

**The Reorganizational Town Board Meeting of the Town of Owasco was held on
January 9, 2020 at 4:00 PM in the Owasco Town Hall with the following
members present:**

PRESENT: Supervisor Edward Wagner
Councilperson Fred Cornelius
Councilperson Tony Gucciardi
Councilperson, Tim Kerstetter
Councilperson Mike Vitale

OTHERS PRESENT: Riccardo Galbato, Kathy O'Neil, Lucy Mackay, Robert Bruno,
Richard Knaul

Reorganizational Meeting

CALL TO ORDER: 4:00 PM

PLEDGE OF ALLEGIANCE:

APPROVAL OF AGENDA:

RESOLUTION 20- 005 approval of Town Board Agenda for January 9, 2020

Motion by Councilperson Gucciardi; Second Councilperson Vitale

Roll call vote:	Councilperson Cornelius <u>Yes</u>	Councilperson Gucciardi <u>Yes</u>
	Councilperson Kerstetter <u>Yes</u>	Councilperson Vitale <u>Yes</u>
	Supervisor Wagner <u>Yes</u>	

APPROVAL OF MINUTES:

**RESOLUTION 20- 006 approval of Town Board Minutes for December 12, 2019 & special
meeting, January 6, 2020.**

Motion by: Councilperson Gucciardi. Second Councilperson Kerstetter

Roll call vote:	Councilperson Cornelius <u>Yes</u>	Councilperson Gucciardi <u>Yes</u>
	Councilperson Kerstetter <u>Yes</u>	Councilperson Vitale <u>Yes</u>
	Supervisor Wagner <u>Yes</u>	

**PUBLIC PARTICIPATION: Kathy O'Neil addressed the board and objected to the
proposed Resolution 20-0027 regarding the Clerk of the Work position, as the town does not
have a project going on at the time and or if the town does have an upcoming project is this
person the right person for the job.**

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.

NEW BUSINESS:

OLD BUSINESS:

RESOLUTION 20-007 to approve the grouping and approval of
Resolutions 20-08 thru 20-023

Motion by Councilperson Cornelius; Second Councilperson Gucciardi

Roll call vote:	Councilperson Cornelius	<u>Yes</u>	Councilperson Gucciardi	<u>Yes</u>
	Councilperson Kerstetter	<u>Yes</u>	Councilperson Vitale	<u>Yes</u>
	Supervisor Wagner	<u>Yes</u>		

RESOLUTION 20-008 to reaffirm the Town of Owasco Credit Card Policy.

RESOLUTION 20-009 to reaffirm the Municipal Records Retention Policy.

RESOLUTION 20-010 to accept town fund balance policy.

RESOLUTION 20-011 to move the bulk water quarter deposit into the clerks account.

WHEREAS, the clerk now makes the deposit of the bulk water quarters and deposits it into the Consolidated Savings Account.

WHEREAS, the clerk then must record the deposit into her BAS Clerk Software, with it recording as a payment to the bookkeeper.

WHEREAS, this can cause a discrepancy in the clerks daily balance sheet.

BE IT RESOLVED, with this resolution the clerks account will balance at the end of the day, and the monies will go into the clerks monthly report with money turned over to the supervisor at the end of the month.

RESOLUTION 20-012 re-appoint Tompkins Trust Company as the depository for Town funds for the Town Clerk, Tax Collector and the Supervisor for 2020.

RESOLUTION 20-013 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 20-014 establishing reimbursement of expenditures incurred in 2020 as follows: 57.5 cents per mile as mileage allowance for job-related travel per Internal Revenue Service for 2020.

RESOLUTION 20-015 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 20-016 establishing salaries and compensation for all elected as set forth in the 2020 budget.

