

January 3, 2023
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 and led all in the Pledge of Allegiance after the Clerk called the roll.

Present: Supervisor Donald Castellucci, Jr.
Council: Dean Morgan, Craig Jochum, Jonathan Marks and Gary Hellmers
Absent: None

Department Heads

Present: Rick Pedro, Sole Assessor
Irene Graven, Attorney
Joann Lindstrom, Planning & Zoning Administrator
Peter Gordon, Town Historian
Hank Hines, Deputy Highway Superintendent
Mary Kennedy, Town Clerk and Tax Receiver

Absent: Scott Vasisko, Parks Maintenance Supervisor
Tyson Stiles, Director of Utilities
Michael Roberts, Highway Superintendent

B. Minutes of the previous meetings -

The minutes of the December 20, 2022 regular meeting will stand as presented.

C. Consideration of bids - none

D. Public Hearings – none

E. Reports of Department Heads –

Rick Pedro, Sole Assessor – no report

Joann Lindstrom, Planning & Zoning Administrator – reported that her new employee started today. She also stated that the Zoning Board will meet later this week.

Peter Gordon, Town Historian – no report

Hank Hines, Deputy Highway Superintendent – reported a problem/pothole on Dutchtown Road that should be fixed soon.

Irene Graven, Town Attorney – no report

Mary Kennedy, Town Clerk – reported that the tax bills were delivered to the Apalachin Post Office on the 30th of December. She also stated that her new Part-time employee is doing very well.

F. Privilege of the floor - none

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

1. Appropriation transfers

Supervisor Castellucci explained that these are the end-of-ear transfers that will be applied to 2022. **Gary Hellmers made a motion to approve the transfers as submitted. The motion was seconded by Councilmember Jochum and unanimously carried.** The transfers are attached to end of these minutes.

H. Abstracts -

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

| | |
|---|---------------------|
| A0 - General Fund | 91,506.14 |
| B0 - General Fund-Town Outside | 9,750.88 |
| DB - Highway-Town Outside | 79,831.04 |
| F0 - Water Districts | 27,870.40 |
| FA - Route 38 Water | 2,716.69 |
| G0- Sewer Districts | 23,889.62 |
| GA – Route 38 Sewer | 18,742.94 |
| HN – NY Rising-Shared Services Building | <u>45,731.72</u> |
| | \$300,039.43 |

I. Unfinished Business – none

J. Reports of Standing Committees

Councilmember Marks – reported that the Utilities Department is doing a lot of water main repairs.

Councilmember Jochum – no report

Councilmember Hellmers – no report

Councilmember Morgan – reported a need for Attorney/Client privilege after the meeting.

K. Presentation of Resolutions, Motions and New Business

****The Board decided to act on Agenda item K23at this time.****

23. Sign Employee Association contract –

A motion was made by Councilmember Jochum to authorize the Supervisor to sign the Employee Association contract. The motion was seconded by Councilmember Hellmers and unanimously carried. The Supervisor then stated that the Teamsters have not agreed to their contract at this time. As a result, Highway employees that are not in the Teamsters Union will get the regular Town employees raise of 5%. Those who are in the union will have one month to come to an agreement or the Town will implement the medical insurance clause of their contract.

1. Salary Resolution – **Councilmember Jochum made a motion to adopt the 2023 Salary Resolution. The motion was seconded by Councilmember Hellmers and unanimously carried.**

WHEREAS, Town employees are paid every two weeks on Thursday, the first payday in 2023 being January 5, 2023, 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 first payday in 2023 being January 6, 2023, for services rendered from December 20, 2022 through January 2, 2023 which represents ten working days, eight days being paid at the 2023 salary, two days being paid at the 2022 salary, and

WHEREAS, the paychecks issued thereafter during 2023 will cover two full weeks or ten days and will represent 10/260 of the employees’ salary, there being 250 working days and 12 holidays in 2023, 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 | 8,240.00/yr |
| Dean Morgan | Councilman | 8,240.00/yr |
| Jonathan Marks | Councilman | 8,240.00/yr |
| Gary Hellmers | Councilman | 8,240.00/yr |
| Patrick Hogan | Town Justice | 27,872.00/yr |
| Donald Castellucci, Jr. | Supervisor | 40,215.00/yr |
| Donald Castellucci, Jr. | Budget Officer | 11,550.00/yr |
| Dean Morgan | Dep. Supervisor | 1000.00/yr |
| Mary Kennedy | Town Clerk | 53,329.00/yr |
| Mary Kennedy | Tax Receiver | 13,185.00/yr |
| Mike Roberts | Hwy. Superintendent | 76,805.00/yr |
| Irene Graven | Town Attorney | 68,275.00/yr |
| Kyle Fleming | Dog Control Off. | 18.62/hr |
| Angela Woodruff | P/T Dog Control Off. | |
| Anna Llewellyn | P/T Dog Control Off. | |
| | On-Call Weekday | 12.00/day |
| | On-Call Weekend/Holiday | 22.00/day |
| | Call-Out Up to 2 hrs | 20.00/each |
| | Kennel Call Up to 2 hrs | 15.00/each |
| Cally Fusillo | PT Assessors Office | 14.12 /hr |
| Cheryl Adams | Clerk to the Judge | 21.25/hr |
| Breanna Spires | Clerk to the Judge | 18.56/hr |
| Connie Goodison | Secretary to the Supervisor | 20.17/hr |
| JulAnn Howrilka | Assessment Clerk | 19.57/hr |

