

WORK SESSION
NOVEMBER 27, 2018

The Town Board of the Town of Conklin held a Work Session at 5:30 P.M. on November 27, 2018, at the Conklin Town Hall. Mr. Dumian, Supervisor, presided.

PRESENT: Town Board Members Boyle, Farley, Platt, Francisco, Dumian

Town Attorney	Cheryl Sacco
Town Clerk	Sherrie L. Jacobs
Town Justice	Beth Marshall
Highway Superintendent	Brian Coddington
Secretary to the Supervisor	Lisa Houston
Code Officer/Dog Control Officer	Nick Vascello
Crew Leader	Tom DeLamarter

GUESTS: Country Courier Elizabeth Einstein
Laurie Francisco
John Colley

SV SABERS FOOTBALL TEAM/NEW YORK STATE CHAMPIONS

The Board discussed the best way in which to honor the Susquehanna Valley Football Team, who recently won the New York State Championship for the first time in the school's history. It was decided that the Board would have a plaque made to present to the team.

BUILDING REPAIRS

Mr. Dumian stated that the Town received one quote from a company in Whitney Point for repair of the roof at the Town Hall, adding that this project will now have to wait until spring or summer of 2019. Mr. Platt stated that the Conklin Volunteer Fire Department has so far received two quotes to replace the rubber roof at the fire station, adding that he will get contact information for the two companies for Mr. Dumian.

DAY CARE CENTER LEASE

Mr. Dumian stated that he received a sample lease for the Day Care Center and will meet with representatives of the BCIDA (Broome County Industrial Development Agency) and of Ascensions Health on December 4. He stated that a Letter of Intent will need to be drafted, adding that he will meet with the Town Attorney regarding the lease. Mr. Dumian stated that Ascension Health is on board for the project, adding that he anticipates breaking ground in the summer or fall of 2019.

STILLWATER ROAD DRAINAGE PROJECT

Mr. Boyle reported that the pipe is laid from the Susquehanna River to Stillwater and is starting to drain the area near Route 7, noting that the water level is "down six inches from this morning." He stated that the pipe has been installed under the road, adding that the next steps will be to install the clean out boxes and the flapper valve.

NEW GENERAL LABORER POSITION

Mr. Dumian stated that the Town would look at hiring a person for a new General Laborer position in late 2019, when funds become available. He stated that this person would float

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between the Water and Sewer, Parks, and Highway Departments, and would be trained for Water Certification. This position was not included in the 2019 Budget so cannot become a reality at this time.

In the discussion of funds, it was asked if funds are available for a small excavator, and Mr. Dumian replied that this would be part of the 2020 Budget. He stated that it is better to use in house personnel, which saves the Town money. He stated that having Town personnel operate excavating equipment would take some of the workload off Water/Sewer/Parks staff. Mr. Dumian stated that there are different kinds of digs required for Water and Sewer, adding that Town personnel could do some of them, but some have requirements set by OSHA (Occupational Safety and Health Administration)..

Crew Leader Tom DeLamarter, who has oversight of Water and Sewer and Parks Departments, cautioned that there are serious safety issues involved in digs, and proper protection must be in place, including flagmen and a safety box in the hole being dug. "People can get killed in an unsafe situation," he stated, advising the Board to "proceed with caution." Mr. Dumian stated, "The Town wouldn't put personnel in danger or assume that responsibility."

Returning to the topic of an additional General Laborer for shared services between departments, Mr. Platt asked who would decide which department would get the extra manpower. He stated that regulations/agreements should be in place when the person is hired. Mr. Dumian stated that the Town will be able to save a lot of money having work done by Town personnel, noting the \$28,000 it cost to have an outside company paint the exterior of the Castle. He added that the Town's infrastructure is aging and there will be a lot of need for an extra person to help with the work. Mr. Boyle commented that the Town has found a (currently temporary) worker with a good work ethic.

UPDATE TO SEXUAL HARASSMENT POLICY

Town Attorney Cheryl Sacco noted that the Board members each received a copy of the updated New York State Sexual Harassment Policy and Complaint Form. She stated that training will be required for each employee, adding that the current webinars will not work, as the training must be interactive and allow for employees to ask questions. Ms. Sacco stated that it may be possible to use Skype, adding that the Town's insurance provider or NYMIR (New York Municipal Insurance Reciprocal).may provide the necessary training. Ms. Sacco recommended that the Town Board approve the new Sexual Harassment Policy and the updated Workplace Violence Policy, and revisit the issue of training. She stated that elected officials are encouraged to attend the training, which must be done annually, and which must be completed by a certain date.

