



Town of Chenango
Work Session Agenda
Wednesday, October 19, 2022 - 5:00 PM
Town Hall - Community Room

	Page
5:00pm PLEDGE OF ALLEGIANCE	
5:00pm ROLL CALL	
5:00pm OPEN FORUM	
Guests shall speak in an orderly fashion and are limited to remarks of five (5) times minutes or less. The speaker shall deliver their comments or concerns in a civil tone and without the use of profanity, personal attacks, or other disruptive behavior which may result in the offender's removal from the meeting. The speaker shall not be interrupted except in a matter of urgency.	
5:20pm PUBLIC HEARINGS	
5:20pm PANEL PRESENTATIONS	
5:20pm DEPARTMENT HEAD REPORTS	
3rd Work Session	
5:20pm Dog Control - Joel Troutman	3
Dog report 092622- 100822	
5:30pm Highway - Derin Kraack	4 - 10
Highway Report 10.19.22	
Automotive Mechanic Helper Job Specs	
Theresa Blvd Project Summary Sheet	
Theresa Blvd Project Detail Report	
5:40pm Ordinance - Gavin Stiles	11 - 12
Ordinance Report for WS 10.19.22	
5:50pm OLD BUSINESS	
3rd Party Fire Inspection	
DPW Staff Vacancies	
6:15pm NEW BUSINESS	
Premises Identification Program	13 - 15
Premises ID Numbers	
6:30pm REVIEW OF RESOLUTIONS	
Resolution to Approve Abstract #19	16
Resolution for Abstract 19	
Resolution to Authorize Hiring of Wastewater Treatment Plant Operator	17
Resolution Authorizing Public Works Director to Hire WWTPO	

6:35pm UNFINISHED BUSINESS

[Town Board Projects](#)

18 - 21

6:40pm FYI

[NYMIR](#)

22

6:45pm OPEN FORUM

Guests shall speak in an orderly fashion and are limited to remarks of five (5) times minutes or less. The speaker shall deliver their comments or concerns in a civil tone and without the use of profanity, personal attacks, or other disruptive behavior which may result in the offender's removal from the meeting. The speaker shall not be interrupted except in a matter of urgency.

MEETING AND PUBLIC HEARING REMINDERS

- October 25, 2022 - Zoning Board of Appeals, 7:00pm
- November 2, 2022 - Work Session, 5:00pm; Town Board, 7:00pm
- November 9, 2022 - Work Session, 5:00pm; Budget Hearing, 7:00pm
- November 14, 2022 - Planning Board, 7:00pm

Town of Chenango Monthly Report

Date: 09/26/22

Nature of Complaint: 2 pit bull dogs running at large on Carmichael road.

Response: At approximately 11 a.m, I responded and circulated the area and observed both dogs running at large. At this time, I secured both dogs in my van and transported them to the Broome County Dog Shelter and filled out according paperwork.

Date: 09/27/22

Nature of Complaint: Dog running at large on Norman road that looks very thin.

Response: At approximately 12:30 p.m I responded and circulated the area with negative results. Upon further investigation, I located the dog owner and spoke with her about the dog running loose and it's weight. She provided me with documentation from a vet addressing the dogs weight and stated the kids let the dog out on accident. Nothing further.

Date: 10/08/22

Nature of Complaint: Dog running at large near Kattelville road.

Response: At approximately 6:00 p.m, I responded to the area and circulated with negative results. No further complaints.

