

January 18, 2022
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 -

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

Council:

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

Absent: None

Department Heads:

Present: Scott Vasisko, Parks Maintenance Supervisor

Cheri Grenier, Sole Assessor

Irene Graven, Town Attorney

Joann Lindstrom, Planning and Zoning Administrator

Michael Roberts, Highway Superintendent

Mary Kennedy, Town Clerk & Tax Receiver

Absent: Peter Gordon, Town Historian

Tyson Stiles, Director of Utilities

B. Minutes of the previous meetings -

Due to staffing shortages, there were no minutes to approve.

C. Consideration of bids – none

D. Public Hearings –

1. Tax Cap override

Supervisor Castellucci stated that no action will be taken tonight on this topic. The hearing is just a formality to meet State requirements. He then opened the Public Hearing. With no one wishing to speak, **Councilmember Morgan made a motion to close the Public Hearing. The motion was seconded by Councilmember Jochum and unanimously carried.**

E. Reports of Department Heads –

Joann Lindstrom, Planning & Zoning Administrator – reported that there is no need for a Planning Board meeting this month.

Scott Vasisko, Parks Maintenance Supervisor – no report

Cheri Grenier, Sole Assessor – no report

Michael Roberts, Highway Superintendent – reported that the loader the Town has been renting to own needs to be paid in full at this time or the \$104,000 of equity will be lost.

Councilmember Jochum made a motion to pay Milton Cat \$84,525.09 in order to take ownership of the loader. The motion was seconded by Councilmember Marks and unanimously carried. Roberts next submitted a proposal from Verizon for GPS units and subscription for Highway Department vehicles and mowers. The total cost being \$5,995 per year with many benefits. **A motion was made by Councilmember Jochum to approve the purchase of 25 vehicle and 2 mower units with tracking subscriptions for \$5,995 per year. The motion was seconded by Councilmember Marks and unanimously carried.** Lastly, Roberts reported the need for a truck lift. He will submit a proposal for that at the next meeting.

Mary Kennedy, Town Clerk – reported that her office has received \$2,197,375.62 in tax payments so far. She also shared a handwritten note from a Village resident expressing dissatisfaction in road maintenance.

Irene Graven, Town Attorney – no report

Supervisor Castellucci – reported that he still needs the Board members to submit their Ethics Committee appointments. Next, he stated preliminary work is being done on the former VanPatten property for a new entrance into Campville Commons Park. The Supervisor then reported that the Federal Stimulus money now has no restrictions to how/where it can be used. Next, he stated that the Town Clerk and Planning & Zoning Administrator’s monthly reports are on file in his office. Lastly, he reported that he will miss the following Board meetings: March 1st, May 3rd, and October 18th.

F. Privilege of the Floor- none

G. Presentation of Petitions, Communications, Notices and Transfers – none

H. Abstracts-

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

A0 - General Fund	256,962.70
B0 - General Fund-Town Outside	39,481.74
DB - Highway-Town Outside	280,274.58
F0 - Water Districts	49,793.50
FA - Route 38 Water	994.10
G0- Sewer Districts	52,655.39
GA – Route 38 Sewer	834.31
HN – NY Rising-Shared Services Building	317,152.22

L1 – Lighting District 1	0.00
L2 - Lighting District 2	186.44
L3 – Lighting District 3	75.50
L4 - Lighting District 4B	50.75
L5 – Lighting District 5	49.22
L6 - Lighting District 6	216.38
L7 - Lighting District 7	49.55
L8 - Lighting District 8	38.08
L9 - Lighting District #9	14.03
LA – Lighting District 4A	16.95
LX - Lighting District 10	21.06
	<u>21.06</u>
	\$998,866.50

I. Unfinished Business – none

J. Reports of Standing Committees –

Councilmember Morgan – no report

Councilmember Marks– asked a few questions about the temporary ice rink to be installed at Hickories Park. Supervisor Castellucci then stated that he, Attorney Graven and Scott Vasisko, Parks Maintenance Supervisor, need to meet in order to discuss rules and regulations for the rink.

Councilmember Jochum – no report

K. Presentation of Resolutions, Motions and New Business –

1. Appoint Assistant Assessor

Councilmember Morgan made a motion to adopt the following resolution appointing Richard Pedro as an Assistant Assessor. The motion was seconded by Councilmember Marks and unanimously carried.

WHEREAS the approved 2022 budget for the Town of Owego has budgeted for and includes an Assessor position; and

WHEREAS Richard Pedro is willing and able to take this position, as an appointed provisional Assessor for a six month training period effective January 31, 2022, at an annual salary of \$53,005.00;

NOW, THEREFORE, BE IT

RESOLVED Richard Pedro is hereby appointed to the provisional Assessor position effective January 31, 2022 at an annual salary of \$45,000.00 for a six month training period and, if appropriately qualified, will be appointed Assessor at an annual salary of \$53,005.00.