UNIFORMS FOR HIGHWAY DEPARTMENT

Highway Superintendent Brian Coddington discussed the possibility of the Town providing uniforms for the Highway Department, adding that it would save the Town \$1,272 per year if the Town ends the current contract with UniFirst, adding that he has until March of 2019 to do so. Mr. Dumian stated that he will "look at the numbers." Mr. DeLamarter stated that this process works well for the Parks and Water and Sewer Departments. Secretary to the Supervisor Lisa Houston stated that if this change is made, the Policy Manual should be changed to say that a clothing allowance is allotted "as the Town Board decrees necessary," rather than listing specific individuals or positions.

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FULL AUDIT FOR 2018

Mr. Dumian stated that a full audit by an outside Certified Public Accountant (CPA) firm will be required for the 2018 records because the money from the CDBG (Community Development Block Grant) that was processed through the Town books exceeded the threshold set by New York State regulations. He stated that he received two quotes for approximately \$15,000, adding that this audit will begin in December. Mr. Dumian stated that he will ask for a Recess for Legal Advice at the end of the Regular Meeting to discuss this mandate.

NEW CODE/DOG CONTROL TRUCK

Code Officer/Dog Control Office Nick Vascello stated that he looked at a Jeep Cherokee, a Chevrolet Traverse, and a Chevrolet Tahoe as potential replacement vehicles for the current Code/Dog Control truck. He stated that the Jeep is “okay” and the Traverse “clicks the necessary boxes minimally,” adding that he likes the Tahoe, but noted that it is higher, and therefore harder to load a large dog in a cage for transport.

REGULAR TOWN BOARD MEETING
NOVEMBER 27, 2018

The Town Board of the Town of Conklin held a Regular Town Board Meeting at 6:30 P.M. on November 27, 2018, at the Conklin Town Hall. Mr. Dumian, Supervisor, presided. The meeting opened with the Pledge of Allegiance.

PRESENT: Town Board Members Boyle, Farley, Platt, Francisco, Dumian

Town Attorney	Cheryl Sacco
Town Clerk	Sherrie L. Jacobs
Town Justice	Beth Marshall
Highway Superintendent	Brian Coddington
Secretary to the Supervisor	Lisa Houston
Code Officer/Dog Control Officer	Nick Vascello
Crew Leader	Tom DeLamarter

GUESTS: Country Courier Elizabeth Einstein
Laurie Francisco
John Colley

MINUTES: NOVEMBER 13, 2018 REGULAR TOWN BOARD MEETING

Mr. Francisco moved to approve the November 13, 2018 Regular Town Board Meeting minutes as presented.

Seconded by Mr. Farley.

VOTE: Boyle – Yes, Farley – Yes, Platt – Yes, Francisco – Yes, Dumian – Yes. Motion passed unanimously.

CORRESPONDENCE:

Mr. Dumian stated that he received a quote from Vieira & Associates, CPA, and from Cwynar & Company, CPA, to conduct the 2018 Audit.

PUBLIC COMMENTS:

ACCOLADES FOR THE HIGHWAY DEPARTMENT

John Colley of Millburn Drive stated that Mr. Coddington and his Highway crew did a “fantastic job” keeping the roads clear during and after the last major snow event. Ms. Sacco agreed that the Town Highway Department does an excellent job taking care of the roads.

OLD BUSINESS:

None.

NEW BUSINESS:

RESO 2018-160: ADOPT SEXUAL HARASSMENT POLICY & COMPLAINT
FORM/ADOPT MODIFIED WORK PLACE VIOLENCE PREVENTION AND
REPORTING POLICY

Mr. Farley moved for the following resolution:

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Be It Resolved: that the Town Board of the Town of Conklin adopts the New York State Sexual Harassment Policy and Complaint Form and adopts the modified Work Place Violence Prevention and Reporting Policy.

Seconded by Mr. Platt.

VOTE: Boyle – No, Farley – Yes, Platt – Yes, Francisco – Yes, Dumian – Yes. Motion carried: 1- No, 4 – Yes.

Mr. Dumian commented that the required training is an unfunded mandate.

RESO 2018-161: RATIFY PAYMENT/JOHN R. AND MARIA COREY/BALANCE DUE FOR PURCHASE OF 15 & 21 BEROTA COURT

Mr. Boyle moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin ratifies payment of check #14622, account code A7110.2, in the amount of \$112.05 to John R. Corey and Maria Corey for the remaining balance due for the purchase of 15 and 21 Berota Court.

Seconded by Mr. Francisco.

