

MINUTES OF THE WATER BOARD/SEWER BOARD/TOWN BOARD MEETING OF  
SEPTEMBER 25, 2013

PRESENT:	Supervisor	Teresa Dean
	Council	Edward Fairbrother
		Andy Gillette
		Mike Saglibene
		Mike Smith
	Attorney	Fredrick Ahrens
	Town Clerk	Linda Cross

Supervisor Dean called the Water Board meeting to order at 7:00 p.m. and requested those present to participate in the Pledge of Allegiance

WATER BOARD

NEW BUSINESS

RESOLUTION NO. 157-13  
2014 SPECIAL ASSESSMENT ROLL FOR WATER DISTRICT NO. 3  
PUBLIC HEARING SET

Resolution by: Fairbrother  
Seconded by: Smith

WHEREAS Water District No.3 has incurred capital expenses for various capital improvements for the district in the past, and

WHEREAS Water District No. 3 issued certain obligations to finance said capital costs pursuant to the New York State Local Finance Law, the payment of which is to be paid by way of a special assessment on the properties deemed benefited by such capital improvements, and

WHEREAS the 2014 Special Assessment roll for Water District No. 3 has been completed and filed with the Town Clerk on September 20, 2013, and

WHEREAS this action is hereby declared to be a Type II action for the purposes of SEQRA and as such no further environmental review is necessary at this time, and

WHEREAS pursuant to Town Law Section 239 it is necessary to duly publish and conduct a public hearing for the purposes of hearing all parties interested in said special assessment roll,

NOW THEREFORE BE IT RESOLVED that the Town Board hereby calls for the holding of public hearing in the matter of the 2014 Special Assessment Roll for Water District No. 3 of the Town of Big Flats, to be held at the Town Hall, 476 Maple Street, in the Town of Big Flats on October 9, 2013, at 4:30 p.m. local time, and

FURTHER RESOLVED that the Town Clerk publish the required notice of such public hearing in the official newspaper of the Town, specifying the time when and the location where such public hearing will then be held, and in general describing the proposed action to be undertaken.

CARRIED: AYES: Smith, Fairbrother, Gillette, Saglibene, Dean  
NAYS: None

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RESOLUTION NO. 158-13  
2014 SPECIAL ASSESSMENT ROLL FOR WATER DISTRICT NO. 4  
PUBLIC HEARING SET

Resolution by: Smith  
Seconded by: Gillette

WHEREAS Water District No. 4 has incurred capital expenses for various capital improvements for the district in the past, and

WHEREAS Water District No. 4 issued certain obligations to finance said capital costs pursuant to the New York State Local Finance Law, the payment of which is to be paid by way of a special assessment on the properties deemed benefited by such capital improvements, and

WHEREAS the 2014 Special Assessment roll for Water District No. 4 has been completed and filed with the Town Clerk on September 20, 2013, and

WHEREAS this action is hereby declared to be a Type II action for the purposes of SEQRA and as such no further environmental review is necessary at this time, and

WHEREAS pursuant to Town Law Section 239 it is necessary to duly publish and conduct a public hearing for the purposes of hearing all parties interested in said special assessment roll,

NOW THEREFORE BE IT RESOLVED that the Town Board hereby calls for the holding of public hearing in the matter of the 2014 Special Assessment Roll for Water District No. 4 of the Town of Big Flats, to be held at the Town Hall, 476 Maple Street, in the Town of Big Flats on October 9, 2013, at 4:30 p.m. local time, and

FURTHER RESOLVED that the Town Clerk publish the required notice of such public hearing in the official newspaper of the Town, specifying the time when and the location where such public hearing will then be held, and in general describing the proposed action to be undertaken.

CARRIED: AYES: Smith, Fairbrother, Gillette, Saglibene, Dean  
NAYS: None

RESOLUTION NO.159-13  
WATER DEPT. SURPLUS DECLARATION APPROVED

Resolution by: Gillette  
Seconded by: Saglibene

WHEREAS, it has been determined that the following items should be declared as surplus,  
Meter resetter kits (40)  
Air Compressor, ½ HP, no plug, no hose  
Jumping Jac Compactor, old  
1990 932 John Deere Mower, and

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RESOLUTION NO.159-13, WATER DEPT. SURPLUS DECLARATION APPROVED  
continued

WHEREAS for environmental purposes, the surplus of equipment is a Type II Action for purposes of SEQRA and as such, no further action is necessary regarding the same, now

BE IT THEREFORE RESOLVED the Water Board authorizes the above listed items to be sold as surplus.

