

**A Town Board Meeting of the Town of Owasco was held on January 10,  
2019**

**at 4:00 PM in the Owasco Town Hall with the following members  
present:**

**PRESENT: Supervisor Edward Wagner  
Councilperson Tony Gucciardi  
Councilperson Richard Knaul  
Councilperson, Tim Kerstetter**

**ABSENT: Councilperson Ashley Melendez**

**OTHERS PRESENT: Riccardo Galbato, Kathy O'Neil,**

**CALL TO ORDER: 4:00 PM**

**PLEDGE OF ALLEGIANCE:**

**APPROVAL OF AGENDA:**

**RESOLUTION 19-001 approval of Town Board Agenda for January 10, 2019**

**Motion by Councilperson Kerstetter; Second Councilperson Knaul**

**Roll call vote: Councilperson Knaul Yes Councilperson Gucciardi Yes  
Councilperson Kerstetter Yes Councilperson Melendez Absent  
Supervisor Wagner Yes**

**APPROVAL OF MINUTES:**

**RESOLUTION 19-002 approval of Town Board Minutes for December 13, 2018.**

**Motion by; Councilperson Gucciardi. Second Councilperson Kerstetter**

**Roll call vote: Councilperson Knaul Yes Councilperson Gucciardi Yes  
Councilperson Kerstetter Yes Councilperson Melendez Absent  
Supervisor Wagner Yes**

**PUBLIC PARTICIPATION:**

**COMMUNICATIONS: Letter of appointment of Deputy Town Clerk and Deputy Tax Collector, Letter of recommendation from Town Justices consenting to appointment of Clerk to Town Justices, Letter of supervisor re appointment of Town Historian and Bookkeeper / Budget Officer. Letter from Tax Collector requesting designation of depository for funds, Dog Control Service Agreement.**

**NEW BUSINESS:**

Walking Trail around the town park, whereas; Woodmen Life has donated \$5000.00 for the project.

To schedule special meeting to award contracts for Owasco permanent GAC Water Treatment Project on January 24, 2019 at 10:00 am.

The Town Clerk asked for permission dispose of the town owned Pitney Bowes postage machine.

**WHEREAS;** the Pitney Bowes machine contract had expired and the machine will be soon non-compliant, thus giving it no value.

**WHEREAS;** The Town clerk went out for price quotes and we have chosen Neo Post as our new postage provider.

Resolved, All present board member approve of the disposal of the Pitney machine, the town clerk will reach out to Highway Superintendent to remove the machine.

**Resolution 19-003** to approval the grouping of Resolutions **19-004 through 19-019.**

Motion by **Councilperson Knaul;** Second **Councilperson Gucciardi,**

Roll call vote: Councilperson Knaul **Yes** Councilperson Gucciardi **Yes**  
Councilperson Kerstetter **Yes** Councilperson Melendez **Absent**  
Supervisor Wagner **Yes**

**Resolution 19-004** re-appoint the Auburn Citizen as the official newspaper for 2019

**Resolution 19-005** re-appoint Tompkins Trust Company as the depository for Town funds for the Town Clerk, Tax Collector and the Supervisor for 2019

**Resolution 19-006** authorizing the Supervisor to invest general funds, special district funds and highway moneys not obligated or required for immediate expenditure, in United States Treasury bills, savings accounts, time deposit or time certificates of deposit through Tompkins Trust Company; said investments to be payable or redeemable at the option of the Supervisor within such times as the proceeds may be needed to meet expenditures for which the moneys were provided.

**Resolution 19-007** establishing reimbursement of expenditures incurred in 2019 as follows: \$.58 cents per mile as mileage allowance for job-related travel per Internal Revenue Service for 2019.

**Resolution 19-008** designating the second Thursday of each month as Town Board meeting night to be held at 4:00 P.M. at the Town Hall:

**Resolution 19-009** requiring all itemized vouchers to be submitted to the Town Clerk's office before 12:00 P.M. of the Tuesday prior to the Board Meeting each month to qualify for audit and payment at the next regular Town Board Meeting.