TOWN JUSTICE \$ 8,585.00 YEAR -EACH

TOWN CLERK/TAX COLLECTOR \$ 45,815.00 YEAR

TOWN BOARD \$ 5,201.25 YEAR EACH

SUPERVISOR \$ 14,375.00 YEAR

HIGHWAY SUPERINTENDENT \$ 55,065.00 YEAR

DEPUTY SUPERVISOR \$500.00 YEAR

RESOLUTION 20-017 establishing rates of pay for Board of Assessment Review, Zoning Board of Appeals, and Planning Board 2020

Board of Assessment Review:

Member: \$25.00 per hour –

Zoning Board of Appeals

Chairman: \$3,397.44 per year

Member: \$86.46 per meeting

Planning Board

Chairman: \$3,397.44 per year

Member: \$86.46 per meeting

RESOLUTION 20-018 appointing the following persons to the designated positions for 2020

- To re-appoint Clerk to the Town Justices, upon advice and consent of the Town Justices: Donna “Vicky” Coraci.
- To re-appoint Deputy Town Clerks upon the advice and consent of the Town Clerk:
- 1st Deputy 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
- To re-appoint Building and Code Inspector: J. Patrick Doyle
- To re-appoint Chairperson of the Planning Board: Ronald Podolak
- To re- appoint Robert Westover to Planning Board for term of 7 years starting 1/1/2020 – 12/31/ 2026
- To re appoint David Kalabanka to the Zoning Board of Appeals for a term of 7 years starting 1/1/2020 -12/31/2026
- To re-appoint Chairperson of the Zoning Board of Appeals: Dave Kalabanka
- To re-appoint Secretary to the Planning Board and Zoning Board of Appeals: Lori Reed
- To re-appoint Linda Coretti as Water Billing Clerk / Deputy Assessor:
- To re-appoint Town Attorney Part Time to a term of office concurrent with Town Board: Riccardo Galbato retainer of \$1200.00 per month plus hourly rate of \$130.00 for Litigation /Special projects.

- To re-appoint Town Engineer 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 re-appoint Deputy Supervisor upon the advice and consent of the Town Supervisor: Tony Gucciardi per budget.
- To re-appoint Bookkeeper / Budget Officer upon the advice and consent of the Town Supervisor: Darcelle Foster.
- To re-appoint Nancy Taylor as Chairman of the Board of Assessment Review (BAR).
- To re-appoint Judy Cummings as Crossing Guard Supervisor.
- To re-appoint Steve Simmons as Supervisor of Playground Directors.

RESOLUTION 20-019 authorizing Supervisor to submit to the Town Clerk by February 28, 2020, 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 20-020 authorizing the payment of utility bills, town real property tax bills, Justice Court Funds and Neo Post postage prior to audit pursuant to Town Law section 8(2).

RESOLUTION20-021reaffirming 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 20-022 to designate Councilperson Tim Kerstetter and Councilperson Fred Cornelius as Audit Committee for 2020.

RESOLUTION 20-023 to reappoint David Kalabanka, James Mochler, and Arthur Richardson to serve, at no pay, on the Board of Ethics until December 31, 2020

*Councilmen Cornelius questioned if this or when has this board ever met.
Supervisor Wagner stated they have not met but will be meeting this year.

RESOLUTION 20-024 to accept Highway Form 284, Agreement for the Expenditure of Highway Monies from Highway Superintendent Robert Bruno.

Motion by Councilperson Kerstetter; Second Councilperson Vitale

Roll call vote: Councilperson Cornelius	<u>Yes</u>	Councilperson Gucciardi	<u>Yes</u>
Councilperson Kerstetter	<u>Yes</u>	Councilperson Vitale	<u>Yes</u>
Supervisor Wagner	<u>Yes</u>		

RESOLUTION 20-025 To enter into agreement with Cayuga County for snow removal and sand or otherwise treat such county roads located within the Town of Owasco as the County Highway Superintendent and the Town of Owasco Highway Superintendent shall mutually agree, per agreement in the contract dated November 13, 2019, for the period of 2019-2020.

