

VESTAL TOWN BOARD WORK SESSION AGENDA

MONDAY, NOVEMBER 16, 2015

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

Also Attending: Town Attorney David Berger, Comptroller Laura McKane, Human Resource Officer Nancy Olmstead, Town Clerk Emil Bielecki and 1 member of the general public.

Supervisor Schaffer **convened the Work Session at 6:00 PM.**

Upcoming Public Hearings - Wednesday, November 18, 2015:

- Proposed Local Law "C" of the Year 2015 - A local law to amend the Code of the Town of Vestal by amending Vestal Code Section 18-24 and 23-42 and 23-45.
- 2016 Preliminary Town Budget

COMMITTEES

7.1 PUBLIC WORKS (MAJEWSKI/Fitzgerald)

1. Request from Water Superintendent Scott Groats to award water meter bid to Ti-Sales Inc., the sole bidder. The Ti-Sales bid meets all specifications for water meters and supplemental companion hardware. This company has held this contract in the recent past and has proven to be a reliable vendor. The various components are to be purchased on an as needed basis from budget line W8240-4304.

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: 2015-45, 2015-45E, 2015-46, 2015-46B, 2015-46E

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

2. Request to pay \$1005.00 to Town Attorney David Berger for billable hours for the month of October, 2015.

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

3. Request to pay Greene, Hershendorfer & Sharpe \$2,266.04 for legal services from September 1, 2015 to October 31, 2015 in the Hicks v. Town of Vestal litigation.

Councilman Majewski asked about the status of this case. Town Attorney Berger responded that the discovery phase is completed and he would provide more details about the case in Executive Session.

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

4. Request for Town Supervisor Schaffer to sign an agreement with Vestal Veterinary Hospital to provide boarding services and veterinary care to the Town for 2016 under the same terms, conditions and fee structure as in 2015.

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

5. Budget Review Prior to Adoption of Final 2016 Town Budget

Comptroller Laura McKane distributed worksheets which incorporated various line item changes to the Preliminary Budget that were discussed in the previous work session and asked the Board to adopt these changes prior to adopting a final 2016 Town Budget. The proposed changes are as follows:

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CHANGES PRELIMINARY BUDGET TO FINAL BUDGET 2016

Revenue:

ORG	OBJ	DESCRIPTION	PRELIM	FINAL	Difference
A1001	1001	Real Property Taxes	\$ (5,212,176.00)	\$ (5,186,080.00)	\$ (26,096.00)
A2812	2812	Interfund Revenues	\$ (12,000.00)	\$ (21,900.00)	\$ 9,900.00
A3388	3388	State Aid - Misc.	\$ -	\$ (13,650.00)	\$ 13,650.00
					<u>\$ (2,546.00)</u>
D1001	1001	Real Property Taxes	\$ (2,483,970.00)	\$ (2,411,552.00)	\$ (72,418.00)
D3591	3593	SAM Grant	\$ -	\$ (74,000.00)	\$ 74,000.00
					<u>\$ 1,582.00</u>
L1001	1001	Real Property Taxes	\$ (570,702.00)	\$ (564,248.00)	\$ (6,454.00)
L1011	1011	Approp. Fund Balance	\$ -	\$ (8,050.00)	\$ 8,050.00
					<u>\$ 1,596.00</u>
W1011	1011	Approp. Fund Balance	(99,051.00)	(101,364.00)	2,313.00

CHANGES PRELIMINARY BUDGET TO FINAL BUDGET 2016

APPROPRIATIONS:

ORG	OBJ	DESCRIPTION	PRELIM	FINAL	DIFFERENCE
A1110	1060	Taxable Fringe Benefits	400.00	3,400.00	3,000.00
A1220	1010	Salaries	50,129.00	50,313.00	184.00
A1310	1010	Salaries	70,798.00	71,131.00	333.00
A1310	1030	PT Labor	28,664.00	28,924.00	260.00
A1315	1010	Salaries	130,344.00	131,156.00	812.00
A1355	1010	Salaries	135,570.00	136,189.00	619.00
A1410	1010	Salaries	131,433.00	132,024.00	591.00
A1420	1010	Salaries	64,827.00	65,467.00	640.00
A1430	1010	Salaries	32,035.00	32,352.00	317.00
A1440	1010	Salaries	233,997.00	234,890.00	893.00
A1450	4000	Contr. & Prof. Services	89,746.00	69,746.00	(20,000.00)
A1680	1010	Salaries	58,126.00	58,702.00	576.00
A1990	4322	Contingent Account	60,000.00	59,288.00	(712.00)
A3120	1060	Taxable Fringe Benefits	9,000.00	19,500.00	10,500.00
A3120	4051	Cellular Telephone Expense	4,900.00	5,500.00	600.00
A3510	8400	Fringe Benefits	7,865.00	7,905.00	40.00
A3620	1010	Salaries	251,145.00	251,762.00	617.00
A7140	1010	Salary	67,040.00	67,691.00	651.00
A7310	1010	Salaries (Full time)	151,732.00	152,313.00	581.00
A8010	1030	Part-Time Labor	4,162.00	4,204.00	42.00
A9901	9002	Transfer to Health Ins. Fund	2,108,000.00	2,104,910.00	(3,090.00)
					<u>(2,546.00)</u>
D5110	1020	Labor	1,217,749.00	1,201,331.00	(16,418.00)
D5130	2200	Purchase of Machinery etc	4,000.00	19,000.00	15,000.00
D5130	2201	Federal Surplus Equipment	4,000.00	-	(4,000.00)
D9901	9002	Transfer to Health Ins Fund	733,000.00	740,000.00	7,000.00
					<u>1,582.00</u>
L7410	1010	Salaries	156,298.00	156,919.00	621.00
L7410	1020	Labor & PT Assistance	237,200.00	238,000.00	800.00
L9901	9002	Transfer to Health Ins Fund	48,500.00	48,675.00	175.00
					<u>1,596.00</u>
W8310	1010	Salaries-Foreman (SG)(WP)(DS)	175,325.00	176,565.00	1,240.00
W9901	9002	Transfer to Health Ins Fund	317,000.00	318,073.00	1,073.00
					<u>2,313.00</u>

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A summary of the 2016 Preliminary Budget, with the above amendments, is as follows:

TOWN OF VESTAL - BUDGET SUMMARY
2016 FINAL BUDGET

	APPROPRIATIONS	ESTIMATED REVENUES	APPROPRIATED FUND BALANCES & DEBT RESERVES	TAXES TO BE RAISED	TOTAL REVENUES & OTHER SOURCES
General Fund	\$10,821,223	\$5,524,879	\$51,714	\$5,221,080	\$10,797,673
Library Fund	\$687,108	\$114,810	\$8,050	\$584,248	\$687,108
Highway Fund	\$5,426,294	\$2,844,259	\$96,483	\$2,411,552	\$5,352,294
Fire General Fund (Incl. Foam Dist.)	\$1,210,932	\$46,560	\$60,564	\$1,103,808	\$1,210,932
Special District Funds:					
Consolidated Water District #1	\$3,339,674	\$2,997,370	\$15,454	\$326,850	\$3,339,674
Consolidated Sewer District #1	\$3,594,683	\$2,988,518	\$124,203	\$481,962	\$3,594,683
Central Light	\$254,400	\$0	\$8,600	\$245,800	\$254,400
Drainage Districts	\$99,673	\$657	\$0	\$99,016	\$99,673
Debt Service Funds:					
Water Districts	\$1,239	\$0	\$0	\$1,239	\$1,239
Sewer Districts	\$2,622	\$0	\$40	\$2,582	\$2,622
Internal Service Fund:					
Health Insurance (net of interfund trans.)	\$479,379	\$288,526	\$190,853		\$479,379
Expendable Trust - LOSAP (net of interfund trans.)	\$73,272	\$100	\$73,172		\$73,272
TOTALS	\$25,990,499	\$14,805,679	\$629,133	\$10,458,137	\$25,892,949

2016 TOWN TAX RATE		
GENERAL FUND	\$	2.8756
LIBRARY FUND	\$	0.3108
HIGHWAY FUND	\$	1.3282
SUB-TOTAL	\$	4.5146
FIRE GENERAL FUND	\$	0.5749
TOTAL	\$	5.0895

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TOWN OF VESTAL - TAX RATE WORKSHEET
2016 FINAL BUDGET

FUND	2015 Taxes Raised	2015 Tax Rates	2015 Adopted Budget	2016 Final Budget Appropriations	Estimated Non Real Property Tax Revenue	Appropriated Reserves & Fund Bal Used	Budget Real Property Taxes to be Raised	2016 Tax Rates Per \$1,000 of Assessment	% Change in Tax Rate 2015 to 2016	Change per \$1,000 of Assessment
General Fund	\$5,182,955	\$2.8637	\$10,732,056	\$10,821,223	\$5,548,429	\$51,714	\$5,221,080	\$2.8756	0.42%	\$0.0120
Library Fund	\$530,530	\$0.2932	\$679,076	\$687,108	\$114,810	\$8,050	\$564,248	\$0.3108	6.00%	\$0.0176
Highway Fund	\$2,501,312	\$1.3820	\$5,360,380	\$5,426,294	\$2,918,279	\$96,463	\$2,411,552	\$1.3282	-3.89%	-\$0.0538
TOTALS	\$8,214,897	\$4.5389	\$16,771,512	\$16,934,625	\$8,581,518	\$156,227	\$8,196,880	\$4.5146	-0.53%	-\$0.0242