CARRIED: AYES: Smith, Fairbrother, Gillette, Saglibene, Dean  
NAYS: None

RESOLUTION NO.160-13  
SHORING EQUIPMENT PURCHASE APPROVED

Resolution by: Saglibene  
Seconded by: Fairbrother

WHEREAS it has been determined for employee safety purposes that there is a need to provide a different style of shoring equipment, and

WHEREAS quotes were solicited from vendors for “Build-a-box” shoring equipment, and

WHEREAS the following quotes for shoring equipment were received:

Trenchtech, Inc.	\$13,105 + shipping
Medico Industries	\$12,740 + shipping
A.J. Vel, Ltd.	\$14,188 + shipping, and

WHEREAS the Commissioner of Public Works recommends to purchase shoring equipment from Medico, and

WHEREAS, for environmental review purposes, administration is a Type II action in accordance with SEQRA 6NYCRR Part 617.5 (c) (20) and as such no further action is necessary regarding the same, now

BE IT THEREFORE RESOLVED the Town Board authorizes the purchase of “Build-a-box” shoring equipment from Medico for a cost of Twelve Thousand Seven Hundred Forty Dollars (\$12,740) plus shipping.

CARRIED: AYES: Smith, Fairbrother, Gillette, Saglibene, Dean  
NAYS: None

Supervisor Dean closed the Water Board meeting at 7:04 p.m.

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SEWER BOARD

Supervisor Dean called the Sewer Board meeting to order at 7:05 p.m.

NEW BUSINESS

RESOLUTION NO. 161-13  
PROPOSED SCALE OF CHARGES FOR SEWER DISTRICT NO. 1 PUBLIC HEARING SET

Resolution by: Fairbrother  
Seconded by: Smith

WHEREAS the Town of Big Flats has established Sewer District No. 1, and

WHEREAS a Scale of Charges most recent revision was approved on October 10, 2012 for Sewer District No. 1, and

WHEREAS the Scale of Charges needs to be revised to accommodate changes required for the operation of Sewer District No. 1, and

WHEREAS for environmental review purposes, administration is a Type II action in accordance with SEQRA 6NYCRR, Part 617.5(c) (20) and (27) and as such no further action is necessary regarding the same, now

BE IT THEREFORE RESOLVED the Town Board sets a Public Hearing for October 9, 2013 at 4:30 p.m. on the proposed Scale of Charges for Sewer District No. 1.

CARRIED: AYES: Smith, Fairbrother, Gillette, Saglibene, Dean  
NAYS: None

RESOLUTION NO. 162-13  
2014 SPECIAL ASSESSMENT ROLL FOR  
SEWER DISTRICT NO. 1 PUBLIC HEARING SET

Resolution by: Smith  
Seconded by: Gillette

WHEREAS Sewer District No. 1 has incurred capital expenses for various capital improvements for the district in the past, and

WHEREAS Sewer District No. 1 issued certain obligations to finance said capital costs pursuant to the New York State Local Finance Law, the payment of which is to be paid by way of a special assessment on the properties deemed benefited by such capital improvements, and

WHEREAS the 2014 Special Assessment roll for Sewer District No. 1 has been completed and filed with the Town Clerk on September 16, 2013, and

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RESOLUTION NO. 162-13, 2014 SPECIAL ASSESSMENT ROLL FOR SEWER DISTRICT  
NO. 1 PUBLIC HEARING SET continued

WHEREAS this action is hereby declared to be a Type II action for the purposes of SEQRA and  
as such no further environmental review is necessary at this time, and

WHEREAS pursuant to Town Law Section 239 it is necessary to duly publish and conduct a  
public hearing for the purposes of hearing all parties interested in said special assessment roll,  
now

BE IT THEREFORE RESOLVED that the Town Board hereby calls for the holding of a public  
hearing in the matter of the 2014 Special Assessment Roll for Sewer District No. 1 of the Town  
of Big Flats, to be held at the Town Hall, 476 Maple Street, in the Town of Big Flats on October  
9, 2013 at 4:30 p.m. local time, and

FURTHER RESOLVED that the Town Clerk publish the required notice of such public hearing  
in the official newspaper of the Town, specifying the time when and the location where such  
public hearing will then be held, and in general describing the proposed action to be undertaken.

