

VILLAGE OF PORT DICKINSON
Village Board Meeting Agenda
September 13, 2022
6:00 pm
Port Dickinson Village Hall

Please take a moment to ensure that your cellphones are OFF or SILENCED.

CALL TO ORDER

PUBLIC HEARING: None

APPROVAL OF MINUTES: August 9, 2022 meeting

PUBLIC PARTICIPATION:

TREASURER'S REPORT:

AUDIT & PAYMENT OF CLAIMS # 6 (2022-2023) 8/23/22

1. Abstract of Unaudited vouchers for the General Fund for \$12,148.63
2. Abstract of Unaudited vouchers for the Water Fund for \$434.19
3. Abstract of Unaudited vouchers for the Sewer Fund for \$40.90

AUDIT & PAYMENT OF CLAIMS # 7 (2022-2023)

1. Abstract of Unaudited vouchers for the General Fund for \$5,539.66
2. Abstract of Unaudited vouchers for the Water Fund for \$682.82

COMMUNICATIONS:

- Certificate of Liability Insurance received from Sunco d/b/a Sonny Manny's Auto Center & U-Save Towing

TRUSTEE-COMMISSIONER REPORTS:

Administration/Community Association – Charles Harding, Trustee

Public Works – Michael Cashman, Trustee

Planning – meeting 9/13/22 regarding variance application for 775 State St.

Public Safety – James DeGennaro, Trustee

Reports attached

Parks, Water & Sewer – Robert Moss, Trustee

Parks:

Parks- basketball court almost complete. Need to talk about edging with pressure run due to one foot drop off.

Water/Sewer:

*591 total meters: 553 remote meters installed (96%), 21 remaining to complete (4%)
(8 meters are City of Binghamton, 3 properties are turned off at the street, 6 larger meters)*

Water arrears as of 9/13/2022 - \$18,120.07

Zoning Board of Appeals – meeting 9/13/22 regarding variance application for 775 State St

OLD BUSINESS:

RESOLUTIONS FOR APPROVAL:

1. Resolution approving the Mayor's appointment of Patrick Doyle as a member of the Planning Board for a term to expire 12/31/2025.

NEW BUSINESS/DISCUSSION:

1. Surplus property policy

ADJOURNMENT

Village Water Consumption for : Aug-22

Read dates:	Binghamton meter	Fenton Large	Fenton Small
8/31/2022	5621	31397268	6022414
7/29/2022	5118	30660885	5917530
Usage	503	736383	104884

Total cubic ft: 841770

Read dates:	Town of Fenton Sewer Readings		Rate:	4.5
8/31/2022	52622300		4.5	cu. Ft/min
7/29/2022	52563100		Time:	7:00am
Total	59200	cu. ft.		

Read dates:	Wayne Ave. sewer station readings (hours):		
	Pump1	Pump 2	Pump 3
8/31/2022	6573	19326	17759
7/29/2022	6552	19305	17741
Totals	21	21	18

Total hrs. 60



The Village of Port Dickinson
Department of Police
Scot McDonald, Chief of Police

Police Department Monthly Report

Report Month:	August	Police Commissioner:	Trustee J. DeGennaro
Report Year:	2022	Chief:	Scot McDonald
Report Date:	09/07/2022	Deputy Village Clerk:	Corina M. Beames

Total Complaints Received:82 (101)

Med calls-10
Property checks-6
Domestic-4
Forgery/fraud-2
Check welfare-6
Dispute-4
MVA/PD-3
PDFD-2
Suspicious-6
Person annoying-3
Mental health-2
DV-1
Larceny-1
911 hang up-2
Escort-1
Runaways-2
Assistance rendered-4
Criminal mischief-1
Court order served-1
Disturbance-2
Road hazards-2
Trespass-1

Miscellaneous-16 *Includes Assist other agencies, Lockouts, Alarms, Parking Comp., Animals, Traffic lights, Information, code enforcement, special details, vacant properties , and Etc.

