

WORK SESSION
AUGUST 9, 2022

The Town Board of the Town of Conklin held a Work Session at 6:00 P.M. on August 9, 2022, at the Conklin Town Hall. Mr. Dumian, Supervisor, presided.

PRESENT:	Town Board Members	Finch, Boyle, Farley, Francisco, Dumian
	Town Counsel	Cheryl Sacco
	Town Clerk	Sherrie L. Jacobs
	Highway Superintendent	Brian Coddington
	Account Clerk	Mary Plonski
	Zoning Board of Appeals	Bill Brodsky
GUESTS:	Country Courier	Elizabeth Einstein Laurie Francisco

TOWN HALL REPAIRS

Mr. Dumian stated that Town Attorney Cheryl Sacco has reached out to other government entities to explore the possibility of “piggyback” bids for the HVAC system for the Town Hall, adding that she is currently looking at the Pennsylvania area.

YOUTH SPORTS

Mr. Farley stated that soccer season has started for Conklin Youth Sports, with four 10 and Under teams and five 12 and Under teams.

EMERGENCY PLAN REQUIREMENTS

Mr. Dumian stated that Broome County has reached out to the Town about its emergency plan, noting that a template exists in the current 2010 plan. Mr. Dumian stated that he would be the point person for contact, as he has the authority to declare a State of Emergency if necessary. Ms. Sacco stated that the outline in the 2010 plan is similar to that of neighboring municipalities. Secretary to the Supervisor Teresa Bamber will scan the current plan and email it to Ms. Sacco for further study. Mr. Dumian stated that Conklin Fire Station #2 would be the command center in the event that the Town Hall became inaccessible.

OPEN POSITIONS/HIGHWAY & PARKS/WATER/SEWER DEPARTMENT

Mr. Dumian stated that there is one position open in the Highway Department. He stated that there will also be a part-time position available in the Parks/Water/Sewer Department as temporary summer laborer Kyle Spisak will be finished for the season soon and returning to college. Mr. Dumian stated that the Parks/Water/Sewer Department will also be looking for a full-time person as Nick Platt has resigned, and the remaining two members of the department have no interest in management. Mr. Dumian stated that the department “needs someone to manage everything AND do the labor piece.”

FUTURE EXPECTATIONS FOR APPOINTED MANAGERS

Mr. Dumian stated, “If you run a department, you have to own it.” He added that if you are committed to a project, you have to see it through and “do what is necessary,” including working overtime on weekends if necessary. Mr. Dumian stated that workers will be “compensated according to their abilities, adding that the Town needs competitive wage rates. “I will micro-manage if necessary,” stated Mr. Dumian, adding, “Changes are coming if people don’t get on board.”

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Mr. Dumian stated that all personnel in the Highway and Parks Departments need to have a CDL (Commercial Driver's License), adding that cross-training between departments is important. Mr. Dumian stated that the Town cannot require an employee to commit to staying with the Town after they receive their CDL, the training for which costs between \$6,000 and \$7,000. Mr. Dumian stated that retention of employees is as important as hiring.

SHARED SERVICES PLANS

Mr. Dumian stated that the existing shared services plans for Dog Control Officer, Code Officer, and Assessor are "working great." He stated that these employees are doing a great job, adding that the Town of Binghamton is also very happy with the arrangement. Mr. Dumian stated that after his new assistant is trained, he will be looking at cross-training within the office staff. He added that former Secretary to the Supervisor Lisa Houston will be working with Teresa Bamber on the 2023 Budget, as a temporary employee from August 10 through October 31, 2022, at a pay rate of \$30 per hour.

STRATEGIC TRAINING AND BACK UP PLANS

Having already touched on this point, Mr. Dumian reiterated that "if you take a job, do it and follow through. Do what you're asked."

CONCERT IN THE PARK SEASON FINALE PICNIC

Mr. Dumian stated that everything is set for tomorrow night's Concert in the Park Season Finale Picnic, with 320 hamburgers and 150 hot dogs purchased. He stated he will be setting up around 5 P.M. Tom DeLamarter will be putting the grills away after the event.

