

**VESTAL TOWN BOARD WORK SESSION AGENDA**  
**MONDAY, FEBRUARY 22, 2021**

**WORK SESSION**

**UPCOMING PUBLIC HEARINGS**

**COMMITTEES**

**7.1 PUBLIC WORKS (ELLIS/Messina)**

1. Request from Scott Groats, Water/Wastewater Superintendent to advertise requesting bids for Water Meters on March 3, 2021 to be opened on Tuesday March 16, 2021 at 2:00pm.
2. Request from Craig Hiller, Town Superintendent of Highway/Parks on behalf of Operating Engineers to advertise requesting bids for Uniforms on March 3, 2021 to be opened on March 9, 2021 at 2:00pm.

**7.2 FINANCE (MESSINA /Fletcher)**

1. Warrants: 12-06, 21-06A, 21-06C, 21-06E, 21-07, 21-07A, 21-07E
2. Request for John Schaffer, Town Supervisor to sign a lease agreement with The Vestal Central School District for rental of space for the Senior Citizens Center from March 1, 2021 to February 28, 2022, rent will be \$844.08 per month.
3. Authorization to pay Town Attorney, David Berger, \$1,375.00 for billable hours from 1/1/2021 – 1/31/2021.
4. Request from John Schaffer, Town Supervisor to pay \$50.00 for the 2021 Annual Membership Dues to the Broome County Association of Towns & Villages.

**7.3 PERSONNEL (FLETCHER/Fitzgerald)**

1. Request from Nancy Olmstead, Director of Human Resources, to approve the Standard Work Day and Reporting Resolution for Elected and Appointed Officials. The resolution is included in the addendum.

**VESTAL TOWN BOARD WORK SESSION AGENDA**  
**MONDAY, FEBRUARY 22, 2021**

**7.4 PLANNING & ZONING (FITZGERALD/Fletcher)**

**7.5 PUBLIC SAFETY (MESSINA/Ellis)**

1. Request from John Butler, Chief of Police, for the Town Board to make a certified resolution to accept the Police Department's plan regarding the Governor's Executive Order #203 on Police Reform.
2. Request from John Butler, Chief of Police, for permission to purchase equipment and furniture in the amount of \$2261.86. Also, to purchase a garage door opener for the SWAT Van Bay at the cost of approximately \$800. The funds will be taken out of the asset forfeiture budget line A3120-2626R.
3. Request from John Paffie, Fire Chief, for approval to transfer funds from the Special Foam District Reserve Fund not to exceed \$10,000 to the Special Foam District F3410 4034R to cover expenses to complete the build of two foam trailers to be operational ready.

**7.6 ADMINISTRATION (FLETCHER/Ellis)**

**RECEIVE AND FILE:**

**UNFINISHED BUSINESS:**

**ADJOURNMENT**

**TOWN OF VESTAL  
WATER & SEWER DEPARTMENT**

To: Jason Ellis, Public Works Chairman

CC: Sue Messina, Public Works Committee, Debra Wallace Town Clerk,  
Andria Kintner, Supervisor's Office

From: Scott Groats

Date: 2/11/2021

Re: Water meters

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Jason,

Please have the board approve advertising for water meters on March 3, 2021 to be open on Tuesday March 16, 2021 at 2:00pm.

Please call me with any questions.

## NOTICE TO BIDDERS

NOTICE IS HEREBY GIVEN that sealed proposals are hereby sought by the Town Board of the Town of Vestal, New York on behalf of the Water Department for the following:

### **Water Meters**

Proposals must be made upon the bidder's letterhead and signed by a duly authorized representative of the bidder.

All proposals must be sealed and properly marked on the outside thereof so as to indicate the contents.

Instructions to bidders, plans, specifications and all other necessary information may be obtained from the Town Clerk during regular business hours:

605 Vestal Parkway West  
Vestal, New York 13850

Or by emailing [dwallace@vestalny.com](mailto:dwallace@vestalny.com)

Sealed proposals will be received by the Town Clerk of the Town of Vestal, 605 Vestal Parkway West, Vestal, New York at the clerk's office until 2:00 pm on Tuesday March 16, 2021 where all proposals thus received by the Town Clerk will be publicly opened and read.