Motion by Councilperson Kerstetter; Second Councilperson Vitale

Roll call vote: Councilperson Cornelius Yes Councilperson Gucciardi Yes
Councilperson Kerstetter Yes Councilperson Vitale Yes
Supervisor Wagner Yes

RESOLUTION 20-026 to authorize the Supervisor to sign a customer care agreement with ABS Solutions in the amount \$3,000.00. The term of the contract is for 3 years or until funds are exhausted.

Motion by Councilperson Cornelius; Second Councilperson Kerstetter

Roll call vote: Councilperson Cornelius Yes Councilperson Gucciardi Yes
Councilperson Kerstetter Yes Councilperson Vitale Yes
Supervisor Wagner Yes

RESOLUTION 20-027 to appoint Richard Knaul as Clerk of the Work at a rate of \$45.00 per hour. MOTION TABELD UNTIL THE NEXT MEETING

Motion by Councilperson Vitale; Second Councilperson Kerstetter

Roll call vote: Councilperson Cornelius Yes Councilperson Gucciardi Yes
Councilperson Kerstetter Yes Councilperson Vitale Yes
Supervisor Wagner Yes

RESOLUTION 20-028 to appoint The Citizen as the official newspaper for 2020.

Motion by Councilperson Cornelius; Second Councilperson Vitale

Roll call vote: Councilperson Cornelius Yes Councilperson Gucciardi Yes
Councilperson Kerstetter Yes Councilperson Vitale Yes
Supervisor Wagner Yes

RESOLUTION 20-029 to discuss agreement with Robert Bruno, Highway Superintendent for use of personal equipment either to accept, terminate, or modify agreement.

Councilmen Cornelius felt it is bad practice, and no employees should donate items, this could open up a preception of owing and/or impropriety, he suggested to suspend the agreement.

Councilmen Vitale felt if the agreement was suspended it could impact pending litigation against Robert Bruno.

Councilmen Gucciardi felt it was wise to wait until the litigation is over as well.

Councilmen Kerstetter felt the agreement should at the least be suspended.

Councilmen Cornelius made a motion to suspend the agreement with a second by Councilmen Kerstetter, Motion was defeated

Upon roll call the Resolution to accept the agreement with a modification to add Mike Vitales name to the agreement was approved.

Motion by Councilperson Kerstetter; Second Councilperson Vitale

Roll call vote: Councilperson Cornelius NO Councilperson Gucciardi Yes
Councilperson Kerstetter NO Councilperson Vitale Yes
Supervisor Wagner Yes

RESOLUTIOON 20- 030 To approve the Agreement for “Professional Engineering Services Amendment Proposal Town of Owasco Permanent Pumping System” with GHD by letter from Stephen C. Waldvogel, PE of GHD dated 1.3.20 and authorize the Town Supervisor to execute same. The agreement modifies the original agreement with GHD dated 8.31.18.

Motion by Councilperson Cornelius; Second Councilperson Kerstetter

Roll call vote: Councilperson Cornelius Yes Councilperson Gucciardi Yes
Councilperson Kerstetter Yes Councilperson Vitale Yes
Supervisor Wagner Yes

RESOLUTION 20-031 designating the second Thursday of each month as Town Board meeting night to be held at 4:00 P.M. at the Town Hall:

Motion by Councilperson Gucciardi; Second Councilperson Vitale

Roll call vote: Councilperson Cornelius NO Councilperson Gucciardi Yes
Councilperson Kerstetter Yes Councilperson Vitale Yes
Supervisor Wagner Yes

RESOLUTION 20-032 to approve reccomended Budget Modifications for January 2020.