Derin Kraack's Report

October 19, 2022

1. I would like to add a new job title to the CBA agreement with the Town. The title and job position is for an Automotive Mechanic Helper. The job rate for this would be equivalent to a Heavy Equipment Operator. Please see attachment for the detailed description.
2. I would like to acquire the sewer crane truck from the Sewer Department for use in the Highway. This will be a multiple use vehicle. It will be used by the mechanic for road side service and parts pickups, as a spare drainage truck, and has the bonus of remaining a Town vehicle that can be considered a backup crane for the Sewer Department under Sharing of Services. The transfer of funds will be \$12,000 and will come from budget line DA-05130-200.
3. Mill Rd is a dead-end road off of Castle Creek Rd. The resident who purchased the property at the end of the road has expressed interest in taking over this portion of the road for use as a driveway. The Highway Department has not maintained this portion of the road in excess of 10 years. I have consulted with our attorney and he advised me to approach the Board about proceeding with abandonment of that portion of road. The portion of the road that I was to abandon is approximately .07 miles or 396.6 feet long.
4. Our first 2 ARPA projects (Theresa Blvd Pipe and Kelly Rd Bridge Enhancements Completed).
5. Broome County has indicated that the installation of the new multi-jurisdictional radios should be complete by the end of the year.
6. We are transitioning our equipment to handle the upcoming winter season.
7. The DPW building's AED battery pack has gone bad. An order was placed in August but this component is not available anywhere. Several vendors note on their websites that they can't give an anticipated delivery date. The current state contract for AEDs is expired. A new one needs to be purchased but they cost up to \$2,000.00 or higher.

AUTOMOTIVE MECHANIC HELPER

DISTINGUISHING FEATURES OF THE CLASS: This is the beginning level of automotive repair and maintenance work. The work involves responsibility for assisting an Automotive Mechanic in servicing, maintaining and repairing automotive equipment. The work is performed under direct supervision of an Automotive Mechanic in accordance with established policies and procedures. More independence and responsible work is given to the incumbent as his/her skill level increase. Does related work as required.

TYPICAL WORK ACTIVITIES:

Services automobiles, trucks, bulldozers, graders, rollers, backhoes and other public work equipment with proper lubricants and replenishes gasoline, oil and water as needed;
Inspects and services batteries;
Checks and lubricates transmissions, differentials, and rear axle housings;
Repairs flat tires and mounts tires on wheel rims and inflates tires to recommended pressure;
Inspects and replaces light bulbs and electrical switches;
Assists Automotive Mechanics with more complex automotive repair and maintenance activities;
Operates trucks and automobiles on occasion.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the tools and equipment used in motor vehicle and public works equipment;
Working knowledge of automotive lubricating methods;
Skill in the use and care of automotive and public works equipment servicing tools;
Ability to determine by inspection of automotive equipment the need for grease, oil, water and gasoline;
Ability to assist in making minor mechanical repairs;
Ability to understand and follow simple oral and written instructions;
Ability to work well with others;
Ability to lift heavy objects using hoists and levers;
Ability to perform activities involving considerable strenuous effort;
Willingness to respond to emergencies and work overtime;
Willingness to work outside in adverse weather conditions;
Dexterity;
Ability to adhere to safety precautions when using potentially harmful equipment, tools and machines;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None

SPECIAL REQUIREMENTS: Possession of an appropriate New York State Operator' license.

Town of Chenango Highway Department

Comprehensive Summary by Project/Task

ARPA #1 / Theresa Blvd Pipe Replacement Project	Labor Hours		Labor Cost	Equipment Cost	Material Cost	Contractor Cost	Overhead Cost	Total Cost
	Regular	OT						
T12 / Patching 10%	1.50	0.00	\$39.32	\$47.34	\$204.42	\$0.00	\$0.00	\$291.07
T30 / Drainage Systems Installed	15.00	0.00	\$408.30	\$1,207.50	\$0.00	\$0.00	\$0.00	\$1,615.80
T39 / Drainage Pipe Replacement	54.00	0.00	\$1,407.70	\$3,585.75	\$0.00	\$23,300.00	\$0.00	\$28,293.45
T40 / Stripatching	55.00	0.00	\$1,407.65	\$1,747.55	\$3,254.33	\$0.00	\$0.00	\$6,409.53
Project Sub Totals	125.50	0.00	\$3,262.97	\$6,588.14	\$3,458.74	\$23,300.00	\$0.00	\$36,609.85
ARPA #1 / Theresa Blvd Pipe Replacement Project			Production Units	0.00			Estimated Cost	\$0.00
			Cost Per Unit	\$0.00			Remaining Funds	-\$36,609.85