The Town of Vestal reserves the right to reject any and all bids received.

The Town of Vestal reserves the right to hold all bids for a period of sixty (60) days after the opening of such bids submitted to check the qualifications of bidders and to obtain the necessary approvals, if any, of the division department of the State of New York as may be required by law.

Dated: 3/3/21

BY ORDER OF THE TOWN BOARD OF THE TOWN  
OF VESTAL, BROOME COUNTY, NEW YORK

Debra Wallace  
Town Clerk

## MEMORANDUM

TO: Public Works Committee

Jason Ellis  
Sue Messina  
Cc: Andria Kintner

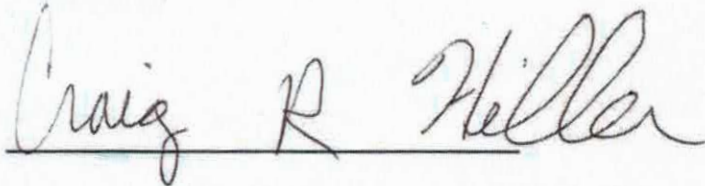
FROM: Craig Hiller

DATE: 02/18/2021

RE: Uniform Bid Notice:

Please have the Town of Vestal Board approve advertising for UNIFORMS on 2/24/2021, bid to be opened on March 9, 2021.

Thank You,

A handwritten signature in cursive script that reads "Craig R Hiller". The signature is written in black ink and is positioned above a horizontal line.

Craig Hiller  
Highway Superintendent  
(o) 607.785.4616  
(c) 607.321.3479

**TOWN OF VESTAL**  
**605 Vestal Parkway West, Vestal, New York 13850**

**NOTICE TO BIDDERS**

NOTICE IS HEREBY GIVEN that sealed proposals are hereby sought by the Town Board of the Town of Vestal New York on behalf of the Operating Engineers for the following:

**UNIFORMS**

Proposals must be made upon the bidder's letterhead and signed by a duly authorized representative of the bidder.

All proposals must be sealed and properly marked on the outside thereof so as to indicate the contents.

Instructions to bidders, plans, specifications and all other necessary information may be obtained from the Town Clerk during regular business hours 8:00 am to 4:30 PM:

**605 Vestal Parkway West**  
**Vestal, New York 13850**

**607-748-1514 ext 381 or 320**

**[dwallace@vestalny.com](mailto:dwallace@vestalny.com) or [kwickman@vestalny.com](mailto:kwickman@vestalny.com)**

Sealed proposals will be received by the Town Clerk of the Town of Vestal, 605 Vestal. Parkway West, Vestal, New York at her office until 2 pm on March 9, 2021 where all proposals thus received by the Town Clerk will be publicly opened and read.

The Town of Vestal reserves the right to reject any and all bids received.

The Town of Vestal reserves the right to hold all bids for a period of sixty (60) days after the opening of such bids submitted to check the qualifications of bidders and to obtain the necessary approvals, if any, of the division department of the State of New York as may be required by law.

Dated: 3/3/21

BY ORDER OF THE TOWN BOARD OF THE TOWN  
OF VESTAL, BROOME COUNTY, NEW YORK

DEBRA WALLACE

Town Clerk



ADMINISTRATIVE OFFICES  
201 Main Street  
VESTAL, NEW YORK 13850

February 10, 2021

John Schaffer  
Town of Vestal Supervisor  
605 Vestal Parkway W  
Vestal, NY 13850

Dear Mr. Shaffer:

Enclosed please find two (2) copies of the lease agreement between the Vestal Central School District and Town of Vestal for rental of space at Central Junior High for the Senior Citizens Center from March 1, 2021 to February 28, 2022. This agreement was approved at the February 9, 2021 Board of Education meeting.

Please return one fully executed copy of the agreement to my attention as soon as possible.

