

TOWN OF BINGHAMTON
TOWN BOARD WORK SESSION
March 6, 2018

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MINUTES OF THE WORK SESSION OF THE TOWN OF BINGHAMTON TOWN BOARD HELD ON TUESDAY, MARCH 6, 2018, 5:00 P.M., TOWN OF BINGHAMTON TOWN HALL, 279 PARK AVENUE, BINGHAMTON, NEW YORK.

The meeting was called to order by Supervisor Whitesell at 5:04 p.m.

ROLL CALL:

T. Whitesell, Supervisor	Present	N. Yezzi, Deputy Supervisor	Absent
N. Cline, Councilperson	Present	E. Rounds, Councilperson	Present
V. Xlander, Councilperson	Present		

OTHERS PRESENT:

V. Conklin, Town Clerk	N. Pappas, Building Administrator
A. Pope, Town Attorney	3 Guests
M. Donahue, Highway Superintendent	

A motion may be made to go into an executive session to discuss a legal matter and/or a personnel matter regarding a particular employee after the meeting is convened.

APPROVAL OF AUDITED CLAIMS:

Councilperson Rounds made the motion to approve the following claims as audited:

<u>2018</u>		
Lighting	Claim No. 150	\$ 774.80
Water	Claim No. 151-155	\$ 1,406.52
Highway Fund	Claim No. 156-169	\$ 6,857.62
General Fund	Claim No. 170-190	\$ 16,634.14

The motion was duly seconded by Councilperson Xlander. All those present voted in favor of the motion. Motion carried.

COMMUNICATIONS AND ANNOUNCEMENTS:

Community Neighborhood Watch Group Meeting – Thursday, March 15, 2018 at 7:00 p.m. at TOB Town Hall

Good Friday – TOB Municipal Buildings will be closed on Friday, March 30, 2018 in observance of Good Friday.

17th Annual TOB Easter Egg Hunt – Saturday, March 31, 2018 at TOB Community Center

OFFICIALS AND COMMITTEE REPORTS:

Planning Board – The next regularly scheduled quarterly meeting will be held on April 24, 2018 at 7:00 p.m.

Zoning Board of Appeals – There is one case pending.

Youth Commission – Councilperson Rounds spoke with Susan O'Rourke at NYMIR who recommends that the Town set a policy regarding background checks for the Youth Commission coaches. Ms. O'Rourke recommended that after receiving the background check report, and there happens to be a particular concern, the concern should be addressed and documented. Ms. O'Rourke also suggested having a representative from the Youth Commission and Town Board as contacts for Safe Hiring Solutions. Councilperson Rounds will be meeting with the League Commissioner of the baseball/softball program on Thursday, March 8, 2018, and will inform the Commissioner that the coaches will need to provide their names and e-mail addresses to the Commissioner, who, in turn, will provide the information to the Youth Commission with the understanding that background checks will be conducted, and a decision will be made regarding negative reports. Town Attorney Pope stated that the Town Board has the authority to make the decision on negative background check reports, and also recommends that someone from the Youth Commission should have a voice in the process. Councilperson Cline inquired whether the discussion about negative background check reports on individuals should be done in an executive session. Mr. Pope replied that the Board could discuss certain personal issues in an executive session, but when the meeting is reconvened, the Board would have to factually discuss the issues before voting on it. Mr. Pope stated that in order to give the power to another group to be able to vote, (i.e. one person from the Youth Commission and two people from the Board), the Board will have to enact a local law and conduct a public hearing. Councilperson Cline inquired if two people from the Town Board and one person from the Youth Commission go over the initial findings of the report, can they then bring recommendations from the initial findings to the Board? Mr. Pope stated that the Board would have to vote on the recommendations from the Committee. Councilperson Rounds inquired about the Town of Union's policy regarding background checks and how they handle negative reports. Mr. Pope stated that the Town of Union has a zero tolerance policy regarding background checks, and that the Town of Union has a consent form for background checks to be signed by the person getting the background check. The negative findings have to be a crime. They cannot be an arrest and cannot be a traffic violation. The negative findings have to be a conviction of a crime. Councilperson Xlander inquired if the Town of Union Board says the person's name and why they are being declined in a public forum? Mr. Pope stated that the report never comes back to the Town of Union Board because they have a zero tolerance, and the person is immediately rejected as a candidate. Mr. Pope also stated that by having a Committee come back to the Board, the Board would have to make a reasonably correct decision on some basis, and that it would ultimately be a Board decision. This process also documents how and why the decision was executed. A discussion was held concerning a look back period as part of the proposed policy. Councilperson Rounds will create a draft of a proposed policy for background checks for the Youth Commission coaches.

