

A Town Board Meeting of the Town of Owasco was held on November 12, 2020 at 4:00 PM in the Owasco Town Hall with the following members present:

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

ABSENT:

OTHERS PRESENT: Riccardo Galbato, Walt Aikman, Joey Dimao,
Mike O’Neil,

CALL TO ORDER: 4:01 PM

PLEDGE OF ALLEGIANCE:

APPROVAL OF AGENDA:

RESOLUTION 20-157 approval of Town Board Agenda for November 12, 2020

Motion by: Councilor Kerstetter. Second Councilor Gucciardi

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

APPROVAL OF MINUTES:

RESOLUTION 20-158 approval of Town Board Minutes for Town Board Meeting October 8, 2020 & Town Board Budget Meetings, October 21, 26, 29, & November 4, 2020.

Motion by Councilor Gucciardi; Second Councilor Vitale

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

PUBLIC PARTICIPATION:

COMMUNICATIONS: Supervisor Wagner received email from John Perun thanking the town for paving Koenig Point, East Lakeview Drive, and complementing the crew how nice it looks.

NEW BUSINESS: All Media would like to address the board regarding a ditch and drainage issue on their Letchworth Ave property.

Engineer for All Media, Mike O’Neil referenced a drainage ditch that runs thru their property that originates from the retention pond in the Bench Development off Meadowlane. Mr. O’Neil stated that Joe DeMaio, owner of All Media is requesting that the town fill in the ditch with drianage pipe as the property at times be wet and ita attracts mosquitos. He also stated that the added benefit with the town installing the drainage pipes the adjoining neighbors could tie in thus helping with their drainage. Mr. O’Neil also state that Mr. DeMaio has many celebraties visit his studio and this would help to give the area cleaner look. Joe DeMaio then addressed the board and noted that he does have vistiors from all over the world and along with cleaning the area up it would help withe the errosion on the property. He also had concerns with the children that are attraced to the water in the ditches and his liability.

*Supervisor Wagner that they will look into the situation and may put a culvert pipe in along the Letchworth St side of the property.

OLD BUSINESS: Walt Aikman will update the board on the Wetland Restoration Project at the Highway Department.

The restoration is making great headway as the hydro-seeding was completed and the plantings are almost complete. The project is on schedule as the highway department has been doing their part of the restoration and topsoil mixing. Walt has been in constant contact with the DEC and will continue to update them.

RESOLUTION 20-159 ADOPTION OF THE NYS ARCHIVES LGS-1, THE RECORDS RETENTION AND DISPOSITION

WHEREAS, the New York State Archives has revised the Retention and Disposition Schedules adopted by municipalities and combined all schedules into one, the Local Government Schedule or LGS-1; and

WHEREAS, the Retention and Disposition Schedule has not been updated since 2011; and

WHEREAS, after it was reviewed the LGS-1, the Owasco Town Clerk recommends the adoption of the LGS-1 by the Cayuga County Legislature: Now therefore be it **NOW**

RESOLVED that the Town of Owasco, does, hereby, adopt the revised schedule, and be it further

RESOLVED, that in accordance with Article 57-A of the NYS Arts and Cultural Affairs Law that:

a) Only those records will be disposed that are described in the *Retention and Disposition Schedule for New York Local Government Records (LGS-1)* after they have met the minimum retention periods described therein;

b) Only those records will be disposed that do not have sufficient administrative, fiscal, legal or historical value to merit retention beyond established minimum periods.

Motion by Councilor Kerstetter; Second Councilor Vitale

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

RESOLUTION 20-160 to reappoint James Sierzenga to the Board of Assessment Review for a 5 year term of 9/2020-10/1/2025.

Motion by Councilor Kerstetter; Second Councilor Vitale

**Roll call vote: Councilor Cornelius Yes Councilor Gucciardi Yes
 Councilor Kerstetter Yes Councilor Vitale Yes
 Supervisor Wagner Yes**

RESOLUTION 20-161 To amend Sections 806 and 807 of the Town of Owasco Employee Handbook.