| | | |
|-----------------|--------------------------|--------------|
| Richard Pedro | Assessor | 55,655.00/yr |
| Laura Burt | Dep. Town Clerk/Receiver | 18.95/hr |
| Melinda Gardner | P/T Clerk | 14.37/hr |
| Deb Standinger | P/T Typist | 19.03/hr |
| Kelly Olmstead | Account/Clerk Typist | 20.67/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 | 889.00/yr |
| Laura Burt | Assistant Registrar | 494.00/yr |
| Scott Vasisko | Park Maintenance Sup'r. | 61,669.00/yr |
| Joann Lindstrom | Planning/Zoning Adm. | 63,982.00/yr |
| Philip Baker | Park Maint. Assistant | 19.88/hr |
| Glenn Ellis | Laborer | 15.75/hr |

| | | |
|------------------|-----------------------------|-----------|
| Renea Kiefer | School Guard Captain | 300.00/yr |
| | School Guards | 13.50/hr |
| Brenda Burrell | Office Specialist II_ | 16.50/hr |
| Brenda Burrell | Zoning Board of Appeals Sec | 50.00/mtg |
| Brenda Burrell | Planning Board Secretary | 50.00/mtg |
| Michael Katchmir | P/T Ass't Code Enforc. Off. | 21.92/hr |
| Ronald Schmidt | On Call Maintenance Laborer | 25.60/hr |
| William Carrigg | Code Enforcement Officer | 25.00/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 various Sewer & Water Districts at the rate stated above while such persons are employed by the Town of Owego:

| | | |
|-----------------|------------------------|----------|
| Keegan, Bulgar | Motor Equipment Op. I | 17.33/hr |
| Robert Fenner | Laborer | 19.47/hr |
| Maurice Henning | Motor Equipment Op. II | 19.10/hr |

| | | |
|------------------|-----------------------------------|--------------|
| Anthony, Mancini | Wastewater Treat Plant Op Trainee | 22.50/hr |
| Melissa Root | Accounting Assoc II | 16.78/hr |
| Fritz Rudin | Wastewater Mait. Supervisor | 27.83/hr |
| Joseph Schneider | Heavy Equipment Op.I | 25.89/hr |
| Matt Shofkom | Chief Water Treatment Pl. Op. | 28.90/hr |
| Tyson Stiles | Director of Utilities | 90,458.00/yr |
| Kurt, Weed | Laborer | 19.18/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:

| | | |
|-------------------|-----------------------------|--------------|
| Tyler Boland | Heavy Equipment Op. I | 19.10/hr |
| Michael Campbell | Motor Equipment Op. II | 20.38/hr |
| David Denton, Jr. | Heavy Equipment Op. III | 23.60/hr |
| Mark, Decker | Heavy Equipment Op. I | 20.91/hr |
| Riker, Difenbaugh | Motor Equipment Op. I | 17.30/hr |
| Thomas Ferguson | Motor Equipment Op. II | 19.10/hr |
| Eric Frederick | Heavy Equipment Op. III | 23.60/hr |
| Dale Hamm | Heavy Equipment Op. I | 21.96/hr |
| Brian Harders | Working Supervisor | 26.10/hr |
| Henry Hines | Deputy Highway Superint. | 58,000.00/yr |
| Ryan Miller | Heavy Equipment Op. I | 22.77/hr |
| Charles Olmstead | Heavy Equipment Op. II | 22.77/hr |
| William Perry | Heavy Equipment Op. I | 21.96/hr |
| Clifford Shaylor | Motor Equipment Op. I | 17.30/hr |
| Nathan, Sorber | Mechanic Working Supervisor | 23.69/hr |
| Garret, Stocks | Motor Equipment Op. I | 17.30/hr |
| Jeffery, Trafzer | Mechanic | 24.87/hr |
| Todd VanRiper | Motor Equipment Op. II | 19.10/hr |
| Tim Valentine | Heavy Equipment Op. III | 23.60/hr |
| Roger Walburn | Heavy Equipment Op. I | 19.10/hr |
| Shawn Weaver | Heavy Equipment Op II | 21.96/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