CARRIED: AYES: Smith, Fairbrother, Gillette, Saglibene, Dean  
NAYS: None

OLD BUSINESS

CORNING HOSPITAL SEWER SYSTEM CONNECTION- WITHDRAWN

Supervisor Dean closed the Sewer Board meeting at 7:06 p.m.

TOWN BOARD

Supervisor Dean opened the Town Board Meeting at 7:07 p.m.

CONCERNS OF THE PEOPLE – None

MINUTES

Councilperson Gillette made a motion, seconded by Councilperson Saglibene to approve the  
minutes of August 21, 2013 as presented. All in favor, Motion carried.

REPORTS

Supervisor Dean stated the following reports for August 2013 have been received and are on file  
in the office of the Town Clerk:

Town Clerk's Monthly Report, Supervisor's Fund Balance Report, Youth  
Department Monthly Report, Department of Public Works Monthly Report,  
Assessor's Monthly Report, Justice Court Monthly Report, Code and  
Planning Monthly Report, Community Center's Monthly Report, SPCA  
Monthly Reports, July & August 2013

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Supervisor Dean mentioned, NYSEG was working on Barnes Hill pipeline instillation from 9/23/13 – 9/27-13, but they completed it today.

NEW BUSINESS

RESOLUTION NO. 163- 13  
VOID CHECK/REISSUE CHECK/DELETE VOUCHER, AND BUDGET TRANSFERS  
APPROVED

Resolution by: Saglibene  
Seconded by: Fairbrother

WHEREAS a memorandum was received from the Bookkeeper, dated September 17, 2013, requesting authorization to void a check, delete voucher and a budget transfers, and

WHEREAS the Bookkeeper is requesting authorization to delete voucher due to duplicate payment, and

WHEREAS the Bookkeeper is also requesting budget transfers due to overspending budgets, and

WHEREAS for environmental review purposes, administration is a Type II action in accordance with SEQRA 6NYCRR, Part 617.5(c) (20) and as such no further action is necessary regarding the same, now

BE IT THEREFORE RESOLVED the Town Board authorizes the Bookkeeper to void check #12264 deleting Voucher #4002436 for \$50.00, dated August, 30, 2013, made payable to NYS Magistrates Assoc. due to duplicate payment, and

FURTHER RESOLVED the Town Board authorizes the Bookkeeper to fulfill the following budget transfers due to overspent budgets:

To:	Historian CE	A7510.0400	63.00
To:	Research CE	A8030.0400	1,000.00
From:	Contingency	A1990.0400	1,063.00

CARRIED: AYES: Smith, Fairbrother, Gillette, Saglibene, Dean  
NAYS: None

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RESOLUTION NO. 164-13  
ABSTRACT OF AUDITED VOUCHERS APPROVED

Resolution by: Fairbrother  
Seconded by: Smith

RESOLVE that the Town of Big Flats approve the Abstract of Audited Vouchers for September 2013, vouchers 4002437 - 4002526 and order the bills paid, when in funds, for the following:

GENERAL FUND	\$ 196,561.47
HIGHWAY FUND	\$ 187,513.34
SEWER DISTRICT#1	\$ 13,410.40
WATER DISTRICT #1	\$ 18,063.16
WATER DISTRICT #2	\$ 19,458.98
WATER DISTRICT #3	\$ 6,493.96
WATER DISTRICT #4	\$ 1,220.59
LIGHTING DISTRICT	\$ 393.32
TRUST & AGENCY	\$ 1,838.13

CARRIED: AYES: Smith, Fairbrother, Gillette, Saglibene, Dean  
NAYS: None

RESOLUTION NO. 165-13  
WINTER TAFFY EMPLOYEES APPROVED

Resolution by: Smith  
Seconded by: Gillette

WHEREAS the Big Flats Youth Services Department will be hosting the Winter TAFFY Program from September 27, 2013 through April 8, 2014, and