Sections labeled 806 Medical Insurance and 807 Medical Insurance for Retirees is hereby amended and adopted to read as follows:

806 Medical Insurance

Eligibility – The Town currently provides medical insurance coverage to each full-time employee and full-time Elected Official and their eligible family members. *For purposes of this section, “Full-time Elected Official” shall be defined as the Superintendent of Highways and the Town Clerk.* A part-time, temporary or seasonal employee is not eligible for this plan.

Updated Per Resolution 12-205 – As of January 1, 2013, the Town of Owasco modified health care coverage for Medicare eligible employees, not covered by a collective bargaining agreement, and their spouses. The changes are as follows:

1. The Town will no longer provide commercial (existing) health care coverage for ~~retired~~ an employee or their spouse who have reached the age of Medicare eligibility.
2. The Town will pay for a Medicare Supplement at a rate to be determined by eligibility criteria as stated in the Employee Policies Handbook for employees and their spouses who reach the age of Medicare eligibility. Note: the cost of Medicare A and B will be reimbursed to active employees on Medicare, less any employee contribution amount that is required for medical benefits.
3. The Town will continue to provide commercial (existing) health care coverage for retired employees and their spouses who are under the Medicare eligibility age as outlined in the Employee Policy Handbook. ~~and the CSEA union contract.~~
4. This Policy is subject to change.

Note: An employee who is a member of a collective bargaining unit ~~may~~ will not be affected by this change; those employees should refer to the applicable collective bargaining agreement for details.

When Coverage Begins – ~~Coverage will begin on the employee’s first day of employment or for Elected Officials, the first day of office, provided all eligibility requirements of the insurance plan are met.~~

Updated Per Resolution 19-109

Effective immediately any new hires prior to the 15th of each calendar month will be covered by health insurance beginning the first of that month.

Any employee hired after the 15th will be covered starting on the first of the following month.

Premium Payment – The Town will pay 90% of the premium for individual or family medical insurance coverage, as the case may be, for each eligible full-time employee and full-time Elected Official. The employee is responsible to pay a 10% contribution for medical insurance coverage that will be deducted from their payroll check. The Town will pay 100% of the premium for individual or family dental and/or vision insurance. The Town will contribute a maximum of \$2.50 per month toward a prescription drug rider to be added to the plan.

Changes in Premium Contributions – The amount of the insurance premium an employee or Elected Official may be required to contribute is subject to change by resolution of the Town Board. The Town Board will provide a two-month written notice of such change.

Union Employees – An employee who is a member of a collective bargaining unit is not covered by the Medical Insurance provisions set forth immediately above and should refer to the applicable collective bargaining agreement.

Section 806 amended and adopted on 11.12.20 by Resolution 20-_____.

807 Medical Insurance for Retirees

Coverage – The Town will make available medical insurance coverage to an eligible full-time employee or full-time Elected Official who retires from the Town. *For purposes of this section, “Full-time Elected Official” shall be defined as the Superintendent of Highways and the Town Clerk.* Coverage is also available for eligible dependents (includes spouse) if they were covered under the Town’s medical insurance plan at the employee’s date of retirement. In the event the retiree predeceases the dependents, the dependents may continue medical insurance coverage provided they pay the full cost of the premium. Coverage of a dependent at the time of divorce or legal separation is in accordance with plan documents and COBRA requirements.

Updated Per Resolution 14-095, June 12, 2014 – To be eligible for coverage, the retiree must meet each of these requirements : (1) have at least twenty years of continuous service with the Town either as a full-time employee or as a full-time Elected Official, as that term is defined for coverage under this Section 807; (2) have retired directly from the Town; (3) be at least fifty-five years of age; and (4) have been granted a retirement benefit from the New York State Employees’ Retirement System. These eligibility requirements are subject to change by resolution of the Town Board.

Plan – The Town will make available the same medical insurance plans offered to then current employees. The Town Board may, at its discretion, change the plans at any time, including, but not limited to, type of coverage, retiree contributions, and type of carrier. Coverage under a medical insurance plan made available through the Town will continue until the retiree, meets the eligibility criteria for Medicare coverage, at which time primary coverage will be provided by Medicare. When the spouse of a retiree reaches eligibility for Medicare, all medical insurance benefits will cease. At that time, the retiree will be required to change medical insurance plans in order to maintain supplemental coverage.

