

January 4, 2022  
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

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

#### Department Heads

Present: Cheri Grenier, Sole Assessor  
Irene Graven, Attorney  
Tyson Stiles, Director of Utilities  
Peter Gordon, Town Historian  
Michael Roberts, Highway Superintendent  
Mary Kennedy, Town Clerk and Tax Receiver

Absent: Scott Vasisko, Parks Maintenance Supervisor

The Supervisor called the meeting to order, the Clerk called the roll and Councilmember Jochum led all in the Pledge of Allegiance. The Supervisor then welcomed the new Highway Superintendent and his Deputy to their first Town Board Meeting.

#### B. Minutes of the previous meetings -

The minutes of the December 21, 2021 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 – reported that there was a water main break on Christmas Day as well as yesterday.

Peter Gordon, Town Historian – no report

Cheri Grenier, Sole Assessor – reported that the Governor has issued an Executive Order stipulating that the Assessor and Town Board can adopt a resolution stating that certain exemptions do not require a renewal for 2022. However, since she is already processing some of those, she does not recommend that action (as it may confuse some of the senior residents).

Joann Lindstrom, Planning & Zoning Administrator – reported that the Zoning Board will be meeting this week.

Mary Kennedy, Town Clerk – thanked Cheri Grenier for taking the minutes for the 12-21-21 meeting as she had to stay home with a sick child. Next, she reported that her office has

processed almost \$250,000 of payments in the first 2 days of tax season, including \$30,000 of online payments.

Michael Roberts, Highway Superintendent – reported that his first term is off to a good start. Virtually everything has been moved into the new building and he feels he has a great crew.

Irene Graven, Town Attorney – reported that the decommissioning agreement for the most recent Delaware River Solar farm (Day Hollow Road) should be on the next agenda.

**Councilmember Morgan made a motion to schedule a workshop regarding the Delaware River Solar project on Day Hollow Road for January 18, 2022 at 5:45 PM.**

**The motion was seconded by Councilmember Jochum and unanimously carried.**

Supervisor Castellucci – stated Attorney/Client Privilege would be necessary after the meeting.

Next, he reported that the temporary ice rink for Hickories Park will be installed soon.

The Supervisor then stated he would like to schedule a Public Hearing for the Tax Cap.

**A motion was made by Councilmember Marks to schedule a Public Hearing to consider the override of the Tax Cap for January 18, 2022 at 6:30 PM. The motion was seconded by Councilmember Jochum and unanimously carried.**

Lastly, he shared that the bookkeepers recommend getting a Bond Anticipation Note for Phase 2 of the Shared Services Building and the approximate numbers (about \$305,000 from A fund and \$76,000 from B fund).

#### F. Privilege of the floor -

Rodney Valentine, South Apalachin Road, asked what was going to be done with the old Highway Department building on Delphine Street. Michael Roberts, Highway Superintendent stated it will be used for cold storage this winter and then sold in the spring.

Teresa Dole, Casterline Road, asked for an update on the issues she reported last fall (speed limit change and chicken-killing dogs). The Supervisor explained that the State will decide about the speed limit request and the Town Dog Control Officer has been unable to find any murderous dogs in her area.

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

#### 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	56,575.24
B0 - General Fund-Town Outside	12,412.73
DB - Highway-Town Outside	52,458.80
F0 - Water Districts	21,585.84
FA - Route 38 Water	1,106.91
G0- Sewer Districts	26,348.79
GA – Route 38 Sewer	380.28
HN – NY Rising-Shared Services Building	394,581.68
L1 – Lighting District 1	37.23
L2 - Lighting District 2	178.54

L3 – Lighting District 3	69.49
L4 - Lighting District 4B	48.73
L5 – Lighting District 5	45.34
L6 - Lighting District 6	206.60
L7 - Lighting District 7	8.52
L8 - Lighting District 8	36.31
L9 - Lighting District #9	13.63
LA – Lighting District 4A	16.38
LX - Lighting District 10	<u>20.32</u>
	<b>\$566,131.36</b>

I. Unfinished Business – none

J. Reports of Standing Committees

Councilmember Marks – no report

Councilmember Morgan – reported that he has been helping to get archival documents from the Planning & Zoning Department over to the new vault.

Councilmember Jochum – no report

K. Presentation of Resolutions, Motions and New Business

1. Salary Resolution – **Councilmember Jochum made a motion to adopt the 2022 Salary Resolution. The motion was seconded by Councilmember Morgan and unanimously carried.** It will appear at the end of these minutes.