Town of Chenango Highway Department

Comprehensive Summary by Project/Task

ARRA #1 / Theresa Blvd Pipe Replacement Project	Labor Hours		Labor Cost	Equipment Cost	Material Cost	Contractor Cost	Overhead Cost	Total Cost
	Regular	OT						
Grand Total	125.50	0.00	\$3,262.97	\$6,588.14	\$3,458.74	\$23,300.00	\$0.00	\$36,609.85

Town of Chenango Highway Department

Comprehensive Detail by Project/Task

ARRA #1 / Theresa Blvd Pipe Replacement Project	Labor Hrs	Labor Cost	Equipment	Eqp Hr/Mi	Eqp Cost	Material	Mat Used	Mat Cost	Contractor Cost	Overhead Cost	Total Cost
T12 / Patching 10%											
FROSI/Frost	09/29/22	711.394	1.50	SA	1.50	\$47.34	19,000MM	3.19	\$204.42		\$291.07
Patching 10% Sub Total		1.50				\$47.34			\$204.42		\$291.07
T30 / Drainage Systems Installed											
AUKEI/Aukema	09/06/22	9.021c	7.50			\$211.73					\$211.73
STINE/Stinson	09/06/22	9.021c	7.50	6	\$595.58						\$792.15
STINE/Stinson	09/06/22	9.021c	7.50	17N(40)	\$611.93						\$611.93
Drainage Systems Installed Sub Total		15.00				\$1,207.50			\$0.00		\$1,615.80
T39 / Drainage Pipe Replacement											
CARLM/Carl	09/01/22	9.020c	7.50	Gradall XL	\$495.90						\$692.48
CARLM/Carl	09/01/22	9.020c	7.50	7 (36)	\$444.98						\$444.98
FROSC/Frost	09/01/22	9.020c	7.50		\$162.68						\$162.68
STEP/Stephens	09/01/22	9.020c	7.50		\$196.58						\$196.58
AUKEI/Aukema	09/07/22	9.025c	5.50	17-2022	\$520.91						\$676.17
AUKEI/Aukema	09/07/22	9.025c	5.50	6	\$436.76						\$436.76
AUKEI/Aukema	09/07/22	9.025c	5.50	7N	\$381.32						\$381.32
EIDE/Eidel	09/07/22	9.025c	5.50		\$144.16						\$144.16
STINE/Stinson	09/07/22	9.025c	5.50		\$144.16						\$144.16
AUKEI/Aukema	09/08/22	9.030c	7.50	17-2022	\$710.33						\$922.05
AUKEI/Aukema	09/08/22	9.030c	7.50	6	\$595.58						\$595.58
FROSI/Frost	09/08/22	9.030c	7.50		\$196.58						\$196.58
109566	09/12/22	710.498			\$23,300.00						\$23,300.00
Drainage Pipe Replacement Sub Total		54.00			\$3,585.75			\$0.00	\$23,300.00	\$0.00	\$28,293.45
T40 / Strippatching											
COLET/Cole	09/13/22	710.514	3.50	8N-2014	\$185.89	19,000MM	10.04	\$643.36			\$920.98
COLET/Cole	09/13/22	710.514				19,000MM	12.06	\$772.80			\$772.80
COLET/Cole	09/13/22	710.514				19,000MM	8.00	\$512.64			\$512.64
CARLM/Carl	09/13/22	9.037c	4.50		\$117.95						\$117.95
EIDE/Eidel	09/13/22	9.037c	4.50		\$117.95						\$117.95
STEP/Stephens	09/13/22	9.037c	4.50		\$117.95						\$117.95
STINE/Stinson	09/13/22	9.037c	4.50	Backhoe-2022	\$145.35						\$263.50

