

January 5, 2010
4:30 p.m.
Town Hall, Route 434
Owego, New York

ORGANIZATIONAL MEETING OF THE OWEGO TOWN BOARD

Present: Supervisor Donald Castellucci, Jr.
Council: Lynne L. Davis, Dean A. Morgan & John P. Schmacher

Absent: none

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

Supervisor Castellucci called the meeting to order and led the Pledge of Allegiance.

B. Minutes of the previous meeting

The Minutes of the previous meetings will be presented at the January 19 Meeting.

C. Consideration of Bids - none

D. Public Hearing - none

E. Reports of Department Heads

The following Department Heads were present:

Debra Standinger, Planning & Zoning Administrator
Scott Vasisko, Parks Maintenance Supervisor
Mick Trivisonno, Director of Utilities
Mark Clark, Highway Superintendent
Judy Quigley, Town Attorney
Mike Zimmer, Town Clerk/Tax Receiver
Donald Castellucci, Jr., Supervisor

Debra Standinger, Planning & Zoning Administrator, stated that the department's annual report needs a correction and will be presented at the next meeting.

Scott Vasisko, Parks Maintenance Supervisor, reported that the Council on the Arts is already working on the Concert in the Park Series and questioned what day the fireworks display will take place. Vasisko reported that Don Morey, Parks Maintenance Assistant Supervisor, has returned to work after being on medical leave.

It was the consensus of the Board to have the Fireworks Display scheduled for June 30 with a rain date of July 7.

Supervisor Castellucci's report included the following:

The Town Clerk's and Planning & Zoning Monthly Reports are on file in his office. The 2009 Journal of Proceedings of the Tioga County Legislature is also on file in his office.

F. Privilege of the Floor

Vivian Novok, Little Meadows, introduced herself as the newly appointed Mayor of Little Meadows.

After all who wished to speak were heard, Privilege of the Floor was closed.

G. Presentation of Petitions, Communications and Notices

1. NYMIR 2009 Rate Adjustment - Letter reviewed which noted a decrease in the projected premiums.

2. Letter: Time Warner RE: Rate Changes - Letter reviewed which noted an increase in charges.

3. NYS Comptroller RE: Estimated State Thresholds - Letter reviewed.

H. Abstracts (none)

I. Unfinished Business (none)

J. Reports of Standing Committees

K. Presentation of Resolutions, Motions and New Business

1. Appointments: Multiple Residence Inspector, Public Accountants, Deputy Highway Superintendent, Registrar, Deputy and Sub Registrar, Receiver and Deputy Receiver, Deputy Town Clerk, Deputy Supervisor, Historian, Public Information Officer for Emergencies

Motion by Morgan, seconded by Davis and unanimously carried, Michael Katchmir was reappointed as Multiple Residence Inspector.

Motion by Schumacher, seconded by Davis and unanimously carried, Ciaschi, Dietershagen, Little, Mickelson & Company, LLP. was reappointed as Public Accountants.

Mark Clark,, Highway Superintendent appointed Timothy Valentine as Deputy Highway Superintendent.

Motion by Morgan seconded by Schumacher and unanimously carried, Michael Zimmer,

was reappointed as Registrar of Vital Statistics for the Town.

Michael Zimmer, Registrar, reappointed Loretta Marchewka as Deputy Registrar of Vital Statistics with Marian Roueche and Alice Gorham as Sub-Registrars of Vital Statistics.

Motion by Schumacher, seconded by Morgan and unanimously carried, Michael Zimmer, was reappointed as Receiver of Taxes and Assessments.

Michael Zimmer, Town Clerk and Receiver of Taxes and Assessments reappointed Loretta Marchewka as Deputy Town Clerk and Deputy Receiver of Taxes and Assessments. Zimmer also appointed Marian Roueche and Alice Gorham as Part time Deputy Town Clerks and Receiver of Taxes and Assessments.

Supervisor Castellucci appointed John P. Schumacher as Deputy Supervisor.

Motion by Morgan, seconded by Davis and unanimously carried, Emma Sedore was reappointed as Town Historian.

