

## VESTAL TOWN BOARD WORK SESSION MINUTES

MONDAY, APRIL 20, 2015

In Attendance: Supervisor Schaffer, Board Members: Fitzgerald, Messina, Agneshwar and Majewski

Also Attending: Town Attorney David Berger, Comptroller Laura McKane, Human Resource Officer Nancy Olmstead, Town Clerk Emil Bielecki and 6 members of the general public.

### Supervisor Schaffer convened the Work Session at 6:00 PM

#### COMMITTEES

##### 7.1 PUBLIC WORKS (MAJEWSKI/Fitzgerald)

1. Request from Town Engineer Gary Campo to authorize Barb Taggart to clean the Police, Town Hall and Recreation Buildings starting May 5, 2015, for about a week. Dawn Vosberg will be out for surgery.

Several Board members expressed concern that the cost of this proposed arrangement (overtime rate of the employee) was too high and that we should be able to get someone internally do this work during regular working hours for the needed short period of time.

Supervisor Schaffer indicated that he would explore alternative solutions and report back to the Board.

2. Request from Water Superintendent Scott Groats for authorization to purchase a pump for the Imperial Woods sewer station.

Councilman Majewski noted that this pump had already been purchased, so this approval is retroactive. The normal procurement policy was not followed because the purchase was done on any emergency basis so as not to leave this area vulnerable in case of another pump failure.

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

3. Request from Town Engineer Gary Campo to authorize NYSDOT to work on the relocation of a water line along State Rt. 26 as part of the reconstruction of Rt. 26 at Sheedy Rd., and for the Supervisor to sign the utility agreement with NYSDOT.

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

4. Request from Water Superintendent Scott Groats to award the bid for the dump body to Wayne's Welding, the low bidder, at \$21,264.00.

Responding to a question from Councilwoman Messina, Supervisor Schaffer noted that this award includes the cost of a power take-off (PTO) unit. We have a PTO unit, but it may not work with this dump body. This is the low bid with or without the PTO unit.

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

##### 7.2 FINANCE (AGNESHWAR/Messina)

1. **Warrants:** 2015-15, 2015-15E, 2015-16, 2015-16E

**OK** – This item will be placed as a ‘Receive and File’ on the Agenda for the next Regular Meeting.

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2. Request to pay Precision Reporters, P.C. the amount of \$385.75 for work on the Hicks vs. Town of Vestal deposition.

**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/Majewski)**

1. Request from Human Resource Officer Nancy Olmstead to authorize Ramona Kacyvenski to begin the process of hiring a clerk part-time in the Museum to replace a current employee that will be leaving at the end of June.

By consensus, the Board authorized the hiring process to proceed.

2. Request from Human Resource Officer Nancy Olmstead to discuss how to proceed with filling vacancies on the various volunteer boards.

Ms. Olmstead noted that there will be a vacancy on the Planning Board in June as well as other vacancies on other volunteer boards later in the year and at year end. She wants guidance from the Board as to how to proceed in getting these vacancies filled.

Supervisor Schaffer stated that we should always be looking for potential new candidates and advised the Human Resource Officer to use whatever distribution channels are available to us to seek applications from interested individuals.

3. Request from Parks Superintendent Jim Bukowski to hire the following individuals as seasonal labor in the Parks Department at the rate of \$8.75 per hour for a maximum of 15 weeks:

Jacob Deane (new)  
Devin Mullins (returning)  
Chris Dutkowsky (returning)

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

4. Comptroller Laura McKane to discuss Business Office personnel needs to replace the retiring Deputy Comptroller.

Comptroller Laura McKane informed that Board the part-time Deputy Comptroller is retiring at the end of this year. This position used to be a full-time position and was held by the current deputy comptroller. According to Comptroller McKane, this is a key position, and needs to be reinstated as a full-time position. She is asking the Board for authorization to begin the hiring process for a Deputy Comptroller. She would like the position to be filled by the end of July so as to provide adequate time to train the new employee. If the position is filled as requested, there will be a need to add additional money to the Business Office budget from an external source, perhaps the contingency line.