Town of Chenango Highway Department

Comprehensive Detail by Project/Task

ARPA #1 / Theresa Blvd Pipe Replacement Project	Labor Hrs	Labor Cost	Equipment	Eqp	Eqp	Material	Mat	Mat	Contractor	Overhead	Total
				Hr/Mi	Cost		Used	Cost			
Grand Total	125.50	\$3,262.97			\$6,588.14			\$3,458.74	\$23,300.00	\$0.00	\$36,609.85

Ordinance Report SEPTEMBER 2022

Building Permits

	Residential	Commercial
Received	13 – Armstrong, Mirabito (3), Clark, Brick, BM & J Rentals, Cron, Richard, Giannini, Miller, Leet, Hayes	1 - NYPA
Issued	11	1
Inspections	10	
C of O	1	
C of C	2	

Building Permit Fees Collected: \$ 1072.25

Special Permits

Type of Permit	# Permits Received	Permit Fees Paid	Applicant(s)
Sign		\$	
Site Plan	1	\$ 1560.00	Sonbyrne Sales, Inc.
Variances	1	\$ 90.00	Sonbyrne Sales, Inc.
Other	2	\$ 180.00	Pratt (Zoning Interpretation), Daly (Special Permit)

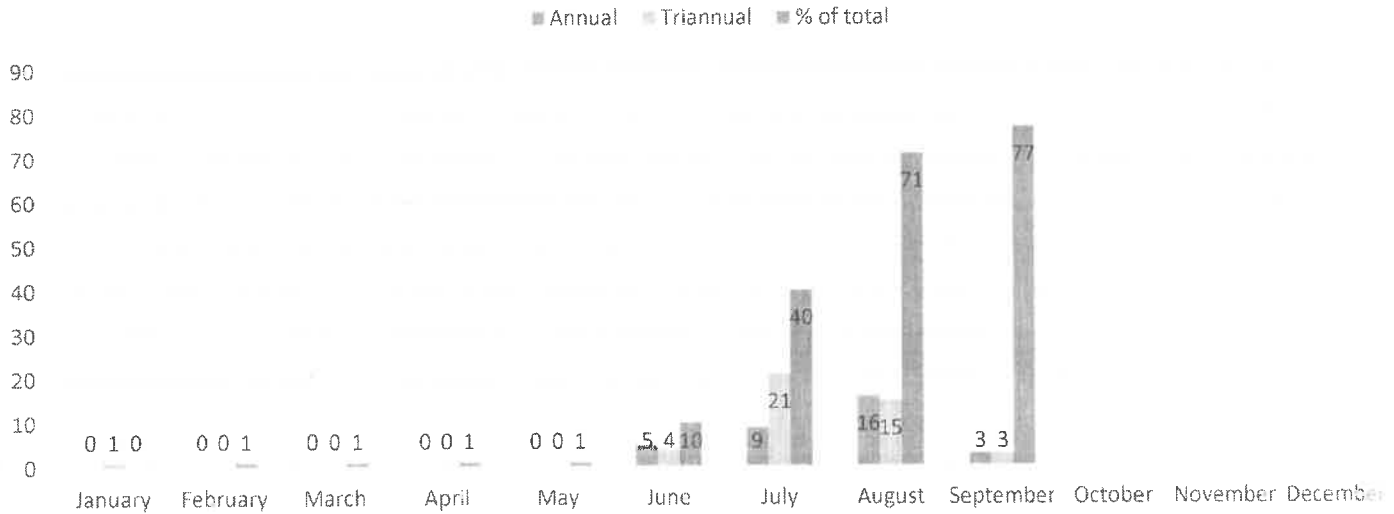
Fees Collected Total: \$ 1830.00

Fire Inspections

	Total	Previously Done	New This Month	% Completed
Annual	46	30	3	72%
Tri-Annual	53	41	3	83%

Ordinance Report SEPTEMBER 2022

Fire Inspections 2022



Complaints

Complaint Type	# of Complaints through September	Open to date	Closed to date
Property Maintenance	66	23	43
Open Storage garbage/debris	1	0	1
Open Burning/smoke	7	0	7
Junk Vehicles	15	5	10
Grass/undergrowth	24	6	18
Noise	10	1	9
Operating a business	1	0	1
BWOP	12	6	6
Rec vehicles/trailers	18	3	15
Totals	154	44	110

