

Minutes of the Reorganizational/Regular meeting of the Town Board of Cincinnati held January 9, 2024 at the town hall commencing at 7:00 PM.

Present: Ronald Constantino, Supervisor
Bob Hemming, Councilperson
Nicholas Constantino, Councilperson
Patrick Wiater, Councilperson
Jonathan McKee, Councilperson

Recording Secretary: Carolyn Nowalk, Town Clerk

Also Present: Steve Mudge, Highway Superintendent
Sharon Wiater
Tyler Mudge, Water Superintendent
Sharon Constantino, Bookkeeper

1. Call to Order: meeting was called to order by Supervisor Constantino at 7:00 pm.
2. Pledge of Allegiance:
3. Oath of Office:
Supervisor - Ron Constantino
Councilmen - Jonathan McKee, Patrick Wiater, Nicholas Constantino, Bob Hemming
Highway Superintendent - Steve Mudge
Town Clerk/Collector - Carolyn Nowalk

4. Approve minutes of Regular meeting from December 14, 2023

A motion to approve Item #4 as presented was made by J. McKee, seconded by B. Hemming.

Ayes: R. Constantino, N. Constantino, McKee, Hemming, Wiater

Nays: 0 ***motion carried***

5. Budget Adjustments to 2023 Budget: attached

A motion to approve Item #5 as presented was made by J. McKee, seconded by B. Hemming.

Ayes: R. Constantino, N. Constantino, McKee, Hemming, Wiater

Nays: 0 ***motion carried***

6. Approve the Amended Town Budget for the 2024 tax year - to correct errors made on budget submitted to county used to produce tax bills: Attached

A motion to approve Item #6 as presented was made by N. Constantino, seconded by J. McKee.

Ayes: R. Constantino, N. Constantino, McKee, Hemming, Wiater

Nays: 0 ***motion carried***

7. Approve Ron Constantino as Town Supervisor to sign for RP-556B

A motion to approve Item #7 as presented was made by B. Hemming, seconded by N. Constantino.

Ayes: R. Constantino, N. Constantino, McKee, Hemming, Wiater

Nays: 0 ***motion carried***

8. Refund the overpayments of the tax payments that have already been processed by the Clerk/Collector - a total of 8 payments

A motion to approve Item #8 as presented was made by J. McKee, seconded by P. Wiater.

Ayes: R. Constantino, N. Constantino, McKee, Hemming, Wiater

Nays: 0

motion carried

9. Approve the refund of \$2,842.00 from the Town of Willet for Joint Youth program

A motion to approve Item #9 as presented was made by B. Hemming, seconded by J. McKee.

Ayes: R. Constantino, N. Constantino, McKee, Hemming, Wiater

Nays: 0

motion carried

10. Order of Business and Organizational Chart: as adopted in 1997

Monthly meeting date and time : Second Tuesday of each month at 7:00pm

Designations: Official Newspaper is the Cortland Standard or Bulletin Board at Cincy Market and Post Office.

Official Depository: NBT Bank

Petty Cash Fund: Established for Tax Collector in the amount of \$100

11. Pay Schedule as follows:

- a. Yearly - Councilpersons (4); Deputy Supervisor; Town Historian; Planning Board (5); Animal Control, Registrar of Statistics.
- b. Quarterly - Court Clerk; Town Justice; Town Supervisor; Water District Clerk; Part Time Budget Officer; Deputy Clerk.
- c. BiWeekly - Highway Superintendent; Water District Superintendent; Town Clerk/Tax Collector; Town Assessor; Code Enforcement Officer/Fire Inspector; All Full Time and Casual Employees.

12. Work Schedule: Town of Cincinnatus Full Time Employees will work 40 hours per week. Monday - Friday or as scheduled by the Highway Superintendent.

13. Contractual Bi-Weekly Pay Schedule: - 25 payroll dates - Jan. 11 & 25, Feb. 8 & 22, March 14 & 28, April 11 & 25, May 9 & 23, June 6 & 20, July 4 & 18, August 1, 15 & 29, Sept. 12 & 26, Oct. 10 & 24, Nov. 7 & 21, Dec. 5 & 19.

14. Standard Workday: Monday - Friday; Establishment of Benefit Policy, Vacation, Legal Holidays, Overtime & Compensatory time.

- a. Vacation: full time employees 7 days after 1 year, 14 days after 5 years
- b. Unused vacation will be paid at a regular rate of \$22.00 per hour
- c. Overtime: employers must pay all non-exempt employees a rate of time and on half the regular rate for each hour of overtime (over 40 hours) worked
- d. Holidays: New Years Day, Memorial Day, Independence Day (4th of July), Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Eve (anytime after 4:00pm) & Christmas Day
- e. Working on an established Holiday: The Fair Labor Standards Act (FLSA) requires employers to pay only for time worked and compensate hour worked on a holiday at twice the employee's regular rate. Double time (2.0) for actual hours worked on a holiday.
- f. Personal Days: 3 per year
- g. Sick Leave: Full time highway/water employees with 1 year of service shall be entitled to two (2) paid days for sick leave within each year, not to be carried over to the following year and not to be taken along with vacation.

A motion to approve Item #10 - 14 as presented was made by B. Hemming, seconded by J. McKee.

