

MAY 11, 2020 - COMBINED WORK SESSION/REGULAR MEETING

Pursuant to an Emergency Order of the Governor of the State of New York, notice is hereby given that a meeting of the Board of the Town of Dickinson was held on May 11, 2020 at 6 p.m. via Zoom Video Conference.

The Combined Work Session/Regular Meeting of the Town of Dickinson Town Board was called to order by Supervisor Michael A. Marinaccio at 6:00 PM on Monday, May 11, 2020 via Zoom Video Conference.

The members of the Town Board attending via Zoom video conference were:

**Michael A. Marinaccio, Supervisor
Stephen M. Gardner, Councilman
Sharon M. Exley, Councilwoman
Danny F. Morabito, Councilman
Thomas J. Burns, Councilman**

Also in attendance:

**Angelo Catalano Esq., Town Attorney
Susan M. Cerretani, Town Clerk
Code Enforcement Officer Stephen Rafferty, Public Works
Commissioner Joel Kie, Administrative Assistant Beverly Wike,
Town Justice Kathleen Groover, Zoning Board Chair Jeanne
Compton, Town Historian and Planning Board Chair David
Wasser and 1 member of the general public.**

Town Clerk Cerretani called the Roll of the Board Members – ALL PRESENT

The Supervisor announced a QUORUM.

The Governor's Executive Order 202.29 has been extended to June 7, 2020.

Supervisor Marinaccio read into the record:

I, Michael Marinaccio have confirmed with Counsel that this meeting is being held in compliance with Executive Order 202.1, issued by Governor Andrew M. Cuomo on March 12, 2020. The Executive Order suspends Article 7 of the Public Officers Law to the extent necessary to permit any public body to meet and take any action authorized by law without permitting in public in-person access to meetings and authorizing such meetings to be held remotely by conference call or similar service. This meeting is being held remotely via ZOOM virtual meeting software. The public has the ability to view or listen to this meeting live via the ZOOM app, web browser and/or by telephone. This meeting is being recorded and will be transcribed at a later date.

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CHAIR

SUPERVISOR'S MONTHLY REPORT

May 2020

1. As of April 30, we had 19 confirmed cases of the virus listed for our town. Most of the confirmations are all from the Broome County Jail. 8 remain active as of April 30. The Village of Port Dickinson has 2. Please remain vigilant in staying home and if you need to get groceries, wear a face mask. Use vinyl gloves if you have them. Use hand sanitizer. Wash your hands often for at least 20 seconds using hot water. And be vigilant in following the social distancing rules.
2. I also want to reassure all our residents that our first responders, fire, ambulance, and police remain on the job and are ready to address any and all emergencies.
3. The Town Hall will remain closed for an indefinite period of time, and once we have a clearing of the epidemic from State, County and Federal officials, and we meet the safety procedures that will be handed down from the State, we will resume normal operations. This could happen in late May or June. We are awaiting word from the Governor's office to begin opening up our park while continuing to practice safe distancing. In the meantime we are looking at constructing a plexiglass barrier for our Town Clerk for added protection. This will be a temporary measure until we receive quotes for a permanent solution.
4. Most of our staff are working from home and all of our operations remain intact in regard to payroll, water/sewer bills, code enforcement, building permits, assessment etc. Our Town Clerk, Sue Cerretani, will be telling you what you can do on our web site for various services, forms, etc. Our Public Works staff continue to provide essential services while practicing personal distancing.
5. Phone calls to the Town Clerk, Billing, Town Supervisor, Dog Control, Public Works, etc. will be answered as time allows. You can also email us through the town web site. If you have an emergency, or if you see a gathering of people, please call 911 or 778-1911.
6. Our town hall and town garage remain clean and sanitized even though most staff are working from home.
7. There are a few changes regarding the Town Court operations. We received word that our court will be allowed to reopen for limited operations. The court is to remain closed to the public until further notice. The protocols detailed in the memo from the NYS Unified Court System allows for one person to be in the office to process mail, deposit checks, processing dispositions, etc. All monies sent to the court can be deposited. File work can be safely processed. Data entry should be prioritized. Any WebDVS entries should be done as soon as possible. Only one court clerk or judge is allowed in the court office.