Motion by Schumacher, seconded by Davis and unanimously carried, Michael Zimmer was reappointed at Public Information Officer for Emergencies.

Motion by Morgan, seconded by Davis and unanimously carried, Judith Quigley was reappointed as Town Attorney for a two year term.

2. Salary Resolution (printed at end of Minutes)

Motion by Morgan seconded by Davis and unanimously carried, the Salary Resolution was adopted.

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

Motion by Morgan, seconded by Schumacher and unanimously carried, the following resolution was adopted:

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 his 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 him 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 2009 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 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, as amended;

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.

4. Appoint Standing Committees

Supervisor Castellucci made the following Standing Committee appointments for 2009:

Highway: Lynne Davis, Chair, John Schumacher, Member

Parks, Grounds & Recreation: John Schumacher, Chair, New Board Member, Member

Personnel, Assessments, Finances & Judiciary: New Board Member, Chair, Dean Morgan, Member

Planning & Zoning: Dean Morgan, Chair, John Schumacher, Member

Sewer & Water: Dean Morgan, Chair, John Schumacher, Member

5. Appoint Special Committees

The following Special Committees were announced:

Buildings: Lynne Davis, Chair, Dean Morgan, Vice Chair, Michael Zimmer, Scott Vasisko, Debra Standing and Ruth Casterline.

Computer: Ruth Casterline, Chair, John Schumacher, Vice Chair, and all Department Heads

Loss Control: New Board Member, Chair, Dean Morgan, Vice Chair, Mick Trivisonno, Mark Clark, Scott Vasisko and Debra Standing

Deferred Compensation: Donald Castellucci, Jr., Chair, Judy Quigley and Ruth Casterline

Employee Association Negotiating: Donald Castellucci, Jr., Chair, John Schumacher, Vice Chair, and Judy Quigley

Teamsters Negotiating: Donald Castellucci, Jr., Chair, John Schumacher, Vice Chair, and Judy Quigley

Dog Control Liaison: Debra Standinger

Town Clerk Liaison: John Schumacher

6. Authorize Mileage Reimbursement Rate

Motion by Morgan, seconded by Davis and unanimously carried, the mileage reimbursement rate for town employees is set at .50/mile when using a personal vehicle when a town owned vehicle is not available and .295/mile for use of a personal vehicle when a town owned vehicle is available. Board Members are exempt from this policy.

7. Appoint Representative to Tioga County Council of Governments

Motion by Schumacher, seconded by Davis and unanimously carried, Supervisor Castellucci will serve as the Town's representative on the Tioga County Council of Governments with Councilman Morgan serving as the alternate.

8. Hickories Park Camping Fees, Pavilion and Bandshell Rental

Motion by Morgan, seconded by Schumacher and unanimously carried, the 2010 Hickories Park Camping Rates, Pavilion and Bandshell Rental will be as follows:

Camping with electric \$21.00/day and \$15.00/day without electric

Seasonal Camping rate of \$504.00/4 weeks

Pavilion Rentals (1, 2, 3, 5 & 6) \$25.00 Monday through Friday and \$50.00 on Saturday and Sunday.

Pavilion 4, \$50.00 Monday through Friday and \$100.00 on Saturday and Sunday.

Bandshell: \$250.00 per day.

8. Appointments to Ethics Board

Motion by Morgan, seconded by Davis and unanimously carried, having waived the ten day notice policy, the following people were re-appointed to the Ethics Committee: Kathy Taylor, Joan Davis, Jim Hamlin and Maryann Vanburger.

10. Set time for Town Board Meetings

Motion by Schumacher, seconded by Davis and unanimously carried, the 2010 Regular Meetings of the Owego Town Board will be held the first and third Tuesdays of every

month at 7:00 p.m.

11. Appoint Delegate and Alternate for the 2010 Association of Towns Meeting.

Motion by Davis, seconded by Morgan and unanimously carried, Supervisor Castellucci was appointed as delegate and Councilman Schumacher as alternate delegate for the Association of Towns Meeting in New York City.

