

## VESTAL TOWN BOARD WORK SESSION MINUTES

MONDAY, MAY 18, 2015

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

Also Attending: Town Attorney David Berger, Human Resource Officer Nancy Olmstead, Town Clerk Emil Bielecki and 10 members of the general public.

### COMMITTEES

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

**1.** Request from Town Engineer Gary Campo to retroactively approve the Town Supervisor signing the Municipal Compliance Form (MCC) for the annual DEC report relating to storm water.

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

**2.** Request from Highway Superintendent Brock Leonard to sell the surplus items listed on the 2015 Auction List, as submitted, and discuss the request to use the proceeds to repair one of the catch basin cleaners and up-fit 2 existing trucks with snow removal equipment.

Councilman Majewski noted that the purpose of these actions is to downsize the size of the equipment fleet at the Highway Department.

Supervisor Schaffer stated that since we do not know how much money the sale of the surplus items will bring in, the Board should only transfer to the Highway Department an amount that would not exceed the estimated \$45,000 cost of the proposed use of the proceeds. The Board agreed.

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

**3.** Request from Water Superintendent Scott Groats to approve advertising for the Sanitary Sewer Line Replacement projects on Hazel Drive, Harvard Street and Keenan Drive on May 27, 2015, with bids to be opened on June 4, 2015.

**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:** 2015-19, 2015-19E, 2015-20, 2015-20B, 2015-20E

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

**2.** Request to pay \$1,018.99 to Counsel Press LLC for Motion for Leave to Appeal in Town of Vestal vs. UHS litigation.

**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 to re-appoint Robert Bennett to the Planning Board effective July 8, 2015. This term will expire July 7, 2020.

**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 MINUTES**  
**MONDAY, MAY 18, 2015**

2. Request to appoint John Donlin to the Recreation Commission effective May 21, 2015. This term will expire December 31, 2021.

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

3. Discuss updates to Employee Handbook with Human Resource Officer Nancy Olmstead.

Human Resource Officer Nancy Olmstead identified the following changes to the Employee Handbook that she would like the Board to consider:

- Change of the definition of *spouse* to comply with the Federal Family and Medical Leave Act.
- Adjust the longevity pay levels (starting in 2016) to the same level as in the CSEA contract. This change would currently affect 11 of the 14 full time non-union positions.
- Amend the *sick leave* language to the same language as in the Police Supervisors contract.
- Increase the reimbursement amount for employees who participate in the approved weight loss programs. We have had some success with this program and it should result in savings to our health insurance costs.

Supervisor Schaffer expressed his general opposition to the concept of longevity pay. Councilwoman Agneshwar asked that the Comptroller do a cost analysis (over a 5 to 10 year period) on the impact of increasing the longevity pay. Supervisor Schaffer asked the Board to review the proposed changes for further discussion at the next Work Session on June 8<sup>th</sup>.

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

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

1. Request from Fire Chief David Harrington to approve Alexandra Moehring to intern in the Fire Department Administration Office for the month of June, 2015.

**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 Museum Director Ramona Kacyvenski to contract with Smokey Legend BBQ for the Summer Sunday's Bluegrass Series, Sundays June 28 through August 30, 2015.

Supervisor Schaffer and Councilwoman Fitzgerald expressed opposition to granting this request because they feel it would result in unfair competition to the established restaurants in the vicinity.

Council members Majewski, Agneshwar and Messina expressed support for granting this request because will enhance the attractiveness of a Town sponsored event. Several Board members praised the Museum Director for her hard work in promoting the Museum.

**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 approve hiring of Pool Director, Lifeguards, and playground instructors as listed on her memo dated May 13, 2015.

## VESTAL TOWN BOARD WORK SESSION MINUTES

MONDAY, MAY 18, 2015

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

### **NEW BUSINESS**

1. Councilwoman Messina asked the Board to consider a change to the previously approved Gateway Sign at 912 Vestal Parkway East, as presented in a memo from Code Officer Mark Dedrick, dated May 14, 2015. The request is to relocate the sign approximately seventy (70) feet further to the east. The sign setback location will remain the same as will the other aspects of the sign construction. The NYS Dept. of Transportation has no concern with the proposed change.