2. Appointments:

- ~ Multiple Residence Inspector – **Councilmember Jochum made a motion to appoint Michael Katchmir as the Town’s Multiple Residence Inspector. The motion was seconded by Councilmember Morgan and unanimously carried.**
- ~ Public Accountants - Supervisor Castellucci stated that the Town has published a request for quotes for this position. **A motion was made by Councilmember Jochum to table the appointment of the Town’s Public Accountants. The motion was seconded by Councilmember Marks and unanimously carried.**
- ~ Deputy Highway Superintendent – Michael Roberts, Highway Superintendent, is appointing Henry Hines as his Deputy.
- ~ Registrar of Vital Statistics – **Councilmember Morgan made a motion to appoint Mary Kennedy as the Town’s Registrar of Vital Statistics. The motion was seconded by Councilmember Marks and unanimously carried.**
- ~ Deputy Registrar and Sub Registrars of Vital Statistics – Mary Kennedy appointed Laura Burt as Deputy Registrar, and Melinda Gardner as sub registrar.
- ~ Deputy Receivers of Taxes and Assessments – Mary Kennedy appointed Laura Burt, Melinda Gardner 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, Melinda Gardner as a Part Time Clerk, and Cheri Grenier as a Substitute Clerk.
- ~ Deputy Town Supervisor - Supervisor Castellucci appointed Councilmember Morgan as the Town’s Deputy Supervisor.
- ~ Historian – **A motion was made by Councilmember Jochum to appoint Peter Gordon as the Town Historian. The motion was seconded by Councilmember Marks and unanimously carried.**

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

Councilmember Morgan made a motion to adopt the following resolution regarding policies/procedures. The motion was seconded by Councilmember Marks 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. Appoint Standing Committees

Supervisor Castellucci appointed the Council 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

5. Appoint Special Committees

Supervisor Castellucci reviewed the following Special Committees for 2023:

Buildings:

Bill Carrigg, Chairman, Scott Vasisko, Vice Chairman with Rick Pedro, Craig Jochum, and Gary Hellmers

Safety:

Jonathan Marks, Chairman, Bill Carrigg, Vice Chairman with Scott Vasisko, Dean Morgan and Craig Jochum

Computer:

Connie Goodison, Chairman, Joann Lindstrom, Vice Chairman with Mary Kennedy, Irene Graven, Patrick Hogan, Scott Vasisko, and Tyson Stiles

Loss Control:

Gary Hellmers, Chairman, Bill Carrigg, Vice Chairman with Tyson Stiles, Scott Vasisko, and Joann Lindstrom

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 accept the Special Committees listed above. The motion was seconded by Councilmember Marks and unanimously carried.

6. Authorize Mileage Reimbursements Rate

Councilmember Jochum made a motion to set the mileage reimbursement at 65.5 cents per mile for the Supervisor and Town Board and 31 cents for other Town Officials and Employees (when using a personal vehicle). The motion was seconded by Councilmember Marks and unanimously carried.

7. Appoint Representative to Tioga County Council of Governments

A motion was made by Councilmember Jochum to appoint Councilmember Morgan as the representatives to the Tioga County Council of Governments with Supervisor Castellucci as an alternate. However, Supervisor Castellucci stated that anyone may attend if the agenda interests them.

8. Hickories Park Camping Fees, Pavilion and Bandshell Rental

A motion was made by Councilmember Jochum to table the decision on the Hickories Park fees. The motion was seconded by Councilmember Marks and unanimously carried.

9. Appointments to Ethics Committee

Councilmember Morgan made a motion to table these appointments. The motion was seconded by Councilmember Marks and unanimously carried.

10. 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 except for the following changes: February 21st will move to February 23rd, and November 6th will move to November 8th. The motion was seconded by Councilmember Hellmers and unanimously carried.

11. 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 Joann Lindstrom as the alternate. The motion was seconded by Councilmember Jochum and unanimously carried.

12. Set 2021 Per Diem Rate

A motion was made by Councilmember Marks to set the Per Diem Rate at \$79/day. The motion was seconded by Councilman Jochum and unanimously carried.

13. Emergency Official Media

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

14. Adopt Standard Workday Resolution for employees

Councilmember Marks made a motion to adopt the Standard Workday Resolution for 2023. The motion was seconded by Councilmember Jochum and unanimously carried. The resolution will appear at the end of these minutes.

15. Renewal Membership in New York Upstate Association

Councilmember Hellmers made a motion to renew the Town's membership to the NY Upstate Association. The motion was seconded by Councilmember Jochum and carried on 4 yes votes and 1 no (Councilman Morgan).

16. Proclamation - Grenier

Supervisor Castellucci reviewed the proclamation honoring Cheri Grenier for her service to the Town. **A motion was made by Councilmember Morgan to adopt the following proclamation honoring Cheri Grenier. The motion was seconded by Councilmember Jochum and unanimously carried.**

WHEREAS, Cheri A. Grenier was appointed to fill a vacant position on the Town Board, which expired on December 31, 2022, and

WHEREAS, the Town of Owego staff and Cheri's coworkers, as well as all of the Town of Owego residents have greatly benefited from her knowledge, experience, integrity and helpful assistance to all; and

WHEREAS the Town Board would like to thank Cheri for her committed and conscientious service to the Town of Owego;

NOW, THEREFORE, be it

RESOLVED that the Owego Town Board, on behalf of the Town of Owego and all its residents, does hereby extend its sincere and grateful appreciation for the dedicated service Cheri Grenier has provided to the Town of Owego, and offer its congratulations on her well-earned retirement as well as best wishes for her continued success, happiness and good health in the years to come.

