

WORK SESSION
AUGUST 11, 2020

The Town Board of the Town of Conklin held a Work Session at 6:00 P.M. on August 11, 2020, at the Conklin Town Hall. Mr. Dumian, Supervisor, presided.

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

Town Counsel Cheryl Sacco
Town Clerk Sherrie L. Jacobs
Highway Superintendent Brian Coddington
Code Officer Nick Pappas

GUESTS: Laurie Francisco

TOWN YOUTH SPORTS

Mr. Dumian stated that Susquehanna Valley school sports will begin on September 27, adding that the Town Soccer Program is ready to begin as soon as it is allowed. He stated that the Junior Football season has been cancelled for this fall because social distancing is impossible in football, adding that he does not think it is possible in soccer either. Mr. Dumian stated that the Town will not be able to use the gyms in the school district until at least the end of 2020, as the school has mandated “no outside involvement” in the school this fall.

CONKLIN MOBILE DMV UNIT SUSPENDED INDEFINITELY

Mr. Dumian stated that the Conklin Mobile DMV (Department of Motor Vehicles) unit will suspend its operation until further notice.

CODE ENFORCEMENT ISSUES

Code Officer Nick Pappas asked if the Town wants to require people making a formal complaint to sign the complaint, and Mr. Dumian stated that this should not be a requirement. Mr. Dumian stated that the Code Office should send a nice letter via certified mail, and then the Board will address Code violations. Mr. Pappas asked if he should complete a complaint form and use it as a note sheet for Code violation situations. Town Attorney Cheryl Sacco stated that Section 73.12 of the Town Code states that the Code Officer is to review and investigate complaints.

Mr. Boyle stated that property owners need to observe setback requirements, specifically with regard to installing fences. Mr. Pappas stated that the Code allows a fence to be installed on a property line, although it cannot obstruct views of the road when exiting a driveway. It was noted that the Town can removed anything, not just fencing, that is in the Town’s right-of-way. Ms. Sacco stated that there are no rules about whether the braced side of a fence must face the property owner’s property, as opposed to facing the neighboring property, for aesthetic reasons. She stated that the only requirement is that the fence be maintained in good condition. Mr. Boyle was concerned with the aesthetics of property owners building fences all the way to the road in areas of the Town where houses are close together. Ms. Sacco stated that the Town would have to create an overlay district to control where fencing is allowed or not allowed to be installed all the way to the road.

REGULAR TOWN BOARD MEETING

AUGUST 11, 2020

The Town Board of the Town of Conklin held a Regular Town Board Meeting at 6:30 P.M. on August 11, 2020, at the Conklin Town Hall. Mr. Dumian, Supervisor, presided. The meeting opened with the Pledge of Allegiance.

PRESENT: Town Board Members	Boyle, Farley, Francisco, Dumian Platt – Absent
Town Counsel	Cheryl Sacco
Town Clerk	Sherrie L. Jacobs
Highway Superintendent	Brian Coddington
Code Officer	Nick Pappas

GUESTS: Laurie Francisco

MINUTES: JULY 14, 2020 WORK SESSION & REGULAR TOWN BOARD MEETING

Mr. Farley moved to approve the July 14, 2020 Work Session and Regular Town Board Meeting minutes as presented.

Seconded by Mr. Francisco.

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

PUBLIC COMMENTS: None.

PETITION/CODE VIOLATIONS ON MILLBURN DRIVE

Mr. Dumian presented a petition signed by thirteen residents requesting that the Code Office investigate numerous Code violations on Millburn Drive, citing their concern over safety issues.

CABLE FOR INTERNET ACCESS/GRATSINGER ROAD

Mr. Dumian stated that he was contacted by Carl Brown of Gratsinger Road, who stated that Spectrum had only installed cable on a portion of Gratsinger Road, not along the entire road, as had been promised. Mr. Dumian stated that this lack of internet access impacts remote or visual learning, adding that he will address the situation through the Town's legal counsel.

REPORT: SUPERVISOR'S OFFICE

The Supervisor's Report is filed in the office of the Town Clerk.