Respectfully,

A handwritten signature in blue ink that reads "Kay".

Kay Ellis  
District Clerk

kee  
Enc.  
pc: file

## LEASE AGREEMENT

VESTAL CENTRAL SCHOOL DISTRICT, 201 Main Street, Vestal, NY 13850, hereinafter referred to as "Landlord", and TOWN OF VESTAL, 605 Vestal Parkway West, Vestal, New York 13850, hereinafter referred to as "Tenant", agree as follows:

1. Landlord agrees to rent to Tenant a portion of the building facilities at the Central Junior High School, Vestal, New York consisting of approximately 2,491 square feet in the Central Junior High School cafeteria as measured from the serving areas at the east end to the west end wall and to Room 105 from the pillars on the north side to the windowed wall on the south side, together with the room which is currently designated as Room 105 and together with the room which is currently designated as Room 109-B for a total area of 3,517 square feet. The premises to be leased are the same premises currently being rented by the Tenant from the Landlord. Tenant shall further have the right to utilize the parking area during those times for senior citizens program functions. Landlords shall have the ability to utilize the parking area in question at such times which do not conflict with senior citizen functions.
2. The lease term shall commence March 1, 2021 and shall terminate February 28, 2022.
3. Base rent during the lease term shall be \$844.08 per month. This rent figure is calculated based on 3,517 square feet multiplied by \$2.88 per square foot.
4. The Landlord retains full right of access to the southern entrance of the Central Junior High School building which leads into the cafeteria. Tenant agrees that an accessible corridor not less than six feet will be continuously maintained between the easternmost end of the cafeteria and Room 105.
5. Rent payments are due by the 1<sup>st</sup> day of each month. Any rental payments postmarked or received by the Landlords after the 5<sup>th</sup> day of the month must include a five percent (5%) late charge. Tenant's failure to pay any rental payment or any part thereof on or before the 5<sup>th</sup> day of any month or failure to perform any of Tenant's responsibilities as agreed to herein, constitutes default and if such default is not cured within five (5) business days after written notice of default is served on Tenant, Landlord shall have the right to terminate this lease, commence summary judgment eviction proceedings and/or exercise any other appropriate legal remedy.
6. Tenant hereby agrees to hold harmless and indemnify Vestal Central School District for any claims for personal injuries or property damage arising out of this lease except in connection with any claims made as a result of the Landlord's responsibilities under paragraph 9 herein.
7. No modifications to the leased premises may be made without the prior written approval of Landlord.
8. Tenant shall be responsible for damage or loss to Landlord's property caused by Tenant or persons participating in the senior citizens program, normal wear and tear excepted.
9. Landlord shall be responsible for structural repairs to the premises as well as being responsible for plumbing, heating, electrical outlets and circuits, roof maintenance, side approaches (including the right of ingress and egress herein granted), roadways, sidewalks and fuel storage tanks. Non-structural day-to-day maintenance and repairs shall be Tenant's responsibility. It is understood that day-to-day custodial service for the cleaning and proper care of the leased premises shall be the responsibility of the Tenant. Landlord shall be responsible for snow removal.
10. The Landlord shall provide reasonable heat and reasonable utilities at no cost to the Tenant. It is understood that the level of heat and utility services to be provided shall not exceed the level of services being provided to other building tenants at any point in time.

