



**Town Clerk**  
Leonard J. Perfetti

# Town of Union

**Town Board**  
Rose A. Sotak, *Supervisor*  
Thomas R. Augostini, *Councilman*  
Frank J. Bertoni, *Councilman*  
Robert Mack, *Councilman*  
John M. Bernardo, *Councilman*

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## **AGENDA**

### **TOWN OF UNION BOARD MEETING**

**August 8, 2018**

#### **SALUTE TO THE FLAG:**

**PUBLIC HEARINGS:**      None.

**BIDS:**      None.

#### **APPROVAL OF MINUTES:**

**Motion** to approve the Minutes of the Regular Town of Union Board meeting held on Wednesday, July 18, 2018.

#### **HEARING OF VISITORS:**

#### **COMMUNICATIONS FOR FILING:**

1. Email from Betty Brady, a West Corners resident, to Town Clerk Leonard J. Perfetti, thanking the Town for the demolition and site clearance of 1205 Catherine Street, Endicott.
2. Letter from Susan E. Reif, District Clerk for Union Endicott Central School District, to Town Clerk Leonard J. Perfetti, supplying the names and addresses of the 2018-2019 Union Endicott School District Board of Education members.
3. Letter from Erika Pereira, Administrative Assistant, Endwell Fire District, regarding the Audit report for fiscal year 2017.
4. Letter from Jerome Z. Knebel, Director of Office of Management & Budget, Broome County to Supervisor Rose A. Sotak, regarding an updated assessment refund made on the Town's behalf for the GMMM Westover, parcel #143.70-1-1.211 to be included in the 2019 Budget deliberations.
5. Letter from Jack Williams, NYS Department of Transportation, to Supervisor Rose A. Sotak, informing of his upcoming retirement and thanking the Town for working well with him during his employment



## Town of Union

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6. Copy of a Letter from Tim Connelly, 2713 E. Main Street, Endwell, to Mr. Greg Wojcik, NYS Department of Transportation, regarding the proposed Street Reconstruction Project #904139.

### **COMMUNICATIONS FOR ACTION:**

1. Email from Cheryl Grafton, Endwell Fire Five Alarm 5K Committee, requesting the use of the digital sign at Highland Park to advertise their race to be held on Saturday, September 22, 2018 at 10:30 AM.
2. Notice of Foreclosure – DEUTSCHE BANK TRUST AMERICAS, N.A., Plaintiff, vs Christopher J. Larosa & Marlene Maddox, aka Marlene Larosa, 707 Maple Street, Endicott.
3. Email from Jeffrey Hontz, Assistant Chief 29B, West Corners Fire Department, to Commissioner of Public Works Louis V. Caforio, requesting the use of 30 barricades to help with various road closures for their 100<sup>th</sup> year celebration: Parade, Block Party & Fireworks Display on August 25, 2018.
4. Letter from Jessica Stanis, Regional Director, Rescue Mission, requesting the use of Highland Park and the Recreation Center on Friday, February 22, 2019 from 2:00 PM to 8:00 PM to hold their annual Freeze Out 5k Walk/Run benefitting the Rescue Mission; and to waive any fees associated with this request.

**PETITIONS:**           None.

### **COMMITTEE REPORTS, RECOMMENDATIONS AND RESOLUTIONS:**

#### **THE FOLLOWING COMMITTEE ITEMS REFERENCE A MOTION OR RESOLUTION AND ARE SIMPLY POTENTIAL ITEMS AFTER DUE CONSIDERATION:**

##### **EMPLOYEES/SAFETY COMMITTEE**

John M. Bernardo, Chairperson  
Frank J. Bertoni

**Resolution** appointing Tom Schofield as the new Deputy Commissioner of Public Works for Environmental Services at a salary of \$30,000.00, effective September 1, 2018, due to the retirement of Dan Schofield on August 31, 2018.

**Motion** to approve the hiring rate of \$34,851.00 for the new Assistant Engineer position.



# Town of Union

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## **FINANCE/CAPITAL PROJECTS COMMITTEE**

Robert Mack, Chairperson  
John M. Bernardo

**Motion** to approve the following 2018 Budget Transfers to reallocate lines per the completion of the 06/30/18 budget reconciliations:



## Town of Union

ORG	OBJ	ACCOUNT DESCRIPTION	TRANSFER
10 1010	1090	Health Insurance Buy Out	1,500.00
10 1110	1030	Temporary	(5,011.74)
10 1110	1040	Overtime	3,000.00
10 1110	4101	Office Supplies	(148.00)
10 1110	4403	Printing	148.00
10 1110	4601	Travel & Expense Reimbursement	2,011.74
10 1220	1010	Salary Base	(686.26)
10 1220	1030	Temporary	653.13
10 1220	1040	Overtime	33.13
10 1315	4101	Office Supplies	300.00
10 1315	4603	Legal Notices	(300.00)
10 1620	1030	Temporary	(8,000.00)
10 1620	1040	Overtime	8,000.00
10 1622	4202	Electricity	15,000.00
10 1622	4205	Gas	(15,000.00)
10 9060	8004	Health Insurance	(1,500.00)
10 9730	7100	Interest BAN'S	1.00
10 9780	7200	Interest - Other	(1.00)
		Total 10 General	0.00
20 1440	1040	Overtime	1,400.00
20 1440	4512	Consultant	(1,400.00)
20 1490	1010	Salary Base	(1,570.72)
20 1490	4011	OSHA	105.00
20 1490	4516	IT Services	1,359.00
20 1490	4601	Travel & Expense Reimbursement	1,183.00
20 1490	4603	Legal Notices	282.72
20 1491	4516	IT Services	(1,359.00)
20 1989	4000	Miscellaneous Bonding Expense	(100.00)
20 3620	1010	Salary Base	(1,500.00)
20 3620	1040	Overtime	1,500.00
20 3620	2200	Office Equipment	199.98
20 3620	4101	Office Supplies	(199.98)
20 7411	4040	BC Open Sponsor	100.00
20 8010	1010	Salary Base	(166.00)
20 8010	4601	Travel & Expense Reimbursement	166.00
20 8540	4401	Equipment Maintenance	(161.88)
20 8540	4603	Legal Notices	161.88
20 9030	8008	Social Security	(0.49)