To: Town Board

From: Supervisor

Re: Premises Identification Program

Date: 10.13.22

Compliance

- NYS Code [NY 505.1]
- 911 information System
 - Law Enforcement, Fire Protection, Ambulance

Town Responsibilities

- Provide “kits” to residents for an established fee
- Design the Town marker and retain sufficient inventory to meet the needs of the Town
- Promote compliance
 - Town Billing notice – include within Dog License, Water invoice etc.
 - Website
 - Display message on street sign periodically
 - Form partnerships to promote and install
 - Fire Departments, Businesses, Community Organizations
 - Volunteers

Cost

- Original investment – Approximately \$1000
- Resident cost: \$25 (not to exceed would be established)
- Budget line for program income and expenses -
Expenses: A3989.410 “Other Public Safety – “Premises Identification Program”
Revenue: A1589 “Other Public Safety Department Income”

Section 505 Premises Identification

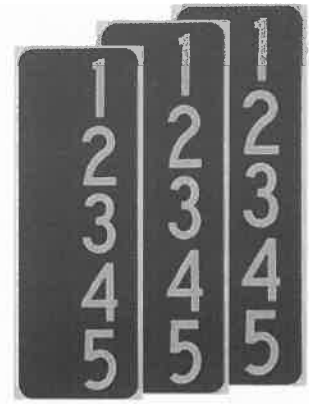
[NY] 505.1 Address Identification

New and existing buildings shall be provided with approved address identification. The address identification shall be legible and placed in a position that is visible from the street or road fronting the property. Address identification characters shall contrast with their background. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall not be spelled out. Each character shall be not less than 4 inches (102 mm) high with a minimum stroke width of $\frac{1}{2}$ inch (12.7 mm). Where required by the fire code official, address identification shall be provided in additional approved locations to facilitate emergency response. Where access is by means of a private road and the building cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure. Address identification shall be maintained.

Exception: Buildings identified under an addressing scheme as part of a countywide 911 numbering system.



**HELP US
HELP YOU !**



Not every emergency is obvious from the road. Especially at night!

For \$15.00 each a 6" X 18" blue reflective double face sign,
made from .040 aluminum with white reflective numbers
will clearly indicate your address number &
are NY State Fire Code Compliant.



Name: _____ Best Phone #: _____

House Number for the sign: _____ Circle Style: Vertical or Horizontal

Is the sign needed to complete a building permit? No Yes

How many signs would you like?

Total \$

Bring this application to the Groton Town Clerk's office 101 Conger Blvd. Groton NY 13073 Or mail to Groton Fire Department PO Box 96 Groton, NY 13073 (Cash or Check Payable to Groton Fire Dept. only)
You will need to pick up your sign once it is made- sorry no delivery or mailing.

Contacted On / /20

For a Permit? Yes / No

Thank you for your order!

We will contact you when the sign is ready to pick up.

NY State Residential Building Code on Placement of sign. R319.1Address identification.

Buildings shall be provided with approved address identification. The address identification shall be legible and placed in a position that is visible from the street or road fronting the property. Address identification characters shall contrast with their background. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall not be spelled out. Each character shall be not less than 4 inches (102 mm) in height with a stroke width of not less than 0.5 inch (12.7 mm). Where required by the fire code official, address identification shall be provided in additional approved locations to facilitate emergency response. Where access is by means of a private road and the building address cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure. Address identification shall be maintained.

RESOLUTION NO. _____

RESOLUTION APPROVING ABSTRACT NO. 19

At a regular meeting of the Town Board of the Town of Chenango, held on the 19th day of October, 2022, the following resolution was offered and seconded:

RESOLVE to pay the attached and incorporated herein Abstract of Bills. Abstract 19, dated October 12, 2022.

General Fund - Voucher Nos. 657-711; Check Nos. 5479-5525 totaling the sum of \$67,462.98.

