

**Village of Port Dickinson
Monthly Board Meeting
December 10, 2024**

Officers Present:	Mayor	Kevin M. Burke
	Trustees	Michael Cashman
		James DeGennaro
		Rob Moss
		Robert Warholic
	Attorney	Nathan VanWhy
	Clerk	Susan Fox

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

PUBLIC COMMENT: None

APPROVAL OF MINUTES:

Motion by Trustee Cashman, seconded by Trustee DeGennaro, for a resolution to approve the November 12, 2024 minutes.

AYE TRUSTEES: CASHMAN, DEGENNARO, MOSS, WARHOLIC
NAY NONE

TREASURER’S REPORT: Absent

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

Motion by Trustee Warholic, seconded by Trustee DeGennaro, to pay claims as listed on the Abstract of Unaudited Vouchers for the General Fund for \$73,702.53

AYE TRUSTEES: CASHMAN, DEGENNARO, MOSS, WARHOLIC
NAY NONE

Motion by Trustee Moss, seconded by Trustee Cashman, to pay claims as listed on the Abstract of Unaudited Vouchers for the Water Fund for \$693.73

AYE TRUSTEES: CASHMAN, DEGENNARO, MOSS, WARHOLIC
NAY NONE

Motion by Trustee Moss, seconded by Trustee Cashman, to pay claims as listed on the Abstract of Unaudited Vouchers for the Sewer Fund for \$4,290.87

AYE TRUSTEES: CASHMAN, DEGENNARO, MOSS, WARHOLIC
NAY NONE

COMMUNICATIONS:

TRUSTEE-COMMISSIONER REPORTS:

Administration/Community Association – Rob Warholic, Trustee
No activity at this time.

Planning – none

Public Works – Michael Cashman, Trustee

DPW doing a great job, 4 call outs for slippery roads with good feedback from residents

Public Safety – James DeGennaro, Trustee

Reports attached

Code – violations for garbage cans left out and trees. Training has been completed.

Parks, Water & Sewer – Robert Moss, Trustee

Water/Sewer:

Water arrears as of 12/10/24: \$20,130.00 (76 accounts)

Sewage blockage – Chenango St. near Miller where there is a slight dip in the line. There will be a camera run through next week.

Zoning Board of Appeals: none**RESOLUTIONS:**

1. Motion by Trustee Warholic, seconded by Trustee DeGennaro, 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, 2025.
 - 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, 2025
 - c. Resolution approving Mayor's reappointment of Corina Beames as Deputy Village Clerk for a term to expire December 31, 2025
 - d. Resolution approving Mayor's reappointment of Robert Blakeslee and Roger Shaller as Village Historians for a term to expire December 31, 2025
 - e. Resolution approving Mayor's reappointment of Stefanie Kermidas as member of the Planning Board for a term to expire December 31, 2029
 - f. Resolution approving Mayor's reappointment of James Brady as member of the Zoning Board of Appeals for a term to expire December 31, 2029
 - g. Resolution reaffirming mayoral appointment of ad hoc members for the Planning Board and Zoning Board of Appeals for a term to expire 12/31/2025 - David Robertson
 - h. Resolution approving Edward Corcoran, Robert Aagre as members to the Tree Board for a term to expire 12/31/2025
 - 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 adopting the Revised Fee Schedule for 2025
 - k. 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
 - l. Resolution appointing the Press & Sun-Bulletin as the official newspaper for 20245 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.
 - m. Resolution naming all commercial banks in Broome County as depositories for Village funds.
 - n. Resolution reaffirming the Village Hall Use Policy adopted 12/10/2013.
 - o. Resolution reaffirming the Village Employee Personnel Policy adopted 11/12/2002 as amended.
 - p. 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.
 - q. Resolution establishing reimbursement of travel and mileage expenditures incurred in 2025 for travel and use of private vehicles on Village business at the Internal Revenue Service (IRS) rates prescribed for 2025.