Cheri Grenier, Sole Assessor, then reported that Rick Pedro is working through

his training, and some courses require payment. **Councilmember Morgan made a motion to approve necessary training and testing with all reasonable expenses paid. The motion was seconded by Councilmember Jochum and unanimously carried.**

2. CEDAR Program approval – Carrigg

Joann Lindstrom, Planning & Zoning Administrator, reviewed that Bill Carrigg, Code Enforcement Officer, is interested in joining the Code Enforcement Disaster Assistance Response (CEDAR) Program in which he would provide Rapid Evaluation Safety Assessments of damaged structures in areas that have experienced a disaster. The Town would only need to provide a town car and gas. **A motion was made by Councilmember Morgan to authorize Bill Carrigg to train for, and participate in the CEDAR Program. The motion was seconded by Councilmember Jochum and unanimously carried.**

3. Salary Resolution amendment

Supervisor Castellucci explained that a couple employees were inadvertently left of the list adopted at the Organization Meeting. **Councilmember Jochum made a motion to approve the amended Salary Resolution for 2022. The motion was seconded by Councilmember Marks and unanimously carried.**

WHEREAS, Town employees are paid every two weeks on Thursday, the second payday in 2022 being January 20, 2021, and those persons on the Executive Payroll will be paid for services rendered through the preceding Sunday, and

WHEREAS, those persons on the Executive Payroll will be paid the second payday in 2022 being January 20, 2022, for services rendered from January 3, 2022 through January 16, 2022 which represents ten working days paid at the 2022 salary, and

WHEREAS, the paychecks issued thereafter during 2022 will cover two full weeks or ten days and will represent 10/261 of the employees’ salary, there being 260 working days and 12 holidays in 2022, now therefore be it

RESOLVED, that annual salaries and hourly wages of the following Town officers and employees be paid from Trust & Agency Fund which serves as a payroll account, with monies transferred to such Fund from appropriations of General Fund, Town Wide at the rate stated above, while such persons are employed by the Town of Owego:

Craig Jochum	Councilman	8240.00/yr
Dean Morgan	Councilman	8240.00/yr
Jonathan Marks	Councilman	8240.00/yr
_____	Councilman	8240.00/yr
Patrick Hogan	Town Justice	26545.00/yr
John Schumacher	Town Justice	26545.00/yr
Donald Castellucci, Jr.	Supervisor	38300.00/yr
Donald Castellucci, Jr.	Budget Officer	11000.00/yr
Dean Morgan	Dep. Supervisor	1000.00/yr
Cheri Grenier	Assessor	53005.00/yr

Mary Kennedy	Town Clerk	50790.00/yr
Mary Kennedy	Tax Receiver	12557.00/yr
Mike Roberts	Hwy. Superintendent	73148.00/yr
Irene Graven	Town Attorney	65024.00/yr
Kyle Fleming	Dog Control Off.	17.48/hr
Jeffrey Roark	P/T Dog Control Off.	
Angela Woodruff	P/T Dog Control Off.	
	On-Call Weekday	12.00/day
	On-Call Weekend/Holiday	22.00/day
	Call-Out Up to 2 hrs	22.00/each
	Kennel Call Up to 2 hrs	15.00/each
	Office	11.58/hr
Cheryl Adams	Clerk to the Judge	19.99/hr
Breanna Spires	Clerk to the Judge	17.43/hr
Connie Goodison	Secretary to the Supervisor	18.96/hr
JulAnn Howrilka	Assessment Clerk	18.39/hr
Richard Pedro	P/T Assessor Clerk	12.82/hr
Laura Burt	Dep. Town Clerk/Receiver	17.80/hr
Melinda Gardner	P/T Clerk	13.44/hr
Jill VanHousen	P/T Typist	17.87/hr
Kelly Olmstead	Account/Clerk Typist	19.44/hr

And be it further

RESOLVED, that annual salaries and hourly wages of the following Town officers and employees be paid from Trust & Agency Fund which serves as a payroll account, with monies transferred to such Fund from appropriations of General Fund, Town Outside at the rate stated above, while such persons are employed by the Town of Owego:

Mary Kennedy	Registrar	847.00/yr
Laura Burt	Assistant Registrar	470.00/yr
Scott Vasisko	Park Maintenance Sup'r.	58733.00/yr
Joann Lindstrom	Planning/Zoning Adm.	60936.00/yr
Philip Baker	Park Maint. Assistant	17.43/hr
Glenn Ellis	Parks Dept. Laborer	13.33/hr
Bryan Winters	Parks Dept. Laborer	12.81/hr
Renea Kiefer	School Guard Captain	300.00/yr
	School Guards	12.04/hr
Teddi Card	Office Specialist II	15.38/hr
Teddi Card	Zoning Board of Appeals Sec	50.00/mtg
Teddi Card	Planning Board Secretary	50.00/mtg
Michael Katchmir	P/T Ass't Code Enforc. Off.	20.88/hr
Ronald Schmidt	P/T Laborer	24.13/hr