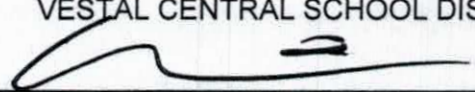


11. It is understood that Tenant shall utilize the premises for a senior citizen program. No other use of the premises shall be permitted without Landlord's express written consent.
12. It is understood that Tenant shall be responsible for providing the necessary supervision and security to insure that senior citizen participants are restricted to the premises being leased to Tenant.
13. Tenant may not sublet or assign any sections, rooms or portions of the premises not may it sublet or assign any of its rights under this lease without Landlord's express written consent.
14. Tenant agrees to permit Landlord and/or its agents and representatives to enter the premises, or any part thereof, at all reasonable hours for the purpose of examining the same or for making such repairs or alterations thereon as may be necessary for the safety and preservation thereof.
15. Tenant agrees to surrender up the premises at the end of the lease term in as good condition as when the lease term began, reasonable wear and tear excepted.
16. If Tenant desires to renew this lease at terms to be negotiated between Landlord and Tenant, Tenant must notify Landlord in writing of its desire to begin negotiations no later than December 1, 2021.
17. Notwithstanding any contrary language above, in the event that Landlords is notified by the State Education Department that the premises may not be utilized for senior citizens program functions, Landlord may terminate this lease on 90 days written notice to Tenant provided that a termination of this lease under the terms of this paragraph may not occur prior to September 1, 2021.
18. This lease shall bind and inure to the benefit of the heirs, successors and assigns to the parties thereto.

IN WITNESS WHEREOF, this Agreement has been made and executed by the parties hereto as of the day and year above written.

Dated: February 9, 2021

VESTAL CENTRAL SCHOOL DISTRICT

By:   
 President, Board of Education

Sworn to before me this 9 day of February, 2021.

Michelle R. Lewis  
 Notary Public MICHELLE R. LEWIS  
 NOTARY PUBLIC-STATE OF NEW YORK  
 No. 01LE6369888  
 Qualified in Tioga County  
 My Commission Expires 01-22-2022

Dated: \_\_\_\_\_, 2021 TOWN OF VESTAL

By: \_\_\_\_\_  
 John Schaffer, Supervisor

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
 Notary Public

**Andria Kintner**

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**From:** Nancy Olmstead  
**Sent:** Thursday, February 18, 2021 12:34 PM  
**To:** Andria Kintner  
**Subject:** Item for 2-22-21 work session agenda - dsb billable hours (Jan 2021)  
**Attachments:** DSB Billable Hours January 1, 2021 -- January 31, 2021.pdf

Please put the following on the 2-22 work session agenda:

Authorization to pay Town Attorney David Berger \$1,375.00 for billable hours from 1/1/2021 – 1/31/2021.

The total time was 9 hours 10 minutes. Total amount is \$1,375.00.

Supporting documentation is attached.

*Nancy*

Nancy Olmstead  
Director of Human Resources  
Town of Vestal

605 Vestal Parkway W  
Vestal, New York 13850

Phone: 607-748-1514 x 330  
Fax: 607-786-3630

# Detailed report

For Addendum



2021-01-01 - 2021-01-31

Total 09 h 10 min

Date	Description	Duration	User
T 01-03	email from Atty Sheppard (Undavia & Qidwai)	10:00 min	dbergerattorney@gmail.com
T 01-04	2 emails from court re: filings	10:00 min	dbergerattorney@gmail.com
T 01-04	email to M Minoia (Undavia & Qidwai)	05:00 min	dbergerattorney@gmail.com
T 01-05	1 email from court re filings	05:00 min	dbergerattorney@gmail.com
T 01-05	email to & from Atty Sheppard (Undavia & qidwai)	05:00 min	dbergerattorney@gmail.com
01-06	work on response papers	30:00 min	dbergerattorney@gmail.com
T 01-06	Phone conference with court	30:00 min	dbergerattorney@gmail.com
T 01-07	email from Atty Sheppard	05:00 min	dbergerattorney@gmail.com
01-08	work on response papers	45:00 min	dbergerattorney@gmail.com
T 01-08	2 emails from court	10:00 min	dbergerattorney@gmail.com
T 01-08	phone conference	20:00 min	dbergerattorney@gmail.com
T 01-08	4 emails Atty Dubitsky	10:00 min	dbergerattorney@gmail.com
01-11	work on response papers	01:00:00	dbergerattorney@gmail.com
T 01-11	email from court	10:00 min	dbergerattorney@gmail.com
01-12	work on response papers	02:00:00	dbergerattorney@gmail.com