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SUPERVISOR'S MONTHLY REPORT CONTINUED:

8. Congratulations are in order for our Town Clerk, Susan Cerretani who was recently awarded the Town Clerks Association's Association Certification as a Registered Municipal Clerk. This prestigious award recognizes the professional competency of Susan in fulfilling the responsibilities of her office. Certification is granted only after an applicant has demonstrated that they have met the stringent education and experience requirements established by **NYSTCA**.
9. The water line replacement project in the Brandywine Heights sub-division is going well. Detours remain in place while State Rd. is closed where the work is being performed. Flag persons are in place to direct traffic. Any water, sewer, storm emergency will be acted on immediately. We will be sending a progress report to the State as well as any expenses we have incurred since the start of the project. The main line replacement should be completed soon. The entire project, pending weather conditions, could be completed by the end of June.
10. The debris, stones, etc. on the **I-81 Walk Bridge** has been cleaned up by **NYSDOT** staff.
11. We received our 1st quarter share of **Sales Tax** in the amount of \$240,993.11. This is slightly higher than last year's 1st quarter. There may be a decrease of at least 1% in the 2nd quarter.
12. We continue to place a hold on all necessary spending which can affect paving and sidewalk projects as well as improvements to the **Sunrise Terrace Town Park**.
13. I reviewed our town credit card charges and found no issues.
14. There is word out of Albany that the Governor is considering at least a 20% reduction in state aid to municipalities. I am hearing 50%. This will have a major impact on our operations and budget, but we will address this in the months to come and reassess the entire budget.
15. Our 1st quarter fee from the County jail is \$19,606.21. The annual lump sum payment will also be paid to us in the amount of \$43,513.
16. I have reached out by letters to our members of Congress and the Senate in asking them to pass legislation that will support funding for local governments in the next Federal Stimulus Package.
17. The **Sunrise Terrace Park Committee** has continued to meet and review possible plans for enhancing the park. Some work has been completed. Chair of the committee, Kathy Groover, will update us later.
18. We continue to see a great deal of police activity at the **EconoLodge**. I have spoken to the County Executive and the County Sheriff about this very serious issue and they will be keeping me informed of any actions to be taken.

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SUPERVISOR’S MONTHLY REPORT CONTINUED:

19. Several of us, including myself, will be participating in a Conference call meeting that will focus on Policies & Procedures for Managing a Municipality. This is in relation to opening our town halls to the public.

Code Violations Report:

1. 44-46 Sowden St., garbage at side of the house in bags, large amounts of construction debris at side of the house. No permit issued for construction.

Dog Control Reports:

I have the April report for the town. There were no activities in the Village that required attention: Dog feces not being picked up, barking dog, stray dog found, stray dog not found.

NYSEG Warning Letter: No NYSEG warnings issued

Next Meeting: Our next Board meeting is tentatively scheduled for June 1, 5:30 PM. We will announce how and if this meeting will proceed.

Town Clerk Cerretani stated that water/sewer bills can be paid online. Applications for building permits, marriage licenses, copies of marriage licenses, handicapped parking permits, dog license renewals etc. are available on the townofdickinson.com website. Many residents have been utilizing the town drop box during the closure of the Town Hall due to COVID-19.

Supervisor Marinaccio asked Judge Groover for an update on the Court operations. Judge Groover stated that she had a meeting today for the judges and the villages and towns with Josh Shapiro. The court is taking a phased-in approach. Only one person can be in the courthouse at a time. The message is - cause no harm financially. The next step will be a county by county decision. There will be a meeting another next week. Judge Groover will keep the Town updated.

Ms. Groover gave an update on the Sunrise Terrace Community Park committee meeting. Ms. Groover sent out the details of recommendations. She thanked Natalie and Joel for their assistance. The Sunrise Terrace Association would support the plan up to the \$2500 budget request. An outstanding concern is the addition of parking lot stairs. There is interest in installation of swings. The committee will meet in the fall to assess.

COMMITTEE REPORTS

PUBLIC WORKS – WATER & HIGHWAY DEPARTMENT

- Public Works Commissioner Kie reported that the Highway Department continues with normal operations – filling potholes, yard waste collection etc.
- The water project is ahead of schedule.
- The crew has been mowing and the plows have been taken on and off according to the weather.

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- Municipal Cleanup Day will take place on Saturday May 16, 2020 from 8-3. Social distancing will be in effect. No electronics or paints will be accepted.

- **FINANCE**
 - **SUPERVISOR REPORT**
Councilman Morabito made a motion to accept the Supervisor February monthly report. On a motion by Councilman Morabito seconded by Councilman Gardner. All in favor.

 - **TOWN CLERK MONTHLY REPORT**
Councilman Morabito made a motion to accept the **April 2020 Monthly Financial Report** for the **Town Clerk in the amount of \$1,247.58**. On a motion by Councilman Morabito seconded by Councilman Burns. All in favor.

