

APRIL 13, 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 April 13, 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, April 13, 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 and 1 member of the general public.**

**Supervisor Marinaccio called the Roll of the Board Members – ALL PRESENT
Supervisor announced there was a QUORUM.**

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

April 2020

1. I will now call a roll of the members of the Town Board: Dan Morabito, Tom Burns, Sharon Exley, Steve Gardner.
2. We have a quorum. Our Town Attorney, Angelo Catalano is here with me as we go through this meeting by way of **ZOOM**.
3. Also remotely taking part in this meeting is our Town Clerk, Highway Superintendent, Code Enforcement Officer, Planning & Zoning Chairs, Administrative Assistant, and others.
4. I Michael Marinaccio, Supervisor of the Town of Dickinson, 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.

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Also, at this time, anyone who is not an officer of the town, will be muted until the last part of the meeting where I will ask for comments from the public. In the upper right corner of your computer screen, there is a people emblem. Click on that and click on raise your hand. Please state your name when you are called upon and recognized by me. Please avoid any background noise while you are speaking otherwise, I will need to mute you. If you are using your cell phone,
Let us proceed with my Supervisor's Report for April.

1. First and foremost, I want to thank all of our staff and elected officials for their dedication and hard work in keeping our town operating as close to normal as possible. I also want to thank our residents for their patience and understanding during these very trying and unprecedented times. We have not experienced anything quite like this in our history, but we will, as a team, overcome this great challenge. As of April 11, we had 11 confirmed cases of the virus listed for our

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SUPERVISOR'S REPORT CONTINUED:

town. The confirmations are all from the Broome County Jail. The Village of Port Dickinson also 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 and the birth year rules for shopping and using parks.

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, we will resume normal operations.
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.
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 and they will contact us.
6. Our town hall and town garage remain clean and sanitized even though most staff are working from home.
7. The Town Court staff have been ordered by **NY Unified Court System**, to cease and desist from performing any court related work. They are not allowed to answer phone calls, emails or any other type of correspondence. All cases are on hold and notifications will be sent out once the court is back to normal operations.
8. We have adjusted our public works staff per orders from the state. We will continue to work on essential services such as the water line replacement project in the Brandywine Heights sub-division. That work will begin this week. Notices have been delivered throughout this neighborhood. Detours will be in place while State Rd. is closed where the work is being performed. Flag persons will be in place to direct traffic. Any water, sewer, storm emergency will be acted on immediately.
9. The **Sunrise Terrace/Town of Dickinson Park Committee** has begun meeting, remotely, to discuss future plans for the park. However, I was recently notified by

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SUPERVISOR'S REPORT CONTINUED:

Broome County that the **Small Communities Grant** in which I applied for (\$20 K) to help offset costs to restore the **Sunrise Terrace Park** has been canceled due to Broome County experiencing financial challenges created by the financial response to the **COVID-19** outbreak.

10. The 2020 Town of Dickinson Newsletter has been mailed and most of our town and village residents should have received it. If not, we will have extra copies in the town hall and will be made available once the building reopens and back to normal operations.
11. As I walked across the walk bridge that runs over I-81, I noticed a great deal of trash of various items, a great deal of gravel, loose stones and a concerning deterioration on the surface of the bridge with large chunks of concrete base under the pavement missing and especially along the edges where these pieces along with stones and gravel can drop off the bridge and onto traffic below on I-81. I sent the pictures to the Director of our **NYSDOT** region and he replied that he will look into this potentially serious safety hazard.

Code Violations Report:

1. 63 Adams St., appliances and garbage in the side yard
2. 119 Glenwood rd., large amount of garbage on back porch
3. 24 Adams St., large amount of garbage, pallets, various debris in back yard
4. Appearance ticket issued to 33 N. Broome St., multiple cars without plates openly stored
5. 35 N. Broome, various debris on property not picked up. Side deck not finished, permit expired. Siding on house missing.
6. 226 Rundall Place, back deck falling down, structurally unsafe, tires and other debris in yard.

Dog Control Reports

The March Dog Control Report was submitted. 4 calls are listed. 2 for the Town and 2 for the Village. Dogs running loose. Tenant evicted due to their dog nipping at landlord.

NYSEG Warning Letter: No NYSEG warnings issued

Next Meeting: Our next Board meeting is tentatively scheduled for May 4, 5:30 PM. We will announce how this meeting will proceed.

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Supervisor Marinaccio asked Town Clerk Susan Cerretani if she would explain what town services residents can seek using our on-line services.

Town Clerk Susan Cerretani gave an overview of Town services and how they can be accessed while the Town Offices are closed to the public.

While the Town Offices are closed to the public during the current State of Emergency, we still offer services that you can access from home.

- You have three options available to pay your water and sewer bill. We are not accepting cash at this time.
 1. You can pay by check or money order by mail.
 2. You can pay by check or money order by using the green mailbox/drop box at the side entrance to the Town Hall.
 3. You can pay by credit card online.
 - If you go to the Townofdickinson.com homepage and scroll down to the bottom, you will see a blue box that says, '**Pay your water/sewer bill – click here**'. When you click on that box it will take you to the **PayGov.US** screen where you enter your account number, (which can be found on your blue postcard), your name, and your service address. You then enter your payment information in the red boxes. There is a 3% convenience/processing fee that will be listed separately on your credit card statement as **PayGov**.
 - Payments are due by May 18th
- Dog licenses can be renewed either by mail or via the town drop box. Check or money order only. If your dog's rabies vaccination is due, please provide the current rabies certificate. Also, please provide a self-addressed stamped envelope in order for us to return your updated license to you.
- Forms are available on our website for various requests: building permit applications, application for a copy of marriage record etc.
- If you need to renew a disabled person parking permit, please return your expired hangtag and we will re-issue a new hangtag.
- I am available by appointment as Registrar of Vital Statistics.
- We are constantly monitoring emails and voicemails in office and remotely to help as best we can in these circumstances. Please feel free to call the town offices, leave a message, and we will return your call in a timely manner.

