

January 17, 2023
6:30 p.m.
2354 State Route 434
Apalachin, New York

Regular Meeting of the Owego Town Board

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

Supervisor Castellucci called the meeting to order, the Town Clerk called the roll and led all in the Pledge of Allegiance.

Council:

Present: Supervisor Castellucci, Dean Morgan, Craig Jochum, Jonathan Marks, and Gary Hellmers

Absent: none

Department Heads:

Present: Tyson Stiles, Director of Utilities
Scott Vasisko, Parks Maintenance Supervisor
Peter Gordon, Town Historian
Joann Lindstrom, Planning and Zoning Administrator
Michael Roberts, Highway Superintendent
Rick Pedro, Sole Assessor
Irene Graven, Town Attorney
Mary Kennedy, Town Clerk & Tax Receiver

Absent: None

B. Minutes of the previous meetings -

The minutes of the January 3, 2023 Organizational meeting will be presented for approval at the February 6, 2023 meeting.

C. Consideration of bids – none

D. Public Hearings – none

E. Reports of Department Heads –

Peter Gordon, Town Historian – no report

Scott Vasisko, Parks Maintenance Supervisor – no report

Tyson Stiles, Director of Utilities – reported that a leak was found on a resident's property. He sent a certified letter to the owner explaining it is their responsibility to fix it or the Town will be forced to shut off their water. Next, he submitted two quotes for a trailer to replace

the service truck that broke. **Councilmember Jochum made a motion to allow the Utilities Department to purchase a trailer from Ashley Enterprises, LLC for \$8,506.00 (the low bid). The motion was seconded by councilmember Marks and unanimously carried.** At this time, Supervisor Castellucci stated that Ross Corner’s Christian Academy would like to have the former generator shack from Tobey Road. Attorney Graven stated that it would need to be declared as surplus before it could go anywhere.

Joann Lindstrom, Planning & Zoning Administrator – reported that the new employee, Brenda Burrell, is doing well and has made a great addition to the Department. Next, she stated that the Zoning Board met on January 6th and approved the request to install a gas station at Harry’s Expressmart on the north side of town. Lindstrom then reported that the Van Patten house was demolished on January 10th. Lastly, she spoke about working with Mike Roberts, Highway Superintendent, to identify bridges and culverts that need replacement. Applications for grants to cover 100% of the cost will be submitted for the two culverts they identified (Valley Road and Foster Valley Road), and the one detected by Tioga County Soil & Water Conservation last year (Fox Road). **A motion was made by Councilmember Morgan to adopt the following resolution seeking funding for culvert replacement. The motion was seconded by Councilmember Jochum and unanimously carried.**

WHEREAS, in the interest of protecting the public it serves, the Town of Owego has been assessing the condition of its culverts and bridges;

WHEREAS, on November 15, 2022 the New York State Department of Transportation (NYSDOT) issued a Notice of Funding Opportunity for culvert and bridge repair/replacement through the Bridge NY grant program available to municipalities and counties in New York State;

WHEREAS, in April 2022 the Tioga County Soil & Water Conservation District hired Hunt Engineering to provide plans to replace an existing culvert on Fox Road;

WHEREAS, the town highway department has identified two culverts—one on Valley Road and one on Foster Valley Road—as in need of replacement;

WHEREAS, the Town Highway Superintendent, working with the Planning & Zoning Administrator, is seeking approval to submit a grant to replace said culverts at no cost to the town;

NOW THEREFORE, be it

RESOLVED that the Town of Owego hereby approves the submittal of three grant applications to the Bridge NY grant program to replace culverts on Foster Valley Road, Valley Road and Fox Road in January 2023.

Rick Pedro, Sole Assessor – reported that all Agricultural Exemption renewal notices were mailed last week. Lastly, he stated that the State mandated notices regarding Senior Citizen Exemptions will be mailed out next week.

Mike Roberts, Highway Superintendent – reported that although there have been a couple of surprise weather events, his crew had no trouble keeping the roads clear. He also stated that in between storms, they are working to clean out the brush dump site at Kuenzli Road.

Irene Graven, Town Attorney – no report

Mary Kennedy, Town Clerk – reported that her new employee, Shirley Holmes, has already become an asset to her staff. They have received over a million dollars in tax payments in just a few short weeks.

Supervisor Castellucci – reported that a Special Meeting was held January 16th to schedule a Public Hearing for the Restore New York grant on January 25th at 6 PM. Next, he stated the monthly reports of the Town Clerk and Planning & Zoning Administrator are on file in his office. The Supervisor then reported that he has been working with Tom McCarthy and the Planning & Zoning staff on the Town’s Emergency Plan. A workshop will need to be held. Next, he stated that all of the GOSR projects will be complete by the end of March. Following that, he reported a need for Attorney/Client Privilege. Lastly, he shared a letter from Rita Kettle requesting penalty forgiveness on her utility bill.