17. Planning & Zoning 2023 Fee Schedule

Councilmember Morgan made a motion to adopt the Planning & Zoning Fee Schedule. The motion was seconded by Councilmember Marks and unanimously carried. The fee schedule will be on file in the Planning & Zoning Office.

18. Appoint Planning Board Member

A motion was made by councilmember Morgan to table the appointment of a new Planning Board member. The motion was seconded by Councilmember Marks and unanimously carried.

19. Dump Trailer proposal – Highway

Councilmember Marks made a motion to table a decision on the Hotbox Dump Trailer. The motion was seconded by Supervisor Castellucci and unanimously carried.

20. Authorize Supervisor to sign Liability & Vehicle Insurance contract policy

The Supervisor reviewed the policy. **A motion was made by Councilmember Jochum to allow the Supervisor to sign the insurance premium policy. The motion was seconded by Councilmember Morgan and unanimously carried.**

21. 2023 Budget Amendment

Supervisor Castellucci explained the bookkeepers had a formula error when creating the 2023 Budget. He also stated that the error did not change any of the final numbers, just some lines were left off the final printing. **Councilmember Jochum made a motion to adjust the 2023 Budget as follows:**

A0.000.5999 increase by \$33,300 for a total of \$456,746

A0.1621.4200 increase by \$27,000

A0.1621.4220 increase by \$ 3,375

A0.1621.4230 increase by \$ 2,925

The motion was seconded by Councilmember Marks and unanimously carried.

22. Sign Teamsters Contract

Supervisor Castellucci stated that the contract is ready but the union needs to sign it first. **A motion was made by Councilmember Marks to table the signing of the Teamsters Contract. The motion was seconded by Councilmember Hellmers and unanimously carried.**

23. Sign Employee Association contract

This was acted on earlier in the meeting.

24. Employee resolution amendment – Highway

The Supervisor stated that the wrong amount was inadvertently used when determining the wage for Jeffery Trafzer's raise that was approved at the first meeting in December. **Councilmember Morgan made a motion to approve the following resolution amending Jeffery Trafzer's wage rate. The motion was seconded by Councilmember Jochum and unanimously carried.**

WHEREAS, the approved 2022 budget for the Town of Owego Highway Department has budgeted for and includes a mechanic position which is currently vacant; and

WHEREAS, Jeffery Trafzer, currently in a mechanic helper position, is available and willing to be promoted to the mechanic position retroactive to December 5, 2022;

NOW, THEREFORE, BE IT

RESOLVED, that Jeffery Trafzer is promoted to the position of mechanic, retroactive to December 5, 2022, at an hourly wage of \$23.69 per hour and a promotional probationary period of 52 weeks.

25. Create Mechanic's Supervisor position – Highway

A motion was made by Councilmember Jochum to create a Mechanic's Working Supervisor position. The motion was seconded by Councilmember Hellmers and unanimously carried. The position is based on the same position at the County level.

26. Appoint Mechanic's Supervisor – Highway

Councilmember Morgan made a motion to table the appointment of the Mechanic's Working Supervisor. The motion was seconded by Councilmember Marks and unanimously carried.

L. Second Privilege of the floor

Keenan Miller, REAP, spoke a little about what he does as the Town of Owego's Representative to REAP (Rural Economic Area Partnership).

M. Executive Session - none

N. Adjournment

Councilman Morgan moved to adjourn the meeting at 7:28 p.m.