- r. Resolution authorizing payment in advance of audit on claims for public utility services and postage.
- s. Resolution setting the date for the next organization meeting as December 9, 2025
- t. Resolution authorizing the Mayor and Trustees to attend any and all meetings of the Broome County Association of Towns & Villages.
- u. 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, DEGENNARO, MOSS, WARHOLIC
 NAY NONE

2. Motion by Trustee DeGennaro, seconded by Trustee Cashman, for a resolution authorizing the Mayor to sign an Intermunicipal Agreement Regarding Code Enforcement Services with the Town of Dickinson.
 AYE TRUSTEES: CASHMAN, DEGENNARO, MOSS, WARHOLIC
 NAY NONE
3. Motion by Trustee DeGennaro, seconded by Trustee Cashman, 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, DEGENNARO, MOSS, WARHOLIC
 NAY NONE
4. Motion by Trustee DeGennaro, seconded by Trustee Cashman, for a Resolution adopting Amended Section 143.45 Body Worn Cameras of the Village of Port Dickinson Police Department Policies and Procedures.
 AYE TRUSTEES: CASHMAN, DEGENNARO, MOSS, WARHOLIC
 NAY NONE
5. Motion by Trustee DeGennaro, seconded by Trustee Warholic, for a RESOLUTION adopting the 2024 Broome County Multi-Jurisdictional Multi-Hazard Mitigation Plan Update as attached.
 AYE TRUSTEES: CASHMAN, DEGENNARO, MOSS, WARHOLIC
 NAY NONE
6. Motion by Trustee DeGennaro, seconded by Trustee Warholic, Resolution scheduling a Public Hearing on 1/14/2025 at 6:00PM on Proposed Local Law 1-2025, A LOCAL LAW AMENDING CHAPTER 65 OF THE VILLAGE CODE REGARDING TEMPORARY SIGNS
 AYE TRUSTEES: CASHMAN, DEGENNARO, MOSS, WARHOLIC
 NAY NONE
7. Motion by Trustee Moss, seconded by Trustee Warholic, for a Resolution scheduling a Public Hearing on 1/14/2025 at 6:01PM on Proposed Local Law 2-2025, A LOCAL LAW AMENDING CHAPTER 65 OF THE VILLAGE CODE REGARDING DIGITAL MESSAGE SIGNS
 AYE TRUSTEES: CASHMAN, DEGENNARO, MOSS, WARHOLIC
 NAY NONE
8. Motion by trustee Warholic, seconded by Trustee DeGennaro, for a Resolution scheduling a Public Hearing on 1/14/2025 at 6:02PM on Proposed Local Law 3-2025, A LOCAL LAW AMENDING SECTION 45-3 OF THE VILLAGE CODE REGARDING regulations for yards, lots, and open areas
 AYE TRUSTEES: CASHMAN, DEGENNARO, MOSS, WARHOLIC
 NAY NONE
9. Motion by Trustee DeGennaro, seconded by Trustee DeGennaro, accepting a grant from the Broome County District Attorney's Office for \$26,454.60 for the purchase of tasers for the Police Department.
 AYE TRUSTEES: CASHMAN, DEGENNARO, MOSS, WARHOLIC
 NAY NONE

10. Motion by Trustee DeGennaro, seconded by Trustee Cashman, accepting the application of Jack Beattie as a member of the Port Dickinson Fire Department.

AYE TRUSTEES: CASHMAN, DEGENNARO, MOSS, WARHOLIC
NAY NONE

11. Motion by Trustee Moss, seconded by Trustee DeGennaro, authorizing the purchase of a digital/electronic sign for NYS contract price of \$39,620 to be placed at Port Dickinson Park on Chenango St.

AYE TRUSTEES: CASHMAN, DEGENNARO, MOSS, WARHOLIC
NAY NONE

OLD BUSINESS:

Update on Code issues:

775 State St – still in litigation

758 Chenango St – Town of Dickinson Court matter pending

Rochelle Rd project has been completed. After using ARPA monies and NYS grant, the Village cost was \$263,000.