Report of the CHIEF

August 2022



Alarms

ALARMS		RESPONSE		TIMES	
Fire	8	Avg Members Response (F)	2.13	Med Avg	2.25
EMS	8	Avg Alarm to Response	5.27	0700-1500	10
Standby	1	Avg Alarm to Arrival	7.91	1500-2300	6
Total	17	Total Time in Service (hh:mm)	7:30	2300-0700	1
MUTUAL AID		LOCATION		DOLLAR LOSS/VALUE	
Given	5	Village of Port Dickinson	12	Fire Loss	
Received	2	Town of Dickinson	2		
Engine 94		Town of Fenton	3	Property Saved	
No Tone	1	Town of Chenango			
		Town of Kirkwood			
		City of Binghamton			
			CASUALTIES		YTD
		Fire Service Injured	0	1	
		Fire Service Death	0		
		Civilian Injured	0	5	
		Civilian Death	0		

CODE	DESCRIPTION		YTD	CODE	DESCRIPTION		YTD
111	Building Fire	2	7	520	Water Problem, other		1
114	Chimney Fire		1	550	Public Service Assistance		1
131	Passenger Vehicle fire	1	1	571	Standby/Moveup	1	9
142	Brush Fire		2	611	Dispatched, Canceled enroute	1	20
150	Outside Rubbish Fire		1	651	Smoke Scare, Odor of Smoke		4
311	Medical Assist, Assist EMS		2	700	False Call, False Alarm, Other		4
320	Emergency Medial Service	4	42	714	False Alarm - Malicious		1
321	EMS Incident, Except MVA	4	14	735	Alarm Activation - Malfunction		1
322	MVA w/ Injury		2	745	Alarm Activation - Unintentional		6
323	Vehicle vs Ped Accident		1	746	CO Alarm Activation, No CO		5
350	Rescue/Extrication, other	1	1	800	Severe Weather, other		2
355	Confined Space Rescue		1	813	Windstorm Assessment		3
412	Gas Leak (NG or LPG)		1				
4121	Gas Leak, no leak found	2	2				
424	Carbon Monoxide Incident		1				
444	Power Line Down		2				
4441	Phone/Cable Line Down	1	9				
445	Arcing electrical equipment		1		TOTAL	17	148

Report of the Chief

August 2022

		Training	Average	Total
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TRAINING

SUMMARY	Hours Offered	Members Present	Man Hours
August	12	5.25	60
YTD Totals	105	5.8	626
Non Department 35 Training			

Wk	Date	Lesson	Training Hours Offered	Members Present	Total Man Hours
	8/1/2022	Apparatus Pump Operations - PT35	2	7	14
	8/2/2022	National Night Out PR Event	2	5	10
	8/8/2022	Monthly Truck Checks	1	1	1
	8/8/2022	August Monthly Meeting		10	
	8/15/2022	Apparatus Pump Operations - E35	2	7	14
	8/16/2022	Walk through of Chenango Valley HS	1	3	3
	8/22/2022	Auto Extrication	2	3	6
	8/29/2022	Drafting Operations with PT35	2	6	12

Village of Port Dickinson

Village Hall, 786 Chenango Street
Port Dickinson, New York 13901
Telephone: (607) 771-8233
Fax: (607) 722-0072



John M. Broughton, Code Enforcement Officer

MONTHLY REPORT

July/August 2022

Total Miles Driven :47

To: **Board of Trustees**

From: **John M. Broughton**
Code Enforcement Officer

Issued several garbage can/ removal warnings, grass in street warnings

Several correspondences about 17 Phelps St project Engineer and owner, met with Hulbert Engineering on retaining wall review, building permit for retaining wall only is approved upon final NYS DOT approvals and easement from Rogers property. Building shell and interior work is currently being reviewed for code compliance

Several on site and phone calls with Mr. Roby about the garage roof that has collapsed, he has started the removals and as of 9/1/22 he has until 9/30/22 to have the roof removed.

Inspections performed at 22 Dickinson Ave for some of the property maintenance violations that were cited. Unregistered vehicle has been removed and a majority of the debris has been removed. Atty sent letter to property owner in Long Island with a deadline for removing the overcrowded tenants or apply for a variance.

Issued 1 zoning/code compliance letters for real estate transactions

Issued 2 new building permits and followed up on existing permits that are still in progress.

No grass violations issued due to dry weather this month

Working with owner of 730 Chenango St on fire inspections for the complex.