 - **COURT MONTHLY REPORT**

Councilman Morabito made a motion to accept the **February 2020 Monthly Financial Report** for the **Town Court in the amount of \$41,615**.
State: \$33,185.00, County: \$1,250.00, Town: \$6,991.00, Other: \$189.00. On a motion by Councilman Morabito seconded by Councilman Gardner. All in favor.

 - **ABSTRACTS FOR APPROVAL**

On Motion from Councilman Morabito, seconded by Councilman Burns to approve **abstract #5**, dated **MAY 11, 2020** in the amount of **\$447,735.12**. Vote Ayes- 5, Nays-0, Absent-0.

Supervisor Marinaccio voting Aye
Councilman Gardner voting Aye
Councilwoman Exley voting Aye
Councilman Morabito voting Aye
Councilman Burns Aye

Unanimously passed and noted as duly adopted.

Voucher #5 for May 2020 year in the amount of: \$447,735.12.

<u>General Fund</u>	<u>\$56,991.19</u>
<u>Part Town</u>	<u>\$0.00</u>
<u>Highway</u>	<u>\$7,838.34</u>
<u>Fire districts</u>	<u>\$0.00</u>
<u>Light Districts</u>	<u>\$2,889.13</u>
<u>Sewer Operating Dist.</u>	<u>\$1,938.48</u>
<u>Water Operating Dist.</u>	<u>\$59,921.46</u>
<u>Water Project</u>	<u>\$319,156.52</u>

- **PERSONNEL**
Councilwoman Exley stated there is nothing to report at this time.

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• **PLANNING**

Planning Board Chairman Wasser stated that the May 18, 2020 meeting will be cancelled due to no agenda items.

APPROVAL OF MINUTES

On a motion by Councilman Gardner seconded by Councilwoman Exley to approve the **Work Session Regular Meeting Minutes of April 13, 2020**. All in favor. Vote-5 Ayes, Nays-0, Absent-0.

CODE ENFORCEMENT

Code Enforcement Rafferty reported that **McDonald's** obtained the building permit to start interior renovations to the restaurant

ATTORNEY

Attorney Catalano stated that since **Dimension** may no longer be interested in following through with the **Battery Energy Storage** project, it is not necessary to draft the **BESS** Local Law right now. Mr. Catalano stated that article 10 was amended again. He would like to modify the law according to other towns findings and issues, sometime in the future, but there is no immediate need or urgency at this moment.

RESOLUTION 2020 – 8

The following Resolution was offered by Councilwoman Exley, who moved its adoption, seconded by Councilman Gardner to wit:
BE IT RESOLVED, by the Town Board of the Town of Dickinson, Broome County, New York as follows:

RESOLUTION: ACCEPTING THE PROPOSAL FROM RONALD B. LAKE, P.E. TO PROVIDE MS4 ENGINEERING SERVICES FOR THE PERIOD OF JUNE 1, 2020 TO MAY 31, 2021 FOR THE SUM OF \$9,000 THROUGH THE TOWN OF DICKINSON PAYROLL.

The question of adoption of the foregoing Resolution was duly put to a vote on roll call which resulted as follows: All in favor. Vote Ayes –5, Nays – 0, Absent-0.

Supervisor Marinaccio voting Aye
Councilman Gardner voting Aye
Councilwoman Exley voting Aye
Councilman Morabito voting Aye
Councilman Burns voting Aye

All in favor. Proposal on file in Clerk's office.

Public Works Commissioner Kie has been working with Attorney Nicholas Cortese in drafting a Timber Local Law and its permitting.

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Mr. Catalano stated that we are working on a Local Law requiring landlords to have a registered agent on file with the town so if someone is renting out the property we will do annual or bi-annual inspections of the property and we have the name and contact information for owner and/or a local agent who can help take care of the property in the event the owner is out of town. Once drafted, we will submit to the board members to review.

Regarding the **COVID-19** reopening phases: We are in Phase 1 starting Friday. The Southern Tier region has met all 7 criteria. Supervisor Marinaccio stated that he will make sure everyone in the building is protected before re-opening. Supervisor Marinaccio will be meeting with Ms. Cerretani & Ms. Wike to plan for it.

The Board of Assessment Review will hold hearings via phone conference on May 27, 2020 during the period of 4pm-8pm.

PUBLIC COMMENTS

None being heard.

The Governor's executive order regarding virtual meetings has been extended to June 7th.

We will have to consider social distancing measures for future meetings if the Executive Order is not extended.

The meeting was adjourned on motion of Councilman Morabito and seconded by Councilman Burns at 6:42 PM.

Respectfully submitted,

Susan M. Cerretani
Town Clerk