Code update – Mayor Burke has requested the Village Attorney to draft legislation amending Section 22 of the Code, limiting dogs to 2 per residence.

NEW BUSINESS:

1. Town of Fenton has sent notice that water rates to the Village will increase from \$2.47/100 cf. to \$3.25 effective June 1, 2025. Mayor Burke will be meeting with the Town of Fenton and the City of Binghamton to discuss how to reduce rates for the Village.

2. Deputy Mayor appointments for 2024
Trustee James DeGennaro

3. 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.

NYS DOT Greenway Committee.
NYS DOT 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.

Motion by Trustee Moss, seconded by Trustee Warholic to adjourn at 6:35pm
AYE TRUSTEES: CASHMAN, DEGENNARO, MOSS, WARHOLIC
NAY NONE

Respectfully submitted,
Susan E. Fox, Village Clerk

**VILLAGE OF PORT DICKINSON
RESOLUTION ADOPTING THE 2024 BROOME COUNTY
MULTI-JURISDICTIONAL MULTI-HAZARD MITIGATION PLAN UPDATE**

At a meeting of the Village Board of the Village of Port Dickinson, held at Village Hall, 786 Chenango Street in said Village on the 10th day of December, 2024, the following resolution was offered and seconded:

WHEREAS, the Village Board recognizes the threat that natural hazards pose to people and property within the Village of Port Dickinson; and; and

WHEREAS, the Broome County Department of Planning & Economic Development has prepared a multi-hazard mitigation plan, hereby known as the 2024 Broome County Multi-Jurisdictional Multi-Hazard Mitigation Plan Update in accordance with the Disaster Mitigation Act of 2000; and

WHEREAS, the 2024 Broome County Multi-Jurisdictional Multi-Hazard Mitigation Plan Update identifies mitigation goals and actions to reduce or eliminate long-term risk to people and property in the Village of Port Dickinson from the impacts of future hazards and disasters; and

WHEREAS, adoption by the Village Board demonstrates their commitment to hazard mitigation and achieving the goals outlined in the 2024 Broome County Multi-Jurisdictional Multi-Hazard Mitigation Plan Update.

NOW THEREFORE, BE IT RESOLVED by the Village Board of the Village of Port Dickinson that:

Section 1. The Village Board hereby adopts the 2024 Broome County Multi-Jurisdictional Hazard Mitigation Plan. Any further updates to the Plan must be approved by the Village Board to be effective.

CERTIFICATION

I, Susan Fox, do hereby certify that I am the Village Clerk of the Village of Port Dickinson and that the foregoing constitutes a true, correct and complete copy of a resolution duly adopted by the Village Board of the Village of Port Dickinson at a meeting thereof held on the 10th day of December, 2024. Said resolution was adopted by the following roll call vote:

Mayor: Kevin M. Burke _____
Trustee James DeGennaro _____
Trustee Michael Cashman _____
Trustee Robert Warholic _____
Trustee Robert Moss _____

Dated: December 10, 2024

Village of Port Dickinson Seal

Susan Fox, Village Clerk
Village of Port Dickinson

**VILLAGE OF PORT DICKINSON
LOCAL LAW NO. 1 OF 2025**

**A LOCAL LAW AMENDING CHAPTER 65 OF THE VILLAGE CODE
REGARDING TEMPORARY SIGNS**

Be it enacted by the Board of Trustees of the Village of Port Dickinson as follows:

Section 1. Section 65-3B of the Village Code entitled “Definitions, word usage” shall be amended by adding the following:

TEMPORARY SIGN – A sign related to a single activity or event having a limited timeframe as specified in section 17 of this chapter.

