

WORK SESSION
DECEMBER 8, 2020

The Town Board of the Town of Conklin held a Work Session at 6:00 P.M. on December 8, 2020, at the Conklin Town Hall. Mr. Dumian, Supervisor, presided.

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

Town Council	Cheryl Sacco
Town Clerk	Sherrie L. Jacobs
Code Officer	Nick Pappas
Councilman-Elect	James Finch

GUESTS: Country Courier Elizabeth Einstein
Laurie Francisco
John Colley
Peter J. Motsavage

NEW YORK STATE PUBLIC EMPLOYER HEALTH EMERGENCY PLAN

Mr. Dumian stated that Governor Cuomo is requiring the municipality to have in place a Public Employer Health Emergency Plan by February 4, 2021. Town Attorney Cheryl Sacco stated that Secretary to the Supervisor Laurie Gregory has a template/draft of the plan and its requirements. She stated that the Board should appoint a committee made up of a cross-section of the community to customize the plan for the Town of Conklin. Ms. Sacco stated that this plan would address public access to masks, food, medical care, etc., and the restrictions on large gatherings, in the advent of a health crisis. Mr. Dumian stated that the small committee would meet via Zoom, and suggested two members of the Town Board, a representative from Broome County, Highway Superintendent Brian Coddington, Water/Sewer/Parks Superintendent Tom DeLamarter, and two members of the Conklin Volunteer Fire Department.

Ms. Sacco stated that designations like orange or red zone affect services like Meals on Wheels, so the committee would address situations such as this. It would also need to list location of fire stations, law enforcement, and medical care facilities. She stated that the emergency preparedness plan is not COVID specific but added that the COVID-19 pandemic and the two major floods in Conklin are examples of the kinds of situations the plan would address. One feature already in place is the new telephone system, which allows the phones to be removed from the Town Hall and used remotely.

BUILDING REPAIRS

Mr. Dumian asked the Board for their suggestions regarding needed repairs to the Town Hall, noting that the final bond payment for the construction of the building will be paid in 2021, freeing up some money for repairs. The roof and the heating/cooling system were at the top of the list.

The Board discussed several energy efficient devices for heating the building, with Mr. Boyle discussing slim wall units and diffusers. He added that the use of some of these devices could eliminate some of the heating/cooling equipment on the roof. Mr. Boyle added that with the Green New Deal, there would be no use of fossil fuels. Mr. Dumian commented that the Town has generators, which is a helpful addition. Mr. Farley commented that if one of the slim units fails, only that unit needs repairs, as opposed to the whole system. Mr. Dumian asked about the quality of the boiler systems in the building and Mr. Boyle stated they are "top of the line." Code Officer Nick Pappas added that the building is heated with forced hot air. Mr. Boyle suggested keeping part of the roof units for large rooms.

REGULAR TOWN BOARD MEETING
DECEMBER 8, 2020

The Town Board of the Town of Conklin held a Regular Town Board Meeting at 6:30 P.M. on December 8, 2020, 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 Council Cheryl Sacco
Town Clerk Sherrie L. Jacobs
Code Officer Nick Pappas
Councilman-Elect James Finch

GUESTS: Country Courier Elizabeth Einstein
Laurie Francisco
John Colley
Peter J. Motsavage

MINUTES: NOVEMBER 24, 2020 REGULAR TOWN BOARD MEETING

Mr. Francisco moved to approve the November 24, 2020 Regular Town Board Meeting minutes as presented.

Seconded by Mr. Platt.

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

PUBLIC COMMENTS: None.

REPORT: SUPERVISOR’S OFFICE

The Supervisor’s Report is on file in the office of the Town Clerk.

OLD BUSINESS:

CROSS TRAINING

Mr. Dumian stated that Parks Department worker Vinny Malandra is working toward obtaining his CDL (Commercial Drivers’ License) so that he can serve as backup for the Highway Department and can use equipment for work for the Parks Department. Colin Casey from the Parks/Water/Sewer Department is renewing his CDL permit and will be working with the Highway Department next week. Nick Platt, also from Parks/Water/Sewer Department, will also be obtaining his CDL. Cody Smith from the Highway Department will be trained in Water and Sewer operations as a backup for that department. Mr. Dumian stated that there will also be some cross training with office personnel.

NEW BUSINESS:

CELL TOWER APPLICATION

Mr. Dumian stated that the Town received a cell tower application for a site on Scofield Road. Town Engineer John Mastronardi has looked at the application and stated that it is incomplete. Ms. Sacco stated that under Chapter 122 of the Town Code, height and setback waivers are approved by the Town Board, not the Zoning Board of Appeals. She added that the Town Board can refer the application to the Planning Board for recommendation but is not obligated to do so.