VILLAGE OF PORT DICKINSON SURPLUS PROPERTY POLICY

Purpose.

- (1) To set forth the Village of Port Dickinson's administrative policy for the transfer and disposition of surplus property, equipment and materials.
- (2) To set forth the Village of Port Dickinson's administrative policy for scrapping and recycling of scrap and recyclable surplus property, equipment and materials and disposing of same.
- (3) To ensure the receipt of all revenues from the disposal of surplus property, equipment and materials and scrap or recyclables.

Definitions.

- (1) "Surplus property" as used herein is used generically to describe any Village property, equipment or material that is no longer needed or usable by the holding department. For purposes of this policy all surplus property including scrap, recyclables, trash, and/or junk disposed, discarded or abandoned on Village premises, including all surplus property placed in storage or collection containers of any kind, including containers or facilities located on premises leased from the Village by Village tenants, is hereby deemed to be Village property and not property of any Village employee.
- (2) The terms "scrapping" and "recycling" as used herein refer to the act of transferring discarded surplus property, including scrap or recyclables, to a vendor for use, salvage or resale.
- (3) The terms "scrap" or "recyclables" as used herein refer to surplus property that (a) may be reused "as is" or after repair, or (b) may be salvaged for its mineral value after treatment or processing.
- (4) The term "trash" or "junk" as used herein refers to surplus property which has no practical salvage or recyclable value.

This policy is designed to address two categories of scrapping and recycling:

- (a) Management-directed scrapping, recycling and handling of trash or junk (authorized disposal).
- (b) Personal scrapping, recycling or handling of trash or junk (unauthorized disposal).

(5) Employee's Personal Property. For purposes of this policy an employee's personal property is (a) that property in the possession of an employee which was the property of the employee prior to it having been brought onto or placed upon Village premises, or (b) that property lawfully acquired from its prior owner or his/her authorized representative by an off-duty employee while on Village premises after having been brought to Village premises by its owner where such property remains in the possession of the employee as his or her property, after transfer to said employee. Each employee is responsible for determining that any property which he or she may take possession of or acquire while on Village premises has been obtained or acquired from an individual lawfully authorized by its owner to make the transfer to the employee.

Methods of transfer and disposition.

All surplus property is disposed of “as is” and “where is,” with no warranty, guarantee, or representation of any kind, expressed or implied, as to the condition, utility or usability of the property offered unless expressly authorized by the Village Board.

- (1) Transfer to another department. Surplus property may be transferred between Village departments.
- (2) Trade-In. Property declared as surplus may be offered as a trade-in for credit toward the acquisition of new property.
- (3) Return to Manufacturer. Surplus property may, when possible, be returned to the manufacturer for buy-back credit.
- (4) Disposal. Surplus property may be offered for sale by the Village. Appropriate methods of sale are as follows:
 - (a) Auction. Surplus property may be sold at public auction. Auctions may be conducted by Village staff, or the Village may contract with a professional auctioneer or electronic auction site.
 - (b) Sealed Bids. Sealed bids may be solicited for the sale of surplus property. Surplus property disposed of in this manner shall be sold to the highest responsible bidder.
 - (c) Selling for Scrap. Surplus property may be sold as scrap if the Village deems that the value of its parts exceeds the value of the surplus property as a whole.
 - (d) No Value Item. Where the Village determines that property is surplus and of minimal value to the Village due to spoilage, obsolescence or other cause or where the Village determines that the cost of disposal of such property would exceed the recovery value, the Village shall dispose of the same in such a manner as they deem appropriate and in the best interest of the Village.
- (5) Donation. Surplus property may be donated to any other public agency or charitable organization exempt under Section 501(c)(3) of the Internal Revenue Code. “Public agency” means the State or any agency or subdivision thereof, any Village, county, special district, or school district.

Policy.

The Village Board sets forth the policy of the Village for disposal or destruction of surplus property.

- (1) Village Mayor directed Transfer and Disposal (Authorized).
 - (a) Property with an Estimated Market Value Exceeding \$10,000. Transfer or disposition of surplus property with an estimated market value exceeding \$10,000 per item shall be determined specifically by the Village Board.
 - (b) Property with an Estimated Market Value Less than \$10,000. The Village Mayor may direct the transfer and disposition of surplus property with an estimated market value not to exceed \$10,000 per item.
 - (c) Transfer and disposition of surplus property may include:

(i) All surplus property will first be considered for transfer between departments for the benefit of the Village of Port Dickinson.