Section 2. Section 65-17 of the Village Code entitled “Billboards and display signs” shall be amended by adding the following:

F. Temporary Signs

- (1) No temporary sign is allowed for more than sixty days with no more than one thirty-day extension.
- (2) Any temporary sign that advertises for an event/happening at a specific date in time, must be removed within ten days following such date. The ten days removal period is not included within the thirty- day or any thirty- day extension.
- (3) Each property location is limited to three temporary signs at one time.
- (4) The size of each temporary sign is regulated by the provisions in these regulations, but shall not be in excess of the size permitted for any permanent sign of similar type or configuration within the specific zones.
- (5) Any temporary sign requiring electricity must conform to requirements for permanent signs requiring electricity under this chapter.
- (6) No temporary sign is allowed to be erected in such a manner as to constitute a roof sign.
- (7) No sign is authorized on Village property or in the public right-of-way.
- (8) A temporary sign may be placed upon any legally existing off-premises sign structure, but not so as to add another face to the already existing sign.
- (9) If any a property owner, tenant or other party wishes to install more than 10 temporary signs during the same 30-day period within the boundaries of the Village, a security deposit of \$350 for each 30- day period must be submitted to the Village Clerk’s office. Failure to pay such security deposit is a violation of this Chapter. Failure to comply with provisions of this Chapter including but not limited to timely removal shall result in the Security Deposit being forfeited to the Village and removal of signs.
- (10) Violations of this chapter are subject to any and all enforcement proceedings and all other civil and criminal remedies available to the Village.

Section 3. Separability

The provisions of this local law are separable and if any provision, clause, sentence, subsection, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstance, such illegality, invalidity or unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, subsections, words, or parts of this local law or their application to other

persons or circumstances. It is hereby declared to be the legislative intent that this local law would have been adopted if such illegal, invalid, or unconstitutional provision, clause, sentence, subsection, word or part had not been included therein, and as if such person or circumstance, to which the local law or part thereof is held inapplicable, had been specifically exempt therefrom.

Section 4. Repealer

All Ordinances, Local Laws and parts thereof inconsistent with the Local Law are hereby repealed.

Section 5. Effective Date

This local law shall take effect upon filing with the New York Secretary of State in accordance with Section 27 of the Municipal Home Rule Law.

**VILLAGE OF PORT DICKINSON
LOCAL LAW NO. 2 OF 2025**

**A LOCAL LAW AMENDING CHAPTER 65 OF THE VILLAGE CODE
REGARDING DIGITAL MESSAGE SIGNS**

Be it enacted by the Board of Trustees of the Village of Port Dickinson as follows:

Section 1. Section 65-3B of the Village Code entitled “Definitions, word usage” shall be amended by adding the following:

DIGITAL MESSAGE SIGN – Signs whose alphabetic, pictographic, or symbolic informational content can be changed or altered on a fixed display screen composed of illuminated segments. A sign that only displays time and/or temperature or fuel prices shall not be considered a digital message sign.

Section 2. Section 65-17 of the Village Code entitled “Billboards and display signs” shall be amended by adding the following:

E. **Digital message signs are prohibited within all zoning districts, except that digital message signs are allowed on all Village-owned and Chenango Valley Central School District-owned property in all zoning districts.**

Section 3. Separability

The provisions of this local law are separable and if any provision, clause, sentence, subsection, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstance, such illegality, invalidity or unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, subsections, words, or parts of this local law or their application to other persons or circumstances. It is hereby declared to be the legislative intent that this local law would have been adopted if such illegal, invalid, or unconstitutional provision, clause, sentence, subsection, word or part had not been included therein, and as if such person or circumstance, to which the local law or part thereof is held inapplicable, had been specifically exempt therefrom.

Section 4. Repealer

All Ordinances, Local Laws and parts thereof inconsistent with the Local Law are hereby repealed.

Section 5. Effective Date

This local law shall take effect upon filing with the New York Secretary of State in accordance with Section 27 of the Municipal Home Rule Law.

