

**Village of Port Dickinson
Monthly Board Meeting
December 12, 2023**

Officers Present:	Mayor	Kevin M. Burke
	Trustees	Michael Cashman
		Rob Moss
		Robert Warholc
	Attorney	Nathan VanWhy
	Clerk	Susan Fox
	Treasurer	Sandra Reifler
 Absent:	 Trustee	 James DeGennaro

The meeting was called to order at 6:00 pm by Mayor Kevin Burke.

PUBLIC COMMENT:

1. Sandra Wood – requested clarification of water arrears. Mayor Burke asked the Clerk to explain the process for collection of past due water amounts and the shutoff procedure.
2. Sandra Wood – requested clarification of the Standard Work Day resolution. Mayor Burke and the Treasurer responded that this is a requirement of the NYS Retirement System.

APPROVAL OF MINUTES:

Motion by Trustee Warholc, seconded by Trustee Cashman, for a resolution to approve the November 14, 2023 minutes.

AYE TRUSTEES: CASHMAN, MOSS, WARHOLIC
NAY NONE

TREASURER’S REPORT: On file

AUDIT AND PAYMENT OF CLAIMS: Abstract #11 (2023-2024)

Motion by Trustee Cashman, seconded by Trustee Warholc, to pay claims as listed on the Abstract of Unaudited Vouchers for the General Fund for \$42,248.52

AYE TRUSTEES: CASHMAN, MOSS, WARHOLIC
NAY NONE

Motion by Trustee Moss, seconded by Trustee Warholc, to pay claims as listed on the Abstract of Unaudited Vouchers for the Water Fund for \$93.33

AYE TRUSTEES: CASHMAN, MOSS, WARHOLIC
NAY NONE

Motion by Trustee Moss, seconded by Trustee Warholc, to pay claims as listed on the Abstract of Unaudited Vouchers for the Sewer Fund for \$1,521.97

AYE TRUSTEES: CASHMAN, MOSS, WARHOLIC
NAY NONE

AUDIT AND PAYMENT OF CLAIMS: Abstract #12 (2023-2024)

Motion by Trustee Cashman, seconded by Trustee Moss, to pay claims as listed on the Abstract of Unaudited Vouchers for the General Fund for \$12,448.67

AYE TRUSTEES: CASHMAN, MOSS, WARHOLIC

NAY NONE

Motion by Trustee Moss, seconded by Trustee Warholic, to pay claims as listed on the Abstract of Unaudited Vouchers for the Water Fund for \$965.06

AYE TRUSTEES: CASHMAN, MOSS, WARHOLIC

NAY NONE

Motion by Trustee Moss, seconded by Trustee Warholic, to pay claims as listed on the Abstract of Unaudited Vouchers for the Sewer Fund for \$955.79

AYE TRUSTEES: CASHMAN, MOSS, WARHOLIC

NAY NONE

COMMUNICATIONS:

TRUSTEE-COMMISSIONER REPORTS:

Administration/Community Association – Rob Warholic, Trustee

Inventory is about 75% completed

PDCA: they have had a plumber fix the toilet issue

12/16/23 tree lighting

Holiday light contest ongoing

Planning – none

Public Works – Michael Cashman, Trustee

Ready for winter, leaf pickup has been completed.

Public Safety – James DeGennaro, Trustee

Reports attached

Parks, Water & Sewer – Robert Moss, Trustee

Water/Sewer:

Now have a spare pump available for each pump station

Zoning Board of Appeals: none

RESOLUTIONS:

1. Motion by Trustee Cashman, seconded by Trustee Moss, for a resolution approving Fire Department elections of Assistant Chiefs: Steve Barlow, Dave Casiuk, Mike Scott, Steve Shenk
 AYE TRUSTEES: CASHMAN, MOSS, WARHOLIC
 NAY NONE
2. Motion by Trustee Warholic, seconded by Trustee Cashman, for a resolution approving the following resolutions:
 - a. Resolution approving Mayor's reappointment of Coughlin & Gerhart as Attorney for the Village for a term to expire December 31, 2024.
 - b. Resolution approving the Mayor's appointment of John Broughton as Building Inspector/Code Enforcement Officer for a one-year term to expire December 31, 2024
 - c. Resolution approving Mayor's reappointment of Corina Beames as Deputy Village Clerk for a term to expire December 31, 2024
 - d. Resolution approving Mayor's reappointment of Robert Blakeslee and Roger Shaller as Village Historians for a term to expire December 31, 2024
 - e. Resolution approving Mayor's reappointment of Peter Dionne as member of the Planning Board for a term to expire December 31, 2028
 - f. Resolution approving Mayor's reappointment of Robert Sherling as member of the Zoning Board of