Town Attorney David Berger noted that since the sign is remaining on the same property as originally approved, a resolution can be adopted to amend the location of the sign and to authorize the amendment of the contract between the Town and CEIS to reflect that change.

Councilman Majewski asked if the change in the location of the sign will have any impact on the parking requirements for the business on this property. Councilwoman Messina stated that she would speak with the Code Officer about this issue and have an answer prior to the Regular Meeting.

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

2. Supervisor Schaffer noted that the Town could benefit from securing grant writing services and he is looking for the Board's support to explore possible ways to get this type of assistance. The consensus of the Board was to explore the possibilities. Councilwoman Agneshwar added that the Town should contact other municipalities and BOCES to explore the feasibility of sharing grant writing services.

### **UNFINISHED BUSINESS**

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

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 5/4/15:** 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**

**Update on 5/18/15:** In progress --- Town Attorney has sent 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 expired on 3/31/15. **Update on 5/18/15:** Negotiations are ongoing.

#### **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 5/18/15:** Supervisor Schaffer expects the documents to be available for review at the next Work Session on June 8<sup>th</sup>.

**5. Park Outdoor application for Gateway Sign at 232 Vestal Parkway West** on property owned by McMead Realty. The applicant was instructed to provide a letter stating what variances

**VESTAL TOWN BOARD WORK SESSION MINUTES**

**MONDAY, MAY 18, 2015**

from the gateway sign ordinance are being sought. This would serve as a starting point for drafting an agreement. **Update on 5/4/15:** The requested letter has not yet been submitted by the applicant.

**6. Town of Vestal Fats, Oil and Grease (FOG) Control Program.** Town Attorney stated that more time is needed to review it before it is ready to be presented as a local law. **Update on 5/18/15:** Town Attorney noted that he and the Town Engineer have made several changes which need to be reviewed by the Water/Sewer Superintendent.

**7. Good Samaritan Resolution**

Town Attorney Berger stated that the Board can adopt this resolution to expand protection for our volunteers but it will increase the potential exposure of the Town. **Update on 5/18/15:** Councilwoman Agneshwar and Councilman Majewski noted that this resolution is supported by our Fire Chief as well as the State Fire Chiefs organization. The Board asked the Town Attorney to prepare the resolution.

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

**8. Gas Card System for the Purchase of Fuel for Town Vehicles**

Councilman Majewski met with a representative from the Mirabito Fuel Group to explore the feasibility of going to a gas card system to purchase fuel for Town vehicles at Mirabito stations. The Vestal Fire Department is already doing this. In his opinion, the services offered by Mirabito are attractive enough to warrant going with them to fuel all Town vehicles except Highway. Mirabito offers 24 hour a day service in Vestal and the clearance is adequate at their facilities to accommodate all of our vehicles. **Update on 5/18/15:** At the request of Councilwoman Agneshwar, a representative for the Mirabito Fuel Group will be invited to attend the next Work Session on June 8<sup>th</sup>.

**SUPERVISOR'S ANNOUNCEMENTS:**

- 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.

**EXECUTIVE SESSION**

On a motion of Councilwoman Messina, seconded by Councilwoman Agneshwar, the following was

**ADOPTED** Ayes 5           Majewski, Agneshwar, Fitzgerald, Messina, Schaffer  
              Nays 0

Resolved the Board enter into Executive Session to discuss the following:

- Labor negotiations with the Library CSEA bargaining unit.
- Litigation issues concerning the UHS case and the Mooney case.
- Negotiations for lease of space.

The time was 7:24 PM.

On a motion of Councilwoman Fitzgerald, seconded by Councilwoman Messina, the following was

**ADOPTED** Ayes 5           Majewski, Agneshwar, Fitzgerald, Messina, Schaffer  
              Nays 0

Resolved the Board leave Executive Session and **adjourn the Work Session. The time was 8:23 PM.**

Respectfully submitted,  
Emil Bielecki, Town Clerk