(ii) All surplus property not needed by the Village of Port Dickinson may be offered for sale for the highest estimated market value. Surplus property may be sold by public auction, electronic auction site, or sealed bid.

(iii) Surplus property may be donated or sold as less than estimated market value to public agencies and nonprofit organizations.

(d) Scrapping/Recycling/Junking.

(i) Such activities may involve the sale of surplus property at public auction or through sealed bids to public bodies, organizations, or vendors including scrap dealers or recycling centers.

(ii) It is the policy of the Village of Port Dickinson that no employee may engage in any sale, scrapping or recycling or other disposal of Village property, as defined herein, unless specifically directed to engage in such activity by the Village Mayor who has been lawfully and duly authorized and designated to direct such activity.

(e) Real Estate. All activity involving the declaration and sale of surplus real estate shall require authorization by the Village Board regardless of the actual or estimated value.

(2) Proceeds from Transfer and Disposition of Property. When so authorized to transfer, sell, donate, recycle, and scrap Village property, the employee directed to undertake such activity shall remit the entire proceeds from any such activity to the Village by check or money order made payable to the Village of Port Dickinson, and shall be deposited into the appropriate fund.

(3) Personal Scrapping, Recycling or Disposal of Trash or Junk (Unauthorized). Transferring, selling, donating, scrapping, recycling or disposing of Village property, as defined herein (regardless of monetary value), by Village employees for personal gain or to benefit the interest of any person or party other than the Village of Port Dickinson, including handling or disposal of trash or junk except as directed by Village management person(s) lawfully and duly authorized and designated to direct such activity, is strictly forbidden.

Village employees are prohibited from claiming ownership of, giving away, recovering, or salvaging for personal use, or the use or interest of any person other than the Village of Port Dickinson, any materials abandoned, disposed or stored upon Village premises, including trash or other materials, placed in, upon or in the vicinity of recycling or collection cans, dumpsters or bins located on Village premises, or collection or debris piles, or other Village storage or disposal facilities or refuse sites, and including any such facility or site belonging to any Village tenant. Furthermore, Village employees are prohibited from taking possession of any surplus property or the proceeds from the sale of surplus property designated for disposal as trash, scrap, or as recyclables, except as lawfully authorized by persons designated with such authority by the Village Mayor. This prohibition includes giving any such surplus property or the proceeds from the sale of such surplus property to any person or party other than for the duly authorized benefit and interest of the Village of Port Dickinson, or authorizing any other person or party to accept, receive or take any such surplus property to benefit their own interest, except as provided hereinabove.

(4) Any transfer and/or disposal of surplus property authorized by the Village Mayor shall be reported to the Village Board as a receive-and-file item on the Village Board agenda.

Procedures.

All surplus property is disposed of “as is” and “where is,” with no warranty, guarantee, or representation of any kind, expressed or implied, as to the condition, utility or usability of the property offered unless specified by the Village Board. It is critical to maintain a trail of documentation for audit purposes regarding the disposition of property of the Village of Port Dickinson.

The Village Mayor or his/her designee is authorized to declare property, equipment and materials surplus.

(1) Identifying Excess Property. Each department head is responsible to identify excess property regularly.

Each department head will evaluate the operational status of the excess property and notify the Village Clerk in writing.

The Village Clerk will circulate the excess property notification between the other departments within the Village.

(2) Transfer Excess Property between Departments. Department heads may request the transfer of excess property by making request to the Village Clerk and/or department head. Both department heads must agree when the excess property cost was in excess of \$2,500. Transfers between departments are contingent upon approval of the Village Mayor.

Notification will be provided to the Village Clerk and Finance Department in writing of any transfer of excess property to a different location or department ownership.

(3) Transfer Surplus Property for Trade-In or Return to Manufacturer.

(a) Department heads may offer property for trade-in toward the purchase of new property and equipment with the approval of the Village Mayor. Department heads will attach trade-in information to the procurement documents. Department directors will notify the Village Clerk of the procurement and disposition of property and equipment.