William Carrigg	Code Enforcement Officer	22.55/hr
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AND BE IT FURTHER

RESOLVED, that annual salaries and hourly rates of the following Town Employees be paid from Trust & Agency Fund, which serves as a payroll account, with monies transferred to such Fund from appropriations of various Sewer & Water Districts at the rate stated above while such persons are employed by the Town of Owego:

Robert Fenner	Laborer	18.29/hr
Melissa Root	Accounting Assoc II	15.73/hr
Devin Hines	Chief Wastewater Tr. Pl. Op.	27.60/hr
Fritz Rudin	Heavy Equipment Op. II	20.11/hr
Christopher Cabisca	Wastewater Tr. Pl. Op.	20.50/hr
Joseph Schneider	Heavy Equipment Op. I	24.41/hr
Matt Shofkom	Chief Water Treatment Pl. Op.	27.27/hr
Tyson Stiles	Director of Utilities	86151.00/yr
Rodney Valentine	Water/Sewer Systems Supv.	28.34/hr
Kurt Weed	Laborer	18.02/hr

AND BE IT FURTHER

RESOLVED, that annual salaries and hourly rates of the following Town Employees be paid from Trust & Agency Fund, which serves as a payroll account, with monies transferred to such Fund from appropriations of Highway Funds at the rate stated above while such persons are employed by the Town of Owego:

Schyler Alexander	Mechanic	23.44/hr
Tyler Boland	Motor Equipment Op. II	17.94/hr
Michael Campbell	Motor Equipment Op. II	19.16/hr
David Denton, Jr.	Heavy Equipment Op. III	22.23/hr
Thomas Ferguson	Motor Equipment Op. II	17.94/hr
Eric Frederick	Heavy Equipment Op. I	20.66/hr
Dale Hamm	Heavy Equipment Op. I	20.66/hr
Brian Harders	Working Supervisor	24.61/hr
Maurice Henning	Motor Equipment Op. II	17.94/hr
Henry Hines	Deputy Highway Superint.	56000.00/yr
Michael Howard	Motor Equipment Op. II	17.94/hr
Ryan Kline	Motor Equipment Op. I	20.66/hr
Ryan Miller	Heavy Equipment Op. II	21.44/hr
Charles Olmstead	Heavy Equipment Op. II	21.44/hr
William Perry	Heavy Equipment Op. I	20.66/hr
Fritz T. Rudin	Motor Equipment Op. I	16.23/hr
Clifford Shaylor	Motor Equipment Op. I	16.23/hr
Todd VanRiper	Motor Equipment Op. II	17.94/hr

Tim Valentine	Heavy Equipment Op. III	22.23/hr
Roger Walburn	Motor Equipment Op. II	17.94/hr
Shawn Weaver	Heavy Equipment Op I	20.66/hr

AND BE IT FURTHER

RESOLVED, that members of the Planning Board each be paid an annual salary of \$1000.00 to be paid semi-annually and the chairman an annual salary of \$1200.00 to be paid semi-annually and members of the Zoning Board be paid an annual salary of \$800.00 each to be paid semi-annually and the chairman an annual salary of \$1000.00 to be paid semi-annually from General Fund-Town Outside:

Planning Board

Robert Rieg, Chairman
 Lisa Baileys
 Lynne Esquivel
 Leah Hammond
 David Marsh
 James Tofte
 Craig Wademan

Zoning Board

Gary Phelps, Chairman
 Janet Brown
 David Kresge
 Jack Legg
 Daniel Myers

4. New Position duty statement – Mechanic’s helper

Councilmember Jochum made a motion to approve the new position duty statement for a Mechanic’s helper. The motion was seconded by Councilmember Marks and unanimously carried. The statement will appear at the end of these minutes.

5. Hickories Park event request – Tioga Opportunities

Scott Vasisko, Parks Maintenance Supervisor, reviewed the request and recommended approval if insurance requirements are met. **A motion was made by Councilmember Morgan to approve a fundraising event for Tioga Opportunities on September 10, 2022 contingent on proper insurance and Town Attorney approval. The motion was seconded by Councilmember Marks and unanimously carried.**

L. Second Privilege of the floor – none

M. Executive Session - none

N. Adjournment -

Motion by Councilmember Morgan, the meeting was adjourned at 7:14 PM.