Budget Modifications Recommendations				
After Closing:		December	2019	
Notes	Acct #	Account Description	(-)	(+)
			Debit	Credit
	A1010.400	Town Board - Contractual	\$ 50.00	
	A1110.400	Justices - Contractual	\$ 786.00	
	A1220.120	Supervisor - Bookkeeper	\$ 74.00	
	A1220.400	Supervisor - Contractual	\$ 557.00	
	A1330.400	Tax Collection - Contractual	\$ 232.00	
	A1355.120	Assessors - Clerk	\$ 1,221.00	
	A1355.410	Assessors - Contractual	\$ 104.00	
	A1355.411	Assessors - Assessment Review Board	\$ 262.00	
	A1355.430	Assessors - Legal Fees	\$ 50.00	
	A1410.410	Town Clerk - Contractual	\$ 376.00	
	A1410.411	Town Clerk - Training	\$ 134.00	
	A1450.410	Election - Election Inspectors	\$ 2,205.00	
	A1620.230	Buildings - Repair	\$ 80.00	
	A1620.240	Buildings - Computer	\$ 658.00	
	A1620.241	Buildings - Computer/Server	\$ 5,014.00	
	A1620.410	Buildings - Contractual	\$ 305.00	

A1620.411	Buildings - Computer Maint	\$ 305.00	
A1620.415	Website Maint & Hosting	\$ 300.00	
A1910.400	Unallocated Insurance	\$ 1,500.00	
A1990.400	Contingent Account	\$ 500.00	
A3010.100	Public Safety - Sidewalk Project Personnel	\$ 11,400.00	
A3010.201	Public Safety Admin - Sidewalk Project	\$ 12,055.00	
A3120.100	Crossing Guards	\$ 1,000.00	
A3310.400	Traffic Control - Contractual	\$ 227.00	
A3510.405	Dog Control - Other Services	\$ 200.00	
A3620.410	Safety Inspection - Contractual	\$ 414.00	
A3620.415	Safety Inspection - Other	\$ 200.00	
A3620.420	Safety Inspection - Legal	\$ 100.00	
A5132.452	Garage - Electric & Gas	\$ 2,000.00	
A5182.400	Street Lighting - Contractual	\$ 9,000.00	
A7140.100	Playground - Playground Directors	\$ 350.00	
A7140.110	Playgrounds - Summer Labor	\$ 680.00	
A7140.131	Shelter & Bathroom Maint	\$ 1,000.00	
A7140.200	Playgrounds - Equipment	\$ 10,000.00	
A7140.430	Playgrounds - Improvement & Maint	\$ 19,000.00	
A7310.421	Youth Program - Theater	\$ 500.00	
A7510.110	Town Historian	\$ 950.00	
A8010.110	Zoning - Personal Services	\$ 2,000.00	
A8010.422	Zoning Training	\$ 200.00	
A8020.110	Planning - Personal Servies	\$ 1,593.00	
A8090.200	Environmental Control - Equipment	\$ 3,000.00	
A8090.2400	Environmental Control - Property Mowing	\$ 250.00	
A8160.406	Refuse & Garbage - Utilities	\$ 190.00	
A8160.410	Refuse & Garbage - Landfill	\$ 1,753.57	
A8810.110	Cemeteries - Personal Services	\$ 499.70	
A9010.800	State Retirement	\$ 3,075.00	
A9030.800	Social Security	\$ 3,933.00	
A9040.800	Workers Comp	\$ 3,095.00	
<i>A599</i>	<i>Appropriated Fund Balance</i>		\$ 87,383.00
A1330.110	Tax Collector - Tax Collector		\$ 0.04
A1410.120	Town Clerk - Deputy Salary		\$ 346.22
A1620.452	Buildings - Electric & Gas		\$ 73.77
A1620.453	Buildings - Telephone		\$ 440.33
A1920.400	Municipal Dues		\$ 1,100.00
A3120.110	Crossing Guards - Subs		\$ 136.27
A5010.400	Highway Super - Contractual		\$ 366.41
A5132.400	Garage - Contractual		\$ 590.54
A5132.453	Garage - Telephone		\$ 224.02
A7550.400	Celebrations		\$ 1,424.04
A8097.400	2019 Wetlands Remediation - Contractual		\$ 5,175.00
A8160.413	Refuse & Garbage - Diesel Fuel		\$ 19.83
A8510.400	Community Beautification		\$ 499.70
A8560.400	Shade Trees - Contractual		\$ 5,599.10