2. Appointments:

~ Multiple Residence Inspector – **Councilmember Morgan made a motion to appoint Michael Katchmir as the Town’s Multiple Residence Inspector. The motion was seconded by Councilmember Jochum and unanimously carried.**

~ Public Accountants - Supervisor Castellucci stated that the Leslie Spurgeon (the municipal accountant for Insero) is planning her retirement so he would like to wait on this making this appointment.

~ Deputy Highway Superintendent – Michael Roberts, Highway Superintendent, is appointing Henry Hines as his Deputy.

~ Registrar of Vital Statistics – **Supervisor Castellucci made a motion to appoint Mary Kennedy as the Town’s Registrar of Vital Statistics. The motion was seconded by Councilmember Jochum 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.

~ Receiver of Taxes and Assessments – **A motion was made motion to appoint Mary Kennedy as the Town’s Receiver of Taxes and Assessments. The motion was seconded by Councilmember Jochum and unanimously carried.**

~ Deputy Receivers of Taxes and Assessments – Mary Kennedy appointed Laura Burt and Melinda Gardner as Deputy Tax Receivers.

~ Deputy Town Clerks: Full and Part Time – Mary Kennedy appointed Laura Burt as her Full Time Deputy Clerk, and Melinda Gardner as a Part Time Clerk.

~ Deputy Town Supervisor - Supervisor Castellucci appointed Councilmember Morgan as the Town's Deputy Supervisor.  
~ Town Attorney – **Supervisor Castellucci made a motion to appoint Irene Graven as the Town Attorney. The motion was seconded by Councilmember Morgan and unanimously carried.**  
~ Historian – **A motion was made by Councilmember Marks 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 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 15<sup>th</sup> 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: Craig Jochum, Chairman, Jonathan Marks, Member

Parks, Grounds & Recreation: Jonathan Marks, Chairman, Dean Morgan, Member

Personnel, Assessments, Finances & Judiciary: Craig Jochum, Chairman, Dean Morgan, Member

Planning & Zoning: Dean Morgan, Chairman, Craig Jochum, Member

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

#### 5. Appoint Special Committees

Supervisor Castellucci reviewed the following Special Committees for 2022:

Buildings:

Bill Carrigg, Chairman, Scott Vasisko, Vice Chairman with Dean Morgan, Craig Jochum, and Cheri Grenier

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, John Schumacher, Scott Vasisko, and Tyson Stiles

Loss Control:

Craig Jochum, Chairman, Bill Carrigg, Vice Chairman with Tyson Stiles, Scott Vasisko, and Joann Lindstrom

Deferred Compensation:

Donald Castellucci, Jr., Chairman with Irene Graven, and Cheri Grenier

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 Marks made a motion to accept the Special Committees listed above. The motion was seconded by Councilmember Jochum and unanimously carried.**

6. Authorize Mileage Reimbursements Rate

**Councilmember Jochum made a motion to set the mileage reimbursement at 58.5 cents per mile for the Supervisor and Town Board and 30.5 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

Councilmember Morgan will be the representatives to the Tioga County Council of Governments with Supervisor Castellucci and an alternate; but anyone may attend if the agenda interests them.

8. Hickories Park Camping Fees, Pavilion and Bandshell Rental

**A motion was made by Councilmember Morgan to have the Hickories Park fees stay at the following 2021 rates. The motion was seconded by Councilmember Marks and unanimously carried.**

Pavilion Rates: Large: \$50/weekday and \$100/weekend and Holiday

Small: \$ 25/weekday and \$50/weekend and Holiday

Bandshell Rates: “For Profit” events \$250/day and “Not for Profit” events (community/church groups, 501Cs, School and Family events) \$75/weekday and \$150/weekend

9. Appointments to Ethics Committee

**Councilmember Jochum 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. The motion was seconded by Councilmember Jochum and unanimously carried.**

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

**Councilmember Morgan made a motion to appoint Supervisor Castellucci as the Delegate to the Association of Towns Annual Business Meeting and Lisa Baileys as the alternate. The motion was seconded by Councilmember Jochum and unanimously carried.** The meeting will be held virtually this year due to the pandemic.

12. Set 2021 Per Diem Rate

**A motion was made by Councilmember Jochum to set the Per Diem Rate at \$79/day. The motion was seconded by Councilman Marks 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 2022. 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 Jochum made a motion to renew the Town's membership to the NY Upstate Association. The motion was seconded by Councilmember Marks and carried on 3 yes votes and 1 no (Councilman Morgan).**

16. Stormwater Services Agreement

**A motion was made by Councilmember Marks to approve the agreement between the Town and Tioga County Soil & Water. The motion was seconded by Councilmember Jochum and unanimously carried.**

17. Planning & Zoning Annual Statement

**Councilmember Morgan made a motion to accept the Planning & Zoning Annual Statement. The motion was seconded by Councilmember Marks and unanimously carried.**