Respectfully submitted,

Mary Kennedy, Town Clerk

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RECEIVED
JAN 05 2022
Tioga County Personnel Office
Owego, NY

TIOGA COUNTY DEPARTMENT OF CIVIL SERVICE

NEW POSITION DUTIES STATEMENT

Civil Service Law: Section 22: Certification for a new position. Before any new positions in the service of a civil division shall be created, the proposal, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position. Any such new position shall be created only with the title approved and certified by the civil service department.

Department head or other authority requesting the creation of a new position - prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit. Return completed original to this department.

1. DEPARTMENT	BUREAU, DIVISION, UNIT, SECTION	LOCATION OF POSITION
Highway Department		Town of Owego

2. DESCRIPTION OF DUTIES: Describe the work, in sufficient detail, to give a clear work picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

PERCENT OF WORK TIME	MECHANIC'S HELPER
	<p>This position requires manual work of a routine nature requiring efficient performance of simple repetitive automotive repair and maintenance tasks. Work is performed under direct supervision. Does related work as required.</p> <p><u>Typical Work Activities</u> including but not limited to:</p> <ul style="list-style-type: none"> • Assists mechanic in performing automotive repairs; • Repairs and rotates tires; • Changes oil in crank case; • Greases automotive equipment; • Makes minor repairs to interior & exterior of equipment/vehicle as directed; • Cleans and washes inside and outside of equipment/vehicle; • Makes minor electrical repairs; • Cleans interior of garage • Gathers and disposes of refuse. <p>Other general automotive repair or maintenance tasks as directed</p>

(Attach additional sheets if more space is needed)

K4

MECHANIC HELPER

Department: Tioga County School Districts, Municipalities
Classification: Non-Competitive
Salary: To Be Determined
Adopted: 9/01; 01/20, 01/22 Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This is manual work of a routine nature requiring efficient performance of simple repetitive automotive repair, operation and maintenance tasks. Work is performed under direct supervision. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Assists mechanic in performing automotive repairs;
- Repairs and rotates tires;
- Changes oil in crank case;
- Greases automotive equipment;
- Makes minor repairs to interior & exterior of automotive and related equipment as directed;
- Operates automotive and related equipment in connection with repair work;
- Cleans and washes inside and outside of automotive and related equipment;
- Makes minor electrical repairs;
- Cleans interior of automotive garage;
- Gathers and disposes of refuse.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS: Basic knowledge of automotive repair methods and tools; ability to perform routine maintenance tasks; good hand and eye coordination; manual dexterity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Six months full-time experience or its part-time equivalent in the repair of automotive equipment and possession of a valid motor vehicle operator's license. License must be valid throughout employment.

- Supervisor
- Board
- Attorney
- Planning & Zoning
- Assessor
- Sewer & Water
- Highway
- ACO
- Parks
- Clerk

Ag 1/18

3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)

<u>NAME</u>	<u>TITLE</u>	<u>TYPE OF SUPERVISION</u>
Michael Roberts _____	Highway Superintendent _____	General, Direct, Administrative
Schyler Alexander _____	Mechanic _____	Direct

4. Names and Titles of Persons Supervised by Employee in this position

<u>NAME</u>	<u>TITLE</u>	<u>TYPE OF SUPERVISION</u>
_____	_____	_____
_____	_____	_____

5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position.

<u>NAME</u>	<u>TITLE</u>	<u>TYPE OF SUPERVISION</u>
_____	_____	_____
_____	_____	_____

6. What minimum qualifications do you think should be required for this position?

Education: High School/GED 12 ___ years

College _____ years, with specialization in _____

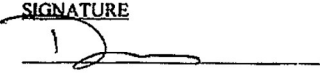
Other _____ years, with specialization in _____

Experience: (list amount and type)
MINIMUM QUALIFICATIONS: Six months full-time experience or its part-time equivalent in the repair of Automotive equipment.

Essential knowledge, skills, and abilities:
Basic knowledge of automotive repair methods and tools; ability to perform routine maintenance tasks; good hand and eye coordination; manual dexterity; physical condition commensurate with the demands of the position.

Type of license or certificate required: N/A

7. The above statements are accurate and complete.

<u>DATE</u>	<u>TITLE</u>	<u>SIGNATURE</u>
01/05/2022	Town Supervisor	

CERTIFICATE OF PERSONNEL OFFICER

8. In accordance with provisions of Civil Service Law, Section 22, the Tioga County Personnel Officer certifies that the appropriate civil service title for the position described is:

Mechanic Helper (Non-Competitive)

<u>DATE</u>	<u>SIGNATURE</u>
<i>1/11/22</i>	<i>Bethany Prouse</i>

ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY

9. Creation of described position.

<u>DATE</u>	<u>SIGNATURE</u>
_____	_____