REGULAR TOWN BOARD MEETING
AUGUST 9, 2022

The Town Board of the Town of Conklin held a Regular Town Board Meeting at 6:30 P.M. on August 9, 2022, at the Conklin Town Hall. Mr. Dumian, Supervisor, presided. The meeting opened with the Pledge of Allegiance.

PRESENT:	Town Board Members	Finch, Boyle, Farley, Francisco, Dumian
	Town Counsel	Cheryl Sacco
	Town Clerk	Sherrie L. Jacobs
	Highway Superintendent	Brian Coddington
	Account Clerk	Mary Plonski
	Zoning Board of Appeals	Bill Brodsky
	Planning Board	Sandra Beam

GUESTS:	Country Courier	Elizabeth Einstein
		Laurie Francisco

MINUTES: JULY 12, 2022 REGULAR TOWN BOARD MEETING & WORK SESSION

Mr. Finch moved to approve the July 12, 2022 Regular Town Board Meeting and Work Session minutes as presented.

Seconded by Mr. Farley.

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

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PUBLIC HEARING
TO RECEIVE INPUT REGARDING APPLICATION/TEAMWORLD

PRESENT: Same as listed above.

Notice of Public Hearing having been duly advertised, Mr. Dumian declared the Public Hearing open at 6:30 P.M. and asked those present to speak either for, or in opposition to, the applications submitted by TeamWorld, Inc., regarding property located at 350 Broome Corporate Parkway (a/k/a 179 Carlin Road).

Ms. Sacco stated that Broome County is regarding the application as incomplete because information requested by the County for the 239 review was not completed in a timely manner. The Public Hearing will remain open until the September 13 Town Board meeting.

Planning Board recommendations have been made available to the Town Board. Ms. Sacco stated that the case must be referred to the Town Planning Board for recommendations, per local law. Mr. Farley asked what the actual use of the new parking lot will be. Ms. Sacco stated that a representative from TeamWorld should be present at the next meeting to answer questions. Mr. Boyle had a list of questions, including whether or not there will be membranes for possible spillage; whether the tractor trailers to be parked in the new lot will be loaded or unloaded trailers; and what kind of product they will be hauling. He also asked about access for emergency vehicles.

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PUBLIC COMMENTS: None.

REPORT: CODE OFFICER

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Mr. Dumian stated that the house on Powers Road that was placarded earlier this year after a fire that made it unsafe needs to be properly boarded up, but the building cannot be accessed due to the garbage surrounding the structure. He stated that it is an emergency situation to remove the unsafe condition (the garbage), citing safety for emergency responders who might have to access the site. Ms. Sacco stated that Chapter 63 of the Town Code give the removal of unsafe structures due process. Mr. Dumian stated that there has been no response to the Town's attempts to contact the property owner. The owner could be billed for the cost of removal of the garbage, if necessary.

Mr. Dumian stated that the Code Office has brought a number of violations cases to the Town Court but the violators have not shown up for their Court appearances. He stated that if these problem cases are not resolved by the September 13 Board meeting, he will ask the Court to order bench warrants for the offenders' arrests.

REPORT: WATER/SEWER/PARKS DEPARTMENT

Mr. Dumian stated that he will ask for an Executive Session later in the meeting to discuss personnel changes in the Water/Sewer/Parks Department.

REPORT: HIGHWAY DEPARTMENT

The Board discussed the vibratory roller and mower that Highway Superintendent Brian Coddington would like to purchase.

CORRESPONDENCE:

Mr. Dumian stated that he received correspondence from the New York State DOT (Department of Transportation) regarding the Town's request to prohibit the use of "Jake brakes" on Route 7. The letter stated that the review has been completed, adding that the State does not use "No Jake Brake" signs on State highways, and "cannot accept responsibility of restricting vehicles from using their factory installed, legal mechanism of slowing their vehicles as they deem necessary." Mr. Dumian stated that the next step would be to send a letter and the petition received from residents to the State DOT, adding that he does not think this will result in a different outcome. Mr. Boyle suggested either reducing the speed limits for trucks to 30 miles per hour or moving the existing 40 miles per hour speed limit sign earlier on the roadway, so that trucks have a chance to slow down and not need to use their Jake brakes on the downhill grade.

