

December 19, 2023
6:30 p.m.
2354 State Route 434
Apalachin, New York

Regular Meeting of the Owego Town Board

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

Supervisor Castellucci called the meeting to order, the Clerk called the Roll Mike Roberts led all in the Pledge of Allegiance.

Council:

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

Absent: none

Department Heads:

Present: Tyson Stiles, Director of Utilities
Peter Gordon, Town Historian
Michael Roberts, Highway Superintendent
Phil Baker, Parks Maintenance Supervisor
Irene Graven, Town Attorney
Mary Kennedy, Town Clerk & Tax Receiver

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

B. Minutes of the previous meetings -

Councilmember Morgan made a motion to adopt the 12-5-23 minutes as submitted by Joann Lindstrom. The motion was seconded by Councilmember Marks and unanimously carried.

C. Consideration of bids –

1. Shared Services Building Cleaning

The Supervisor reviewed that the previous contract for cleaning the new building expired. Only one company attended the walk-through meeting and submitted a bid. **A motion was made by Councilmember Jochum to award the bid for cleaning the Shared Services Building to J & N Cleaning of Owego in the amount of \$30,000 per year for 2 years. The motion was seconded by Councilmember Marks and unanimously carried.**

D. Public Hearings – none

E. Reports of Department Heads –

Peter Gordon, Town Historian – reported that he is creating a special slideshow in honor of the 100th anniversary of the Harris Diner.

Mike Roberts, Highway Superintendent – reported that his crews are dealing with snowy roads as needed. Next, he stated that his department needs to add some HEO II and HEO III positions to his Civil Service listing. **Councilmember Jochum made a motion to add 3 HEO II positions and 3 HEO III positions to the Highway Department’s Civil Service list. The motion was seconded by Councilmember Marks and unanimously carried.** Roberts then reported that he posted and interviewed for one of the openings, and he would like to upgrade Shawn Weaver to fill one of the HEO III spots. Councilmember Marks inquired why the Highway Superintendent didn’t choose a different employee (who has been with the Town longer) for the upgrade. Roberts stated that he chose the one that can operate more machines and works with greater efficiency. The majority of the Board opted to not upgrade anyone at this time. Roberts responded that the Board is making it very difficult for him to maintain good workers.

Tyson Stiles, Director of Utilities – reported that his department is dealing with issues from excessive rain. Both treatment plants went offline but are now working again.

Phil Baker, Parks Maintenance Supervisor – reported that the new mower and truck (which were ordered a long time ago) have finally been delivered. Lastly, he stated that his most recent hire has quit; but he is not in a hurry to replace him during the winter season.

Mary Kennedy, Town Clerk – reported that the 2024 tax bills were delivered to her office (with thanks to the Parks Department for their help). Next, she stated that her seasonal tax helper started back this week, and the bills should be ready to mail before the end of the year. Lastly, she reported that the Tioga County IT services have been subpar. She believes their department is overextended now that they are providing services to even more municipalities.

Irene Graven, Town Attorney – reported a need for Attorney/Client privilege after the meeting. Supervisor Castellucci – reported that the Planning & Zoning Administrator’s monthly report is on file in his office. Next, he stated that he will be in the office intermittently during the holidays. Lastly, he stated some transfers need to be made within the Highway budget lines. **The Supervisor made a motion to approve the following appropriation transfers. The motion was seconded by Councilmember Morgan and unanimously carried.**

TO: GRAVEL - DB.5110.4850		(\$309,678.20)
FROM:		
DB.5110.5001	PAVING/RESURFACING	\$13,464.21
DB.5110.4810	DUST	\$24,599.13
DB.5110.4830	PATCH	\$190,420.98
DB.5110.4835	PIPE	\$27,131.88
DB.5110.4520	GASOLINE	\$11,061.85
DB.5110.45252	DIESEL	\$5,558.32
DB.5110.4825	CURBS/CATCH BASINS	\$48,433.60

DB.5130.4410	CONTRACTS FOR SRVS	\$22,023.22
DB.5142.4660	SAND	\$15,000.00
TOTAL		\$357,693.19

F. Privilege of the Floor- none

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

1. Monthly report of the Supervisor

This report is delayed due to an injury to our bookkeeper. It will be filed with the Town Clerk as soon as she returns to work.

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.

A0 - General Fund	15,525.48
B0 - General Fund-Town Outside	7,234.51
DB - Highway-Town Outside	181,535.18
F0 - Water Districts	16,990.92
FA - Route 38 Water	261.69
G0- Sewer Districts	25,891.30
GA – Route 38 Sewer	10,900.49
L1 – Lighting District 1	0.00
L2 - Lighting District 2	499.36
L3 – Lighting District 3	247.52
L4 - Lighting District 4B	133.98
L5 – Lighting District 5	161.79
L6 - Lighting District 6	594.02
L7 - Lighting District 7	128.86
L8 - Lighting District 8	104.61
L9 - Lighting District #9	34.96
LA – Lighting District 4A	42.34
LX – Lighting District 10	54.17
	<u>54.17</u>
	\$260,341.18

I. Unfinished Business –

1. Local Highway Inventory amendment

A motion was made by Councilmember Marks to adopt the following amendment to the Town’s Local Highway Inventory. The motion was seconded by Councilmember Hellmers and unanimously carried.