OLD BUSINESS:

UPDATE/COVID-19 REQUIREMENTS AT TOWN HALL

Mr. Dumian reminded those present that face coverings are to be worn whenever staff is interacting with the public or in common areas (hallways, break room, etc.) of the Town Hall. The doors from the foyer to the offices are locked, with a window and pass-through installed in the door of the hallway leading to the Code/Water Department, Assessor's office, Supervisor's office, and Secretary to the Supervisor's office. Mr. Boyle suggested installing some sort of

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buzzer in the Town Clerk's office that could be used to open this door if a resident needed to go to one of the offices.

SHARED SERVICES WITH TOWN OF BINGHAMTON

Mr. Dumian stated that the shared services agreements with the Town of Binghamton for Dog Control and Code are working out well and he would like to set a longer term agreement, noting that each town is saving \$2,500 by using these shared services. The Town of Conklin Court Clerk will soon also be working for both towns, another example of shared services.

NEW AEDS

The Town's three new AEDs (Automatic External Defibrillator) arrived and the staff received training on the new machines on August 6. The cost of purchasing the machines, including training, was less than \$5,000, a substantial savings over leasing the AEDs.

UPDATE/COMMUNITY & WELLNESS CENTER

Mr. Dumian reported that a new representative, one with construction management experience, has been assigned by Delta Engineering to the Community & Wellness Center Project. Mr. Dumian stated that the award letters have been signed, but new information states that prevailing wage and construction materials cost have increased. He stated that he has been informed that the project must be completed by September 2022 or the funding could be jeopardized. The Town could owe GOSR (Governor's Office for Storm Recovery) the money spent on construction if the project is not "closed out" by the September 2022 date, adding that it has taken over two years to "close out" the Stillwater Road Drainage Project, which was a much smaller scale. Mr. Dumian stated that the groundbreaking for the project may not occur until 2021, adding that contractors have already been promised a certain amount and if the prices are not held as bid, the project may need to go back out to bid. Mr. Dumian stated that he was informed that GOSR has no more money to grant for projects.

Mr. Dumian stated, "I don't want to lose this project but we can't put the extra cost on the taxpayers either." He added that Broome County has still pledged \$300,000 toward this \$3.2 million project. Mr. Dumian stated that the bond on the Town Hall will be paid off in 2021 and the Town may just save the money it was going to put toward the new Community Center & Wellness Center project. Mr. Francisco asked if the Town would have to give the property back to the BCIDA (Broome County Industrial Development Agency) if the project is scrapped and Mr. Dumian replied that the Town would only have to give the property back if it intended to sell the property.

NEW BUSINESS:

2021 BUDGET

Mr. Dumian reminded the Board members to return their Budget binders to his secretary, Laurie Gregory, so that she can put the 2021 Budget sheets in them. He stated that the 2021 Budget will be conservative, but added that the Town is "in a good place" because of conservative fiscal policies. Mr. Dumian stated that he received the report on the 2nd Quarter Sales Tax and it is "not bad." The Town is not yet sure what increases will occur for health insurance. He stated that the Town has been creating efficiencies and keeping costs down, adding that the Town has "a good team of people" and "we will be ok."

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**RESO 2020-84: APPROVE TEMPORARY APPOINTMENT/LISA HOUSTON/
PART-TIME ACCOUNT CLERK**

Mr. Farley moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin approves the temporary appointment of Lisa Houston to the position of Part-Time Account Clerk to provide support with water/sewer billing and the budget process at a rate of \$30 per hour, not to exceed 12 hours per week, for no longer than 89 days.

Seconded by Mr. Dumian.

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

**RESO 2020-85: ACCEPT DONATION/BETH MARSHALL/CANCELLED
COMMUNITY CENTER RENTAL**

Mr. Francisco moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin accepts a donation in the amount of \$50.00, re-categorization of Revenue to account code A06.2410, from Beth Marshall for cancellation of a Community Center rental.

Seconded by Mr. Boyle.

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

**RESO 2020-86: APPROVE SUPERVISOR & TOWN JUSTICE TO ENTER INTO
SHARED SERVICE AGREEMENT WITH TOWN OF BINGHAMTON FOR COURT
CLERK POSITION**

Mr. Francisco moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin approves the Supervisor, William Dumian, Jr., and the Town Justice, Beth Marshall, to enter into and sign the Shared Service Agreement for the Court Clerk position with the Town of Binghamton, effective through December 31, 2020.