01-12	email from court	05:00 min	dbergerattorney@gmail.com
01-15	final revisions and filing of response papers	01:15:00	dbergerattorney@gmail.com
01-19	emails from court re rescheduling & filings	15:00 min	dbergerattorney@gmail.com
01-20	email to Atty Dubitsky	05:00 min	dbergerattorney@gmail.com
01-21	Mt with M Minoia (Target & CR Land)	01:00:00	dbergerattorney@gmail.com
01-25	phone conference	05:00 min	dbergerattorney@gmail.com
01-27	email from Atty Dubitsky	05:00 min	dbergerattorney@gmail.com
01-28	email from court	05:00 min	dbergerattorney@gmail.com

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Created with toggl.com

Total Time

$$\begin{array}{r} 9 \text{ hr} \\ \times \$150 \\ \hline \$1350 \end{array} + \begin{array}{r} 10 \text{ m} \\ \times 2.50 \\ \hline \$25 \end{array} = \$1375$$

Tax cases

$$\begin{array}{r} 3 \text{ hr} \\ \times 150 \\ \hline \$450 \end{array} + \begin{array}{r} 20 \text{ m} \\ \times 2.50 \\ \hline \$50 \end{array} = \$500$$

NonTax cases

$$\begin{array}{r} 5 \text{ hr} \\ \times 150 \\ \hline \$750 \end{array} + \begin{array}{r} 50 \text{ m} \\ \times 2.50 \\ \hline \$125 \end{array} = \$875$$

## Broome County Association of Towns & Villages

### Annual Membership Dues

To My Fellow Town and Village Officials:

I am reaching out to all our municipalities in the hope that we have 100% participation in the 2020 Annual Membership Drive. Although we have not been able to hold our meetings for presentations and discussion, now more than ever every town and village must work together in addressing the ever-increasing challenges that we face as town and village leaders. Together we can make great strides in dealing with ever increasing state mandates, tax caps, sales tax revenue sharing, and many other issues that have an effect on our municipalities.

Please send in your membership dues for 2020! The cost is only \$50 for the entire year. As a member, you have the right to participate in our various meetings and vote. Power is in numbers and together, we are a very powerful voice.

I look forward to seeing everyone in 2021 at our future meetings.

Sincerely,

John Schaffer

President, BCATV

Supervisor, Town of Vestal



**Andria Kintner**

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**From:** Nancy Olmstead  
**Sent:** Thursday, February 18, 2021 12:01 PM  
**To:** Andria Kintner  
**Subject:** Item for 2-22 work session agenda - ers reporting for Hiller  
**Attachments:** NYS ERS Reporting Reso.pdf

Andria,

Please put the following on the 2-22 work session agenda:

*Request from Nancy Olmstead, Director of Human Resources, to approve the Standard Work Day and Reporting Resolution for Elected and Appointed Officials. The resolution is included in the addendum.*

Thank you.

*Nancy*

Nancy Olmstead  
Director of Human Resources  
Town of Vestal

605 Vestal Parkway W  
Vestal, New York 13850

Phone: 607-748-1514 x 330  
Fax: 607-786-3630

Received Date

## Standard Work Day and Reporting Resolution for Elected and Appointed Officials

Employer Location Code

3 0 1 2 6

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

**RS 2417-A**

(Rev. 11/19)

BE IT RESOLVED, that the Town of Vestal / 30128 hereby established the following standard work days for these titles and will report the officials to the New York State and Local Retirement based on their record of activities:

Name	Social Security Number	NYSLRS ID	Title	Current Term Begin & End Dates	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
<b>Elected Officials:</b>									
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
<b>Appointed Officials:</b>									
Craig Hiller	0864	4006478-4	Acting Hwy Superintendent	8-15-20- 12/31/21	8	553.5	<input type="checkbox"/>	bi-weekly	<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>

I, Debra Wallace, secretary/clerk of the governing board of the Town of Vestal, of the State of New York,

(Name of Secretary or Clerk)

(Circle one)

(Name of Employer)

do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the \_\_\_\_\_ day of February, 2021 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Vestal on this \_\_\_\_\_ day of February, 2021.

