver pending State Contract number for SEI. The motion was seconded by Councilmember Jochum and unanimously carried.

WHEREAS, the Town of Owego adopted its 2025 budget on November 19, 2024; and

WHEREAS, funds were budgeted under the Highway Machinery Equipment Fund (DB.5130.2000) for the purchase of a Leeboy 8500E Paver; and

WHEREAS, said equipment can be purchased under state contract from SEI, 401 Port View Drive, Suite 100, Harrisburg, PA 17111, for a total of \$192,400.90

NOW, THEREFORE, BE IT

RESOLVED, that the Town of Owego Highway Department is authorized to purchase a Leeboy 8500E Paver for the price of \$192,400.90, from SEI, 401 Port View Drive, Suite 100, Harrisburg, PA 17111.

21. Purchase Ford F-750 dump truck with Plow – Highway

Councilmember Marks made a motion to adopt the following resolution approving the purchase of a 2026 Ford F-750 dump truck with plow pending State Contract number for Friendly Ford. The motion was seconded by Councilmember Jochum and unanimously carried.

WHEREAS, the Town of Owego adopted its 2025 budget on November 19, 2024; and

WHEREAS, funds were budgeted under the Highway Repairs Equipment Fund for the purchase of a 2026 Ford F-750 ten foot dump truck with plow; and

WHEREAS, said dump truck can be purchased under state contract from Friendly Ford, 1077 Route 5 & 20, Geneva, NY 14456, for a total of \$128,995.00

NOW, THEREFORE, BE IT

RESOLVED, that the Town of Owego Highway Department is authorized to purchase a 2026 Ford F-750 ten foot dump truck with plow from Friendly Ford, at a cost of \$128,995.00

22. New Hires (3) – Highway

A motion was made by Councilmember Jochum to adopt the following resolution hiring Caleb Moon as an MEO I for the Highway Department. The motion was seconded by Councilmember Marks and unanimously carried,

WHEREAS, the approved 2025 budget for the Town of Owego Highway Department has budgeted for and includes a full time MEO I position; and

WHEREAS, this full time position is vacant and it is necessary to fill this position; and

WHEREAS, Caleb Moon, has been offered and has accepted such position as of January 13, 2025 at an hourly rate of \$18.88 per hour, 40 hours per week, as a permanent appointment with up to 52 weeks probationary period; contingent upon his having his CDL permit within six (6) months from date of hire;

NOW, THEREFORE, BE IT

RESOLVED, such full time position shall be filled by Caleb Moon at an hourly rate of \$18.88 per hour, 40 hours per week, with full time benefits, effective January 13, 2025 with a probationary period of up to 52 weeks from date of hire, contingent upon his having his CDL permit within six (6) months from date of hire and subject to satisfactory license/background check and meeting all requirements of pre-employment drug testing.

Councilmember Marks made a motion to adopt the following resolution hiring Garry Agan as an MEO III for the Highway Department. The motion was seconded

by Councilmember Morgan and unanimously carried.

WHEREAS, the approved 2025 budget for the Town of Owego Highway Department has budgeted for and includes a full time MEO III position; and

WHEREAS, this full time position is vacant and it is necessary to fill this position; and

WHEREAS, Garry A. Agan, who has his CDL with HAZMAT endorsement, has been offered and has accepted such position as of January 13, 2025 at an hourly rate of \$21.12 per hour, 40 hours per week, as a permanent appointment with up to 52 weeks probationary period;

NOW, THEREFORE, BE IT

RESOLVED, such full time position shall be filled by Garry A. Agan at an hourly rate of \$21.12 per hour, 40 hours per week, with full time benefits, effective January 13, 2025 with a probationary period of up to 52 weeks from date of hire, subject to satisfactory license/background check and meeting all requirements of pre-employment drug testing.

A motion was made by Councilmember Marks to adopt the following resolution hiring Frank Wilson as an MEO III for the Highway Department. The motion was seconded by Councilmember Jochum and unanimously carried.

WHEREAS, the approved 2025 budget for the Town of Owego Highway Department has budgeted for and includes a full time MEO III position; and

WHEREAS, this full time position is vacant and it is necessary to fill this position; and

WHEREAS, Frank W. Wilson, who has his CDL, has been offered and has accepted such position as of January 13, 2025 at an hourly rate of \$21.12 per hour, 40 hours per week, as a permanent appointment with up to 52 weeks probationary period;

NOW, THEREFORE, BE IT

RESOLVED, such full time position shall be filled by Frank W. Wilson at an hourly rate of \$21.12 per hour, 40 hours per week, with full time benefits, effective January 13, 2025 with a probationary period of up to 52 weeks from date of hire, subject to satisfactory license/background check and meeting all requirements of pre-employment drug testing.

23. Proposed changes to Planning & Zoning Fee Schedule

Bill Carrigg, Planning & Zoning Administrator, reviewed the changes. **Councilmember Morgan made a motion to approve the proposed changes to the Planning & Zoning Fee Schedule as submitted. The motion was seconded by Councilmember Marks and unanimously carried.**

L. Second Privilege of the floor

Councilmember Morgan shared a spreadsheet detailing all of the permits sold in the Planning & Zoning Department in 2024.

Supervisor Castellucci then reviewed that Mary Kennedy, Town Clerk, will be moving out of state in July. She is resigning as Town Clerk effective at the close of business January 12, 2025. She will stay on as a Deputy to continue training her replacement, Pam Brown. **A motion was made by Councilmember Jochum to regretfully accept the resignation of Mary Kennedy as Town Clerk. The motion was seconded by Councilmember Morgan and unanimously carried.**

M. Executive Session - none

N. Adjournment

Councilman Morgan moved to adjourn the meeting at 7:20 p.m.

Respectfully submitted,

Mary Kennedy, Town Clerk