WHEREAS the Program Coordinator recommends the Town Board appoint the employees listed below, and

WHEREAS for environmental review purposes, administration is a Type II action in accordance with SEQRA 6NYCRR, Part 617.5(c) (20) and as such no further action is necessary regarding the same, now

BE IT THEREFORE RESOLVED the Town Board appoints the following Winter TAFFY employees:

	<u>2013</u>
Victoria Davis	\$7.25/hr
Benjamin Farr	\$7.25/hr
Amanda Lee	\$7.25/hr
Sara Lovell	\$7.25/hr
Melissa Seymour	\$7.25/hr
Derek Stein	\$7.25/hr
Jordan Yorio	\$7.25/hr

CARRIED: AYES: Smith, Fairbrother, Gillette, Saglibene, Dean  
NAYS: None

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RESOLUTION NO. 166-13  
CODE ENFORCEMENT OFFICER TO HIRE THE EMERGENCY BOARD-UP APPROVED

Resolution by: Gillette  
Seconded by: Saglibene

WHEREAS the property located at 106 Main St. has been deemed to be an attractive nuisance;  
and

WHEREAS the Town of Big Flats needs to authorize the Town Code Enforcement Officer to  
hire the emergency board-up of all immediately accessible doorways and windows in disrepair;  
now

BE IT THEREFORE RESOLVED the Town Board authorizes the Town Code Enforcement  
Officer to hire the emergency boarding or safeguarding of all accessible doorways or windows in  
disrepair at 106 Main Street, Big Flats.

CARRIED: AYES: Smith, Fairbrother, Gillette, Saglibene, Dean  
NAYS: None

RESOLUTION NO. 167-13  
CHEMUNG COUNTY AERIAL PHOTO UPGRADE APPROVED

Resolution by: Saglibene  
Seconded by: Fairbrother

WHEREAS the GIS cooperative has been working to improve Chemung County's Internet  
mapping system, and

WHEREAS the Town Board recognizes that these system upgrades will be of great benefit to the  
Town, and

WHEREAS for environmental purposes the contracting of such services is a Type II  
administration action in accordance with SEQRA 6NYCRR, Part 617.5(c) and as such no further  
action is necessary regarding the same, now

BE IT THEREFORE RESOLVED the Town Board of the Town of Big Flats shall commit a total  
of Two Thousand Dollars (\$2,000.00), which will be paid in 2014, said sum shall be paid at year  
end (2013)

CARRIED: AYES: Smith, Fairbrother, Gillette, Saglibene, Dean  
NAYS: None

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RESOLUTION NO. 168-13  
THE SURPLUS DECLARATION APPROVED

Resolution by: Fairbrother  
Seconded by: Smith

WHEREAS, it has been determined that the following items should be declared as surplus,

1995 GMC 2500 ¾-ton pickup  
1995 GMC 3500 1-ton dump with plow  
2001 International plow truck  
LaRoche Conveyor Chain 12' box (new)  
Set of Sprockets / bearings for LaRoche  
Set of chain adjusters LaRoche  
Mowers – push (2)  
F935 John Deere Mower  
Weedwacker Echo  
Weedwacker Husqvarna  
Generator – Generac  
Air Compressor, broken  
Wisconsin Engine W1-390  
3.75 HP Pressure Washer  
Stove, Electric, Vesta – 4 burners with oven  
Gemini System 12 Commercial Coffee Maker  
File Cabinet – 2-drawer lateral style  
2-drawer file  
4-drawer file  
Cubicle Wall partitions – Office  
Desks, metal, 6 ft. (2)  
Metal office table, 6 ft.  
Work Stations/Desks, (2)  
Chairs, metal (27)  
Chairs (8)  
Casters (20)  
Chalkboard, rolling  
Table, folding, 8ft. (2)  
Table, folding, 6 ft. (8)  
Card Tables (3)  
Sewing Machine / table (2)  
TV w/ rolling cart  
Corelle Dishes – box of  
Steel Door Frame, and

WHEREAS for environmental purposes, the surplus of equipment is a Type II Action for purposes of SEQRA and as such, no further action is necessary regarding the same, now

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RESOLUTION NO. 168-13, THE SURPLUS DECLARATION APPROVED continued

BE IT THEREFORE RESOLVED the Town Board authorizes the above listed items to be sold as surplus.