Premium Payment – The Town will pay 60% of the premium for individual or family medical insurance coverage, as the case may be, for each eligible retiree. The Town will pay an additional 1.5% for each twelve days of sick leave accumulated by the retiree at the time of retirement, up to a maximum of 20% of the premium. Therefore the maximum amount of the premium the Town will pay is 80%.

Updated per Resolution 12-212 – Payments are to be paid by the Insured before the first of the month for the month of coverage. (Example, premium payment for coverage of the month January is due on or before January 1st.) Quarterly payments made in advance are encouraged but not required; quarterly payments must be made on or before the first day of the month of the quarterly period of coverage. (Note: Quarters are January – March, April – June, July – September, and October- December.) Failure to make timely payments will result in cancellation of Health Insurance.

Changes in Premium Contributions – The amount of the insurance premium a retiree or retiree’s spouse is required to contribute is subject to change by resolution of the Town Board. The Town Board will provide a two-month written notice of such change.

Union Employees – An employee who is a member of a collective bargaining unit is not covered by the Medical Insurance for Retirees provisions set forth immediately above and should refer to the applicable collective bargaining agreement.

Section 807 amended and adopted on 11.12.20 by Resolution 20-161.

These amendments and adoptions of Sections 806 and 807 shall take effect immediately.

Motion by; Councilor Kerstetter. Second Councilor Gucciardi

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

RESOLUTION 20-162 to authorize Supervisor to sign agreement with Suzie Tracy for animal control at a yearly salary of \$3900.00 for term of 1/1/2021-12/31/2021.

Motion by Councilor Kerstetter; Second Councilor Cornelius

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

RESOLUTION 20-163 Establishing a Capital Reserve Fund to Finance a “Type” of Capital Improvement or Equipment; Water District Equipment Reserve Fund

RESOLVED, that pursuant to section 6-c [6-g] of the General Municipal Law, as amended, there is hereby established a capital reserve fund to be known as the “Water District Equipment Reserve Fund” (also hereinafter referred to as “Equipment Reserve Fund”). The purpose of this Equipment Reserve Fund is to accumulate moneys to finance the cost of Equipment for the Town. The type of equipment to be financed from the Equipment Reserve Fund is the acquisition of Water District Equipment for the Town.

FURTHER RESOLVED, that the chief fiscal officer or Town Supervisor is hereby directed to deposit and secure the moneys of this Equipment Reserve Fund in the manner provided by section 10 of the General Municipal Law. The Town Board may invest the moneys in the Equipment Reserve Fund in the manner provided by section 11 of the General Municipal Law, and consistent with the investment policy of the Town of Owasco. Any interest earned or capital gains realized on the moneys so deposited or invested shall accrue to and become part of the Equipment Reserve Fund. The chief financial officer or Town Supervisor shall account for the Equipment Reserve Fund in a manner, which maintains the separate identity of the Equipment Reserve Fund and shows the date and amount of each sum paid into the fund, interest earned by the fund, capital gains or losses resulting from the sale of investments of the fund, the amount and date of each withdrawal from the fund and total assets of the fund, showing cash balance and a schedule of investments and shall, at the end of each fiscal year, render to the Town Board a detailed report of the operation and condition of the Equipment Reserve Fund.

FURTHER RESOLVED, that except as otherwise provided by section 6-c [6-g] of the General Municipal Law, expenditures from this Equipment Reserve Fund shall be made only for the purpose for which the Equipment Reserve Fund is established. No expenditure shall be made from this Equipment Reserve Fund without the approval of the Town Board and without such additional actions or proceedings as may be required by section 6-c [6-g] of the General Municipal Law, including a permissive referendum if required by subdivision 4 of Section 6-c [subdivision 7 of Section 6-g].

Motion by; Councilor Kerstetter. Second Councilor Gucciardi

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

RESOLUTION 20-164 To authorize the Town Supervisor to sign the Shared Services Agreement with the New York State Department of Transportation

WHEREAS, by letter dated 11.5.20 from John F. Sexton, P.E, of the NYSDOT Director of Operations, the Town was advised of a Shared Services Agreement for services, materials or equipment to be shared which shall not exceed \$25,000.00.