Respectfully submitted,

Mary Kennedy, Town Clerk

End of Year Transfers

Account Number Account Description Budget Actual (Over)Under

Variance FROM Reduce To Increase Revised Budget

A0.1010.4210 TOWN BOARD - TELEPHONE \$950.00 \$1,968.46 **(\$1,018.46)** \$1,019.00 \$1,969.00
 A0.1340.4100 BUDGET OFFICER - MATERIAL AND SUPPLIES \$0.00 \$65.75 **(\$65.75)** \$66.00 \$66.00
 A0.1355.1000 ASSESSOR - PERSONAL SERVICES \$121,540.00 \$109,971.19 \$11,568.81 **(\$2,238.00)** \$119,302.00
 A0.1355.2000 ASSESSOR - EQUIPMENT \$5,300.00 \$5,499.99 **(\$199.99)** \$200.00 \$5,500.00
 A0.1355.4100 ASSESSOR - MATERIAL AND SUPPLIES \$400.00 \$1,228.89 **(\$828.89)** \$829.00 \$1,229.00
 A0.1355.4143 ASSESSOR - SCHOOL/DUES/TRAVEL \$1,200.00 \$2,408.24 **(\$1,208.24)** \$1,209.00 \$2,409.00
 A0.1410.4100 TOWN CLERK - MATERIAL AND SUPPLIES \$2,000.00 \$237.41 \$1,762.59 **(\$1,301.00)** \$699.00
 A0.1410.4115 TOWN CLERK - MAINTENANCE AGREEMENT \$2,500.00 \$5,532.69 **(\$3,032.69)** \$3,033.00 \$5,533.00
 A0.1410.4143 TOWN CLERK - SCHOOL/DUES/TRAVEL \$3,500.00 \$210.00 \$3,290.00 **(\$3,033.00)** \$467.00
 A0.1410.4410 TOWN CLERK - CONTRACTS FOR SERVICES \$250.00 \$1,550.22 **(\$1,300.22)** \$1,301.00 \$1,551.00
 A0.1620.1000 BUILDINGS - PERSONAL SERVICES \$45,840.00 \$67,599.96 **(\$21,759.96)** \$21,760.00 \$67,600.00
 A0.1621.4100 Shared Serv Bld - Material & Sup \$0.00 \$398.07 **(\$398.07)** \$399.00 \$399.00
 A0.1621.4200 Shared Serv Bld - Electric \$0.00 \$7,381.29 **(\$7,381.29)** \$7,382.00 \$7,382.00
 A0.1621.4220 Shared Serv Bld - Water \$0.00 \$210.25 **(\$210.25)** \$211.00 \$211.00
 A0.1621.4230 Shared Serv Bld - Sewer \$0.00 \$228.22 **(\$228.22)** \$229.00 \$229.00
 A0.1621.4410 Shared Serv Bld - Contracts for Serv \$0.00 \$16,389.05 **(\$16,389.05)** \$16,390.00 \$16,390.00
 A0.1630.4101 CENTRAL POSTAGE - CONTRACTUAL EXPENSE \$13,750.00 \$23,061.62 **(\$9,311.62)** \$9,312.00 \$23,062.00
 A0.1670.4410 CENTRAL PRINTING - CONTRACTS FOR SERVICES \$0.00 \$5,557.50 **(\$5,557.50)** \$5,558.00 \$5,558.00
 A0.1690.4410 CENTRAL CODIFICATION - CONTRACTS FOR SERVICES \$2,200.00 \$3,939.09 **(\$1,739.09)** \$1,740.00
 \$3,940.00
 A0.1910.4101 UNALLOCATED INSURANCE - CONTRACTUAL EXPENSE \$28,160.00 \$43,033.99 **(\$14,873.99)** \$14,874.00
 \$43,034.00
 A0.1950.4000 Taxes & Assess On Munic Prop, Contr Exp \$0.00 \$4,673.68 **(\$4,673.68)** \$4,674.00 \$4,674.00
 A0.1990.4101 CONTINGENT - CONTRACTUAL EXPENSE \$55,000.00 \$0.00 \$55,000.00 **(\$55,000.00)** \$0.00
 A0.3000.4922 PUBLIC SAFETY - COURT SECURITY \$16,340.00 \$192.00 \$16,148.00 **(\$5,860.00)** \$10,480.00
 A0.3310.4116 TRAFFIC CONTROL - TRAFFIC SIGNAL MAINTENANCE \$550.00 \$1,700.21 **(\$1,150.21)** \$1,151.00 \$1,701.00
 A0.3510.1000 DOG CONTROL - PERSONAL SERVICES \$42,000.00 \$43,054.60 **(\$1,054.60)** \$155.00 \$42,155.00
 A0.3510.2000 DOG CONTROL - EQUIPMENT \$30,000.00 \$0.00 \$30,000.00 **(\$30,000.00)** \$0.00
 A0.3510.4100 DOG CONTROL - MATERIAL AND SUPPLIES \$1,500.00 \$1,535.93 **(\$35.93)** \$36.00 \$1,536.00
 A0.3510.4115 DOG CONTROL - MAINTENANCE AGREEMENT \$600.00 \$622.11 **(\$22.11)** \$23.00 \$623.00
 A0.3510.4210 DOG CONTROL - TELEPHONE \$200.00 \$204.00 **(\$4.00)** \$4.00 \$204.00
 A0.3510.4300 DOG CONTROL - INSURANCE \$700.00 \$800.00 **(\$100.00)** \$100.00 \$800.00
 A0.3510.4410 DOG CONTROL - CONTRACTS FOR SERVICES \$4,000.00 \$4,671.78 **(\$671.78)** \$672.00 \$4,672.00
 A0.3510.4600 DOG CONTROL - VEHICLE EXPENSE \$1,500.00 \$2,262.11 **(\$762.11)** \$763.00 \$2,263.00
 A0.3510.4630 DOG CONTROL - UNIFORMS \$150.00 \$216.00 **(\$66.00)** \$66.00 \$216.00
 A0.5010.4210 STREET ADMINISTRATION - TELEPHONE \$2,100.00 \$3,207.10 **(\$1,107.10)** \$1,108.00 \$3,208.00
 A0.5132.2000 HIGHWAY GARAGE - EQUIPMENT \$3,000.00 \$3,680.00 **(\$680.00)** \$680.00 \$3,680.00
 A0.7310.4920 YOUTH PROGRAM - COBURN LIBRARY \$1,500.00 \$1,506.15 **(\$6.15)** \$7.00 \$1,507.00
 A0.7550.4101 CELEBRATIONS - CONTRACTUAL EXPENSE \$6,600.00 \$9,081.00 **(\$2,481.00)** \$2,481.00 \$9,081.00
(\$97,432.00) \$97,432.00