F. Privilege of the Floor- none

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

1. Penalty forgiveness request – De Angelis

Councilmember Marks made a motion to refer this request and the Rita Kettle request to Committee for consideration. The motion was seconded by Councilmember Jochum 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 after a short discussion.

A0 - General Fund	12,984.61
B0 - General Fund-Town Outside	76,995.21
DB - Highway-Town Outside	164,674.44
F0 - Water Districts	29,208.25
FA - Route 38 Water	546.07
G0- Sewer Districts	25,863.84
GA – Route 38 Sewer	27.63
HN – NY Rising – Shared Services	39,500.48
L1 – Lighting District 1	0.00
L2 - Lighting District 2	198.69
L3 – Lighting District 3	84.93
L4 - Lighting District 4B	53.88
L5 – Lighting District 5	55.36
L6 - Lighting District 6	231.83

L7 - Lighting District 7	52.62
L8 - Lighting District 8	40.81
L9 - Lighting District #9	14.72
LA – Lighting District 4A	17.80
LX – Lighting District 10	22.21
TA – Trust and Agency Fund	<u>3,296.04</u>
	\$353,869.42

I. Unfinished Business – none

J. Reports of Standing Committees –

- Councilmember Grenier – no report
- Councilmember Marks – no report
- Councilmember Morgan – no report
- Councilmember Jochum – no report

K. Presentation of Resolutions, Motions and New Business –

1. New Hire – Dog Control

Kyle Fleming, Dog Control Officer, submitted a recommendation for a Part Time DCO prior to the meeting. **A motion was made by Councilmember Morgan to hire Anna Llewellyn as a Part Time Dog Control Officer effective today. The motion was seconded by Councilmember Jochum and unanimously carried.**

2. Planning & Zoning Annual Statement

Joann Lindstrom, Planning & Zoning Administrator, reviewed the report detailing funds received in her office during 2022. **Councilmember Marks made a motion to accept the 2022 Planning & Zoning Annual Statement. The motion was seconded by Councilmember Jochum and unanimously carried.**

3. Town Clerk Annual Statement

Mary Kennedy, Town Clerk, reviewed the report detailing monies accepted in her office for the year 2022. **A motion was made by Councilmember Jochum to accept the 2022 Town Clerk’s Annual Statement. The motion was seconded by Councilmember Morgan and unanimously carried.**

4. Employee promotion – Highway

Councilmember Hellmers made a motion to adopt the following resolution promoting Nathan Sorber to Mechanic Working Supervisor. The motion was seconded by Councilmember Jochum and unanimously carried.

WHEREAS, the approved 2023 budget for the Town of Owego Highway Department has budgeted for and includes a mechanic working supervisor position which is currently vacant; and

WHEREAS, Nathan Sorber, currently in a mechanic position, is available and willing to be promoted to the mechanic working supervisor position retroactive to January 2, 2023;

NOW, THEREFORE, BE IT

RESOLVED, that Nathan Sorber is promoted to the position of mechanic working supervisor, retroactive to January 2, 2023, at an hourly wage of \$28.69 per hour and a promotional probationary period of 52 weeks.

5. Salary study proposal

Supervisor Castellucci reviewed that this proposal is to ascertain if the Town is compensating its employees at an appropriate rate equal to other municipalities of the same size etc. This would also help to prove the Town as more marketable for potential employees. **A motion was made by Councilmember Marks to approve the study as proposed by Burke Group. The motion was seconded by Councilmember Hellmers. During discussion, Councilmember Morgan stated he feels all employees – including elected positions - should also be included in the study. The motion carried with 4 yes votes and 1 no vote (Councilmember Morgan).**

6. GOSR Amendment #6

The Supervisor explained that this amendment was previously approved, but not by resolution. This resolution will close out paperwork needed for the Shared Services Building. **Councilmember Morgan made a motion to approve the following resolution authorizing amendment # 6 to the Clark Patterson Lee Design Services Contract. The motion was seconded by Councilmember Marks and unanimously carried.**

WHEREAS, on June 14, 2021 the Town of Owego's Shared Service Facility (SSF) project architects/engineers, CPL, submitted Contract Amendment No. 6 to their original Design Services Contract dated December 8, 2015; and

WHEREAS, Contract Amendment No. 6 covered additional administrative costs due to project delays; and

WHEREAS, the CPL fees associated with Contract Amendment No. 6 total \$ 95,913.00;

NOW, THEREFORE BE IT

RESOLVED that Contract Amendment No. 6 to CPL's original SSF Design Services contract, in the amount of \$95,913.00, for additional administrative costs due to project delays is approved retroactive to December 15, 2018.

L. Second Privilege of the floor – none

M. Executive Session - none

N. Adjournment -

Motion by Councilmember Morgan, the meeting was adjourned at 7:10 PM.

Respectfully submitted,

Mary Kennedy, Town Clerk