Several Board members asked about the current staffing levels in the Business Office. Comptroller McKane responded that the Business Office currently has 2 full-time and 2 part-time employees. She wants to return to a staffing level of 3 full-time employees and 1 part-time employee, the same level that existed in 2008 and 2009.

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Councilman Majewski noted that the current part-time deputy comptroller is making a relatively high salary and is concerned about the cost of paying her and a newly hired person for half of a year.

By consensus, the Board authorized the Comptroller to begin the search process for a full-time Deputy Comptroller.

**7.4 PLANNING & ZONING (MESSINA/Fitzgerald)**

**7.5 PUBLIC SAFETY (MAJEWSKI/Agneshwar)**

**1.** Request from Fire Chief David Harrington to accept Devin Hansen and James Norton as new members of Station Number 3.

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

**7.6 ADMINISTRATION (MESSINA/Agneshwar)**

**1.** Request from Town Clerk Emil Bielecki to authorize for the Supervisor to sign a professional services contract with Dataflow Inc. of Binghamton, NY to scan and index selected Fire Department records at a cost not to exceed \$3,950. All of the records to be scanned and indexed have long retention periods and most are permanent.

Town Clerk Emil Bielecki noted that this is a continuation of a long term project to digitize Town records. Last year, several vendors were interviewed and provided preliminary bids for this type of work. Dataflow provided the most competitive pricing structure and exhibited the necessary expertise to accommodate our needs. The pricing structure for this project was kept the same as last year's.

Councilwoman Agneshwar asked if the scanned paper records would be destroyed. Town Clerk Bielecki responded that getting rid of the paper records is the goal.

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

**2.** Request from Recreation Planner Sue Jastran to hire playground instructors, swimming pool directors and lifeguards as listed on memo dated April 16, 2015.

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

**3.** Request from Town Clerk Emil Bielecki to approve the following people to provide maintenance for the abandoned cemeteries in the Town of Vestal for the year 2015, and for the Town Attorney to prepare the contracts:

**Phillip Walter**

220 Alice St.	Rounds Cemetery	\$325.00
Vestal, NY 13850	Crumm Rd. Cemetery	\$425.00
	Vestal Rd. Cemetery	<u>\$325.00</u>
		<b>\$1,075.00</b>

**Chuck Lane**

400 Elmhaven Drive	Jensen Rd. Cemetery	\$475.00
Vestal, NY 13850	Vestal Center Cemetery	<u>\$1,125.00</u>
		<b>\$1,600.00</b>

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### **UNFINISHED BUSINESS**

#### **1. Kopernik Tower**

If the Town builds a tower at Andrews Road to County specifications, the County will proceed with the construction of a tower at the Kopernik Observatory location. The Town Engineer and the IT Director is working with the County to prepare the specs for a new tower at Andrews Road.

**Update on 4/20/15:** Supervisor Schaffer noted that the County has not provided us with all of the information required for this project to move forward.

#### **2. Purchase of Town parks land by Vestal Veterinary Hospital**

The Town Attorney is waiting for some documents from the applicant. **Update on 4/20/15:** Town Attorney Berger noted that he has received the required documents from the Vestal Veterinary Hospital and has prepared a letters to the NYS Park & Recreation Commission and to our State elected officials to get the process moving.

#### **3. Lease Renewal for 133 Front Street**

The current lease expires March 31, 2015. **Update on 4/20/15:** Town Attorney Berger noted that he is continuing to negotiate with the property owner and just received some new information that he needs to review prior to presenting it to the Board.