REGULAR TOWN BOARD MEETING
DECEMBER 8, 2020

Mr. Boyle asked if the proposed cell tower will benefit the area in which it would be located. Ms. Sacco asked where the break point is on the tower, adding that the Town needs to know the make and model of the tower. She stated that timelines have not yet started for the proposed project. Mr. Farley commented that a Public Hearing would be required with the necessary notice provisions. Ms. Sacco stated that an extra fee is charged to the company requesting approval to be put in escrow to pay engineering and legal fees for the project. Mr. Boyle reminded the Board that the Comprehensive Plan for the Town calls for all forms of energy to be considered.

RESO 2020-141: APPROVE GRIFFITHS ENGINEERING/TOWN ENGINEERING FIRM/2021 RATES

Mr. Farley moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin approves Griffiths Engineering as the Town Engineering Firm at the 2021 rates quoted in the correspondence letter.

Seconded by Mr. Francisco.

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

RESO 2020-142: APPROVE COUGHLIN & GERHART, LLP/TOWN LEGAL COUNSEL/2021/EXISTING RATES

Mr. Francisco moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin approves Coughlin & Gerhart, LLP, as the Town Legal Counsel for the year 2021 at the existing rate.

Seconded by Mr. Platt.

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

RESO 2020-143: AUTHORIZE SUPERVISOR/MAINTAIN CHECKING & SAVINGS ACCOUNTS/NBT BANK

Mr. Farley moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin authorizes the Supervisor, William Dumian, Jr., to maintain checking and savings accounts at NBT Bank for the General account, the Payroll/Trust & Agency account, and the Water/Sewer account for 2021.

Seconded by Mr. Francisco.

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

RESO 2020-144: AUTHORIZE SECRETARY TO THE SUPERVISOR & ACCOUNT CLERK/TRANSFER FROM VARIOUS TOWN ACCOUNTS TO PAYROLL/TRUST & AGENCY ACCOUNT

Mr. Francisco moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin authorizes Laurie Gregory, Secretary to the Supervisor, and Mary Plonski, Account Clerk, to transfer from various Town of Conklin accounts to the Payroll/Trust & Agency account to cover 2021 payroll amounts.

REGULAR TOWN BOARD MEETING
DECEMBER 8, 2020

Seconded by Mr. Boyle.

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

RESO 2020-145: SET BI-WEEKLY PAY PERIODS TO RUN CONCURRENTLY FROM SATURDAY THROUGH FRIDAY/2021

Mr. Boyle moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin sets bi-weekly pay periods to run concurrently from Saturday through Friday, with Check and Direct Deposit to be distributed the following Wednesday after end of pay cycle in 2021.

Seconded by Mr. Farley.

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

RESO 2020-146: DESIGNATE COUNTRY COURIER/OFFICIAL NEWSPAPER OF TOWN/2021

Mr. Platt moved for the following resolution:

Be It Resolved: that the Town of Conklin designates the **Country Courier** as the Official Newspaper and the **Press & Sun Bulletin** as additional newspaper, when determined necessary by the Town Board, for 2021.

Seconded by Mr. Francisco.

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

RESO 2020-147: AUTHORIZE HIGHWAY SUPERINTENDENT TO USE HIGHWAY EQUIPMENT IN 2021 IN SPECIAL DISTRICTS

Mr. Farley moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin authorizes the Highway Superintendent to use Highway equipment in 2021 in the Water Districts, Sewer Districts, Fire Protection District, Soil Conservation District, and in the Town Parks.

Seconded by Mr. Platt.

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

RESO 2020-148: AUTHORIZE TOWN BOARD MEETINGS TO BE HELD 2ND & 4TH TUESDAYS/WORK SESSION 2ND TUESDAY OF MONTH/2021

Mr. Francisco moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin authorizes the Town Board meetings to be held on the second and fourth Tuesdays of the month at 6:30 P.M., with Work Sessions to be held on the second Tuesday of the month at 6:00 P.M. at the Town Hall in 2021.

Seconded by Mr. Farley.

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

REGULAR TOWN BOARD MEETING
DECEMBER 8, 2020

RESO 2020-149: AUTHORIZE SHUT-OFF DATE FOR RECEIVING VOUCHERS

Mr. Farley moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin authorizes a shut-off date for receiving vouchers as of the 15th and 30th of the month prior to the first and second meeting of the following month in 2021, with the exception of the last month of the Town of Conklin's fiscal year.

Seconded by Mr. Francisco.