Seconded by Mr. Farley.

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

RESO 2020-87: APPROVE CHANGE IN PAY RATE/COURT CLERK

Mr. Farley moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin approves a change in pay rate to \$19.50 per hour for Daniele Vick, Court Clerk, effective July 23, 2020, to administrate Court Clerk activities in both Town of Conklin and Town of Binghamton.

Seconded by Mr. Francisco.

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

RESO 2020-88: RATIFY PAYMENT/THE HARTFORD/2ND QUARTER DISABILITY INSURANCE

Mr. Boyle moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin ratifies payment of check #17140, various account codes, in the amount of \$191.44 to The Hartford for payment for 2nd Quarter disability insurance.

Seconded by Mr. Francisco.

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

RESO 2020-89: RATIFY PAYMENT/AMERICAN AED/3 SETS OF PEDIATRIC PADS

Mr. Boyle moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin ratifies payment of check #17152, various account codes, in the amount of \$324.00 to American AED for the purchase of three sets of Pediatric Pads.

Seconded by Mr. Farley.

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

RESO 2020-90: RATIFY PAYMENT/BILL LIST/\$40,901.67

Mr. Francisco moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin ratifies payment of the following Bill List dated July 29, 2020, in the total amount of \$40,901.67:

General	\$ 13,407.10
Highway	20,206.62
Water Districts	2,870.16
Rising Community Grant Projects	2,910.00
Light Districts	1,103.30
Sewer Districts	<u>404.49</u>
Total	\$ 40,901.67

Seconded by Mr. Farley.

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

RESO 2020-91: APPROVE PAYMENT/BILL LIST/\$42,044.74

Mr. Boyle moved for the following resolution:

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Be It Resolved: that the Town Board of the Town of Conklin approves payment of the following Bill List dated August 7, 2020, in the total amount of \$42,044.74:

General	\$ 9,775.26
Highway	27,858.26
Water Districts	1,571.05
Non-Budgeted	2,660.00
Sewer Districts	<u>180.17</u>
Total	\$42,044.74

Seconded by Mr. Farley.

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

PUBLIC COMMENTS: None.

CODE DISCUSSION CONTINUED

Mr. Boyle continued the discussion regarding Code issues by stating that only low fences should be allowed in front yards, with higher privacy fences allowed in the back and sides of the property only. Ms. Sacco stated that this would require a new local law of a change in Zoning restricting stockade or privacy fences. Mr. Pappas stated that the Town of Binghamton allows only a five and a half foot fence in the front of a property, and eight foot fencing in the back of a property. Ms. Sacco will look at the Town of Binghamton law.

Various Code issues within the Town were discussed. Violators of the Code will be issued Court appearance tickets if the issues are not addressed. The process by the Code Office will be a nice letter, sent by certified mail, followed by a phone call, followed by Court appearance tickets if the property owner will not address the issues at hand.

Mr. Dumian addressed campers on personal property, adding that the Town can tow any camper that is in the Town right-of-way. Campers can be used seasonally but not as a permanent structure. Ms. Sacco stated that a local law can be written if there is a change in the Board's philosophy regarding this matter. A straw vote netted the following – Mr. Dumian stated that no campers should be allowed on personally-owned vacant land, with Mr. Farley and Mr. Francisco agreeing with him. Mr. Boyle dissented, stating that property owners should be able to use their own land as they see fit.

STREET LIGHTS

Mr. Francisco stated that the material has been delivered to replace the two lights at Schnurbusch Park and the paperwork has been completed to replace the street light by Frito Lay. He stated that there are two more lights in town that need to be replaced – one on Carol Court and one on Millburn Drive.

HUNTING LICENSES

Town Clerk Sherrie Jacobs reported that the new licensing software and printer have been successfully installed and she is able to sell hunting and fishing licenses.

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There being no further business to come before the Board, Mr. Farley moved for adjournment, seconded by Mr. Francisco. The meeting adjourned at 8:07 P.M.

Respectfully submitted,

Sherrie L. Jacobs
Town Clerk