12. Set 2010 per diem for Association of Towns Meeting

Motion by Morgan, seconded by Davis and unanimously carried, \$64.00 was set as the per diem for the Association of Towns Meeting in New York City.

13. NYS Deferred Compensation Board - Request for Proposal for Vendors

Judy Quigley, Town Attorney, stated that she is currently working on the request which must be done every five years.

14. NYS Department of Labor RE: Notice of Violation and Order to Comply

Motion by Morgan, seconded by Schumacher and unanimously carried, the Notice of Violation and Order to Comply was referred to the Loss Control Committee and the Highway Committee.

15. Tioga County Magistrates request to use Board Room

Motion by Morgan, seconded by Davis and unanimously carried, the Tioga County Magistrates and Court Clerks Association was authorize to use the Town Hall Meeting Room on the third Friday of the month for six meetings which start at 7:00 p.m.

16. Resolution RE: Frank Kinney

Motion by Davis, seconded by Morgan and unanimously carried, the following resolution was adopted:

WHEREAS Frank Kinney is retiring from the Town of Owego Highway Department on December 31, 2009; and

WHEREAS Frank began his employment with the Town of Owego as a Highway Equipment Operator in October 1966; and

WHEREAS Frank became Deputy Highway Superintendent January 1, 2002; and

WHEREAS Frank has given the Town of Owego 43 years of dedicated service;

NOW, THEREFORE, BE IT

RESOLVED that the Town Board of the Town of Owego on its behalf and on behalf of all residents of the Town of Owego thanks Frank Kinney for his committed service to the Town of Owego and wishes him well in his retirement.

L. Second Privilege of the floor

Supervisor Castellucci opened the second Privilege of the Floor.

Councilman Morgan expressed his thanks for the condolences he received during the recent passing Mary Morgan Stoddard.

After all who wished to be heard, the second privilege of the floor was closed.

N. Adjournment

Motion by Morgan the meeting was adjourned at 5:23 p.m.

Respectfully submitted,

Michael E. Zimmer
Town Clerk

WHEREAS, Town employees are paid every two weeks on Thursday, the first payday in 2010 being January 7, 2010, 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 2010 being January 7, 2010, for services rendered from December 21, 2009 through January 3, 2010, which represents ten working days, nine days being paid at the 2009 salary and one day being paid at the 2010 salary, and

WHEREAS, the paychecks issued thereafter during 2010 will cover two full weeks or ten days and will represent 10/261 of the employees' salary, there being 249 working days and 12 holidays in 2010, 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:

Lynne Davis	Councilman	8240.00/yr
Dean Morgan	Councilman	8240.00/yr
John Schumacher	Councilman	8240.00/yr
To be Appointed	Councilman	8240.00/yr
Ronald Bell	Town Justice	21630.00/yr

Robert Henning	Town Justice	21630.00/yr
Donald Castellucci	Supervisor	22398.00/yr
Donald Castellucci	Budget Officer	8455.00/yr
John Schumacher	Dep. Supervisor	1000.00/yr
Andrea Klett	Assessor	41906.00/yr
Michael Zimmer	Town Clerk	40825.00/yr
Michael Zimmer	Tax Receiver	10383.00/yr
Mark Clark	Hwy. Superintendent	57955.00/yr
Judy Quigley	Town Attorney	55728.00/yr
Diane Stephens	P/T Stenographer	16025.00/yr
Ruth Casterline	P/T IT Director	4456.00/yr
Kyle Fleming	Dog Control Off.	13.47/hr
Paulette Kucinsky	P/T Dog Control Off.	10.00/on-call
Paulette Kucinsky	P/T Dog Control Off.	20.00/callout
Paulette Kucinsky	P/T Dog Control Off.	15.00/kennel
Ronald Raab	P/T Dog Control Off.	10.00/on-call
Ronald Raab	P/T Dog Control Off.	20.00/callout
Ronald Raab	P/T Dog Control Off.	15.00/kennel
Cheryl Adams	Clerk to the Judge	14.47/hr
Colleen Craig	Clerk to the Judge	14.02/hr
Ruth Casterline	Secretary to Supervisor	19.13/hr
Cheri Grenier	Bookkeeper	18.51/hr
JulAnn Howrilka	Assessment Clerk	13.64/hr
Jane Rieg	P/T Clerk	11.35/hr
Alice Gorham	P/T Clerk	10.90/hr
Loretta Marchewka	Dep. Town Clerk/Receiver	17.82/hr
Ann Lynette Nichols	P/T Clerk	10.00/hr
Marian Roueche	P/T Clerk	12.69/hr
Kelly Turner	Account/Clerk Typist	14.04/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:

