

October 3, 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 –

The Supervisor called the meeting to order, the Town Clerk called the roll Attorney Graven 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: Phil Baker, Parks Maintenance Supervisor
Peter Gordon, Town Historian
Mike Roberts, Highway Superintendent
Tyson Stiles, Director of Utilities
Irene Graven, Town Attorney
Mary Kennedy, Town Clerk & Tax Receiver

Absent: Joann Lindstrom, Planning & Zoning Administrator
Rick Pedro, Sole Assessor

B. Minutes of the previous meeting –

The minutes of the September 19, 2023 regular meeting will stand as submitted.

C. Consideration of bids –

1. Surplus Ford F250 with plow

Supervisor Castellucci reviewed that only one bid was submitted for this vehicle.

Councilmember Hellmers made a motion to award the bid for the Park's Department surplus Ford F250 with plow for \$701.13 to Bill Carrigg. The motion was seconded by Councilmember Morgan and unanimously carried.

D. Public Hearings - none

E. Reports of Department Heads –

Peter Gordon, Town Historian – no report

Tyson Stiles, Director of Utilities – no report

Mike Roberts, Highway Superintendent – reported that paving projects are winding down for the year.

Phil Baker, Parks Maintenance Supervisor – no report

Bill Carrigg, Code Enforcement Officer (reporting for Joann Lindstrom, Planning & Zoning Administrator) – reported that the Town approved a new truck for the Dog Control Officer last year. That vehicle has been discontinued; but the vendor has a similar truck available now. The price is about \$4,000 more; but it will be the only option until at least next year. **A motion was made by Councilmember Marks to approve the purchase of a 2023 Ford F150 Supercab. The motion was seconded by Councilmember Hellmers and unanimously carried.**

Mary Kennedy, Town Clerk & Tax Receiver – reported that NYSEG will be conducting field work in the area that should last approximately 6-8 weeks. They will be performing environmental field activities and surveys. Lastly, she reported that the person she hired for the vacancy in her office decided to decline the offer.

Irene Graven, Town Attorney – reported a need for Attorney/Client privilege after the meeting.

Supervisor Castellucci – reported that the Town Clerk’s Monthly report is on file in his office. Next, he stated he received a thank you letter from the Apalachin Library for the Town’s donation to their summer reading program. The Supervisor then reported that walkway project in Tioga Terrace is in progress. Next, he stated that it is almost time to publish an RFP for Deferred Compensation carrier as it must be done every 5 years. Lastly, he reminded the Board members about the Budget Workshops scheduled for tomorrow and Thursday.

F. Privilege of the floor –

Beth Saroney Paro, Debra Lee Drive and Rose Howard, Sequoia Lane, asked questions about the resolution adopted at the previous meeting regarding an audit of State Elections.

Ben Barklow, Rose Lane, spoke about a noise issue on his street. The Supervisor explained that the Town has no way to enforce a noise ordinance. However, he will try to speak with the resident causing the noise.

Teresa Dole, Casterline Road, requested a meeting with Supervisor Castellucci and Mike Roberts, Highway Superintendent.

Kris Marcocci, Sulphur Springs Road, thanked the Highway Superintendent for working on her request. She then requested that her comments from a previous meeting be omitted from the minutes so she didn’t sound petty.

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

H. Abstracts -

Councilmember Morgan made a motion to approve the following abstracts as presented. A short discussion was held regarding when engineering is legally necessary for highway projects. Councilmember Morgan shared a copy of NYS Education Law for reference. During discussion, it was determined although the amounts are correct; some line items needed to be applied to the B and DB funds instead of A. **The motion was seconded by Councilmember Hellmers and unanimously carried.**

AO-General Fund	30,710.33
BO-General Fund-Town Outside	9,756.13
DB-Highway-Town Outside	342,772.53
FO-Water Districts	26,069.76
FA-Route 38 Water	651.76
GO-Sewer Districts	68,904.76
GA-Route 38 Sewer	14.39
HN – NY Rising – Shared Services Building	15,335.80
L1 – Lighting District 1	105.16
	<u>\$ 494,320.62</u>

I. Unfinished Business – none

J. Reports of Standing Committees –

Councilmember Hellmers – no report

Councilmember Morgan – reported that the new sound system for the Board room will be installed by the end of the month.