**Resolution 19-010 establishing salaries and compensation for all elected and appointed officials and employees as set forth in the 2019 budget.**

**Resolution 19-011 establishing rates of pay for Board of Assessment Review, Zoning Board of Appeals, Planning Board 2019**

**Board of Assessment Review:**

**Member: \$25.00 per hour**

**Zoning Board of Appeals**

**Chairman: \$3334.13 per Year**

**Member: \$84.85 per Meeting**

**Planning Board**

**Chairman: \$4010.33 per Year**

**Member: \$84.85 per Meeting**

**Resolution 19-012 appointing the following persons to the designated positions for 2019**

- **Clerk to the Town Justices, upon advice and consent of the Town Justices: Donna “Vicky” Coraci.**
- **Deputy Town Clerks upon the advice and consent of the Town Clerk: Lori Reed, Pat Holt.**
- **To re-appoint Registrar of Vital Statistics to a term of office concurrent with Town Board: Tammy Flaherty and Deputy Registrar of Vital Statistics: Lori Reed**
- **To re-appoint Lori Reed and Patricia Holt as Deputy Tax Collector**
- **Building and Code Inspector: J. Patrick Doyle**
- **Chairperson of the Planning Board: Ronald Podolak**
- **Chairperson of the Zoning Board of Appeals: Dave Kalabanka**
- **Secretary to the Planning Board and Zoning Board of Appeals: Lori Reed**
- **To re-appoint Linda Coretti as Water Billing Clerk / Deputy Assessor:**
  
- **Town Attorney Part Time to a term of office concurrent with Town Board: Riccardo Galbato retainer of \$1100.00 per month plus hourly rate of \$130.00 for Litigation /Special projects.**
- **Town Engineer Part Time to a term of office concurrent with Town Board: Barton & Loguidice**
- **To re-appoint Town Historian upon the advice and consent of the Town Supervisor: Laurel Auchampaugh**
- **To appoint two Deputy Supervisors upon the advice and consent of the Town Supervisor: Tony Gucciardi as budgeted and Timothy Kerstetter at \$1500.00 annually.**
- **To re-appoint Bookkeeper / Budget Officer upon the advice and consent of the Town Supervisor: Darcelle Foster.**
- **To appoint Judy Cummings as Crossing Guard Supervisor.**
- **To reappoint Richard Knaul as the Clerk of the Works as budgeted.**
  
- **To re-appoint Steve Simmons as Chairperson of the Recreation Board for 1 Year ending December 31, 2019**

**Resolution 19- 013** authorizing Supervisor to submit to the Town Clerk by February 28, 2019, a copy of his Annual Report to the State Comptroller and directing the Town Clerk to cause a notice to be published within ten (10) days after receipt of said report in the official newspaper of the Town that a copy of such report is on file and available for inspection in the Town Clerks Office.

**Resolution 18-014** authorizing the payment of utility bills, town real property tax bills, Justice Court Funds and postage prior to audit pursuant to Town Law section 8(2).

**Resolution 19-015** reaffirming and re-adopting resolutions establishing the Procurement Policy adopted February 14, 2013 as Local Law No. 2 of 2013, and the investment policy adopted August 19, 2016.

**Resolution 19-016** to designate Councilperson Tim Kerstetter and Councilperson Tony Gucciardi as Audit Committee for 2018.

**Resolution 19-017** to reaffirm agreement with Insero & Co CPA’s to complete the Town & Court Audits.

**Resolution 19-018** to reaffirm the December 11, 2014 appointing Suzie Tracy as Animal Control Officer and County Acres Pet Services for Kennel Services for the year 2019.

**Resolution 19-019** to appoint David Kalabanka, James Moochler, and Arthur Richardson to serve, at no pay, on the Board of Ethics until December 31, 2019.

