

VESTAL TOWN BOARD WORK SESSION DRAFT MINUTES

MONDAY, March 21st, 2022

Board Attendance: Supervisor Schaffer; Board Members: Fitzgerald, Messina, Ellis, and Donnelly

Also Attending: Town Attorney David Berger, Town Comptroller Laura McKane, Deputy Town Comptroller Nick Angeline, Town Clerk Debra Wallace, and 1st Deputy Town Clerk Heather Webster.

Supervisor Schaffer commenced the Work Session at 6:00 p.m.

WORK SESSION

UPCOMING PUBLIC HEARINGS

COMMITTEES

7.1 PUBLIC WORKS (ELLIS/Messina)

1. Request from Scott Groats, Water & Wastewater Superintendent, for the Town Board to approve advertising department items for sale through Auctions International.

Councilman Ellis stated that the mini excavator that went up for bid by the Water Department on March 15th did not sell. He stated that the Highway Department needs an excavator and that the Water Department is seeking a dump truck, thus a trade may be able to be made between departments. Councilman Ellis will contact the Department Superintendents this week to discuss this option.

OK – This item will be placed on the Agenda for a vote at the next Regular Meeting of the Town Board.

2. Request from Scott Groats, Water & Wastewater Superintendent, for the Town Board to approve advertising on Wednesday, March 30, 2022 for the Third Avenue and Myrtle Street Pump Packages. Bids will be opened at the Town Clerk's Office on April 19th, 2022 at 2:00pm.

OK – This item will be placed on the Agenda for a vote at the next

VESTAL TOWN BOARD WORK SESSION DRAFT MINUTES

MONDAY, March 21st, 2022

Regular Meeting of the Town Board.

3. Request from Andrew Matsushima, 3409 Almar Drive, Vestal, for compensation toward the damages that occurred to his vehicle on February 17, 2022 when both the front and rear driver side tires were flattened by a pothole on Jensen Road.

Town Attorney Berger stated that this item cannot yet be addressed, as procedurally, the Town Clerk or the Highway Superintendent needs to be notified initially before any action can be taken. A letter will be sent to Mr. Matsushima.

No – This item will NOT be placed on the Agenda for a vote at the next Regular Meeting of the Town Board.

7.2 FINANCE (MESSINA /Donnelly)

1. Warrants: 2022: 10, 10A, 10C, 10E, 11, 11E

OK – This item will be placed on the Agenda under Receive and File for a vote at the next Regular Meeting of the Town Board.

2. Request from Laura McKane, Town Comptroller, for the Town Board to approve Budget Transfers dated **2021** as indicated in memo dated 03/17/2022.

Councilwoman Messina asked Town Comptroller McKane if there was significance to these transfers. Town Comptroller McKane stated that these were routine transfers.

OK – This item will be placed on the Agenda for a vote at the next Regular Meeting of the Town Board.

3. Request from Laura McKane, Town Comptroller, for the Town Board to affirm that the town will continue the Defensive Driving policy and authorize her to arrange for this training which will cost \$28 per enrollee. If all eligible attend at this price, the cost for 2022 is expected to be less than \$1,200. The tentative date for the training is May 25, 2022.

VESTAL TOWN BOARD WORK SESSION DRAFT MINUTES

MONDAY, March 21st, 2022

OK – This item will be placed on the Agenda for a vote at the next Regular Meeting of the Town Board.

4. Request from Laura McKane, Town Comptroller, for the Town Board to discuss and determine if the 2022 Capital Projects totaling \$571,500 will be approved and funded.

Town Comptroller McKane reviewed the handouts with the Town Board and gave a brief explanation of the allocated monies in relation to 2022 Capitol Project Requests. McKane stated that there may be some revisiting of initial Project Plans based on the cost of materials and recent inflation. (Handouts at end of document.)

OK – This item will be placed on the Agenda for a vote at the next Regular Meeting of the Town Board.