18. Proclamation – Sedlacek

**Supervisor Castellucci reviewed the proclamation. A motion was made by Councilmember Marks to adopt the following proclamation for Teresa Sedlacek in her retirement. The motion was seconded by Councilmember Jochum and unanimously carried.**

WHEREAS Teresa Sedlacek, Secretary to Town of Owego Supervisor Donald Castellucci Jr., retired October 30, 2021, after 8 1/2 years of dedicated and commendable service to the Town of Owego and its citizens; and

WHEREAS Teresa Sedlacek, started her career with the Town of Owego on April 22, 2013, as Secretary to the Town of Owego Supervisor Donald Castellucci, Jr.; and

WHEREAS Teresa Sedlacek throughout her years with the Town of Owego demonstrated remarkable determination and steadfast commitment to her position within the Town of Owego; and

WHEREAS Theresa Sedlacek was well-organized, professional and cost efficient; and

WHEREAS throughout her years of service, Teresa Sedlacek has served the people of the Town of Owego with dedication and fairness;

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 that Teresa Sedlacek has provided to the Town of Owego and offers its congratulations on her retirement.

19. Proclamation – Roberts

**Councilmember Morgan made a motion to adopt the following resolution honoring Barbara Roberts. The motion was seconded by Councilmember Jochum and unanimously carried.**

WHEREAS Barbara Roberts, Town of Owego Councilwoman, stepped down from her position on January 1, 2022, after 11 years of outstanding, dedicated and commendable service to the Town of Owego and its citizens; and

WHEREAS the Owego Town Board as well as all of the Town of Owego residents have benefitted greatly from her vast knowledge, experience, helpfulness and integrity; and

WHEREAS Barbara Roberts was instrumental in the planning and construction of the Town of Owego Shared Services Facility; and

WHEREAS throughout her many years of service, Barbara Roberts has served the people of the Town of Owego with dedication and fairness;

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 Barbara Roberts has provided to the Town of Owego.

L. Second Privilege of the floor

There was no one wishing to be heard at this time.



M. Executive Session - none

N. Adjournment

**Councilman Morgan moved to adjourn the meeting at 7:30 p.m.**

Respectfully submitted,

Mary Kennedy, Town Clerk

January 4, 2022

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	Laborer	13.33/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
William Carrigg	Code Enforcement Officer	22.55/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:

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 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

Received Date

**Standard Work Day Resolution  
 for Employees\***

Please type or print clearly  
 in blue or black ink

Employer Location Code

3	0	1	5	1
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See Instructions for completing form on reverse side

**RS 2418**  
 (Rev. 12/19)

BE IT RESOLVED, that the TOWN OF OWEGO, Location code 30151, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Title	Standard Work Day (Hrs/day)
SEE ATTACHED EXCEL SPREADSHEET DATED 7/20/21	

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
 (Signature of Clerk) Date enacted: \_\_\_\_\_

MARY C. KENNEDY, clerk of the governing board of the TOWN OF OWEGO  
 \_\_\_\_\_ (Name of Employer)

of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board, consists of 5 members, and that \_\_\_\_\_ of such members were present at such meeting and that \_\_\_\_\_ of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I hereunto  
 Set my hand and the seal of the

\_\_\_\_\_  
 (Name of Employer)

(seal)

\*To be used for all employees. Please list Elected and Appointed Officials on the form Standard Workday and Reporting Resolution for Elected and Appointed Officials (RS2417-A).

For important information and instructions - See Back Page



7/20/2021

ATTACHMENT TO THE RS 2418 SUBMITTED TO THE TOWN OF OWEGO TOWN BOARD  
 AT THE JULY 20, 2021 MEETING TO A ESTABLISH STANDARD WORKDAY RESOLUTION  
 FOR ALL NON-ELECTED EMPLOYEES

TITLE	STANDARD WORKDAY
Budget Officer	8
Dep. Supervisor	8
Assessor	8
Tax Receiver	8
Town Attorney	6
Dog Control Off.	8
P/T Dog Control Off.	8
Clerk to the Judge	8
P/T Clerk to the Judge	6
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
Zoning Board of Appeals Sec	Pd per meeting
Planning Board Secretary	Pd per meeting
P/T Ass't Code Enforc. Off.	6
Code Enforcement Officer	8
Temp Code Enforcement Officer	8
Laborer	8
Accounting Assoc I	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

BE IT RESOLVED, that the TOWN OF OWEGO, Location code 20151, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Title	Standard Work Day (Hrs/day)
Accounting Associate II	8
Deputy Town Clerk	8
Part Time Clerk	8
Part Time Typist	8
Office Specialist II	8
P/T Clerk to the Judge	8
Deputy Tax Receiver	8