Highway Fund - Voucher Nos. 250-261; Check Nos. 1872-1883, totaling the sum of \$5,442.18.

Water Fund - Voucher Nos. 189-200; Check Nos. 1833-1843 totaling the sum of \$5,605.58.

Sewer Fund - Voucher Nos. 262-279; Check Nos. 2203-2217 totaling the sum of \$28,131.65.

Special Districts/Street Lights – Voucher Nos. 21; Check Nos. 1190 totaling the sum of \$310.91.

Special Districts/Capital Projects – Voucher Nos. 28; Check Nos. 1096 totaling the sum of \$660.00.

WHEREAS, this resolution shall take effect immediately.

Offered by:

Seconded by:

CERTIFICATION

I, Lizanne Tiesi-Korinek, do hereby certify that I am the Town Clerk of the Town of Chenango and that the foregoing constitutes a true, correct and complete copy of a resolution duly adopted by the Town Board of the Town of Chenango at a meeting thereof held at Town Hall, 1529 NY RT 12, Binghamton, NY on this 19th day of October, 2022. Said resolution was adopted by the following roll call vote:

Jo Anne Klenovic, Supervisor
Dave Johnson, Councilperson
Frank Carl, Councilperson
Gene Hulbert, Councilperson
Jim DiMascio, Councilperson

Town of Chenango Seal

Dated: October 19, 2022

Lizanne Tiesi-Korinek
Town Clerk, Town of Chenango

RESOLUTION NO. _____

RESOLUTION AUTHORIZING HIRING WWTP OPERATOR IN THE PUBLIC WORKS DEPARTMENT

At a regular meeting of the Town Board of the Town of Chenango, held on the 19th day of October, 2022, the following resolution was offered and seconded:

WHEREAS, a vacancy for the position of Wastewater Treatment Plant Operator is available, which the Superintendent of Public Works has requested authority to fill, and after careful consideration has recommended Christopher Cabisca be hired to the position of Wastewater Treatment Plant Operator at the rate of \$19.65 per hour, the rate established in the Collective Bargaining Agreement with the Teamsters Union, and

WHEREAS, this Board has reviewed this request, now; therefore, it is hereby

RESOLVED, that the Superintendent of Public Works is authorized to hire Christopher Cabisca as Wastewater Treatment Plant Operator at the rate of \$19.65 per hour effective immediately.

Offered by:

Seconded by:

CERTIFICATION

I, Lizanne Tiesi-Korinek, do hereby certify that I am the Town Clerk of the Town of Chenango and that the foregoing constitutes a true, correct and complete copy of a resolution duly adopted by the Town Board of the Town of Chenango at a meeting thereof held at Town Hall, 1529 NY RT 12, Binghamton, NY on this 19th day of October, 2022. Said resolution was adopted by the following roll call vote:

Supervisor Jo Anne Klenovic _____
Councilperson Gene Hulbert, Jr. _____
Councilperson Frank Carl _____
Councilperson Jim DiMascio _____
Councilperson Dave Johnson _____

Town of Chenango Seal

DATED: October 19, 2022

Lizanne Tiesi-Korinek
Town Clerk, Town of Chenango

UPDATED AS OF OCTOBER 14, 2022

10.19.22
 11.2.22
 11.9.22
 11.16.22

PROJECT / DISCUSSION

POTENTIAL AGENDA DATE

ACTION / RESOLUTION

Broome County Projects

*County Executive Budget Address 11/2/2022 - 7:00pm
 *North Otisengo Dog Park Spring 2023
 *Northgate Plaza TBD

Budget Discussion 11/2/2022 *pending*
 Budget Hearing 11/9/2022 - 7:00pm
 Budget Vote 11/16/2022

Building & Fire Safety

*Records Retention TBD

Business/Supervisor/Bookkeeper

*CF Fire Co - replacement contract/Budget increase TBD Replace contract

Castle Creek U.S.P.O.