REPORT: SUPERVISOR'S OFFICE

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

NEW BUSINESS:

GENERAL LABOR POSITIONS & CROSS-TRAINING

Mr. Dumian reiterated that he wants cross-training in the offices and in the Highway and Parks/Water/Sewer Departments. He stated that the Town can find money for training and still stay below the tax cap.

SOLAR APPLICATION/CONKLIN ROAD

Mr. Dumian stated that the Town received an application for installation of a solar farm on Conklin Road in the vicinity of the Town wellhead. He stated that he does not believe this is a permitted use in a wellhead zone. Code Officer Nick Pappas will work with Town Engineer John Mastronardi on this case. Ms. Sacco stated that the Code Officer makes the initial

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determination if a use is permitted, and Mr. Pappas has stated that if it is not a permitted use listed in the Town Code then it is not permitted. It was noted that the owners would not be able to spray the area with weed killer around the solar panels because of the wellhead. Ms. Sacco stated that a letter must be sent from the Town to the applicant within 90 days regarding any PILOT (Payment In Lieu Of Taxes) program.

RESO 2022-93: REFER LINEAGE APPLICATION TO PLANNING BOARD/SCHEDULE PUBLIC HEARING/6:30 P.M./SEPTEMBER 13, 2022

Mr. Farley moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin refers the application from Lineage Logistics to the Planning Board for its recommendations and schedules a Public Hearing for 6:30 P.M. on September 13, 2022.

Seconded by Mr. Francisco.

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

RESO 2022-94: AMEND RESO 2022-93/CANCEL WORK SESSION/REPLACE WITH JOINT MEETING WITH PLANNING BOARD/SEPTEMBER 13, 2022

Mr. Dumian moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin amends Resolution 2022-93 to cancel the Work Session on September 13, 2022, at 6:00 P.M. and replace it with a Joint Meeting with the Planning Board to discuss the Lineage Logistics application.

Seconded by Mr. Francisco.

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

RESO 2022-95: RATIFY ACCEPTANCE/DONATION/BLUECHIP SOFTBALL

Mr. Finch moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin ratifies acceptance of a donation in the amount of \$600.00 from Bluechip Softball for field use.

Seconded by Mr. Boyle.

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

RESO 2022-96: RATIFY ACCEPTANCE/DONATION/HOME RUN SOFTBALL LIMITED

Mr. Francisco moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin ratifies acceptance of a donation in the amount of \$350.00 from Home Run Softball Limited for field use.

Seconded by Mr. Finch.

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

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RESO 2022-97: ACCEPT RESIGNATION/NICHOLAS PLATT/PARKS & WATER & SEWER TEAM LEADER

Mr. Farley moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin accepts the resignation of Nicholas Platt from the position of Parks/Water/Sewer Team Leader, effective August 18, 2022.

Seconded by Mr. Finch.

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

REOS 2022-98: RATIFY HIRING/ERIC COLLINS/HIGHWAY LABORER

Mr. Francisco moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin ratifies the hiring of Eric Collins to the position of Highway Laborer, at a pay rate of \$18.00 per hour, effective August 1, 2022.

Seconded by Mr. Finch.

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

RESO 2022-99: RATIFY PAYMENT/CLAIMS #22-00660 - #22-00690/\$47,371.82

Mr. Francisco moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin ratifies payment of the following Claims #22-00660 through #22-00690, which have been audited and approved for payment, in the total amount of \$47,371.82:

General	\$ 26,796.20
Highway	12,653.91
Light Districts	1,186.13
Sewer District	697.57
Water District	5,419.25
Non-Budgeted	<u>618.76</u>
Total	\$ 47,371.82

Seconded by Mr. Finch.

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

RESO 2022-100: APPROVE PAYMENT/CLAIMS #22-00709 - #22-00754/\$48,180.14

Mr. Farley moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin approves payment of the following Claims #22-00709 through #22-00754, which have been audited and approved for payment, in the total amount of \$48,180.14:

General	\$ 22,526.73
Highway	15,514.44

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Sewer District	767.92
Water District	5,411.05
Non-Budgeted	<u>3,960.00</u>
Total	\$ 48,180.14

Seconded by Mr. Francisco.