Appeals for a term to expire December 31, 2028

- g. Resolution reaffirming mayoral appointment of ad hoc members for the Planning Board and Zoning Board of Appeals for a term to expire 12/31/2024 - David Robertson
- h. Resolution approving Edward Corcoran, Robert Aagre as members to the Tree Board for a term to expire 12/31/2024

AYE TRUSTEES: CASHMAN, MOSS, WARHOLIC

NAY NONE

3. Motion by Trustee Cashman, seconded by Trustee Moss, for a resolution approving the following Resolutions:

- i. Resolution reaffirming and re-adopting resolutions establishing Procurement Policy adopted February 14, 1995 and Cash Management and Investment Policies adopted December 14, 1993
- j. Resolution designating the following Tuesdays of each month as Village Board meeting nights at Port Dickinson Village Hall
Second Tuesday – Regular Village Board Meeting 6:00pm
Fourth Tuesday – Work Session 5:00pm
- k. Resolution appointing the Press & Sun-Bulletin as the official newspaper for 2024, and requiring the applicant on a zoning matter or an environmental matter to pay the cost of such publication in the official newspaper of the Village.
- l. Resolution naming all commercial banks in Broome County as depositories for Village funds.
- m. Resolution reaffirming the Village Hall Use Policy adopted 12/10/2013.
- n. Resolution reaffirming the Village Employee Personnel Policy adopted 11/12/2002 as amended.
- o. Resolution requiring all vouchers to be submitted to the Village Clerk's office before noon on the Monday prior to the first Tuesday of each month to qualify for audit and payment at next regular Village Board meeting.
- p. Resolution establishing reimbursement of travel and mileage expenditures incurred in 2024 for travel and use of private vehicles on Village business at the Internal Revenue Service (IRS) rates prescribed for 2024.
- q. Resolution authorizing payment in advance of audit on claims for public utility services and postage.
- r. Resolution setting the date for the next organization meeting as December 10, 2024
- s. Resolution authorizing the Mayor and Trustees to attend any and all meetings of the Broome County Association of Towns & Villages.
- t. Resolution designating the bulletin board on the south wall inside the main front door as the official place for posting legal notices by the Village Clerk.

AYE TRUSTEES: CASHMAN, MOSS, WARHOLIC

NAY NONE

4. Motion by Trustee Warholic, seconded by Trustee Moss, for a resolution authorizing the Mayor to sign an Intermunicipal Agreement Regarding Code Enforcement Services with the Town of Dickinson.

AYE TRUSTEES: CASHMAN, MOSS, WARHOLIC

NAY NONE

5. Motion by Trustee Cashman, seconded by Trustee Warholic, for a resolution approving the Standard Work Day and Reporting Resolution for Elected and Appointed Officials: Robert Warholic, James DeGennaro, Robert Moss and Sandra Reifler.

AYE TRUSTEES: CASHMAN, MOSS, WARHOLIC

NAY NONE

OLD BUSINESS:

NEW BUSINESS:

1. Deputy Mayor appointments for 2024

Trustee James DeGennaro

2. Committee Assignments for 2024

Administration Commissioner – Robert Warholic

- Community Association Liaison.
- Broome County Shared Services Health Care Committee.
- Medical Insurance Cost Containment Initiative.
- Tree Committee

Public Safety Commissioner – James DeGennaro

- Broome County Emergency Services Liaison. (Fire, Police and EMS)

Public Works Commissioner – Michael Cashman

- Broome County Shared Services Public Works Committee.
- FEMA Coordinator of applications and activity.
- Village Tree Committee Leader.
- County & Municipalities Sharing of Parks Services Committee.
- Broome County Parks Liaison.
- Local Waterfront Redevelopment Project.

Parks and Water & Sewer Commissioner – Robert Moss

- MS4 (Municipal Separate Storm Sewer System) coordinate compliance with Engineer.
- Sewer Treatment (BJCJSTP) Representative.
- CMOM operations.

Mayor:

Greater Binghamton Council of Governments.
 Broome County Association of Towns & Villages.
 NYSDOT Greenway Committee.
 NYSDOT Liaison to Regional Director and local Engineers.
 Outside Sewers Users Group of the BJCJSTB.
 Broome County Legislature Finance Committee.
 Millennium Pipeline Relations.
 Broome County Civil Service.
 Broome County Executive Point of Contact.
 Flood Mitigation Coordination – FEMA, DEC, Corp. of Engineers & Local Engineers.

Mayor Burke reported that the power and water have been shut off at 27 Kirkwood Ave.

Trustee Moss reported that the Baptist Church will begin ringing their bells at Noon on Sundays. They may continue with other days if it goes well.