Putting Money into Fund Bala

	Totals:	\$ 103,378.27	\$ 103,378.27	\$

		(-)	(+)	
Acct #	Account Description	Debit	Credit	
DA5110.100	General Repairs - Personal Services	\$ 9,700.00		
DA5112.413	Improvements - Stone	\$ 2,900.00		
DA5112.414	Improvments - Cold Mix	\$ 7,200.00		
DA5112.415	Improvements - Hot Mix	\$ 4,000.00		
DA5130.411	Machinery - Misc	\$ 2,000.00		
DA5142.110	Snow Removal - Personal Services	\$ 3,269.00		
DA5130.110	Machinery - Personal Services		\$ 19,623.00	
DA5130.414	Eqipment Parts		\$ 1,297.00	
DA5142.400	Snow Removal - Sand & Salt		\$ 6,808.00	
DA9030.800	Social Security		\$ 1,341.00	
	Totals:	\$ 29,069.00	\$ 29,069.00	\$

		(-)	(+)	
Acct #	Account Description	Debit	Credit	
SS1-8110.400	Sewer Admin - Contractual	\$ 231.00		
SS1-1420.421	Legal - Special Projects		\$ 185.00	
SS1-8110.405	Sewer Admin - Telephone		\$ 46.00	
	Totals:	\$ 231.00	\$ 231.00	\$

		(-)	(+)	
Acct #	Account Description	Debit	Credit	
SS2-8120.110	Sewage Collection - Personal Services	\$ 386.00		
SS2-1420.421	Legal - Special Projects		\$ 45.00	
SS2-8110.400	Sewer Admin - Contractual		\$ 168.00	
SS2-8110.405	Sewer Admin - Telephone		\$ 14.00	
SS2-8120.458	Sewage Collection - Repair/Cleaning		\$ 159.00	
	Totals:	\$ 386.00	\$ 386.00	\$

		(-)	(+)
Acct #	Account Description	Debit	Credit

SS3-8130.405	Sewage & Treatment - Bioxide	\$ 781.00		
SS3-1420.421	Legal - Special Projects		\$ 31.00	
SS3-8110.400	Sewer Admin - Contractual		\$ 80.00	
SS3-8110.405	Sewer Admin - Telephone		\$ 3.00	
SS3-8120.458	Sewage Collection - Repair/Cleaning		\$ 113.00	
SS3-8130.400	Treatment & Disposal - Contractual		\$ 554.00	
Totals:		\$ 781.00	\$ 781.00	\$

		(-)	(+)	
Acct #	Account Description	Debit	Credit	
SW1380.400	Fiscal Agent Fees (Adminstration Fees)	\$ 0.32		
SW1420.421	Legal - Special Projects	\$ 0.72		
SW8310.120	Personal Services	\$ 12,006.82		
SW8310.125	Personal Services - Special Projects	\$ 1.48		
SW8310.130	Personal Services - Water Break Repair	\$ 0.24		
SW8310.150	Water Administration - Clerk	\$ 108.43		
SW8310.152	Clerk of the Works	\$ 0.36		
SW8310.200	Administration - Equipment	\$ 950.90		
SW8310.403	Water Admin - Water Shed Inspector	\$ 0.72		
SW8310.410	Administration - Repairs to Building	\$ 438.11		
SW8310.413	Water Administration - Diesel Fuel	\$ 109.61		
SW8310.453	Administration - Telephone	\$ 55.33		
SW8320.410	Power & Pumping - Miscellaneous	\$ 1,383.46		
SW8320.452	Power & Pumping - Electric Charges	\$ 9,490.08		
SW8330.410	Purification - Miscellaneous	\$ 1,744.55		
SW8330.420	Purification - Laboratory Charges	\$ 1.00		
SW8330.421	Purification - Lab Charges Microcystin	\$ 5,865.00		
SW8340.410	Trans & Distribution - Contractual	\$ 1,864.38		
SW8340.415	Trans & Distribution - Auburn Direct	\$ 0.68		
SW8340.458	Water Line Repairs	\$ 3,822.95		
SW8397.200	Water Equipment & Capital Outlay	\$ 9.65		
SW9010.800	State Retirement	\$ 39.54		
SW9030.800	Social Security	\$ 1,179.14		
SW9040.800	Workmen's Compensation	\$ 0.73		
SW9060.800	Hospital and Medical Insurance	\$ 56.01		
SW9710.70	Serial Bonds - Interest	\$ 5,585.93		
<i>SW599</i>	<i>Appropriated Fund Balance</i>	<i>\$ 18,763.42</i>		Taking Money F Fund Balanc
SW8310.400	Admin - Office Contractual		\$ 266.15	
SW8310.405	Admin - Field Contractual		\$ 6.78	
SW8310.412	Water Admin - Gasoline		\$ 62.27	
SW9950.900	Transfers to Capital Projects		\$ 63,144.36	
Totals:		\$ 63,479.56	\$ 63,479.56	\$