Code Enforcement – Supervisor Whitesell stated that he had a conversation with the TOB Volunteer Fire Company who informed him that they will be having a recruitment day on April 28, 2018. The Red Cross will be participating in the recruitment day event by providing a form to complete for a free smoke alarm to anyone who stops into the event. The Red Cross will then make an appointment with the person and install the smoke alarm in their home. Supervisor Whitesell also discussed with the TOB Volunteer Fire Company the possibility of the Red Cross installing CO detectors. The CO detectors donated to the Town will also be set up at that time for installation by the Red Cross. The TOB Volunteer Fire Company will provide verification of same. This information will be provided to residents by posting the information the website, an article in Town Talk and a press release.

Mr. Pappas spoke with Lou Bishop regarding the stocking of the concession stand with food items. He said whatever food items are stocked will be bought by attendees. Councilperson Rounds will have a discussion regarding the concession stand at the next Youth Commission meeting.

Highway Department – The Highway Department has been busy plowing and sanding snow covered roads. Mr. Donahue had a discussion with the Binghamton/JC Joint Sewage Treatment regarding the flows. The flows are down again due to the metering of the wells. The Highway Department is working on equipment to get it ready for Spring work. Mr. Donahue suggested that the inventory list of equipment and their values for the Highway Department should be updated. Supervisor Whitesell will contact NYMIR to undertake the task.

SUPERVISOR’S REPORT:

Broome County Association of Towns and Villages – Monthly Meeting – The Broome County Association of Towns and Villages will not hold a monthly meeting in March. A letter was sent to all municipalities to see what the interest is in retaining the Association of Towns. A letter was also sent to municipalities to see if there is interest in forming a Supervisors and Mayors group.

NYS Association of Towns and Villages – Annual Conference – Review – Supervisor Whitesell will have his report completed, which will be provided to Board members for review. Town Clerk Conklin provided her report on attending the following work sessions: Municipal Clerks’ Institute: Working with Consultants – How to Increase Your Potential for Success; Birth, Death and Marriage Certificates and Filings, Part 1 & Part 2; Fiscal Responsibility for Town Clerks; Freedom of Information Law/Open Meeting Law Overview, and Records Retention Programs for Towns. Supervisor Whitesell reported he spoke with Senator Schumer about the lack of cellular and broadband service in the Southern Tier. Senator Schumer provided Supervisor Whitesell with the name of some of his staffers to discuss the possibility of obtaining some of the funding that Washington DC now has available to areas that are without cellular and broadband service. Councilperson Xlander reported that she and Councilperson Rounds attended a lot of the same workshops, which included oversight of Boards regarding finances. They will provide their report at a future meeting.

UNFINISHED BUSINESS:

TOB Hance Road Property – Logging Timber Harvesting – Proposal – Town Attorney Pope and Highway Superintendent Donahue created a draft of an RFP that was presented to the Board for their review and discussion. The RFP will be posted on the Town website, provided to the media, and sent out to logging companies. Mr. Donahue explained the Volume Estimation as follows: lumber is measured by board foot; board foot is 12 inches by 12 inches by one inch. An informational hearing will be set for the residents of Hance Road.