**Resolution 19-020** to approve **Resolutions 19-004 through 19-019.**

Motion by; **Councilperson Kerstetter .** Second **Councilperson Gucciardi**

Roll call vote: Councilperson Knaul **Yes** Councilperson Gucciardi **Yes**  
Councilperson Kerstetter **Yes** Councilperson Melendez **Absent**  
Supervisor Wagner **Yes**

**Resolution 19-021** Recommended budget modifications for the General Fund for January 2019.

Budget Modifications Recommendations			
After Closing:			
		December	2018
Notes	Acct #	Account Description	
			( - ) Debit
			(+) Credit
	A1620.410	Buildings - Contractual	\$ 3,047.75
	A3120.100	Crossing Guards	\$ 222.20
	A5132.400	Garage - Contractual	\$ 449.00

A5132.453	Garage - Telephone	\$ 123.00	
A8010.110	Zoning - Personal Services	\$ 1,101.00	
A8160.430	Refuse & Garbage - Misc	\$ 178.25	
A9010.800	State Retirement	\$ 2,500.00	
A9030.800	Social Security	\$ 2,500.00	
A9040.800	Workers Comp	\$ 3,531.40	
<b>A599</b>	<b>Appropriated Fund Balance</b>	<b>\$ -</b>	
A1220.130	Supervisor - Clerk		\$ 146.90
A1220.400	Supervisor - Contractual		\$ 23.50
A1220.402	Supervisor - Postage		\$ 121.50
A1420.421	Attorney - Legal Fees Special Projects		\$ 498.55
A1450.410	Election - Election Inspectors		\$ 1,919.70
A3120.110	Crossing Guards - Subs		\$ 222.20
A4020.100	Vital Statistics - Personnel Services		\$ 0.10
A5010.130	Supt. of Highways - Clerk		\$ 337.50
A5132.200	Garage - Equipment		\$ 247.10
A5132.452	Garage - Electric & Gas		\$ 324.90
A5182.400	Street Lighting - Contractual		\$ 7,131.40
A8010.100	Zoning - ZBA Secretary		\$ 433.15
A8010.451	Zoning - Engineering		\$ 450.00
A8020.420	Planning - Misc Expense		\$ 51.30
A8020.421	Planning - Legal Fees		\$ 166.55
A8160.413	Refuse & Gargabe - Diesel Fuel		\$ 178.25
A8560.400	Shade Trees - Contractual		\$ 1,400.00
<b>Totals:</b>		<b>\$ 13,652.60</b>	<b>\$ 13,652.60</b>

Acct #	Account Description	( - ) Debit	(+) Credit
DA5142.1100	Snow Removal - Personal Services	\$ 5,342.65	
DA9030.800	Social Security	\$ 42.90	
DA5142.400	Snow Removal - Sand & Salt		\$ 5,342.65
DA9010.800	State Retirement		\$ 42.90
<b>Totals:</b>		<b>\$ 5,385.55</b>	<b>\$ 5,385.55</b>

Acct #	Account Description	( - ) Debit	(+) Credit
SS1-8130.400	Treatment & Disposal - Contractual	\$ 2,619.60	
SS1-8110.400	Sewer Admin - Contractual		\$ 1,024.65
SS1-8120.410	Sewage Collection - Misc		\$ 374.55
SS1-9010.800	State Retirement		\$ 1,184.15
SS1-9060.800	Hospital & Medical		\$ 36.25
<b>Totals:</b>		<b>\$ 2,619.60</b>	<b>\$ 2,619.60</b>

		( - )	( + )
Acct #	Account Description	Debit	Credit
SS2-8130.400	Treatment & Disposal Contractual	\$ 1,193.15	
SS2-8110.151	Sewer Admin - Clerk Special Projects		\$ 675.00
SS2-8110.400	Sewer Admin - Contractual		\$ 286.45
SS2-9010.800	State Retirement		\$ 150.55
SS2-9030.800	Social Security		\$ 73.10
SS2-9060.800	Hospital & Medical		\$ 8.05
Totals:		\$ 1,193.15	\$ 1,193.15