WHEREAS, the annual update of the Local Highway Inventory (LHI) is coordinated by the New York State Department of Transportation (NYSDOT) Main Office Highway Data Services Bureau; and

WHEREAS, the Owego Town Board accepts responsibility for maintenance and repair of its roadways; and

WHEREAS, the Owego Town Board accepts legal responsibility for its roadways;

NOW, THEREFORE, be it

RESOLVED, that the following roadways have been maintained for many years by the Town of Owego Highway Department; and

BE IT FURTHER

RESOLVED, that the following roadways be accepted by the Owego Town Board for maintenance, repair, and legal responsibility.

Long Creek Road (dirt end) westerly from Montrose Turnpike to the dead end (.20 mile);

Youngs Road, which is a blacktop road easterly off Day Hollow Road, with a bridge (BID#2218830) to dead end (.15 mile);

Kent Drive, blacktop road off Lincolnshire Boulevard to dead end (.10 mile);

Broadway Drive, blacktop road southerly off Taylor Road to the Town of Owego Sewage Treatment Plant (.35 mile);

Hullsville Spur, dirt road easterly off Hullsville Road near the intersection with Gaskill Road (.20 mile).

J. Reports of Standing Committees –

Councilmember Hellmers – reported for Rick Pedro, Sole Assessor, that 2024 apportionments are complete. He also has been asked to serve on the NYS Assessors' Association Conference committee.

Councilmember Morgan – no report

Councilmember Jochum – no report

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

K. Presentation of Resolutions, Motions and New Business – none

1. Schedule Public Hearing for 1/2/24 – Rezoning

Councilmember Marks made a motion to schedule a Public Hearing at 6:30 PM on January 2, 2024 to consider the rezoning of a parcel on East Campville Road. The motion was seconded by Councilmember Hellmers and unanimously carried.

At this time, the Supervisor stated that another Public Hearing is needed for that meeting. **A motion was made by Councilmember Marks to schedule a Public Hearing at 6:30 PM on January 2, 2024 to consider overriding the Tax Cap. The motion was seconded by Councilmember Jochum and unanimously carried.**

2. Vacation time carry over – Court

Supervisor Castellucci stated this is a result of a shortage of Court staff due to an extended illness. **Councilmember Morgan made a motion to adopt the following resolution allowing BreeAnna Spires to carry additional vacation time into the new year. The motion was seconded by Councilmember Hellmers and unanimously carried.**

WHEREAS, Town of Owego employees are permitted to carry forward forty (40) hours of vacation time; and

WHEREAS, due to staffing issue in the Owego Town Court, BreAnna Spires is unable to use all of her vacation time this year;

NOW, THEREFORE, be it

RESOLVED, that BreAnna Spires is permitted to carry forward 22 hours of vacation time to 2024.

3. New Hire - Utilities

Tyson Stiles, Director of Utilities, reviewed that he has interviewed someone for the vacant position of Wastewater Treatment Plant Operator trainee. **A motion was made by Councilmember Jochum to adopt the following resolution hiring Jarrett Thomas as a Wastewater Treatment Plant Operator trainee. The motion was seconded by Councilmember Morgan and unanimously carried.**

WHEREAS the approved 2024 budget for the Town of Owego Utilities Department has budgeted for and includes a full time Wastewater Treatment Plant Operator trainee position; and

WHEREAS Jarrett Thomas, a new applicant, has been selected to take this full time position, effective January 2, 2024, at an hourly rate of \$21.00 per hour, 40 hours per week, as a permanent appointment with up to 52 weeks probationary period from date of hire;

NOW, THEREFORE, BE IT

RESOLVED that such full time position shall be filled by Jarrett Thomas at an hourly rate of \$21.00 per hour, 40 hours per week, as a permanent appointment with up to 52 weeks probationary period from date of hire.

4. Retirement Proclamation – Marsh

Councilmember Morgan read the following proclamation honoring David Marsh and moved for its adoption. The motion was seconded by Councilmember Hellmers and unanimously carried.

WHEREAS, David Marsh was appointed to the Town of Owego Planning Board on January 1, 2005;

WHEREAS, the Town Planning Board, Owego Town Board and Town of Owego residents have benefitted greatly from his thoughtful and thorough participation as a board member; and

WHEREAS, David Marsh was a conscientious, objective member of the board, qualities each Planning Board member strives to hold; and

WHEREAS David Marsh will retire from the Planning Board at the end of this year; and

WHEREAS, throughout his 19 year tenure, David Marsh has served the people of the Town of Owego with commitment 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 David Marsh has provided to the Town of Owego.

Supervisor Castellucci thanked David Marsh for his dedicated service to the Town

5. Human Resources agreement renewal

A motion was made by Councilmember Jochum to approve the renewal of Human Resource Services with Public Sector HR Consultants, LLC, and authorize the Supervisor to sign said agreement. The motion was seconded by Councilmember Marks and unanimously carried. The agreement is on file in the Town Attorney's office.

6. Stormwater Services agreement for 2024

The Supervisor reviewed that this is an annual agreement that is of great benefit to the Town. **Councilmember Jochum made a motion to approve the 2024 Stormwater Services agreement with Tioga County Soil & Water and authorize the Supervisor to sign said agreement. The motion was seconded by Councilmember Hellmers and unanimously carried.** The agreement is on file in the Town Attorney's office.

L. Second Privilege of the floor –

Teresa Dole, Casterline Road, thanked the Highway Department for their help with her driveway apron. She also wished everyone a Merry Christmas.

M. Executive Session - none

N. Adjournment -

Motion by Councilmember Morgan, the meeting was adjourned at 7:15 PM.

Respectfully submitted,

Mary Kennedy, Town Clerk

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Mary Kennedy, Town Clerk