Account Number Account Description Budget Actual (Over)Under

Variance FROM Reduce To Increase Revised Budget

FA.1990.4101 CONTINGENT - CONTRACTUAL EXPENSE \$5,000.00 \$0.00 \$5,000.00 **(\$4,846.00)** \$154.00
 FA.8320.4205 WATER P & P - NATURAL GAS \$575.00 \$1,475.35 **(\$900.35)** \$901.00 \$1,476.00
 FA.8320.4300 WATER P & P - INSURANCE \$2,343.00 \$2,558.16 **(\$215.16)** \$216.00 \$2,559.00
 FA.8340.4420 WATER TRANS. DISTRICT - GAS ENGINE \$1,150.00 \$4,495.00 **(\$3,345.00)** \$3,346.00 \$4,496.00
 FA.9000.9040 EMPLOYEE BENEFITS - WORKERS COMPENSATION \$522.00 \$904.08 **(\$382.08)** \$383.00 \$905.00
(\$4,846.00) \$4,846.00

**Account Number Account Description Budget Actual
(Over)Under**

Variance FROM Reduce To Increase Revised Budget

DB.0000.1120 SALES TAX (\$1,500,000.00) (\$2,138,013.12) \$638,013.12 (\$86,160.00) (\$1,586,160.00)
DB.5110.4100 HIGHWAY REPAIRS - T.O. - MATERIAL AND SUPPLIES \$9,000.00 \$15,622.65 (\$6,622.65) \$6,623.00
\$15,623.00
DB.5110.4101 HIGHWAY REPAIRS - T.O. - CHIPS CONTRACTUAL EXPENSE \$450,000.00 \$566,456.06 (\$116,456.06)
\$116,457.00 \$566,457.00
DB.5110.4410 HIGHWAY REPAIRS - T.O. - CONTRACTS FOR SERVICES \$60,000.00 \$10,939.35 \$49,060.65 (\$49,000.00)
\$11,000.00
DB.5110.4450 HIGHWAY REPAIRS - T.O. - FLOOD DAMAGE \$0.00 \$2,957.63 (\$2,957.63) \$2,958.00 \$2,958.00
DB.5110.4525 HIGHWAY REPAIRS - T.O. - DIESEL FUEL \$69,000.00 \$99,948.72 (\$30,948.72) \$30,949.00 \$99,949.00
DB.5110.4810 HIGHWAY REPAIRS - T.O. - DUST TREATMENT \$30,000.00 \$4,257.90 \$25,742.10 (\$25,000.00) \$5,000.00
DB.5110.4825 HIGHWAY REPAIRS - T.O. - CURBS & CATCH BASINS \$60,000.00 \$12,495.94 \$47,504.06 (\$47,000.00)
\$13,000.00
DB.5110.4830 HIGHWAY REPAIRS - T.O. - PATCH \$270,000.00 \$34,498.49 \$235,501.51 (\$235,500.00) \$34,500.00
DB.5110.4835 HIGHWAY REPAIRS - T.O. - PIPE \$50,000.00 \$25,591.20 \$24,408.80 (\$24,000.00) \$26,000.00
DB.5110.4850 HIGHWAY REPAIRS - T.O. - GRAVEL \$200,000.00 \$258,994.84 (\$58,994.84) \$58,995.00 \$258,995.00
DB.5110.5001 HIGHWAY REPAIRS - T.O. - RESURFACING & PAVING \$725,000.00 \$907,259.97 (\$182,259.97) \$182,260.00
\$907,260.00
DB.5110.5002 HIGHWAY REPAIRS - T.O. - POTHOLES \$0.00 \$25,723.43 (\$25,723.43) \$25,724.00 \$25,724.00
DB.5110.5003 HIGHWAY REPAIRS - T.O. - PAVE NY GRAVEL/PAVING/RESURFACING \$100,000.00 \$308,755.72
(\$208,755.72) \$208,756.00 \$308,756.00
DB.5110.5004 EWR - EMERGENCY WINTER RECOVERY \$0.00 \$128,592.97 (\$128,592.97) \$128,593.00 \$128,593.00
DB.5130.4300 HIGHWAY MACHINERY - T.O. - INSURANCE \$45,000.00 \$50,595.82 (\$5,595.82) \$5,596.00 \$50,596.00
DB.5130.4410 HIGHWAY MACHINERY - T.O. - CONTRACTS FOR SERVICES \$35,000.00 \$16,416.87 \$18,583.13 (\$18,000.00)
\$17,000.00
DB.5130.4600 HIGHWAY MACHINERY - T.O. - VEHICLE EXPENSE \$250,000.00 \$223,935.82 \$26,064.18 (\$26,000.00)
\$224,000.00
DB.5130.4845 HIGHWAY MACHINERY - T.O. - TIRES \$45,000.00 \$14,218.83 \$30,781.17 (\$30,000.00) \$15,000.00
DB.5140.1000 HIGHWAY MISCELLANEOUS - T.O. - PERSONAL SERVICES \$77,079.00 \$96,521.52 (\$19,442.52) \$19,443.00
\$96,522.00
DB.5140.4100 HIGHWAY MISCELLANEOUS - T.O. - MATERIAL AND SUPPLIES \$6,000.00 \$8,250.80 (\$2,250.80) \$2,251.00
\$8,251.00
DB.5140.4410 HIGHWAY MISCELLANEOUS - T.O. - CONTRACTS FOR SERVICES \$45,000.00 \$10,420.27 \$34,579.73
(\$34,000.00) \$11,000.00
DB.5140.4630 HIGHWAY MISCELLANEOUS - T.O. - UNIFORMS \$13,800.00 \$8,228.84 \$5,571.16 (\$5,500.00) \$8,300.00
DB.5140.4635 HIGHWAY MISCELLANEOUS - T.O. - SAFETY SHOES \$0.00 \$3,054.85 (\$3,054.85) \$3,055.00 \$3,055.00
DB.5142.4520 HIGHWAY SNOW - T.O. - GASOLINE \$19,550.00 \$7,948.79 \$11,601.21 (\$11,600.00) \$7,950.00
DB.5142.4525 HIGHWAY SNOW - T.O. - DIESEL FUEL \$143,750.00 \$45,383.10 \$98,366.90 (\$98,000.00) \$45,750.00
DB.5142.4660 HIGHWAY SNOW - T.O. - SAND \$90,000.00 \$35,063.76 \$54,936.24 (\$54,000.00) \$36,000.00
DB.5142.4665 HIGHWAY SNOW - T.O. - SALT \$250,000.00 \$229,102.72 \$20,897.28 (\$20,000.00) \$230,000.00
DB.9000.9010 EMPLOYEE BENEFITS - RETIREMENT \$129,581.00 \$105,955.00 \$23,626.00 (\$23,000.00) \$106,581.00
DB.9000.9040 EMPLOYEE BENEFITS - WORKERS COMPENSATION \$33,869.00 \$28,930.67 \$4,938.33 (\$4,900.00)
\$28,969.00
(\$791,660.00) \$791,660.00