CARRIED: AYES: Smith, Fairbrother, Gillette, Saglibene, Dean  
NAYS: None

RESOLUTION NO.169-13  
SEPTEMBER 25, 2013 COMMUNICATIONS LOG APPROVED

Resolution by: Smith  
Seconded by: Gillette

BE IT RESOLVED that the following communications were received, accepted and filed by the Town Clerk of the Town of Big Flats and referred to the appropriate Department Head for information and/or action:

August 26, 2013

New York State Rural Housing Coalition Incorporated – RE: Annual Affordable Housing & Community Development Conference. *Referred to: filed with Town Clerk.*

New York State Office of Parks, Recreation and Historic Preservation – RE: Warren Eaton Motorless Flight Facility. *Referred to: filed with Town Clerk.*

ICC Evaluation Service, LLC – RE: The Industry Leader in Technical Evaluations. *Referred to: filed with Town Clerk.*

August 28, 2013

STTAC – RE: New Tobacco Free Playground Law. *Referred to: Town Board, Commissioner of Public Works, filed with Town Clerk.*

STEG – RE: Staff Activity Report for June/July 2013. *Referred to: Town Board, filed with Town Clerk.*

August 29, 2013

Association of United States Postal Lessors – RE: Membership Offer. *Referred to: filed with Town Clerk.*

Office of the Broome County Executive – RE: A.V.R.E. Site Visit. *Referred to: Town Board, filed with Town Clerk.*

August 30, 2013

CSEA – RE: Health Insurance. *Referred to: Town Board, Commissioner of Public Works, filed with Town Clerk.*

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continued

September 4, 2013

Cornell University – RE: Local Roads Partnership. *Referred to: filed with Town Clerk.*

Time Warner Cable – RE: Channel Lineup for Elmira. *Referred to: filed with Town Clerk.*

September 10, 2013

Friends of the Chemung River Watershed – RE: Big Flats Annual Support. ‘/  
*Referred to: Town Board, Commissioner of Public Works, filed with Town Clerk.*

State of New York Department of Public Service – RE: Lifeline Discount Telephone Service  
Program *Referred to: Town Board, filed with Town Clerk.*

September 11, 2013

Side Insurance - RE: Simplify Affordable Care Act *Referred to: Town Board, filed with Town  
Clerk.*

MRB Group – RE: Capitalizing on Municipal Efficiency *Referred to: Town Board, filed with  
Town Clerk.*

September 19, 2013

NYS Office of Parks, Recreation and Historic Preservation RE: Historic Places and nominated  
to the National Register of Historic Places *Referred to: Code Enforcement, Town Board, and  
Commissioner of Public Works, filed with Town Clerk.*

CARRIED: AYES: Smith, Fairbrother, Gillette, Saglibene, Dean  
NAYS: None

RESOLUTION NO. 170-13  
WILLIAM R. TORP AS THE ASSESSOR FOR THE  
TOWN OF BIG FLATS APPOINTED

Resolution by: Gillette  
Seconded by: Saglibene

WHEREAS the term of the Assessor expires on September 30, 2013 it is recommended the  
Board appoint William R. Torp as the Assessor for the Town of Big Flats, and

WHEREAS for environmental purposes, administration is a Type II action in accordance with  
SEQRA 6NYCRR, Part 617.5 (c) (20) and as such, no further action is necessary regarding the  
same, now

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RESOLUTION NO. 170-13, WILLIAM R. TORP AS THE ASSESSOR FOR THE TOWN OF  
BIG FLATS APPOINTED continued

BE IT THEREFORE RESOLVED the Town Board appoints William R. Torp, 13 Thorpe Street,  
Hammondsport, New York as Assessor for the Town of Big Flats beginning October 1, 2013,  
and

FUTHERER RESOLVED the Town Board approves the standard workweek for Mr. Torp as 7 ½  
hour day 4 day work week during regular Town hours unless specified for additional time as  
outlined in the New York State Real Property Tax Law.