Supervisor Marinaccio asked Judge Groover for an update on the Court.

Judge Groover stated that everything has been suspended, however tickets are still being written so once the office is re-opened, the court office will be working nonstop to get caught up. There is the possibility of a future Virtual Court – more to come on that. Arraignments are down at the CAP. There are four justices who are officers of the **Magistrates Association** that are going to the jail for arraignments.

Ms. Groover then gave an update on the Sunrise Terrace Park Committee which consists of 9 people along with Public Works Commissioner Kie. Thanks to Natalie Morabito for setting up virtual meetings. The first meeting consisted of brainstorming

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multiple ideas. The next virtual meeting is scheduled for Thursday at 6 PM. The committee plans to prioritize suggestions and make recommendations to the Town Board for their approval. With the subsequent news from Supervisor Marinaccio that our Grant money is no longer available, the committee would still like to press on in the event they could be included in the budget or find another mechanism for funding. In the meantime, Ms. Groover contacted the remaining Sunrise Terrace Association Officers to ask if they would like to consider offering the project the donated money for the restoration of the area. The **STA** officers want to wait until the Town Board prioritizes what they would like to do.

Supervisor Marinaccio stated that we have no money and we have not received our quarterly sales tax quarterly check yet. He expects to see a significant decrease in funds Supervisor Marinaccio would like to see a 2-year plan and a 5-year plan. He noted that Mr. Kie has already made improvements by grading and planting grass and a few fast-growing trees.

COMMITTEE REPORTS

• **FINANCE**

○ **TOWN CLERK MONTHLY FINANCIAL REPORT**

Councilman Morabito made a motion to accept the **March 2020 Monthly Financial Report** for the **Town Clerk in the amount of \$1,619.05**. On a motion by Councilman Morabito seconded by Councilman Burns. All in favor.

○ **ABSTRACTS FOR APPROVAL**

On Motion from Councilman Morabito, seconded by Councilman Gardner to approve **abstract #4**, dated **APRIL 13, 2020** in the amount of **\$601,437.34**. 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 #4 for April 2020 year in the amount of: \$601,437.34

<u>General Fund</u>	<u>\$33,077.49</u>
<u>Part Town</u>	<u>\$0.00</u>
<u>Highway</u>	<u>\$53,621.25</u>
<u>Fire districts</u>	<u>\$0.00</u>
<u>Light Districts</u>	<u>\$4,983.11</u>
<u>Sewer Operating Dist.</u>	<u>\$282,748.29</u>
<u>Water Operating Dist.</u>	<u>\$80,455.34</u>
<u>Water Project</u>	<u>\$146,551.86</u>

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- **PERSONNEL**

Councilwoman Exley stated there is nothing to report other than the Resolution on the agenda regarding **COVID-19**.

- **PLANNING**

No meeting scheduled.

APPROVAL OF MINUTES

On a motion by Councilwoman Exley seconded by Councilman Gardner to approve the **Work Session Meeting Minutes of March 02, 2020 and Regular Meeting Minutes of March 9, 2020**. All in favor. Vote-5 Ayes, Nays-0, Absent-0.

ATTORNEY

RESOLUTION 2020 - 6

The following Resolution was offered by Councilman Morabito, who moved its adoption, seconded by Councilwoman Exley to wit:

BE IT RESOLVED, by the Town Board of the Town of Dickinson, Broome County, New York as follows:

**RESOLUTION: PURSUANT TO GENERAL MUNICIPAL LAW § 92
GRANTING ADDITIONAL PAID LEAVE TO EMPLOYEES REQUIRED
TO STAY AT HOME AS A COVID-19 CONTAINMENT MEASURE**

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. Resolution on file in Clerk’s office.

RESOLUTION 2020 - 7

The following Resolution was offered by Councilman Gardner, who moved its adoption, seconded by Councilman Morabito to wit:

BE IT RESOLVED, by the Town Board of the Town of Dickinson, Broome County, New York as follows:

**RESOLUTION: REAPPOINTING JOSEPH BIGART TO THE BOARD OF
ASSESSMENT REVIEW**

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.

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Attorney Catalano stated he will resume review of the proposed supplement **BESS** Local Law after learning that battery energy storage will not be included in the new version of article 10.

PUBLIC WORKS – WATER & HIGHWAY DEPARTMENT

- Public Works Commissioner Kie reported that he has been able to keep a full staff and maintain social distancing.
- Yard waste pick up has resumed.
- Water project is setting up

PLANNING & ZONING BOARD

Nothing to report

CODE ENFORCEMENT

Code Enforcement Rafferty reported that the tenants of 62 Sowden St. moved out this weekend and the owners cleaned up the property.

Attorney Catalano stated that the Governor’s most recent Executive Order said to postpone all public hearings until June.

PUBLIC COMMENTS

Town Clerk Cerretani asked the Board to consider installing a protective safety barrier at the Town Clerk reception counter for health and safety reasons.

Supervisor Marinaccio responded that something will be done temporarily, and he will look into using a portion of funds from the **DASNY Grant** to be put towards a permanent barrier. Mr. Marinaccio stated that even if it can’t be paid for by the **DASNY Grant**, we will do it anyway as it is needed.

Councilman Morabito suggested that we move forward and obtain quotes at this time.

The meeting was adjourned on motion of Councilman Morabito and seconded by Councilman Burns at 6:39 PM.

Respectfully submitted,

Susan M. Cerretani
Town Clerk