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

Councilmember Marks – no report

K. Presentation of Resolutions, Motions and New Business

1. Standard Workday Resolution

Supervisor Castellucci reviewed the difficulties in submitting this form to the State, and thanked his secretary, Connie Goodison and Mary Kennedy, Town Clerk, for their work. **A motion was made by Councilmember Jochum to adopt the Standard Workday Resolution for elected and appointed officials. The motion was seconded by Councilmember Hellmers and unanimously carried.** The resolution is attached to the end of these minutes.

2. Retirement Proclamation – Campbell

Councilmember Marks made a motion to adopt the following proclamation regarding the retirement of Mike Campbell. The motion was seconded by Councilmember Morgan and unanimously carried. The Supervisor thanked Mike for his hard work through the years.

WHEREAS, Michael Campbell, Mechanical Equipment Operator III, retired from the Town of Owego Highway Department on September 6, 2023, after more than 20 years of commendable service to the Town of Owego and its citizens; and

WHEREAS, Michael Campbell began his career with the Town of Owego on February 25, 2002 as a Mechanical Equipment Operator II; and

WHEREAS, Michael Campbell was promoted to Mechanical Equipment Operator III on April 10, 2023; and

WHEREAS, Michael Campbell performed his duties in a workmanlike manner and was always reliable and professional;

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 Michael Campbell has provided to the Town of Owego, and offer its congratulations on his retirement.

3. Agreements to spend Town funds – Highway

A motion was made by Councilmember Jochum to approve the following agreement to spend Town funds. The motion was seconded by Councilmember Hellmers and unanimously carried.

DOUBLE CHIP SEAL

Chestnut Ridge	\$110,888.03
Long Creek Road	\$105,372.52

TOTAL ESTIMATED COSTS OF PROJECTS: \$216,260.55

Scope, amount and distance subject to change.

Councilmember Jochum made a motion to approve the following agreement to spend Town funds. The motion was seconded by Councilmember Marks and carried with 4 yes votes and 1 no vote (Councilmember Jochum).

FIBER MAT RESURFACING – approx. 23,500 sq. yd.

Hilldale Drive
Valley View Drive

TOTAL ESTIMATED COSTS OF PROJECTS: \$60,000

Scope, amount and distance subject to change.

A motion was made by Councilmember Marks to approve the following agreement to spend Town funds. The motion was seconded by Councilmember Jochum and unanimously carried.

MILL AND PAVE

Mansfield Drive	\$117,754.40
Parmerton Drive	\$ 55,614.40

TOTAL ESTIMATED COSTS OF PROJECTS: \$173,368.80

Scope, amount and distance subject to change.

4. Employee upgrades – Highway

Supervisor Castellucci reviewed the pertinent information. **Councilmember Morgan made a motion to adopt the following resolution upgrading Jeremy Eno to HEO I. The motion was seconded by Councilmember Hellmers and unanimously carried.**

WHEREAS the approved 2023 budget for the Town of Owego Highway Department has budgeted for and includes an HEO I position which is currently vacant; and

WHEREAS Jeremy Eno, currently in a MEO III position, is available and willing to be promoted to the HEO I position retroactive to September 25, 2023;

NOW, THEREFORE, BE IT

RESOLVED that Jeremy Eno is appointed to the position of HEO I retroactive to September 25, 2023, at an hourly wage of \$21.96 per hour and a probationary period of twelve months.

A motion was made by Councilmember Jochum to adopt the following resolution upgrading Garrett Stocks to MEO III. The motion was seconded by Councilmember Hellmers and unanimously carried.