#### **4. Municipal Finance Disclosure and Continuing Disclosure Policies and Procedures**

Town Comptroller Laura McKane is working with bond counsel Orrick to make necessary changes to the Municipal Finance Disclosure and Continuing Disclosure Policies and Procedures required as part of the voluntary compliance with the Municipalities Continuing Disclosure Cooperative (MCDC) Initiative of the US Securities and Exchange Commission. Comptroller McKane is working with Orrick and Fiscal Advisors to make the appropriate amendments. **Update on 4/20/15:** Comptroller Laura McKane expects the re-draft of the document done by our bond counsel to be available shortly.

#### **5. Park Outdoor application for Gateway Sign at 232 Vestal Parkway West on property**

owned by McMead Realty.

**Update on 4/6/15:** Supervisor Schaffer stated that the completed SEQR form has been submitted by the applicant and noted that this gateway sign request would require several variances.

Paul Simonet from Park Outdoor Advertising made the following comments about the proposed sign:

- The recommended size of this gateway sign is 11' x 23'. Although a smaller configuration could be considered, the location (off Route 17) warrants a larger sign for reasons of visibility and safety.
- The sign could be built with one or two pillars and will be designed to simulate a monument sign appearance.
- The messages on the sign would be controlled by Park Outdoor but the company would be very responsive to the Town's needs for posting emergency messages. Posting of emergency messages could also be coordinated with other signs controlled by other companies.
- Park Outdoor is open to exploring options for providing power continuity to the sign.

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The Board engaged Mr. Simonet in a lengthy discussion about the location, design and size of the proposed gateway sign and expressed various concerns.

Town Attorney David Berger noted that most of the issues that have been discussed would be addressed in an agreement reached between Park Outdoor and the Town. He recommends that the applicant provide a letter stating what variances from the gateway sign ordinance are being sought. This would serve as a starting point for drafting an agreement. The Board, by consensus, concurred with that recommendation.

**6. Town of Vestal Fats, Oil and Grease (FOG) Control Program** Town Attorney noted that he has done a preliminary review of the draft but needs additional time to review it before it is ready to be presented as a local law. He advised the board to carefully review the provisions of proposed FOG program.

**7. Good Samaritan Resolution** Town Attorney stated that he will research the state law to determine if the Board needs to adopt such a resolution, and if so, draft it with language that is consistent with the intentions of the Board. **Update on 4/6/15:** Review of the law is ongoing.

### NEW BUSINESS

1. Councilman Majewski stated that the Town Engineer has identified two buildings (one in Twin Orchards and one in Ross Corners) that may be classified as dangerous structures that should be demolished. Councilman Majewski feels that these structures present a safety issue and should be addressed quickly. Town Attorney Berger noted that there is a specific process that must be followed in these circumstances and that process can begin once the Board has reviewed the full report from the Town Engineer.

2. Councilwoman Agneshwar informed the Board that she has attended a second meeting concerning the requirements that must be fulfilled to participate in the State Property Tax Freeze Credit, a two-year tax relief program that reimburses qualifying homeowners for increases in local property taxes on their primary residences. From what she has heard during these discussions, it appears that the best approach to address this issue is to get on board as part of the County led initiative to develop the efficiency plan that will be presented to the State.

### SUPERVISOR'S ANNOUNCEMENTS:

- The NYS Department of Environmental Conservation (DEC) has an open burning ban policy in place until May 14<sup>th</sup>. Burn permits will not be issued during this time.
- Recruit NY (for volunteer fire departments) is on April 25, 2015 at all the Town of Vestal Fire Stations from Noon to 3 PM. The Vestal Fire Department needs your skills.
- Notice on Yard Waste: Residents are reminded to put our yard waste in a manner consistent with the rules of the Highway Department and to place it at the curb, not on the road.
- American Legion Post 89 (Vestal) will hold a Memorial Day Ceremony at the four corners Gazebo at Noon on Monday, May 25<sup>th</sup>. The public is invited to attend.

### ADJOURNMENT

There being no other business to address, the **Work Session was adjourned at 7:37 PM.**

Respectfully submitted, Emil Bielecki, Town Clerk