		( - )	( + )
Acct #	Account Description	Debit	Credit
SS3-8130.400	Treatment & Disposal	\$ 2,954.50	
SS3-8110.100	Superintendent Salary		\$ 3.60
SS3-8110.151	Sewer Admin - Clerk Special Projects		\$ 2,115.00
SS3-8110.400	Sewer Admin - Contractual		\$ 440.05
SS3-8120.410	Sewage Collection - Misc		\$ 64.60
SS3-9010.800	State Retirement		\$ 150.55
SS3-9030.800	Social Security		\$ 177.25
SS3-9060.800	Hospital & Medical		\$ 3.45
Totals:		\$ 2,954.50	\$ 2,954.50

		( - )	( + )
Acct #	Account Description	Debit	Credit
SW8310.200	Admin - Equipment	\$ 1,500.00	
SW8310.403	Water Admin - Water Shed Inspector	\$ 850.00	
SW8340.410	Trans & Distribution - Contractual	\$ 5,500.00	
SW8340.458	Water Line Repairs	\$ 3,994.65	
SW8397.200	Water Equipment & Capital Outlay	\$ 129,648.05	
SW8310.120	Personal Services		\$ 2,935.45
SW8310.125	Personal Services - Special Projects		\$ 160.90
SW8310.400	Admin - Office Contractual		\$ 2,156.80
SW8310.405	Admin - Field Contractual		\$ 3,279.20
SW8310.410	Admin - Repairs to Bldg		\$ 150.65
SW8320.452	Power & Pumping - Electric Charges		\$ 836.90
SW8330.410	Purification - Misc		\$ 1,355.30
SW9030.800	Social Security		\$ 829.40
SW9060.800	Hospital & Medical		\$ 140.05

SW9730.700	Bond Anticipation Notes - Interest		\$ 21,343.55
SW9950.900	Trans to Capital Project Fund		\$ 108,304.50
Totals:		\$ 141,492.70	\$ 141,492.70

Notes:  
THESE ARE NOT THE FINAL BUDGET MODIFICAITIONS THAT WILL BE MADE FOR 2018  
The year-end closing process may require additional modifications.

**Motion by Councilperson Kerstetter; Second Councilperson Knaul**

**Roll call vote: Councilperson Knaul Yes Councilperson Gucciardi Yes  
Councilperson Kerstetter Yes Councilperson Melendez Absent  
Supervisor Wagner Yes**

**Resolution 19-022 AUDIT AND PAYMENT OF CLAIMS: authorizing the audit and payment of the following claims: General and Highway Funds, Special Districts, (Water and Sewer Districts), Capital Project and Reserve Fund claims, and ratifying the payment of the prepaid claims as authorized by resolution 16-006 adopted January 12, 2017, all in accordance with the attached abstract of claims.**

**ABSTRACT #01 2019 Vouchers # 1-86 in the amount of \$ \$2,431,287.35  
Trust & Agency Voucher # 5000-5008 in the amount of \$20,570.14  
for a grand total of \$ 2,451,857.49**

**Motion by Councilperson Knaul; Second Councilperson Gucciardi,**

**Roll call vote: Councilperson Knaul Yes Councilperson Gucciardi Yes  
Councilperson Kerstetter Yes Councilperson Melendez Absent  
Supervisor Wagner Yes**

**RESOLUTION 19-023 to adjourn to executive session at 4:20 to discuss personal issues.**

**Motion by; Councilperson Kerstetter . Second Councilperson Gucciardi**

**Roll call vote: Councilperson Knaul Yes Councilperson Gucciardi Yes  
Councilperson Kerstetter Yes Councilperson Melendez Absent  
Supervisor Wagner Yes**

**RESOLUTION 19-024 to return from executive session at 4:42 PM.**

**Motion by; Councilperson Kerstetter . Second Councilperson Gucciardi**

**Roll call vote: Councilperson Knaul Yes Councilperson Gucciardi Yes  
Councilperson Kerstetter Yes Councilperson Melendez Absent  
Supervisor Wagner Yes**

**ADJOURNMENT:**

**Resolution 19- 025 to adjourn the meeting:**

**Meeting adjourned at 4:42 PM**

Respectfully Submitted,  
Tammy M. Flaherty  
Town Clerk