**VILLAGE OF PORT DICKINSON
LOCAL LAW NO. 3 OF 2025**

**A LOCAL LAW AMENDING SECTION 45-3 OF THE VILLAGE CODE
REGARDING REGULATIONS FOR YARDS, LOTS, AND OPEN AREAS**

Be it enacted by the Board of Trustees of the Village of Port Dickinson as follows:

Section 1. Section 45-3A(2) of the Village Code “Yards, lots and open areas” shall be amended as follows:

- (a) Remains the same.
- (b) All fences, walls and hedges shall be maintained by the person responsible for the property. Such maintenance shall include, but not be limited to, painting and replacement or repair of fences that fall into disrepair.
- (c) To ensure traffic and pedestrian safety and visibility, when any portion of a fence, wall or hedge is located within the front yard or within six (6) feet of any sidewalk or street, no such portion of said fence shall exceed three (3) feet in height.
- (d) No fence, wall or hedge shall exceed six (6) feet in height. A maximum of four (4) inches of ground clearance and a maximum of eight (8) inches of decorations, lights, or other fixtures is allowed to be placed on top of the fence, such that the combined maximum height of a fence with ground clearance and decorations, lights or other fixtures shall not exceed seven (7) feet.

Section 2. Separability

The provisions of this local law are separable and if any provision, clause, sentence, subsection, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstance, such illegality, invalidity or unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, subsections, words, or parts of this local law or their application to other persons or circumstances. It is hereby declared to be the legislative intent that this local law would have been adopted if such illegal, invalid, or unconstitutional provision, clause, sentence, subsection, word or part had not been included therein, and as if such person or circumstance, to which the local law or part thereof is held inapplicable, had been specifically exempt therefrom.

Section 3. Repealer

All Ordinances, Local Laws and parts thereof inconsistent with the Local Law are hereby repealed.

Section 4. Effective Date

This local law shall take effect upon filing with the New York Secretary of State in accordance with Section 27 of the Municipal Home Rule Law.

143.45 Body Worn Cameras

I. PURPOSE:

A. To establish uniform guidelines for the use of the Axon Body 4 Body Worn Camera. The system will be used to document various events captured throughout the course of a member's tour of duty. At the end of the user's shift, the captured data will be uploaded to evidence.com by placing the BWC in the Port Dickinson Police Axon docking station. Once captured, these recordings cannot be altered in any way and are protected.

II. POLICY:

A. The Port Dickinson Police Department has implemented the use of Body Worn Camera Video Recording Systems, herein after referred to as BWC to accomplish the following objectives:

1. To enhance officer safety.
2. To enhance the public trust by preserving factual representations of officer-citizen interactions in the form of video and audio recording.
3. To accurately capture statements and events during the course of an incident.
4. To enhance the officer's ability to document and review statements and actions for both internal reporting requirements and for courtroom preparation/presentation.
5. To provide an impartial measurement for self-critique and field evaluation during recruitment and new officer training.
6. To capture visual and audio information for use in current and future investigations.

143.45 Body Worn Cameras (cont'd)

III. TRAINING:

A. Members will not utilize the BWC until they have received proper training in its use.

B. Training will consist of, but will not be limited to:

1. A full review of the system, its functions, its usage and its activation and deactivation- to include both hardware and software.
2. A review of the user manual and Port Dickinson Police policy.
3. The retention and storage of the video and procedures for placing them into evidence.

IV. BUFFERING:

- The BWC continuously loops video recording for up to 30 seconds. (Cameras assigned to members of this Office will be set to buffer for 30 seconds). The data captured during the initial buffering period will be video only. No audio is captured during the initial 30 seconds of video footage. The BWC may be placed in sleep mode while in the station to preserve battery life. Since this eliminates the buffering period, the BWC should be returned to "ready" status when going back into the public.

V. OPERATIONAL PROCEDURES:

A. Members shall test their assigned equipment prior to the beginning of their tour of duty and ensure that it is functioning properly. If problems are encountered with any component of the system, the BWC will not be used. The member shall make the proper notification to their immediate supervisor.