Michael Zimmer	Registrar	693.00/yr
Loretta Marchewka	Ass't Registrar	370.00/yr
Scott Vasisko	Park Maint. Sup'r.	47104.00/yr
Debra Standinger	Planning/Zoning Adm.	44027.00/yr
Donald Morey	Park Maint. Asst.	15.37/hr
William Davidson	Laborer	12.24/hr
Richard Horton	Laborer	11.24/hr
David Kresge	Laborer	9.40/hr
Cindy Giordano	School Guard Captain	300.00/yr
Stella Warren	School Guard Captain	300.00/yr
	School Guards	9.55/hr
Linda Bailey	Account/Clerk Typist	11.80/hr

Linda Bailey	Zoning Bd of Appeals Sec.	50.00/mtg
Linda Bailey	Planning Board Secretary	50.00/mtg
Michael Katchmir	P/T Ass't Code Enforc. Off.	16.39/hr
Ronald Schmidt	Code Enforcement Officer	18.04/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:

David Benjamin	Chief Water Tr. Pl. Op.	20.34/hr
Catherine Fitzgerald	P/T Account Clerk Typist	11.83/hr
Donald Hardic	Waste Water Treatment Pl Op	19.95/hr
Jeffrey Parker	Chief Wastewater Tr. Pl. Op.	24.93/hr
Richard Pond	Water Maint. Asst.	18.20/hr
Joseph Schneider	Heavy Equipment Operator I	18.34/hr
Don Sherwood	Waste Water Treatment Pl Op	13.95/hr
Marigene Shirley	Sr. Account/Clk Typist	15.85/hr
Matt Shofkom	Water Treatment Plant Op.	15.04/hr
Michael Trivisonno	Director of Utilities	63933.00/yr
Rodney Valentine	Water/Sewer Systems Sup'r.	21.08/hr
Kurt Weed	Laborer I	12.99/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:

Michael Campbell	Motor Equipment Op. II	14.22/hr
James Campoli	Motor Equipment Op. I	17.08/hr
Joseph Champaign	Motor Equipment Op. II	13.93/hr
Dennis Crawford	Working Sup'r.	17.43/hr
Thomas Field	Heavy Equipment Op. I	19.00/hr
Dale Hamm	Motor Equipment Op. II	14.22/hr
Brian Harders	Working Sup'r	18.22/hr
George Heenan	Mechanic	18.93/hr
Maurice Henning	Laborer	10.93/hr
Randy Jacobs	Heavy Equipment Op. I	18.50/hr
Kenneth Kinney	Motor Equipment Op. II	17.40/hr
Robert Lunn	Motor Equipment Op. II	17.97/hr
Ryan Miller	Laborer	12.57/hr
Bruce Morgan	Motor Equipment Op. II	14.97/hr
Ray Morgan	Laborer	10.93/hr
Charles Olmstead	Motor Equipment Op. III	15.22/hr
Michael Padgett	Motor Equipment Op. III	15.02/hr
Clifford Shaylor	Laborer	10.93/hr

Michael Taylor	Heavy Equipment Op. II	16.43/hr
Louis Tomchick	Heavy Equipment Op. III	16.93/hr
Tim Valentine	Deputy Highway Supt.	41500.00/yr
James Vanderburg	Motor Equipment Op. II	19.22/hr
Joseph Wagner	Heavy Equipment Op. II	18.10/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
 Robert Hornick
 David Marsh
 James Tofte

Zoning Board

Gary Phelps, Chairman
 Janet Brown
 Gaetana Crosby
 Michael Dean
 Jack Legg