Motion by Trustee Cashman, seconded by Trustee Moss to adjourn at 6:15pm

AYE TRUSTEES: CASHMAN, MOSS, WARHOLIC

NAY NONE

Respectfully submitted,
 Susan E. Fox, Village Clerk

**INTERMUNICIPAL AGREEMENT
REGARDING CODE ENFORCEMENT SERVICES**

THIS AGREEMENT is made this 12th day of December, 2023, by and between the Village of Port Dickinson (the "Village"), a municipal corporation with its offices located at 786 Chenango Street, Binghamton NY 13901, and the Town of Dickinson (the "Town"), a municipal corporation with its offices located at 531 Old Front St., Binghamton NY 13905.

WHEREAS, the Town and Village each have a fully staffed and functional office for the enforcement and administration of their respective zoning laws and the New York State Building Code; and

WHEREAS, the Village previously contracted with the Town for the provision of enforcement and administration services related to the foregoing in the event of any absence or conflict preventing the Village Code Enforcement Officer from performing his or her duties (the "Code Services"); and

WHEREAS, municipal corporations have authority under New York State law to enter into agreements for the performance between themselves of their respective functions, powers and duties; and

WHEREAS, the parties desire to renew their prior agreement for services on the terms and conditions outlined herein;

NOW THEREFORE, in consideration of one dollar (\$1.00) and the mutual covenants herein contained, the parties agree as follows:

1. The Town shall furnish a qualified individual regularly employed by the Town to provide Code Services (the "Town CEO") to the Village on an as-needed basis when absence or conflict prevents the Village Code Enforcement Officer from performing his or her duties, as reasonably identified by the Village. The Village will provide appropriate space and supplies to the Town CEO when performing the Code Services as required herein.

2. Such Code Services include, without limitation, all of the services ordinarily performed by the Village Code Enforcement, including consultation with applicants regarding zoning, building, subdivision and other related applications, review of plans, inspections and oversight as appropriate and necessary, attendance at meetings, and issuance of permits, certificates of occupancy, notice of violation, summonses, stop work orders, appearance tickets, court appearances, and related documents.

3. Any authority heretofore conferred on the Village, pursuant to any applicable law, rule or regulation, is hereby conferred upon the Town and the Town CEO when providing Code Services.

4. The Town and the Town CEO shall follow their normal policies and procedures to the extent such policies do not conflict with the Village's laws, rules and regulations, or any other applicable federal, state or local law, regulation or procedure.

5. The initial term of this Agreement shall be one calendar year from the date first set forth above.

6. The term of this Agreement may be extended upon the passage of an appropriate resolution by each party's governing board.

7. This Agreement may be terminated by either party upon thirty (30) days prior written notice to the other.

8. The Village shall indemnify and hold the Town harmless, with respect to any and all notices, claims, demands, actions, proceedings, order, judgments, settlements, and/or payments including, but not limited to, reasonable attorneys' fees, from any claims resulting from the performance of Code Services by the Town and the Town CEO within the scope of this Agreement. The Town shall be solely responsible for all claims, expenses and costs, including but not limited to reasonable attorneys' fees, associated with acts and omissions of the Town and the Town CEO when they or it are acting solely on behalf of the Town.

9. This Agreement constitutes the entire understanding of both parties. No modification of any provision therefore shall be valid unless in writing and signed by each party. All notices hereunder shall be in writing, mailed first class, certified or

registered mail to the address of the parties' as set forth above, or to such other address as the receiving party may designate from time to time by written notice to the other.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement as of the day and year first written above.

VILLAGE OF PORT DICKINSON

TOWN OF DICKINSON

By: _____
Kevin Burke, Mayor

By: _____
Michael Marinaccio, Supervisor

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

November 2023
Total Miles Driven :24
To: **Board of Trustees**

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

*Several correspondences with village engineer on the Abbey Office Building project
Meet with Jay Abbey about future Batch Plant project*

Correspondence with Court/Village Atty for 758 Chenango St. Re-issue appearance ticket to Mr. Roby, served in person by Albany County Sheriff's Office for a court date of 12/07/23. Mr. Roby appeared at court and plead not guilty and a pre trial conference was scheduled for 1/4/2024.

Issued 2 courtesy warning for garbage can placed at curb too early, garbage can storage in view of street

Issued 1, new building permit

Correspondence with Town of Dickinson Code and Atty on 10 Beacon St status, provided Village letterhead forms for appearance ticket service.

Took 5 hours of on-line training for yearly in service requirements, yearly required in service training is now complete

Issued appearance ticket to court for 19 Bromley Ave. Court date for arraignment is 12/07/23, owner plead not guilty and a pre trial conference was scheduled for 1/4/2024

Site visit to 42 Kirkwood ave and 26 Rochelle Rd for code violations. Spoke with family member and issued violation notices

Issued violation notices to owner of 7 Church St. Owner is still listed by Broome County as Cecil Lou Drobak, spoke with the property manager for the bank and they advised the loan is not under there care at this time

Correspondence with property managers of 742 Chenango., emails have stopped being returned, issued violation notices to US Bank

Issued violation to 54 Rochelle Rd for garbage on side of residence and also garbage cans being placed at curb too early and not brought back in.