RESOLVED, that the Town Board authorizes the Town Supervisor to sign the Shared Services Agreement with the New York State Department of Transportation.

Motion by Councilor Kerstetter; Second Councilor Cornelius

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

RESOLUTION 20-165 To authorize an additional payment of \$2,000.00 to the Owasco Lake Watershed Management Council.

WHEREAS, the Town of Owasco is part of an Agreement dated April 6, 2018 with the City of Auburn, Cayuga County and the Owasco Lake Management Council, Inc. regarding the Watershed Inspection Program and the funding of same;

WHEREAS, the Town of Owasco currently contributes \$25,000 of the \$241,000 budget to the Owasco Lake Watershed Management Council;

WHEREAS, by email/letter dated October 23, 2020 the Owasco Lake Watershed Management Council requested additional contributions of \$2,000.00 from the Town of Owasco for the year 2021;

WHEREAS, the money will be taken from the water district.

RESOLVED, that the Town of Owasco hereby authorizes an additional payment to the Owasco Lake Watershed Management Council in the amount of \$2,000.00.

Motion by Councilor Kerstetter; Second Councilor Vitale

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

RESOLUTION 20-166 motion to approve agreement with Ramboll for engineering services to evalutate and reccomend improvements on the odor control station, in the amount of \$12,100.

Motion by Councilor Cornelius; Second Councilor Gucciardi

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

RESOLUTION 20-167 to continue the Public Hearing: on the Preliminary Budget of the Town of Owasco for the fiscal year beginning January 1, 2021 including general Town funds, Highway, Water and Sewer Districts started at 4:47 PM

Motion by Councilor Gucciardi; Second Councilor Cornelius

**Roll call vote: Councilor Cornelius Yes Councilor Gucciardi Yes
 Councilor Kerstetter Yes Councilor Vitale Yes
 Supervisor Wagner Yes**

During the budget hearing Supervisor Wagner explained how he would like to add additional equipment to the Highway Department that they previously discussed in budget workshop as he now had the official pricing in.
The board agreed to lease/or purchase equipment as this will help to keep or equipment rotated and with less repairs and the new items will be covered under a warranty. Also with this purchased the proposed, will add a lease of a loader, and the purchase a Skiddster and Mini Excavator, by doing this it has freed up funds to be added to the highway fund balance.

RESOLUTION 20-168 to close the Public Hearing Preliminary Budget of the Town of Owasco for the fiscal year beginning January 1, 2021 including general Town funds, Highway, Water and Sewer Districts, closing at 5:00 PM

Motion by Councilor Kerstetter; Second Councilor Vitale

**Roll call vote: Councilor Cornelius Yes Councilor Gucciardi Yes
 Councilor Kerstetter Yes Councilor Vitale Yes
 Supervisor Wagner Yes**

RESOLUTION 20-169 to approve the Final Budget for the Town of Owasco for the fiscal year beginning January 1, 2021 including general Town Funds, Highway and Water and Sewer Districts.

Motion by Councilor Gucciardi; Second Councilor Vitale

**Roll call vote: Councilor Cornelius Yes Councilor Gucciardi Yes
 Councilor Kerstetter Yes Councilor Vitale Yes
 Supervisor Wagner Yes**

RESOLUTION 20- 170AUDIT 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 4, 2016, all in accordance with the attached abstract of claims.

**ABSTRACT #11 2020 Vouchers #840-935 in the amount of \$1,106,004.46
Trust & Agency Voucher #5079-5084 in the amount of \$7398.13
for a grand total of \$1,113,402.59**

Motion by Councilor Kerstetter; Second Councilor Cornelius

**Roll call vote: Councilor Cornelius Yes Councilor Gucciardi Yes
 Councilor Kerstetter Yes Councilor Vitale Yes
 Supervisor Wagner Yes**

ADJOURNMENT:

RESOLUTION 20-171 to adjourn the meeting:

Motion by Councilor Kerstetter; Second Councilor Vitale

**Roll call vote: Councilor Cornelius Yes Councilor Gucciardi Yes
 Councilor Kerstetter Yes Councilor Vitale Yes
 Supervisor Wagner Yes**

Meeting adjourned at 5:02 PM