5. Request from David Berger, Town Attorney, for approval to have Martin Kane Appraisal Services, appraise the property located at 100 Foster Road, Vestal, New York, for a fee of \$500.00. Deposition Fees/Court appearances are \$100 per hour.

Town Attorney Berger stated that this is an Article 7 case and an appraisal is needed.

OK – This item will be placed on the Agenda for a vote at the next Regular Meeting of the Town Board.

7.3 PERSONNEL (FITZGERALD/Donnelly)

7.4 PLANNING & ZONING (FITZGERALD/Ellis)

1. Request from Vern Myers, Town Engineer, for the Town Board to authorize the Supervisor to sign the NYSDOT base agreement for Replacement of MAIN STREET over BIG CHOCONUT CREEK (the bridge by Weis Market) under the BridgeNY program.

VESTAL TOWN BOARD WORK SESSION DRAFT MINUTES

MONDAY, March 21st, 2022

OK – This item will be placed on the Agenda for a vote at the next Regular Meeting of the Town Board.

2. Request from Vern Myers, Town Engineer, for the Town Board to authorize the Supervisor to sign the Engineering Agreement with McFarland Johnson Engineers. The proposal is within the budget established for the MAIN STREET over BIG CHOCONUT CREEK Bridge replacement project.

OK – This item will be placed on the Agenda for a vote at the next Regular Meeting of the Town Board.

3. Request from Vern Myers, Town Engineer, for the Town Board to authorize the Supervisor and the Town Attorney to sign the NYSDOT Supplemental Agreement #3 for Rehabilitation of Meeker Road over Choconut Creek amends Engineering funds and Construction Phase Services. This agreement increases funds \$39,300 to cover engineering and adds construction phase services to the project of \$1,316,000. The construction will be reimbursed up to 95% of the costs.

OK – This item will be placed on the Agenda for a vote at the next Regular Meeting of the Town Board.

4. Request from Andrew J. Deskur, Executive Director Kopernik Observatory & Science Center, to hold a 5K road race, “Race to the Stars” on Saturday, April 30, 2022. A certificate of Liability Insurance has been provided naming the Town of Vestal an additional insured.

Councilwoman Fitzgerald stated that this is an important race for the Observatory and that the Vestal Police Department is also involved. The race goes for about an hour and has been an annual event for a few years now.

OK – This item will be placed on the Agenda for a vote at the next Regular Meeting of the Town Board.

VESTAL TOWN BOARD WORK SESSION DRAFT MINUTES

MONDAY, March 21st, 2022

7.5 PUBLIC SAFETY (MESSINA/Ellis)

1. Request from John Paffie, Fire Chief, for the Board of Fire Commissioners to approve advertising on March 30, 2022 for bids for Labor Rates for Radio Maintenance. Bids will be opened on Tuesday, April 12, 2022 at 2:00pm at the Town Clerk’s Office.

OK – This item will be placed on the Agenda for a vote at the next Regular Meeting of the Town Board.

2. Request from Stace Kintner, Police Chief, for the Town Board to authorize himself and the Town Supervisor to sign an agreement with American Multi-Cinema, Inc. (AMC), for the purpose of using the property located at 2425 Vestal Parkway E., Vestal, New York, for law enforcement activities and training. Proof of insurance will also be provided.

Town Attorney Berger stated that the Town will provide a certificate of Self Insurance for this event.

OK – This item will be placed on the Agenda for a vote at the next Regular Meeting of the Town Board.

7.6 ADMINISTRATION (ELLIS/Messina)

RECEIVE AND FILE:

UNFINISHED BUSINESS:

NEW BUSINESS:

Request to advertise for a Public Hearing regarding Local Law “A” of 2022. Publication date will be March 30, 2022 and the Public Hearing will be held on April 27, 2022.

Supervisor Schaffer asked the Town Board to place an item on the Agenda for all four Fire Stations to adopt a new siren policy. Due to

VESTAL TOWN BOARD WORK SESSION DRAFT MINUTES

MONDAY, March 21st, 2022

advanced technology the Volunteer Fire Fighters are notified electronically of all alarms, therefore, the Town of Vestal would only sound the Fire Alarms during Town, County, State, or National Emergencies such as severe weather etc.