**Account Number Account Description Budget Actual
(Over)Under**

Variance FROM Reduce To Increase Revised Budget

GA.1990.4101 CONTINGENT - CONTRACTUAL EXPENSE \$5,972.00 \$0.00 \$5,972.00 (\$505.00) \$5,467.00
GA.8120.4300 SEWER COLLECTION SYSTEM - INSURANCE \$1,800.00 \$1,899.85 (\$99.85) \$100.00 \$1,900.00
GA.9000.9040 EMPLOYEE BENEFITS - WORKERS COMPENSATION \$500.00 \$904.08 (\$404.08) \$405.00 \$905.00
(\$505.00) \$505.00

**Account Number Account Description Budget Actual
(Over)Under**

Variance FROM Reduce To Increase Revised Budget

FO.8310.4111 WATER ADMINISTRATION - POSTAGE \$2,500.00 \$2,945.01 (\$445.01) \$446.00 \$2,946.00
FO.8320.4300 WATER P & P - INSURANCE \$20,416.00 \$20,582.21 (\$166.21) \$167.00 \$20,583.00
FO.8320.4410 WATER P & P - CONTRACTS FOR SERVICES \$2,500.00 \$4,288.17 (\$1,788.17) \$1,789.00 \$4,289.00
FO.8340.4100 WATER TRANS. DISTRICT - MATERIAL AND SUPPLIES \$20,000.00 \$20,549.65 (\$549.65) \$550.00 \$20,550.00
FO.8340.4210 WATER TRANS. DISTRICT - TELEPHONE \$2,000.00 \$2,069.57 (\$69.57) \$70.00 \$2,070.00
FO.8340.4410 WATER TRANS. DISTRICT - CONTRACTS FOR SERVICES \$100,000.00 \$27,715.56 \$72,284.44 (\$6,340.00)
\$93,660.00
FO.8340.4520 WATER TRANS. DISTRICT - GASOLINE \$12,000.00 \$15,082.94 (\$3,082.94) \$3,083.00 \$15,083.00
FO.8340.4635 WATER TRANS. DISTRICT - SAFETY SHOES \$0.00 \$191.46 (\$191.46) \$192.00 \$192.00
FO.8340.4999 WATER TRANS. DISTRICT - ADVERTISING \$300.00 \$342.01 (\$42.01) \$43.00 \$343.00
(\$6,340.00) \$6,340.00