a.) Resolution for Ground Lease TBD Authorize use of property
 b.) Public Hearing TBD

Community

Dept. Head Evaluations 12/14/2022

DPW - Greg Burden

- * Drinking Water Study - Applewood / Maplewood
- * Wolfe Park Project - \$75,000 Grant Awarded to TOCI
- * Parking Lot Lights
- * Purchase Generators for WWTP
- * I-81N Exit 6 Front Street Water Main Replacement

TBD
?
TBD
TBD
TBD

Contract reviewed by counsel

Flood Mitigation

- * HMPG Grant
- * Smith Hill Drainage Project 2023
 - a.) NYS DOT
 - b.) Broome County
 - c.) Urda Engineering - Alex Urda
- * Frederick Rd Study
- * Wallace Rd Study

Submitted 5/31/22
TBD
TBD
TBD
TBD
TBD
TBD

Highway Dept.

- * Procedure to Purchase PWD Crane
- a.) Resolution Seeking Bids for PWD Crane

TBD
TBD

Historian for Town

- * Town Museum Updates / Activities

TBD

Written Report Only

New Year Contracts & Resolutions for 2023

- * Dept. Head Meeting Schedule
- * Work Rules
- * Community Room Agreement
- * Coughlin & Gerhart Contract
- * Board Meeting Schedule for 2023
- * Abstract Schedule for 2023
- * All Seasons Contract for 2023
- * The Night Shift Contract for 2023

12/7/2022 & 12/21/2022
TBD
TBD
TBD
TBD
TBD
TBD
TBD
TBD

***continued* New Year Cont. & Reso. for 2023**
 *Network Oriented Solutions Contract for 2023
 *Procurement Policy for 2023
 *Urda Engineering Contract for 2023

Ordinance Dept.

*Zoning - CB Properties - Local Law 6-2022

a.) **Urda Engineering Zoning Map** 11/2/2022 *Maps to Board by 10/28/22
 b.) Nadine Bell 11/16/2022?

c.) Resolution to Approve LL 6-2022 TBD

d.) Hidden Hollow Campground TBD

*Zoning - Temporary Structures, Section 3103 TBD

*Premises Identification Program 10/19/2022

*Solar Farms - Review Legislation TBD

*Ordinance Software TBD

Gavin will provide updates

Safety Committee Report

a.) Building Security TBD

b.) Evacuation Plan TBD

*ADA Accessibility TBD

Staff

*Comp Time Policy TBD

*DPW Staff Vacancy Update TBD

a.) Resolution to Hire WWTPO 10/19/2022

b.) Laborer Position Ad posted on Indeed 10/13/22 Posted on website 10/13/22

*Highway Dept. Staff Vacancy TBD

Technology

*Agenda Software - (Updates Only) TBD

a.) Agenda Demonstration TBD

b.) Computer Training w/ Agenda Software TBD

c.) Issue Board laptops TBD

***continued* Technology**

*Email Host - Pyramid
a.) Transition to Email w/ Pyramid

TBD
TBD

Town Board Functionality

*AOT Rules of Order
*Policy for Recusal
*Board Liasons Role
*Complaint Policy/Procedure

11/9/2022
11/9/2022
11/9/2022
11/9/2022

Town Clerk Reporting Procedures

*Resolutions vs. Motions

TBD

Town of Chenango Safety Manual

*New Committee Members

TBD

Town of Chenango Policy Updates

TBD

Town of Chenango Vehicles

*GPS in vehicles
*Town safety features for vehicles

TBD
TBD

J. DiMascio

WWTP Project

*WQIP Grant Application
*Benefit Assessment Model Discussion
*EDU's Model Discussion
*Projected Timeline
*Project Modifications - B & L Amendment #3
a.) Resolution for B&L Final Amendment
*Engineer - Peer Review

Submitted 7/29/2022
Jan. 2023
Jan. 2023
TBD
TBD
TBD
TBD

Wyatt, Endress, Burden
Wyatt, Endress, Burden

*Trophy Point - Construction Costs

11/16/2022