B. The BWC will be utilized to record the following types of events, including but not limited to:

1. Traffic and Pedestrian stops
2. Vehicle and foot pursuits
3. Vehicle searches

143.45 Body Worn Cameras (cont'd)

4. Confrontational or adversarial citizen contacts
5. Use of force situations
6. When advising a subject of their Miranda Warning
7. Any transport of non-law enforcement, non-village employee personnel

C. Consider using the BWC to record:

1. Verbal statements made by suspects/subjects/victims or witnesses
2. Field interrogations

3. Any other legitimate law enforcement purpose deemed necessary by the member.

D. Members may record individuals who are picketing or engaged in a peaceful protest or demonstration.

E. It will be the responsibility of the member; that once the BWC has been activated, the recording shall not be terminated until the event in question has been concluded. If for some unforeseen reason the recording is stopped it shall be documented in the written incident report.

F. There will be times when, due to the complex nature of law enforcement work, exigent circumstances and the immediate safety of the member prevent the activation of the BWC in these situations; the member should document the reason for their inability to activate their BWC.

G. Anytime the BWC is used it should be properly documented on any citation and/or reports that are generated due to the incident or encounter.

H. Anytime that a member uses the BWC to secure a video statement from a defendant, this too should be documented in the appropriate incident report as well as the CPL 710.30 form when the member intends the video/audio recording to be used in the prosecution of the defendant. The video statement shall not take the place of a written statement where applicable.

I. Members may utilize their BWC while working in an official off-duty capacity.

143.45 Body Worn Cameras (cont'd)

VI. PROHIBITED USES:

A. To respect the dignity of others, employees will try to avoid recording videos of persons who are nude or when sensitive human areas are exposed. It is noted that this may not be practical in all law enforcement encounters.

B. The BWC shall not be used to record personal activity.

C. The BWC will not be activated in places where a reasonable expectation of privacy exists, such as dressing rooms, restrooms, in a hospital/emergency room setting where sensitive patient information is in plain view or any other location where the use of recording devices is prohibited.

D. The BWC will not be intentionally activated to record conversations of fellow employees without their knowledge during routine, non-enforcement related activities.

E. Employees shall not record undercover officers.

F. Members shall not record victims of sex crimes.

G. Any member found to be utilizing the BWC in violation of this policy will be subject to the disciplinary process.

VII. EVIDENTIARY PROTOCOLS:

A. At the end of the member's tour of duty, members shall place their BWC in the Axon base. This will allow the data to be uploaded to the Port Dickinson PD Evidence.com account

B. Officers will not allow citizens to review the recordings.

C. The release of information requested through a public records request will be subject to the same statutory exemptions from disclosure as any other Port Dickinson Police Department record.

D. Officers will not make copies of any recording for their personal use and are prohibited from using a recording device (such as a telephone camera or secondary video camera) to record media from Evidence.com or the BWC.

Port Dickinson Police Department

143.45 Body Worn Cameras (cont'd)

E. Officers will immediately report any loss of, or damage to, any part of the BWC equipment to their supervisor.

F. All digital media collected using the BWC is considered a record of the Port Dickinson Police Department.

Accessing, copying or releasing any media for other than official law enforcement purposes is strictly prohibited, except as required by law.

VIII. CHIEF'S OFFICE REVIEW / ACCESS TO DATA:

A. Digital recordings captured by the BWC shall not be randomly reviewed for the sole purpose of discipline.

Supervisors may, in good faith, review digital recordings captured by a member to monitor that member's behavior if a specific complaint has been filed against the member.

B. A supervisor may review a specific incident contained in a digital recording for the purposes of training, critique, administrative inquiries or any other articulable reason.

C. A supervisory member assigned to conduct an internal affairs investigation shall be provided access by a system administrator to view and download any digital recording associated with the investigation being conducted.

D. Members may review their own digital recordings and view any other shared digital recordings from other members who were on the scene of an incident for the purposes of report writing, court preparation and/or training purposes.