**Account Number Account Description Budget Actual
(Over)Under**

Variance FROM Reduce To Increase Revised Budget

BO.1620.1000 BUILDINGS - PERSONAL SERVICES \$0.00 \$3,401.05 (\$3,401.05) \$3,402.00 \$3,402.00
BO.1620.4100 BUILDINGS - MATERIAL AND SUPPLIES \$1,200.00 \$1,363.06 (\$163.06) \$164.00 \$1,364.00
BO.1621.4100 Shared Serv Bld - Material & Sup \$0.00 \$99.51 (\$99.51) \$100.00 \$100.00
BO.1621.4200 Shared Serv Bld - Electric \$0.00 \$3,833.62 (\$3,833.62) \$3,834.00 \$3,834.00
BO.1621.4220 Shared Serv Bld - Water \$0.00 \$52.56 (\$52.56) \$53.00 \$53.00
BO.1621.4230 Shared Serv Bld - Sewer \$0.00 \$57.06 (\$57.06) \$58.00 \$58.00
BO.1621.4410 Shared Serv Bld - Contracts for Serv \$0.00 \$4,097.21 (\$4,097.21) \$4,098.00 \$4,098.00
BO.1940.4414 LAND PURCHASE (RIGHT OF WAY) - BUYOUT \$0.00 \$14,000.00 (\$14,000.00) \$14,000.00 \$14,000.00
BO.1990.4101 CONTINGENT - CONTRACTUAL EXPENSE \$35,000.00 \$0.00 \$35,000.00 (\$35,000.00) \$0.00
BO.5182.4410 STREET LIGHTING - CONTRACTS FOR SERVICES \$5,000.00 \$11,302.39 (\$6,302.39) \$6,303.00 \$11,303.00
BO.7140.4100 PARKS - MATERIAL AND SUPPLIES \$10,000.00 \$16,013.90 (\$6,013.90) \$6,014.00 \$16,014.00
BO.7140.4200 PARKS - ELECTRIC \$19,000.00 \$32,501.29 (\$13,501.29) \$13,502.00 \$32,502.00
BO.7140.4230 PARKS - WATER \$16,000.00 \$22,971.91 (\$6,971.91) \$6,972.00 \$22,972.00
BO.7140.4300 PARKS - INSURANCE \$5,000.00 \$8,049.21 (\$3,049.21) \$3,050.00 \$8,050.00
BO.7140.4410 PARKS - CONTRACTS FOR SERVICES \$135,000.00 \$87,414.77 \$47,585.23 (\$37,315.00) \$97,685.00
BO.7140.4525 PARKS - DIESEL FUEL \$5,750.00 \$6,888.51 (\$1,138.51) \$1,139.00 \$6,889.00
BO.7140.4715 PARKS - TREES/LANDSCAPING \$1,000.00 \$1,462.99 (\$462.99) \$463.00 \$1,463.00
BO.8020.4100 PLANNING - MATERIAL AND SUPPLIES \$500.00 \$779.28 (\$279.28) \$280.00 \$780.00
BO.8020.4115 PLANNING - MAINTENANCE AGREEMENT \$2,640.00 \$3,002.47 (\$362.47) \$363.00 \$3,003.00
BO.8020.4310 PLANNING - LEGALS \$200.00 \$344.97 (\$144.97) \$145.00 \$345.00
BO.8020.4414 PLANNING - DEMOLITION \$20,000.00 \$20,676.38 (\$676.38) \$677.00 \$20,677.00
BO.9000.9060 EMPLOYEE BENEFITS - HEALTH \$87,000.00 \$94,597.89 (\$7,597.89) \$7,698.00 \$94,698.00
(\$72,315.00) \$72,315.00

**Account Number Account Description Budget Actual
(Over)Under**

Variance FROM Reduce To Increase Revised Budget

GO.1990.4101 CONTINGENT - CONTRACTUAL EXPENSE \$20,000.00 \$0.00 \$20,000.00 (\$20,000.00) \$0.00

G0.8120.2000 SEWER COLLECTION SYSTEM - EQUIPMENT \$360,000.00 \$435,175.59 (\$75,175.59) \$75,176.00
\$435,176.00
G0.8120.4100 SEWER COLLECTION SYSTEM - MATERIAL AND SUPPLIES \$12,000.00 \$20,691.52 (\$8,691.52) \$8,692.00
\$20,692.00
G0.8120.4101 SEWER COLLECTION SYSTEM - CONTRACTUAL EXPENSE \$250.00 \$1,746.25 (\$1,496.25) \$1,497.00
\$1,747.00
G0.8120.4205 SEWER COLLECTION SYSTEM - NATURAL GAS \$1,725.00 \$3,063.95 (\$1,338.95) \$1,339.00 \$3,064.00
G0.8120.4420 SEWER COLLECTION SYSTEM - GENERATORS \$110,000.00 \$0.00 \$110,000.00 (\$97,756.00) \$12,244.00
G0.8120.4635 SEWER COLLECTION SYSTEM - SAFETY SHOES \$0.00 \$191.46 (\$191.46) \$192.00 \$192.00
G0.8120.4999 SEWER COLLECTION SYSTEM - ADVERTISING \$0.00 \$331.27 (\$331.27) \$332.00 \$332.00
G0.8130.4100 SEWER TREATMENT - MATERIAL AND SUPPLIES \$22,000.00 \$34,049.74 (\$12,049.74) \$12,050.00
\$34,050.00
G0.8130.4101 SEWER TREATMENT - CONTRACTUAL EXPENSE \$250.00 \$18,395.56 (\$18,145.56) \$18,146.00 \$18,396.00
G0.8130.4999 SEWER TREATMENT - ADVERTISING \$0.00 \$331.27 (\$331.27) \$332.00 \$332.00
(\$117,756.00) \$117,756.00

Standard Workday Resolution

| 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 |
| 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 |