Supervisor Schaffer stated that Councilman Ellis is coordinating the return of Front Street Day. The date will be June 4th, 09:00 A.M. to 05:00 P.M. with a rain date of June 11th. All vendors are to coordinate participation through the Town Clerk's Office. No fee is required.

Supervisor Schaffer stated that plans for the Town of Vestal's 200th Anniversary in 2023 are also moving forward. The plan is to hold several celebratory events throughout the year 2023 in commemoration.

ADJOURNMENT

On a motion by Councilman Donnelly, Seconded by Councilwoman Fitzgerald, the Work Session was adjourned and the Town Board entered into Executive Session. The time was 6:40 pm.

On a motion by Councilman Ellis, Seconded by Councilwoman Fitzgerald, the Executive Session was adjourned. The Time was 7:08 P.M.

Notes on 2022 Project Requests

HIGHWAY:

Pick-up truck with plow and work crew accessories – will replace 12 year old vehicle (used daily)

CNC Plasma Torch – Computer controlled cutting torch. Old unit is 20 years old and no longer supported by the factory. Accuracy is failing. Used for fabricating parts from metal. Used for parts fabricating for highway and parks.

Excavator (8.8 metric ton) – Replace 2004 John Deere, to be used daily

Grapple Truck – Replacing old army truck that was converted to a grapple truck. Very effective tool and add safety and speed to several jobs.

VESTAL TOWN BOARD WORK SESSION DRAFT MINUTES

MONDAY, March 21st, 2022

FUND BALANCE PROJECTION AT YEAR END 2021 & UPDATED FOR ADDITIONAL APPROPRIATION OF FUND BALANCE

	EST. THROUGH 3/18/2022 GENERAL FUND	ALTERNATE SCENARIO GENERAL FUND
UNRESTRICTED FUND BALANCE @ 12/31/2020	\$4,698,124	\$4,698,124
-PROJECTED EXPENDITURES FOR 2021	\$13,985,869	\$13,985,869
+PROJECTED REVENUES FOR 2021	\$14,145,863	\$14,145,863
=ESTIMATED FUND BALANCE @ 12/31/2021	\$4,858,118	\$4,858,118
- OTHER RESTRICTIONS FOR ENCUMBRANCES	\$99,465	\$99,465
- APPROPRIATED IN 2022 OPERATING BUDGET TO DATE	\$1,895,846	\$1,895,846
- ADDITIONAL FOR CAPITAL PURCHASES*		\$571,500
=EST. UNRESERVED UNAPPROPRIATED FUND BALANCE AT 12/31/21	\$2,862,807	\$2,291,307
AS % OF 2022 FINAL BUDGET APPROPRIATIONS	19.8%	16.3%

* Project requests - Per capital plan for 2022.

Total Requests for General and Highway Funds	\$ 5,566,490
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Summary of Funding Provided:

Dollars Provided in 2022 Operating Budget for Capital Projects	\$ 348,990
Fund by Amending 2021 budget using Fund Balance	(1) \$ 277,500
Fund in 2022 Final budget using Fund Balance	(2) \$ 329,500
Roads Approved 1/26/2022 (appropriated Fund Balance)	\$ 1,000,000
Mini Excavator Approved 1/26/2022 (appropriated Fund Balance)	\$ 39,000
Additional appropriated fund balance with no specific project assigned	\$ 130,500
Total Amount Funded	\$ 2,125,490

Balance of Projects Needing Funding (\$5,566,490 - \$2,125,490)	\$ 3,441,000
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Projects Held for Action	
Salt Shed (Engineer is revising project)	\$ 500,000
Swimming Pool	\$ 2,000,000
Rail Trail from African to Sycamore (Waiting for State/Fed Funding)	\$ 500,000
Total of All Others	(3) \$ 571,500
Total Projects Not Approved/Funded	\$ 3,571,500
Funding Approved but Unallocated - Recommend holding for price increases	\$ 130,500