It should be noted that Evidence.com keeps and maintains a detailed accounting of every digital recording pertaining to who accessed the video and for what purpose.

E. Any Officer assigned to a formal Port Dickinson Police criminal investigation may review a digital recording of a specific incident. It is expected that the assigned Officer will review all available digital recordings as part of a complete and thorough investigation. The request to view or download any digital recording associated with the investigation shall be made through a system administrator.

143.45 Body Worn Cameras (cont'd)

IX. RETENTION PERIOD AND LABELING RECORDING:

A. Members will have the ability to set certain retention periods on digital recordings by utilizing the Axon View app on a smart phone or by accessing the evidence.com website on the desk top computer at headquarters. Retention periods shall be set in the following instances in which a member captures a digital recording:

BWC DISPOSITION CODE 1 (Permanent Retention)

- All videos with incidents involving death
- Videos of incidents involving police use of deadly physical force
- Videos associated with fatal MVAs

BWC DISPOSITION CODE 2 (10 year retention)

- All felony incidents regardless of prosecution status
- All sex offenses regardless of prosecution status
- All use of force involving any type of police equipment (ex firearm discharge, taser, pepper spray, etc) that is not coded for a longer retention period

BWC DISPOSITION CODE 3 (5 year retention)

- All misdemeanor incidents regardless of prosecution status
- All violation level incidents resulting in prosecution, to include VTL violations
- Any video associated with an allegation or may result in an allegation of police misconduct unless covered by a longer retention period
- Any video associated with police use of force not involving any type of police equipment unless covered by a longer retention period

BWC DISPOSITION CODE 4 (180 day retention)

- Any video of pedestrian and vehicle stops with no citations issued
- Non criminal incidents that do not qualify as a longer retention period

BWC DISPOSITION CODE 5 (180 day retention)

- Accidental and test recordings

B. All recordings will be labeled with a case number and description

X. PLACEMENT:

- Members shall wear the BWC on the center of their uniform shirt or on the external soft body armor molle loop by utilizing one of the issued mounting devices. The BWC shall not be worn or attached to any other part of the uniform without approval from the Chief or his designee.

**INTERMUNICIPAL AGREEMENT
REGARDING CODE ENFORCEMENT SERVICES**

THIS AGREEMENT is made this ___ day of June, 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 Water Consumption for : Nov-24

Read dates:	Binghamton meter	Fenton Large	Fenton Small
12/2/2024	14145	40011825	8948197
10/31/2024	13861	39750843	8832809
Usage	7107	260982	115388
Total cubic ft:	383477		

Read dates:	Town of Fenton Sewer Readings
12/2/2024	54991200
10/31/2024	54960200
Total	31000 cu. ft.

Read dates:	Wayne Ave.	sewer station readings (hours):		
	Pump1	Pump 2	Pump 3	
12/2/2024	7314	20445	18381	
10/31/2024	7287	20426	18360	
Totals	27	19	21	
Total hrs.	67			



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:	2024	Chief:	Scot McDonald
Report Date:	12/10/2024	Deputy Village Clerk:	Corina M. Beames

Total Complaints Received:82 (75)

- Med calls-11
- PDFD-3
- Assistance rendered-2
- Weapons-1
- Domestic-6
- Check welfare-5
- Mental health-1
- MVAPD-1
- Forgery/fraud-1
- Missing run away-1
- Disputes-1
- Civil matter-1
- Suspicious-6
- DV-1
- Persons annoying-3
- Road Hazzard-1
- Traffic stops-9
- 911 hang up-1
- Building checks-2

Parking tickets issued-10

Miscellaneous-15 **Includes Assist other agencies, Lockouts, Alarms, Animals, Traffic lights, Information, code enforcement, special details, vacant properties , and Etc.*

491 start mileage:26,191
Ending mileage 28,221
Total:2030

492 start mileage: 83,116
Ending mileage 83,212
Total:96