(Name of Employer)

(Signature of Secretary or Clerk)

Affidavit of Posting: I, Debra Wallace being duly sworn, deposes and says that the posting of the Resolution began on

(Name of Secretary or Clerk)

and continued for at least 30 days. That the Resolution was available to the public on the:

(Date)

Employer's website at: www.vestalny.com

Official sign board at: \_\_\_\_\_

Main entrance Secretary or Clerk's office at: \_\_\_\_\_





**Andria Kintner**

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**From:** John Butler  
**Sent:** Tuesday, February 9, 2021 11:58 AM  
**To:** Andria Kintner

I need to Have the board make a certified resolution to be discussed on 2/22 and voted on 2/24. The resolution will be to accept the Department's plan regarding the Governor's Executive Order #203 on Police reform. All members have had this sent to them.

John Butler  
Chief of Police  
Vestal Police Dept.  
605 Vestal Parkway West  
Vestal New York 13850  
607-321-6001  
cell 607-349-0349  
jbutler@vestalny.com

Date: February 18<sup>th</sup>, 2021  
To: The Vestal Town Board  
From: Chief John Butler  
Subject: The purchase of equipment for the new training room in  
The former parks building

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I request permission to purchase the following equipment and furniture:

1. TV and mount from Best Buy-\$749.99 &\$89.99
2. (12) class chairs via Amazon-\$623.88
3. (6) tables from Parlor City-\$798.00

Total-\$2261.86

All funds will be taken out of the asset forfeiture budget line  
A3120-2626R.

\*We also need to purchase an \$800.00 garage door opener for  
the SWAT Van bay. Also out of A3120-2626R.



John Butler

### Original plan

TV- Samsung 82" - \$1,299.99

Samsung Sound Bar - \$199.99

TV Mount- 6288025 - \$89.99

Sound Bar Mounts – \$24.99

(12) Chairs \$231/ea - \$2772

(6) Tables \$133/ea - \$798

**=\$5184.96**

### Modified plan

Samsung - 70" TV - \$749.99

TV Mount- 6288025- \$89.99

(12) Chairs \$51.99/ea - \$623.88

(6) Tables \$133/ea - \$798

**=\$2261.86 lowers cost by \$2923.10**

**\*\*\*Commercial garage door opener for SWAT van bay has been verbally quoted in the range of \$800 but an official quote will be obtained Friday 2/19/2021.\*\*\***

**Andria Kintner**

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**From:** Sue Bowen  
**Sent:** Wednesday, February 17, 2021 4:49 PM  
**To:** Andria Kintner; Laura McKane  
**Subject:** Memo for Town Board Meeting 2-22/2-24  
**Attachments:** TB Memo 2021-04 Transfer of Funds -Special District.pdf

Andria,

Please find the attached Town Board letter for the next meeting.

*Susan Bowen*

Susan Bowen  
Town of Vestal Fire District  
601 Vestal Parkway West  
Vestal, New York 13850  
Ph: 607-748-1514 x 383  
Fax: 607-748-0077



# VESTAL FIRE DEPARTMENT INC.

605 Vestal Parkway West  
Vestal • New York • 13850-1486

Telephone (607) 748-1514 / Fax (607) 748-0077

Fire Chief  
John Paffie

President  
Dale Frisbie

TO: *The Board of Fire Commissioners*

FROM: *John Paffie, Fire Chief*

DATE: *February 17, 2021*

SUBJECT: *Budget Transfer – Foam Trailers*

*I am looking for approval to transfer funds from the Special Foam District Reserve Fund not to exceed \$10,000 to the Special Foam District F3410 4034R to cover expenses to complete the build of two foam trailers to be operational ready.*

*These trailers are ready equipped with the Foam Totes on them, however in order to make them operational ready, we need to finish adding the piping and fittings to these totes in order to hook up to a water source enabling us to mix the foam concentrate to flow foam.*

*Any questions on this matter, please feel free to contact me.*

*Sincerely,*

*John J. Paffie*

John J. Paffie  
Fire Chief  
Vestal Fire Department