Ayes: R. Constantino, N. Constantino, McKee, Hemming, Wiater

Nays: 0

motion carried

15. Appointments:

Animal Control Officer	Cortland County SPCA
Dog Shelter Service	Cortland County SPCA
Assessor	Caitlin Brown
Attorney	Coughlin & Gerhart
Board of Assessment (3)	Judy Cass, Roberta Fuller, TBD
Budget Officer	Ron Constantino
Budget Office - Part- time	Sharon Constantino
Code Enforcement/Fire Inspector	Tim Bearup
Court Clerk for Justice	Mitchell Eccleston
Deputy Clerk/Deputy Tax Collector	Cheyenne Nowalk
Deputy Supervisor	Jonathan McKee
Fair Housing	Tim Bearup
Deputy Highway Superintendent	Derek Jack
Historian	Cincinnati Area Heritage Society
Planning Board	Jason Tuning (Chair)
	David Steiginga
	Wayne Landers
	Fred Griffin
	Sharon Wiater
Registrar of Vital Statistics	Carolyn Nowalk
Water Superintendent	Tyler Mudge
Deputy Water Superintendent	Corey Davis
Water Clerk	Shelby Mudge
Director to Greater Tompkins County	
Municipal Health Insurance Consortium	
Board of Directors	Ron Constantino
Alternate	Patrick Wiater
Benefit Clerk (Insurance)	Carolyn Nowalk
Joint Youth Director	Cheyenne Nowalk

A motion to approve Appointments in Item #15 was made by R. Constantino, seconded by B. Hemming.

Ayes: R. Constantino, N. Constantino, McKee, Hemming, Wiater

Nays: 0

motion carried

16. Wage and Salaries:

Supervisor	\$	4,590.00
Budget Officer		4,437.00
Deputy Supervisor		510.00
Part-time Budget Officer		6,658.56

Justice	7,000.00
Justice Court Clerk	15.00 per hour
Town Clerk/Planning Clerk	
/Tax Collector	9,650.00
Deputy Clerk/Tax Collector	15.00 per hour
Registrar of Vital Statistics	450.00
Highway Superintendent	50,000.00
Highway Full Time	23.00 per hour
Highway Part Time	18.00 per hour
Code Enforcement/Fire Inspector	16,000.00
Councilpersons (4 @ \$850 each)	3,400.00
Attorney	hourly
Historian	\$ 1,000.00
Assessor	7,800.00
SPCA	6,000.00
Water Superintendent	15,785.00
Deputy Water Superintendent	2,400.00
Water Clerk	1,417.80
Planning Board (5)	
(4 @ \$75, chair @ \$100)	400.00
Board of Assessment	400.00
Web Page/Computer Support	30.00 per hour

A motion to approve Item #16, Wages and Salaries was made by J. McKee, seconded by N. Constantino.

Ayes: R. Constantino, N. Constantino, McKee, Hemming, Wiater

Nays: 0 ***motion carried***

17. Authorizations:

- a. Supervisor to pay utilities, retirement and any billing invoice to avoid penalties.
- b. Supervisor to purchase postage for town department if needed.
- c. Town Board to audit financial records of: Town Clerk/Tax Collector, Water Clerk and Judicial at each month's scheduled meeting.
- d. Annual Water District meeting in March held during the regular monthly town board meeting.

A motion to approve Item #17 a-d, Authorizations was made by N. Constantino, seconded by P. Wiater.

Ayes: R. Constantino, N. Constantino, McKee, Hemming, Wiater

Nays: 0 ***motion carried***

18. Charge for Town Records: The Town Clerk will charge to copy town records at \$-/50 per page, of which the clerk would need to do research in order to obtain.

19. Financial Reports: Town Clerk, Water Clerk

A motion to approve Items 18 & 19 as presented was made by J. McKee, seconded by P. Wiater.

Ayes: R. Constantino, N. Constantino, McKee, Hemming, Wiater

Nays: 0

motion carried

20. Public Participation: none

21. Reports:

- a. Highway - Mack needs power steering pump
- b. Water - report attached - County plow hit hydrant
- c. Planning - report attached - Jason shared that the owner of the old Bank building came to today's meeting.
- d. Code Enforcement - report attached
- e. Beautification - none
- f. Joint Youth - none
- g. Attorney - none

22. Old Business:

- a. We received and have completed the necessary paperwork to start receiving the grant funds for the Highway Department addition.
- b. We have received payment from the Fire Department for their past due water bill.

23. New Business:

We will be updating the town website with current information

24. Warrants: - Disbursements from the funds as follows:

AO - Administrative: \$ 9,573.56

DA - Highway: \$ 119.61

A motion to approve warrants as presented was made by J. McKee, seconded by B. Hemming.

Ayes: R. Constantino, N. Constantino, McKee, Hemming, Wiater

Nays: 0

motion carried

25. Adjournment:

A motion to adjourn the meeting at 7:58 pm was made by R. Constantino, seconded by B. Hemming.

Ayes: R. Constantino, N. Constantino, McKee, Hemming, Wiater

Nays: 0

motion carried

The next meeting of the Town Board will be held on Tuesday February 8, 2024 at 7:00 pm in the Town Hall.

Respectfully Submitted,

Carolyn Nowalk
Cincinnati Town Clerk