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

RESO 2022-101: RATIFY PAYMENT/THE HARTFORD/DISABILITY INSURANCE

Mr. Farley moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin ratifies payment in the amount of \$144.99 to The Hartford for payment of 2nd Quarter Disability Insurance.

Seconded by Mr. Francisco.

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

RESO 2022-102: APPROVE HIRING/LISA HOUSTON/PART-TIME CLERK/SUPERVISOR'S OFFICE/NOT TO EXCEED 40 HOURS PER WEEK

Mr. Farley moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin approves the hiring of Lisa Houston to the position of Part-Time Clerk in the Supervisor's Office from August 10, 2022, through October 31, 2022, at a pay rate of \$30 per hour, not to exceed forty hours per week.

Seconded by Mr. Finch.

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

RESO 2022-103: APPROVE PURCHASE/MOWER & IMPLEMENTS/TIGER CORPORATION/\$72,040.00

Mr. Farley moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin approves the purchase of a Brute LRS mower and implements from Tiger Corporation via SourceWell Cooperative Contract 052417-TGR, for an amount not to exceed \$72,040.00.

Seconded by Mr. Finch.

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

RESO 2022-104: APPROVE PURCHASE/VIBRATORY ROLLER/HGAC/\$48,973.00

Mr. Finch moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin approves the purchase of a Sakai SW 354 47-inch, 3.25-ton vibratory roller from HGAC via Cooperative Contract SM-10-20 for an amount not to exceed \$48,973.00.

Seconded by Mr. Dumian.

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

PUBLIC COMMENTS: None.

IMPROVEMENTS TO WATER & SEWER SYSTEM RECORDS

Mr. Boyle stated that Nick Platt and Colin Casey have greatly increased the ease and organization of storing and accessing records for the Water and Sewer Department by digitizing the records. “They have us set for the future,” stated Mr. Boyle.

TOWN-WIDE MESSAGING SYSTEM

Mr. Farley stated that he is waiting to hear from Jack Bell regarding the information for a town-wide messaging system.

SUMMER FUN PROGRAM

Mr. Dumian stated that the 2022 Summer Fun Program was a great success, and thanked coordinators Tracy Parker and Sarah Masters for their work in running the four-week program. He added that the program is building every year.

RESO 2022-105: EXECUTIVE SESSION/PERSONNEL ISSUES/RECESS FOR LEGAL ADVICE

Mr. Finch moved to close the Regular Town Board Meeting and move into Executive Session at 7:47 P.M. to discuss specific personnel issues and to recess for legal advice.

Seconded by Mr. Farley.

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

RESO 2022-106: RE-OPEN REGULAR TOWN BOARD MEETING

Mr. Farley moved to close the Executive Session and re-open the Regular Town Board Meeting at 9:05 P.M.

Seconded by Mr. Boyle.

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

RESO 2022-107: INCREASE HOURLY RATES/LISTED EMPLOYEES

Mr. Farley moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin approves the increase in the following employees’ hourly rates to those listed:

Dan Smith	\$25.00 per hour
Jeff Hayes	\$25.50 per hour
Mike Mott	\$23.00 per hour
Eric Collins	\$22.00 per hour
Colin Casey	\$25.00 per hour
Cody Smith	\$22.50 per hour

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Seconded by Mr. Finch.

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

RESO 2022-108: INCREASE AUTHORIZED WEEKLY HOURS/TOM DELAMARTER/UP TO 24 HOURS PER WEEK

Mr. Francisco moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin increases the authorized weekly hours of Tom DeLamarter to up to 24 hours per week as needed, with compensation to be pro-rated based upon a yearly amount of \$27,500.

Seconded by Mr. Finch.

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

RESO 2022-109: AMEND EMPLOYEE HANDBOOK/CHANGE HOURLY INCREASE AMOUNT CREDITED UPON RECEIPT OF CDL FROM \$1 TO \$2

Mr. Francisco moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin amends the Employee Handbook to change the hourly rate increase credited upon the receipt of a CDL from \$1 per hour increase to \$2 per hour increase, effective immediately.

Seconded by Mr. Farley.

VOTE: Finch – Yes, Boyle – Yes, Farley – 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. Finch. The meeting adjourned at 9:07 P.M.

Respectfully submitted,

Sherrie L. Jacobs
Town Clerk