CARRIED: AYES: Smith, Fairbrother, Gillette, Saglibene, Dean  
NAYS: None

RESOLUTION NO. 171-13  
ESTABLISH CUSTODIAN WAGE SCALE APPROVED

Resolution by: Saglibene  
Seconded by: Fairbrother

WHEREAS it has been determined that there is a need to establish a fair and consistent wage  
scale for custodians employed by the town, and

WHEREAS it has been determined that after a year's service, an increase in wage is appropriate,  
and

WHEREAS a wage for new hires and custodians with less than a year's service should be set at  
\$11.00 per hour, and

WHEREAS a wage for current custodians and future custodians with one year or more service  
should be set at \$12.00 per hour, and

WHEREAS for environmental purposes, administration is a Type II action in accordance with  
SEQRA 6NYCRR, Part 617.5 (c) (20) and as such no further action is necessary regarding the  
same, now

BE IT THEREFORE RESOLVED any new hire custodians shall have a wage of \$11.00 per hour  
for their first year of service, and

BE IT FURTHER RESOLVED any custodians reaching the one year of service milestone shall  
be increased to \$12.00 per hour, and

BE IT FURTHER RESOLVED that all currently employed custodians wages be set to \$11.00  
per hour for those with less than one year service and \$12.00 per hour for those with over a year  
of service effective 9/30/2013.

CARRIED: AYES: Smith, Fairbrother, Gillette, Saglibene  
NAYS: Dean

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Councilperson Fairbrother made a motion to reconsider the appointment of a part time custodian, seconded by Councilperson Smith. All in favor, motion carried.

RESOLUTION NO. 172-13  
PART-TIME CUSTODIAN FOR THE TOWN HALL AND TOWN COURT APPOINTED

Resolution by: Fairbrother  
Seconded by: Smith

WHEREAS a custodian vacancy exists in the maintenance of the Town Hall and Court facilities, and

WHEREAS the Town advertised and interviewed for said position, and

WHEREAS said position requires an individual to be the sole responsible person for the cleaning and maintenance of said facility, now

WHEREAS it has been determined and recommended that a part time custodian be hired for a maximum of 20 hours per week for the Town Hall and Town Court, and

WHEREAS for environmental purposes contracting of such services is a Type II administration action in accordance with SEQRA 6NYCRR, Part 617.5(c) and as such no further action is necessary regarding the same, now

BE IT THEREFORE RESOLVED the Town Board hereby appoints Jeff Weaver as a part-time custodian at the rate of pay of \$11.00 per hour not to exceed 20 hours per week for the Town Hall and Town Court at the rate of \$11.00 per hour effective Monday September 30, 2013.

CARRIED: AYES: Fairbrother, Smith, Gillette, Saglibene, Dean  
NAYS: None

[Presentation of the tentative Budget](#)

RESOLUTION NO. 173-13  
SPECIAL MEETINGS FOR 2014 TENTATIVE BUDGET WORKSHOP SET

Resolution by: Fairbrother  
Seconded by: Smith

WHEREAS the Town Clerk submitted the 2014 Tentative Budget and special meetings are necessary for the review of said budget, now

BE IT THEREFORE RESOLVED the Town Board sets Special Town Board meetings for October 2, 2013 at 4:30 p.m.; October 16, 2013 at 4:30 p.m.; and October 30, 2013 at 4:30 p.m., for the purpose of reviewing the proposed 2014 Budget.

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RESOLUTION NO. 173-13, SPECIAL MEETINGS FOR 2014 TENTATIVE BUDGET  
WORKSHOP SET continued

CARRIED: AYES: Smith, Fairbrother, Gillette, Saglibene, Dean  
NAYS: None

Judith Kadlec, 26 Landau Drive questioned a foil request, Supervisor Dean informed her she needed to speak with the records management officer.

Councilperson Fairbrother made a motion, seconded by Councilperson Smith to adjourn the Town Board meeting at 7:37 p.m. All in favor, motion carried.

Date approved: \_\_\_\_\_ Linda J. Cross  
Town Clerk