Notes:

THESE ARE NOT THE FINAL BUDGET MODIFICATIONS THAT WILL BE MADE FOR 2019

The year-end closing process may require additional modifications.

Motion by: Councilperson Kerstetter. Second Councilperson Gucciardi

Roll call vote:	Councilperson Cornelius	<u>Yes</u>	Councilperson Gucciardi	<u>Yes</u>
	Councilperson Kerstetter	<u>Yes</u>	Councilperson Vitale	<u>Yes</u>
	Supervisor Wagner	<u>Yes</u>		

RESOLUTION 20- 033 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.

To Void Voucher #42 in the amount of \$666.00 as voucher total was incorrect, and voucher #46 in the amount of \$348.00 as payment was duplicate due to company name change.

ABSTRACT #01 2020 Vouchers # 1- #88 in the amount of \$354,783.76

Trust & Agency Vouchers #5000-5009 in the amount of \$7219.35

for a grand total of \$362,003.11

Motion by: Councilperson Kerstetter. Second Councilperson Gucciardi

Roll call vote:	Councilperson Cornelius	<u>Yes</u>	Councilperson Gucciardi	<u>Yes</u>
	Councilperson Kerstetter	<u>Yes</u>	Councilperson Vitale	<u>Yes</u>
	Supervisor Wagner	<u>Yes</u>		

RESOLUTION 20 -035 to adjourn to executive session at 5:04PM to discuss personal issues, pending litigation.

Motion by Councilperson Kerstetter; Second Councilperson Cornelius

Roll call vote:	Councilperson Cornelius	<u>Yes</u>	Councilperson Gucciardi	<u>Yes</u>
	Councilperson Kerstetter	<u>Yes</u>	Councilperson Vitale	<u>Yes</u>
	Supervisor Wagner	<u>Yes</u>		

RESOLUTION 20- 036 to return from executive session at 5:25 PM.

Motion by Councilperson Vitale; Second Councilperson Cornelius

Roll call vote:	Councilperson Cornelius	<u>Yes</u>	Councilperson Gucciardi	<u>Yes</u>
	Councilperson Kerstetter	<u>Yes</u>	Councilperson Vitale	<u>Yes</u>
	Supervisor Wagner	<u>Yes</u>		

ADJOURNMENT:

RESOLUTION 20-037 to adjourn the meeting:

Motion by Councilperson Vitale; Second Councilperson Kerstetter

Roll call vote:	Councilperson Cornelius	<u>Yes</u>	Councilperson Gucciardi	<u>Yes</u>
	Councilperson Kerstetter	<u>Yes</u>	Councilperson Vitale	<u>Yes</u>
	Supervisor Wagner	<u>Yes</u>		

Meeting adjourned at 5:26 PM