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

RESO 2020-150: APPROVE PAYMENTS/PRIOR INSPECTED 2021 COMMUNITY CENTER DEPOSIT REFUNDS

Mr. Francisco moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin approves payments to prior inspected 2021 Community Center deposit refunds, account code A688, with Community Center clean-up rentals inspections performed by Thomas DeLamarter or the Board's designee.

Seconded by Mr. Farley.

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

RESO 2020-151: AUTHORIZE MONTHLY CELL PHONE REIMBURSEMENTS

Mr. Farley moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin authorizes a monthly cell phone reimbursement in the amount of \$40.00 per month to be paid to William Dumian, Jr., Chuck Francisco, Beth Marshall, Daniele Vick, Tom DeLamarter, Colin Casey, Nick Platt, and Elmer Murray for 2021.

Seconded by Mr. Boyle.

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

RESO 2020-152: AUTHORIZE ADVERTISEMENT/COUNTRY COURIER/ "SEASONAL LIMITED USE HIGHWAYS"/ ALTA/LAWRENCE/RIVER

Mr. Francisco moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin authorizes advertisement in the **Country Courier** "Seasonal Limited Use Highway" the entire length of Alta Road, the entire length of Lawrence Avenue, and River Boulevard.

Seconded by Mr. Platt.

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

RESO 2020-153: APPROVE PAYMENT/BILL LIST/\$24,526.07

Mr. Boyle moved for the following resolution:

REGULAR TOWN BOARD MEETING
DECEMBER 8, 2020

Be It Resolved: that the Town Board of the Town of Conklin approves payment of the following Bill List in the total amount of \$24,526.07:

General	\$ 4,391.50
Highway	7,768.54
Water Districts	1,444.50
Sewer Districts	28.53
Non-Budgeted	<u>10,893.00</u>
Total	\$24,526.07

Seconded by Mr. Farley.

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

PUBLIC COMMENTS: None.

DRAINAGE AREAS

Mr. Boyle stated that the pipe at the intersection of Conklin Road and Conklin Forks Road was cleaned out by New York State, so the water should flow better, although he added, the area needs different grates.

Mr. Dumian stated that a certified letter was sent to Hobart Stone about three weeks ago regarding the main drainage area they own on Conklin Road, with no response from the stone company. He added that their fill permit expires December 31, 2020. Mr. Dumian stated that the fill in that area should only be at the level of Conklin Road, so they must either remove or spread out the fill that is there. He stated that Hobart Stone has brought in more fill than was allowed with the permit. He added that he is not sure about the next step as the Court system is completely virtual at this time and cannot issue bench warrants.

Mr. Boyle also wished everyone a Merry Christmas, Happy Holidays, Happy New Year, and urged everyone to be safe.

THANK YOU TO THE BOARD

Mr. Platt thanked the Board, stating that serving on the Board has been “a great experience.” This is his final meeting as a Councilman. He stated that he “appreciates the hospitality of the Board and everyone in this building.”

SWEARING IN CEREMONY

Town Clerk Sherrie Jacobs stated that Town Justice Beth Marshall will swear in the newly elected or re-elected Town officials at 9:00 A.M. on Monday, January 4, 2021.

NO TAX COLLECTION IN TOWN/COVID-19 PRECAUTION

Ms. Jacobs stated that she received an email from the County stating that there will not be any tax collection taking place in the municipal buildings this year, as a COVID-19 precaution. Taxpayers will have to mail their payments or take them to the Oakdale Mall or to the Broome County Office Building. Mr. Dumian stated that this is an inconvenience to the taxpayers but it is critical to keep the economy going.

Mr. Dumian stated that the drop boxes and safety protocols installed for COVID-19 mitigation are working well. Ms. Jacobs stated that the DMV and voting had all worked very well.

REGULAR TOWN BOARD MEETING
DECEMBER 8, 2020

AUDIT

Mr. Dumian stated that Mike Wolyniak, a retiree from the New York State Comptroller's Office, will be at the Town hall in December to perform a mild audit, a savings of \$12,500 over using an auditing firm. He stated that there will be no full audit in 2021.

CDBG GRANT

Mr. Dumian stated that Code Officer Nick Pappas had informed him of a CDBG (Community Development Block Grant) that can be used to fix properties and clean up areas with Code issues. He will meet with a grant writer in January 2021 to discuss this grant.

Mr. Dumian wished everyone a Merry Christmas and Happy New Year.

There being no further business to come before the Board, Mr. Francisco moved for adjournment, seconded by Mr. Farley. The meeting adjourned at 7:15 P.M.

Respectfully submitted,

Sherrie L. Jacobs
Town Clerk