VOTE: Boyle – Yes, Farley – Yes, Platt – Yes, Francisco – Yes, Dumian – Yes. Motion passed unanimously.

RESO 2018-162: RATIFY PAYMENT/U.S. POSTAL SERVICE/4TH QUARTER WATER & SEWER BILLING POSTAGE

Mr. Francisco moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin ratifies payment of check #14623, account codes SW8310.4 and SS1 8310.4, in the amount of \$315.00 to the U.S. Postal Service for postage for the 4th Quarter Water and Sewer billing.

Seconded by Mr. Platt.

VOTE: Boyle – Yes, Farley – Yes, Platt – Yes, Francisco – Yes, Dumian – Yes. Motion passed unanimously.

RESO 2018-163: APPROVE PAYMENT/BILL LIST/\$109,426.83

Mr. Boyle moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin approves payment of the following Bill List in the total amount of \$109,426.83:

General	\$ 35,687.96
Highway	15,425.20
HS Fund	4,891.40
Light Districts	2,393.39
Sewer District	39,555.21
Water District	8,225.67
Non-Budget	<u>3,248.00</u>
Total	\$109,426.83

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Seconded by Mr. Farley.

VOTE: Boyle – Yes, Farley – Yes, Platt – Yes, Francisco – Yes, Dumian – Yes. Motion passed unanimously.

RESO 2018-164: PROCEED WITH VIEIRA & ASSOCIATES/PERFORM TOTAL AUDIT FOR 2018/COST NOT TO EXCEED \$15,000

Mr. Farley moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin approves proceeding with Vieira & Associates, CPA, to perform the total audit for the year 2018 at a cost not to exceed \$15,000.

Seconded by Mr. Francisco.

VOTE: Boyle – Yes, Farley – Yes, Platt – Yes, Francisco – Yes, Dumian – Yes. Motion passed unanimously.

RESO 2018-165: CANCEL WORK SESSION & 2ND REGULAR MEETING/DECEMBER 25, 2018

Mr. Boyle moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin cancels the Work Session and Regular Town Board Meeting scheduled for December 25, 2018.

Seconded by Mr. Francisco.

VOTE: Boyle – Yes, Farley – Yes, Platt – Yes, Francisco – Yes, Dumian – Yes. Motion passed unanimously.

PUBLIC COMMENTS:

None.

WRESTLING TOURNAMENT AT SUSQUEHANNA VALLEY/DECEMBER 2

Mr. Farley stated that there will be a wrestling tournament at Susquehanna Valley High School on December 2, with about 50 youth from the Sabers Wrestling Program participating, adding that attending the tournament would give the Board members a good idea of the success of the wrestling program.

GENERATOR AND STREET LIGHTS

Mr. Francisco stated that the tap box for the generator is in good shape. Mr. DeLamarter will meet with representatives from A.C. Spear and from BlueStorm Technologies to make sure everything is in place to safeguard the server in the event of a power outage.

Mr. Francisco stated that he sent a firmly-worded letter to NYSEG (New York State Electric and Gas Corporation) expressing the Town's and residents' concerns over non-functioning street lights, which has been an ongoing problem. He stated that the lights have all been repaired at this time.

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HOLIDAY REMINDERS

Town Clerk Sherrie Jacobs stated that the Town of Conklin/Conklin Business Association Children's Christmas Party will be held at the Community Center on December 15 from 1 to 3 P.M. and the Town Employee Christmas Party will be held at the Town Hall on December 19 from 12 to 3 P.M. She also reminded those present that the "Fill the Sleigh" with new toys and non-perishable food items for needy families is underway, with drop off in the sleigh at the Town Hall.

RESO 2018-166: RECESS FOR LEGAL ADVICE

Mr. Dumian moved to close the Regular Town Board Meeting and go into Recess for Legal Advice at 6:45 P.M.

Seconded by Mr. Farley.

VOTE: Boyle – Yes, Farley – Yes, Platt – Yes, Francisco – Yes, Dumian – Yes. Motion passed unanimously.

RESO 2018-167: RE-OPEN REGULAR TOWN BOARD MEETING

Mr. Boyle moved to come out of Recess for Legal Advice and re-open the Regular Town Board Meeting at 7:13 P.M.

Seconded by Mr. Francisco.

VOTE: Boyle – Yes, Farley – Yes, Platt – Yes, Francisco – Yes, Dumian – Yes. Motion passed unanimously.

There being no further business to come before the Board, Mr. Dumian moved for adjournment, seconded by Mr. Platt. The meeting adjourned at 7:13 P.M.

Respectfully submitted,

Sherrie L. Jacobs
Town Clerk