

<b>VESTAL TOWNBOARD WORK SESSION ORGANIZATIONAL MEETING DRAFT MINUTES MONDAY, JANUARY 10, 2022</b>
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Board Attendance: Supervisor Schaffer; Board Members: Fitzgerald, Messina, Ellis, and Donnelly

Also Attending: Town Attorney David Berger, Town Engineer Vern Myers, Director of Human Resources Nancy Olmstead, Comptroller Laura McKane, Deputy Comptroller Nick Angeline, Town Clerk Debra Wallace, and 1<sup>st</sup> Deputy Town Clerk Heather Webster.

Supervisor Schaffer convened the meeting at 06:00 P.M.

*Supervisor Schaffer began the meeting by reviewing the importance of the Town Council's responsibilities to the Community and to the confidentiality of such a position.*

*Human Resource Director Nancy Olmstead reviewed the 2022 organizational appointments, authorizations and calendar of Town Board Meetings. Supervisor Schaffer explained that there was a change to the November 2022 Meeting Schedule based on the Town Budget and Election Day resulting in two meetings back to back.*

*Next, Comptroller Laura McKane reviewed with the Town Board changes to the 2022 Salary Schedule. In brief, they are as follows: An increase to the salary of Deputy Highway Superintendent, an increase in the stipend for the Highway Superintendent, and a salary amount was inserted for the vacant position of Recreational Planner.*

*Councilman Ellis asked if the increase in the Deputy Highway Superintendent position was in lieu of overtime, Supervisor Schaffer replied that it was correct there will be no overtime pay for that position.*

Upon completion of the review, the Board agreed to adopt the **2022 Organizational Appointments, Authorizations and Calendar of Town Board Meetings** at the Organizational Meeting on Wednesday, January 12, 2022 as follows:

*Immediately following, Supervisor Schaffer went on to the Regular Work Session Meeting Agenda of the Town Board.*

A. Town Board Committees:

<b>PUBLIC WORKS:</b> (Utility, Highway, Water, Parks, Building Maintenance)	<b>ELLIS/Messina</b>
<b>FINANCE:</b>	<b>MESSINA/Donnelly</b>
<b>PERSONNEL:</b>	<b>FITZGERALD/Donnelly</b>
<b>PLANNING &amp; ZONING:</b> (Code Department, Planning and Zoning, Engineering)	<b>FITZGERALD/Ellis</b>
<b>PUBLIC SAFETY:</b> (Fire, Police, Emergency Services, Courts)	<b>MESSINA/Ellis</b>
<b>ADMINISTRATION:</b> (Assessment, Tax Collector, Clerk, IT, Recreation, Historian, Museum)	<b>ELLIS/Messina</b>

<b>VESTAL TOWNBOARD WORK SESSION ORGANIZATIONAL MEETING DRAFT MINUTES</b> <b>MONDAY, JANUARY 10, 2022</b>
--

B. Appointment of Town Attorney, David Berger (a two-year appointment from January 1, 2022 – December 31, 2023)

C. Appointment of Comptroller/Director of Finance: Laura McKane (a two-year appointment from January 1, 2022 – December 31, 2023)

D. Appointment of Town Engineer: Vernon Myers (a two-year appointment from January 1, 2022 – December 31, 2023)

E. Town Board Meeting Schedule

<b>2022 WORK SESSIONS</b>	<b>2022 BOARD MEETINGS</b>
Meetings at 6:00 p.m. <i>unless otherwise indicated</i>	Meetings at 6:00 p.m. <i>unless otherwise indicated</i>
1/10/22	1/12/22
1/24/22	1/26/22
2/7/22	2/9/22
2/21/22	2/23/22
3/7/22	3/9/22
3/21/22	3/23/22
4/11/22	4/13/22
4/25/22	4/27/22
5/9/22	5/11/22

5/23/22	5/25/22
6/6/22	6/8/22
6/20/22	6/22/22
7/11/22	7/13/22
7/25/22	7/27/22
8/8/22	8/10/22
8/22/22	8/24/22
9/12/22	9/14/22
9/26/22	9/28/22
10/3/22 @ 5:00pm	
10/10/22 @ 5:00pm	10/12/22
10/17/22 @ 5:00pm	FIRE BUDGET HEARING
10/24/22 @ 5:00pm	10/26/22
10/31/22 @ 5:00pm	
11/07/2022	11/09/2022 TOWN BUDGET PUBLIC HEARING
11/14/22	11/16/22
12/5/22	12/7/22
12/19/22	12/21/22

**VESTAL TOWNBOARD WORK SESSION ORGANIZATIONAL MEETING DRAFT MINUTES  
MONDAY, JANUARY 10, 2022**

TOV Holidays for 2022:

New Year's – TOV CLOSED 12/31/21 (Fri)	
Good Friday – TOV CLOSED 4/15/22 (Fri)	Veteran's Day – TOV CLOSED 11/11/22 (Fri)
Memorial Day – TOV CLOSED 5/30/22 (Mon)	Thanksgiving – TOV CLOSED 11/24/22 (Thurs.)
Independence Day – TOV CLOSED 7/4/22 (Mon)	Day After Thanksgiving – TOV CLOSED 11/25/22 (Fri)
Labor Day – TOV CLOSED 9/5/22 (Mon)	Christmas – TOV CLOSED 12/26/22 (Mon)