WHEREAS the approved 2023 budget for the Town of Owego Highway Department has budgeted for and includes an MEO III position which is currently vacant; and

WHEREAS Garret Stocks, currently in a MEO II position, is available and willing to be promoted to the MEO III position retroactive to September 25, 2023;

NOW, THEREFORE, BE IT

RESOLVED that Garret Stocks is appointed to the position of MEO III retroactive to September 25, 2023, at an hourly wage of \$19.72 per hour and a probationary period of twelve months.

5. Presentation of the Tentative Budget for 2024

After reporting that she received it two days before the due date, Mary Kennedy, Town Clerk, presented the 2024 Tentative Budget to the Town Board.

6. Hire Part Time Clerk – Justice Court

Councilmember Marks made a motion to table this item. The motion was seconded by Councilmember Jochum and unanimously carried.

L. Second Privilege of the floor –

Rose Howard, Sequoia Lane, asked questions about different types of road surfaces. She also inquired about why the Town had to return a truck and trailer.

M. Executive Session – none

N. Adjournment

Motion by Councilmember Morgan, the meeting was adjourned at 7:31 PM.

Respectfully submitted,

Mary Kennedy
Town Clerk

**Standard Work Day and
 Reporting Resolution for
 Elected and Appointed Officials**

Received Date

Employer Location Code
30151

RS 2417-A
 (Rev.11/19)

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

BE IT RESOLVED, that the **Town Of Oswego** (Name of Employer) / **30151** (Location Code) hereby established the following standard work days for these titles and will report the officials to the New York State and Local Retirement based on their record of activities:

Name	Social Security Number	NYS LRS ID	Title	Current Term Begin & End Dates	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
Elected Officials:									
Michael Roberts			Hwy Superintendent	1/22 - 12/25	8	14, 16	<input type="checkbox"/>	biweekly	<input type="checkbox"/>
Donald Castellucci			Town Supervisor	1/22 - 12/25	8	*	<input type="checkbox"/>	biweekly	<input type="checkbox"/>
Mary Kennedy			Town Clerk	1/22 - 12/25	8	*	<input type="checkbox"/>	biweekly	<input type="checkbox"/>
Appointed Officials:									
Richard Pedro			Sole Assessor	1/22 - 12/27	8	18.00	<input type="checkbox"/>	biweekly	<input type="checkbox"/>
* Recertified Record of Activities with form RS2419 submitted in 2022									

I, **Mary Kennedy** (Name of Secretary or Clerk) secretary/clerk of the governing board of the **Town of Oswego** (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 **3rd** day of **October**, 2023 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the **Town of Oswego** (Name of Employer) on this **4th** day of **October**, 2023.

Affidavit of Posting: I, **Mary Kennedy** (Signature of Secretary or Clerk) (Name of Secretary or Clerk) being duly sworn, deposes and says that the posting of the Resolution began on

October 4, 2023 (Date) and continued for at least 30 days. That the Resolution was available to the public on the:

- Employer's website at: **www.townofoswego.com**
- Official sign board at: **2354 State Route 434, Apalachin, NY 13732**
- Main entrance Secretary or Clerk's office at: _____

Page **1** of **1** (for additional rows, attach a RS 2417-B form.)

(seal)



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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 3rd day of October, 2023 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.
IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Oswego (Name of Employer) on this 4th day of October, 2023.

Affidavit of Posting: I, Mary Kennedy (Signature of Secretary or Clerk) being duly sworn, deposes and says that the posting of the Resolution began on

October 4, 2023 (Date) and continued for at least 30 days. That the Resolution was available to the public on the:

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- Official sign board at: 2354 State Route 434, Apalachin, NY 13732
- Main entrance Secretary or Clerk's office at: _____

Page 1 of 1 (for additional rows, attach a RS 2417-B form.)

(seal)