(b) Department heads may offer property and equipment for buy-back credit to the manufacturer with approval of the Village Mayor. Department heads will forward buy-back credit documents to the Finance Department. Department directors will notify the Village Clerk of this disposition of property and equipment.

(c) Department heads and the Village Clerk will inform the Finance Department of all trade-ins and credits since it is critical for budgeting and asset tracking.

If surplus property is to be applied to a purchase order, the trade-in value and/or credit shall be itemized on the purchase order. The amount charged against the appropriation code will be the value of the purchase before application of the trade-in credit.

(4) Disposal of Surplus Property.

(a) Excess property as shown on excess property notification that is not transferred among departments or for trade-in or manufacturer's credit will be declared surplus by the department head.

Whenever the village declares any equipment or property surplus, then the authorized designee shall either

- (1) place the equipment or property for auction on an auction site (online or in person);
- (2) publish a newspaper notice offering the equipment or property for sale, and soliciting bids for the purchase by a date certain;
- (3) if the anticipated value is less than \$5,000, identifying and soliciting not less than five potentially interested purchasers;
- (4) If the anticipated value is less than \$1,000, identifying and soliciting not less than three potentially interested purchasers;

Notwithstanding the foregoing, if the anticipated value is less than \$100, the authorized designee shall be authorized to sell such equipment or property for a reasonable sum.

In all cases, the authorized designee shall have authority to enter into a contract with the highest bidder/offeror however procured, or to reject all bids/offers, as the designee determines is in the best interest of the village.

(b) Method of Disposal. Sale of surplus property shall be to the highest bidder or for the highest market value and may be disposed of by sale by public auction, or sealed bid.

(i) Auction. Surplus property may be sold at public auction. Public auctions may be conducted by Village staff, or the Village may contract with a professional auctioneer or electronic auction site.

Sale of surplus property at public auction conducted by Village staff must be after giving publication in the official newspaper of the Village no later than 10 days prior to such auction. The department head shall reserve the right to reject any and all bids received for any item.

In the event the department head rejects any and all such bids so received, the item may not be disposed of for a lesser value of the lowest bid rejected.

(ii) Sealed Bid. Sealed bids may be solicited for the sale of surplus property. The department head shall reserve the right to reject any and all bids received for any item.

In the event the department head rejects any and all such bids so received, the item may not be disposed of for a lesser value of the lowest bid rejected.

(iii) Selling for Scrap. Surplus property may be sold as scrap if the department head deems that the value of its parts exceeds the value of the surplus property as a whole after approval of the Village Board. For-profit vendors shall include scrap dealers and recycling centers.

(iv) No Value Item. Where the department head determines that property is surplus and of minimal value to the Village due to spoilage, obsolescence or other cause or where the department head determines that the cost of disposal of such property would exceed the recovery value, he/she shall dispose of the item in such a manner as they deem appropriate and in the best interest of the Village considering the ability to recycle. Disposal of no value items must be approved by the Village Board.

(v) Donation. Surplus property may be donated to any other public agency or charitable organization exempt under Section 501(c)(3) of the Internal Revenue Code.

(A) "Public agency" means the State or any agency or subdivision thereof, any Village, county, special district, or school district.

(B) Non-profit organizations are recognized as charitable organizations exempt under Section 501(c)(3) of the Internal Revenue Code.

(5) Accounting for the Disposition of Surplus Property.

(a) The department head will notify the Finance Department in writing of the disposition of all surplus property and attach all supporting documentation.

(b) The Finance Department shall make adjustments to their inventories/assets lists showing the disposition of excess property.

(c) Copies of all records documenting the surplus property process will be kept on file with the Village Clerk.

(6) Transfer of Ownership and Title. Delivery of the surplus property together with transfer of ownership and title passes upon receipt of the proceeds.

The Village Clerk shall cause licenses and title documents to be executed and transferred upon verification of receipt of funds.

(7) Surplus Property and Employees. Village employees shall not be the purchasers of any surplus real or personal property of the Village.

This disqualification shall extend to the family members of such employees and any third persons acting at the direction or request of a disqualified employee where the purchase or sale is intended for the benefit of such employee.

Any exceptions to this policy will only be made at the direction of the Village Mayor.