## Town of Union

20 9040	8003	Workers Compensation Insurance	15,000.00
20 9060	8004	Health Insurance	(15,000.00)
20 9730	7100	Interest BAN'S	0.49
		Total 20 Part-Town	0.00
22 9030	8008	Social Security	(0.05)
22 9730	7100	Interest BAN'S	0.05
		Total 22 Water District	0.00
31 5110	1090	Health Insurance Buy Out	2,375.00
31 9060	8004	Health Insurance	(2,375.00)
		Total 31 Highway Part-Town	0.00
32 9710	6000	Principal BONDS	2,495.00
32 9710	6100	Principal BAN'S	(2,495.00)
32 9710	7000	Interest BONDS	1,076.00
32 9710	7100	Interest BAN'S	(1,076.00)
		Total 32 Highway Full-Town	0.00
40 7110	1020	Hourly Base	(34,000.00)
40 7110	2050	Capital Improvements	(10,406.00)
40 7110	4000	Miscellaneous Bonding Expense	368.16
40 7110	4099	Temporary - Non-payroll	34,000.00
40 7110	4305	Automobile Insurance	(694.00)
40 7110	4309	Miscellaneous Insurance	694.00
40 7110	4512	Professional Services	(368.16)
40 7110	4624	Site Improvement	10,406.00
40 9040	8003	Workers Compensation Insurance	8,000.00
40 9060	8004	Health Insurance	(8,000.00)
		Total 40 Parks	0.00

**Resolution** to approve the contract with Business Automation Services (BAS) for \$14,700.00 to develop & implement an ADA compliant website and a Parks & Recreation system that includes training; authorize a \$6,000.00 annual hosting, maintenance & support fee. Authorization includes an hourly rate of \$175.00 per hour if any additional web design service is needed and request authorization for the Supervisor or Deputy Supervisor to execute any and all documentation required to execute the said contract.



# Town of Union

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**Resolution** to accept the proposal from EFPR Group, CPAs, PLLC to provide audit and related services to the Town of Union for:

December 31, 2018 \$21,000.00

December 31, 2019 \$21,250.00

December 31, 2020 \$21,500.00

In addition, two option years:

December 31, 2021 \$21,750.00

December 31, 2022 \$22,000.00

## **LAWS & LEGISLATION/INTERGOVERNMENTAL COMMITTEE**

Frank J. Bertoni, Chairperson

Thomas R. Augostini

**Resolution** to call for a Public Hearing to be held on Wednesday, September 19, 2018 at 7:00 P.M. regarding Proposed Code Changes - Chapter 300, Section 52 – Sign Regulations of the Zoning Code and refer it to the Code Enforcement Office to make all necessary referrals to the Broome County Planning Department under General Municipal Law Section 239-l and –m, and to the Planning Board for an advisory opinion.

## **PARKS, RECREATION & ENVIRONMENTAL COMMITTEE**

Thomas R. Augostini, Chairperson

Robert Mack

**Resolution** authorizing the purchase of a backhoe attachment for the CAT Skid Steer at a cost of \$15,764.00. The equipment was approved as part of the Capital budget.

## **PLANNING, ZONING & ECONOMIC DEVELOPMENT COMMITTEE**

Frank J. Bertoni, Chairperson

Thomas R. Augostini

**Resolution** to approve the Community Development Block Grant Federal Fiscal Year 2018 Annual Action Plan as recommended by the Citizens Advisory Council for Community Development and authorize the Supervisor or Deputy Supervisor to execute the grant application (SF-424) required annual certifications, and any other documentation required to submit said plan to HUD.

**Resolution** authorizing Paul A. Nelson, Town of Union Planning Director, as an agent of the Town of Union for the purposes of entering into and executing any required Subrecipient Agreement amendments with the Housing Trust Fund Corporation as required in the implementation of the NY State Community Development Block Grant-Disaster Recovery



## Town of Union

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(CDBG-DR) program on behalf of the town; and, to authorize Paul A. Nelson to sign any and all documents required in the implementation of the program.

**Motion** to authorize the attendance of Planning Director Paul A. Nelson to the HUD Region II Community Development Directors meeting in Syracuse, New York, on September 12, 2018; authorization to include use of a town vehicle.

### **PUBLIC WORKS COMMITTEE**

John M. Bernardo, Chairperson  
Robert Mack

**Resolution** to approve a contract with Penn Power Systems, Power Generation System Specialists, for maintenance of the Town Emergency Generators; and, authorize the Supervisor or Deputy Supervisor to execute the said contract. The total cost is \$1,700.00 for a One (1) year agreement.

### **HEARING OF VISITORS:**

### **DEPARTMENT REPORTS ON FILE IN THE TOWN CLERK'S OFFICE:**

1. Town of Union Planning Board Meeting Minutes
2. Permits Report – May 2018
3. Town Clerk's Monthly Report – July 2018

### **ADJOURNMENT:**

LJP/bk

Leonard J. Perfetti,  
Town Clerk