Village Water Consumption for : Nov-23

Read dates:	Binghamton meter	Fenton Large	Fenton Small
11/30/2023	6223	37219363	7611642
10/31/2023	6223	37015117	7507758
Usage	0	204246	103884
Total cubic ft:	308130		

Read dates:	Town of Fenton Sewer Readings
11/30/2023	54023800
10/31/2023	53941800

Total 82000 cu. ft.

Read dates: Wayne Ave. sewer station readings (hours):

	Pump1	Pump 2	Pump 3
11/30/2023	6957	20020	17966
10/31/2023	6931	19989	17942
Totals	26	31	24

Total hrs. 81



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

Police Department Monthly Report

Report Month:	November	Police Commissioner:	Trustee J. DeGennaro
Report Year:	2023	Chief:	Scot McDonald
Report Date:	12/06/2023	Deputy Village Clerk:	Corina M. Beames

Total Complaints Received:92 (64)

Med calls-3

MVA(PD)-5

DV-2

Domestic-3

Check welfare-6

Police information-3

Death investigation-1

PDFD-1

Building checks-3

Disturbance-1

Dispute-3

Assistance rendered-4

Civil matter-2

Larceny-1

Suspicious-4

Mental health-4

Person annoying-2

911 hang up-1

Miscellaneous-42 **Includes Assist other agencies, Lockouts, Alarms, Alternate street Parking warnings and tickets., Animals, Traffic lights, Information, code enforcement, special details, vacant properties , and Etc.*

491 mileage:1,232

492 mileage: 422

Report of the CHIEF November 2023



Alarms

ALARMS		RESPONSE		TIMES	
Fire	7	Avg Members Response (F)	2.17	Med Avg	2
EMS	4	Avg Alarm to Response	6.00	0700-1500	5
		Avg Alarm to Arrival	9.67	1500-2300	4
Total	11	Total Time in Service (hh:mm)	5:30	2300-0700	2
MUTUAL AID		LOCATION		DOLLAR LOSS/VALUE	
Given	5	Village of Port Dickinson	5	Fire Loss	
Received	1	Town of Dickinson	2		
Engine 94		Town of Fenton	4	Property Saved	
No Tone		Town of Chenango			
		Town of Kirkwood			
		City of Binghamton			
		Other			
		CASUALTIES		YTD	
		Fire Service Injured	0		
		Fire Service Death	0		
		Civilian Injured	0		
		Civilian Death	0		

CODE	DESCRIPTION		YTD	CODE	DESCRIPTION		YTD
111	Building Fire	1	3	440	Electrical/Wiring Problem		3
114	Chimney Fire			444	Power Line Down		
131	Passenger Vehicle fire			4441	Phone/Cable Line Down		2
142	Brush Fire		3	445	Arcing electrical equipment		1
150	Outside Rubbish Fire			520	Water Problem, other		2
212	Overpressure Steam Boiler			550	Public Service Assistance		2
311	Medical Assist, Assist EMS		1	571	Standby/Moveup		3
3001	EMS Incident, No Response	1	29	611	Dispatched, Canceled enroute	1	23
321	EMS Incident, Except MVA	3	14	651	Smoke Scare, Odor of Smoke		4
322	MVA w/ Injury	1	6	700	False Call, False Alarm, Other		
323	Vehicle vs Ped Accident			714	False Alarm - Malicious		
324	MVA w/out Injuries			735	Alarm Activation - Malfunction		2
350	Rescue/Extrication, other		1	745	Alarm Activation - Unintentional	2	23
355	Confined Space Rescue			746	CO Alarm Activation, No CO		1
4001	Tree down, no wires		1	800	Severe Weather, other	1	1
412	Gas Leak (NG or LPG)	1	3	813	Windstorm Assessment		
4121	Gas Leak, no leak found		1				
424	Carbon Monoxide Incident		3		TOTAL	11	132

Report of the Chief

November 2023

**TRAINING**

SUMMARY	Training Hours Offered	Average Members Present	Total Man Hours
November	4	3.67	12
YTD Totals	65	4.7	424
Non Department 35 Training YTD			45

Wk	Date	Lesson	Training Hours Offered	Members Present	Total Man Hours
	11/6/2023	Responding to Gas Emergencies	1	4	4
	11/13/2023	Monthly Meeting			0
	11/20/2023	Driver Training	2	1	2
	11/27/2023	Responding to Structure Fires	1	6	6