F. Establish salary and wage rates for town employees as stated in the 2022 salary schedule

G. Approval of the form, manner and sufficiency of the Employee Surety Bond

H. \$300 for Clothing and Boot Allowance for: Water Superintendent – *Scott Groats*  
Deputy Water Superintendent – *Todd Hunsinger* Highway/Parks Superintendent – *Craig Hiller* Deputy  
Highway Superintendent – *Andrew Gowe* Town Engineer – *Vernon Myers*  
Code Officer – *Lincoln Ellis*

I. Attendance to budgeted association meetings as follows:

*Monthly:*

Broome County Association of Municipal Court Clerks  
Broome County Association of Towns and Villages  
Broome County Municipal Clerks Association  
Association of Assessors

*Quarterly:*

Broome County Association of Receivers and Tax Collectors  
Building Officials  
NYS GFOA  
Board of Governors

*Annual:*

NYS GFOA Annual Conference  
PERMA Conference  
NYS Town Clerks Association Annual Conference  
NYS PELRA Conference

*Other Training:*

NYS GFOA meetings and seminars  
PERMA

J. Under Section 77-b of General Municipal Law the Town Board delegates department heads to authorize training within the limits of the department budget

K. Adopt Procurement Policy and list of authorized purchasers

<b>VESTAL TOWNBOARD WORK SESSION ORGANIZATIONAL MEETING DRAFT MINUTES</b> <b>MONDAY, JANUARY 10, 2022</b>
--

L. Mileage Reimbursement for the use of a personal vehicle on Town Business will be based on the Federal Government guidelines. Meal reimbursement for travel on Town business will be based on Federal Government Guidelines.

M. Designate Depositories for Town Funds:

M & T	\$20,000,000
J. P. Morgan Chase	\$20,000,000
Tioga State Bank	\$10,000,000
New York Class:	\$20,000,000

N. Designate the Delegate for Association of Town Meeting as John Schaffer with the alternate being Patty Fitzgerald

O. Designate the official Town newspaper as the “Vestal Town Crier” Designate the alternate town newspaper as “The Press & Sun Bulletin”

P. Appoint Records Management Officer: *Debra Wallace*  
 Deputy Records Management Officer: *Susan Bailey*

Q. Records Access Officer for FOIL Requests: *Debra Wallace*  
 Deputy Access Officer for FOIL Requests: *Heather Webster*

R. Appointment of Registrar of Vital Statistics: *Debra Wallace*  
 Deputy Registrar of Vital Statistics: *Susan Bailey*  
 Sub Registrar of Vital Statistics: *Heather Webster*

S. Appointment of Fire Marshall: *Carle Truman*  
 Deputy Fire Marshall: *Christopher S. Lupold*

T. Authorization from the Board of Fire Commissioners for Assistant Fire Chief Douglas Rose to sign vouchers in Chief John Paffie’s absence in the 2022 fiscal year.

U. Authorization from the Board of Fire Commissioners to send one piece of fire apparatus and personnel to parades in 2022 as follows:

<b>Parade</b>	<b>Location</b>	<b>Month</b>	<b>Station Apparatus</b>
<i>St. Patrick’s</i>	<i>Binghamton</i>	<i>March</i>	<i>Station 4</i>
<i>Memorial Day</i>	<i>Endicott</i>	<i>May</i>	<i>Station 1</i>
<i>Memorial Day</i>	<i>Binghamton</i>	<i>May</i>	<i>Station 4</i>
<i>Owego Strawberry Festival</i>	<i>Owego</i>	<i>June</i>	<i>Station 3</i>
<i>Veteran’s Day</i>	<i>Endicott</i>	<i>November</i>	<i>Station 1</i>
<i>Veteran’s Day</i>	<i>Binghamton</i>	<i>November</i>	<i>Station 4</i>
<i>Johnson City Holiday</i>	<i>Johnson City</i>	<i>December</i>	<i>Station 4</i>
<i>Endicott Holiday</i>	<i>Endicott</i>	<i>December</i>	<i>Station 1</i>

V. Acknowledgement and acceptance by the Board of Fire Commissioners of the following station representatives to the LOSAP committee:

*Station 1 - Eugene Wagner*  
*Station 2 – Robert Warner (Dept. at large member)*

**VESTAL TOWNBOARD WORK SESSION ORGANIZATIONAL MEETING DRAFT MINUTES  
MONDAY, JANUARY 10, 2022**

*Station 2 – Vincent Colling*  
*Station 3 – Ronald Birdsall*  
*Station 4 – Edward Hildebrand*

W. Acknowledgement and acceptance by the Board of Fire Commissioners of the 2021- 2022 Department Chief as elected by the members on December 10, 2020 and 2022 Station Chiefs as elected by the members of the Fire Department on December 21, 2021

*Department Chief: John Paffie*  
*Station 1 Chief: Douglas Rose*  
*Station 2 Chief: William Stout*  
*Station 3 Chief: David Bowen*  
*Station 4 Chief: Charles Paffie*