Highway Department – 2009 Jeep Patriot – The 2009 Jeep Patriot will be donated to the Town Hall for employees to utilize for banking purposes, etc. A policy will be drafted by Town Attorney Pope.

Sentry Alarms – Purchase of Security System – A proposal from Sentry Alarms was provided to the Board for a new security and fire panel for the Town Hall in the amount of \$2,818.50. The security system at the Town Hall is up-to-date, but the security system at the Highway Department needs to be upgraded. Sentry Alarms recommended putting in a cellular repeater as a back-up to the phone line system at the Highway Department. Mr. Donahue will meet with Sentry Alarms regarding the upgrades, and will request a proposal for the upgrades at the Highway Department to present to the Board at the next Board meeting. Further discussion will be held on March 20, 2018 at the next Town Board meeting.

Thoma Development – Authorization to Re-submit Community Development Block Grant Application – Councilperson Rounds spoke with Denise at the office of CDBG who informed her that the Town should be receiving an e-mail regarding the exit interview. The exit interview will be conducted on Tuesday, March 13, 2018 at 10:00 a.m. The Board members will be provided a login and/or code number to participate in the exit interview telephone conference.

There was no further unfinished business.

NEW BUSINESS:

Water/Sewer Billing – Authorization for Extension of Payment Deadline to March 5, 2018 – The Town Hall was closed Friday, March 2, 2018 due to inclement weather, which was the deadline to receive water/sewer payments by Town residents. Councilperson Cline made the motion to authorize the extension of payments for water/sewer payments without penalties from March 2, 2018 to March 5, 2018, and the motion was duly seconded by Councilperson Xlander. All those present voted in favor of the motion. Motion Carried.

(Resolution Appended)

Water/Sewer Billing – Rate Increase – The Joint Sewage Treatment Plant bills the Town for water/sewer in four separate parts: pumping, operation and maintenance of the plant, debt ceiling and general flows. Mr. Donahue stated that the debt ceiling will be increasing this year due to updates that have been done on the Joint Sewage Treatment Plant. There was discussion as to how the Town should handle this increase since it will be passed on to the sewer customers.

It was agreed that a gradual increase would be the best way to handle this. It was suggested that an Informational Meeting be held at the May 1, 2018 at 6:30 after the Work Session to explain the rate increase to residents. There would then be sufficient time to hold a Public Hearing to increase rates before the next billing cycle. The frustration lies in the fact that outside users do not have a voice at the Joint Sewage Treatment Board meetings.

Rebecca Smith – Resignation – Ms. Smith submitted her letter of resignation to the Board on March 5, 2018. Ms. Smith’s last day will be June 29, 2018. Supervisor Whitesell will be working on ways to distribute her workload, and will bring his ideas back to the Board at a future meeting.

Year End Budget Transfers – Supervisor Whitesell provided the 2017 year end budget transfers for the Board to review. Further discussion will be held on March 20, 2018 at the next Town Board meeting.

There was no further new business.

EXECUTIVE SESSION:

Councilperson Cline made the motion to go into Executive Session at 6:59 p.m. to discuss a legal matter, and the motion was duly seconded by Councilperson Xlander. All those present voted in favor of the motion. Motion Carried.

At 7:22 p.m. Councilperson Cline made the motion to reconvene, and the motion was duly seconded by Councilperson Xlander. All those present voted in favor of the motion. Motion carried.

ADJOURNMENT:

Councilperson Cline made the motion to adjourn the meeting, and the motion was duly seconded by Councilperson Xlander. There being no further discussion, all those present voted in favor of the motion. Motion carried. The meeting was adjourned at 7:22 p.m.

The next meeting of the Town of Binghamton Town Board will be a regular Town Board meeting to be held on Tuesday, March 20, 2018 at 7:00 p.m., at the Town of Binghamton Town Hall, 279 Park Avenue, Binghamton, NY.

Respectfully submitted,



Vickie A. Conklin
Town Clerk