% Increase in Spending
1.0%

% Change in Levy
-0.2%

Tax Change for Home with \$100,000 AV -\$2.42
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Full Value 2014 = \$1,813,682.142
 Full Value 2015 = \$1,809,900,108
 Full Value 2016 = \$1,815,627,111 FINAL

2016 FIRE DISTRICT - ADOPTED BUDGET

	2015 Taxes Raised	2015 Rates @ Full Value	2015 Adopted Budget	2016 Budget Total Appropriations	Non-RPT Rev. Excluding Approp FB	Appropriated Fund Balance & Reserves	Real Property Taxes to be Raised	2016 Tax Rates	% Change 2015 Final Budget to 2016 Final	Increase per \$1,000 of Assessment
Fire Gen. Fund	\$1,089,725		\$1,181,018	\$1,210,932	\$46,560	\$60,564	\$1,103,808			
Less Foam Dist	\$20,200		\$20,200	\$32,575			\$32,575			
Fire District Wide	\$1,069,525	0.5738	\$1,160,818	\$1,178,357	\$46,560	\$60,564	\$1,071,233	\$0.5749	0.20%	\$0.0011

% Increase in Spending (excluding Foam District)
1.5%

% Increase in Levy subject to tax cap
1.3%
% Increase in Levy without Foam District
0.2%

Tax Increase Home with a \$100,000 AV \$0.11

2014 AV = \$1,884,431,822
 2015 AV = \$1,863,863,577
 2016 AV = \$1,863,272,051 FINAL

If the Board approves these amendments and incorporates them into the Final 2016 Town Budget, it will result in a reduction of 0.2% in the tax levy and will be below the State tax cap.

According the Town Attorney Berger, if the Board adopts a final 2016 Town Budget with a tax levy that is below the state tax cap, it will not be necessary to invoke Local Law B (tax cap override). To the best of his knowledge, the Board does not need to formally rescind Local Law B.

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7.3 **PERSONNEL** (FITZGERALD/Majewski)-no topics were addressed by this Committee

7.4 **PLANNING & ZONING**(MESSINA/Fitzgerald)-no topics were addressed by this Committee

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

1. Request to retroactively approve advertising on November 18, 2015, with bid opening on December 2, 2015, for paving of parking lots at Fire Stations 1, 2 and 3.

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

2. Request from Fire Chief David Harrington to approve Station #2 Firemen Breakfast to be held on December 13, 2015 from 7:30 am to 11:30 am. A sign in sheet will be used to track personnel at this event.

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

3. Request from Fire Chief David Harrington to accept Andrew Underwood as a new member of Company No. 2 and Irving Soden as a new member of Company No.4.

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 to reimburse Museum Director Ramona Kacyvenski the total of \$166.86 from donation funds for items purchased for the Night at the Museum event.

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

2. Discussion of the proposed School District Public Library

Councilwomen Messina and Agneshwar (Administration Committee) engaged the Board in a discussion concerning the proposed plan to convert the Vestal Library to a School District Library. Although there is still a lot of work to be done, the current plan is to present the proposal to the voters of the school district on March 15th. The Library Board is meeting tomorrow and they are seeking answers to a number of questions concerning the financing of various expenses connected with the transition. The following themes and concerns surfaced during the discussion:

- The Town Board needs much more additional information from the Library about the timeline of the transition will how the various functions will be separated from the Town.
- The Town Board is receptive to renting the library building for approximately \$30,000 per year and is open to providing some limited services such as snow plowing.
- The Town Board is prepared to authorize the use of the Library fund balance to pay for expenses that are deemed as necessary to accomplish the transition.
- The Town Board may need to meet with the Library Board to resolve some of the more complex issues.

NEW BUSINESS

1. Supervisor Schaffer, citing a memo from IT Director Dan Williams, is requesting Board authorization for the release of funds from the approved Phone Upgrade Capitals project to partially pay in advance for the new phone system as requested from the vendor, All-Mode communications. They require a deposit of \$34,061.60.

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

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2. Councilwoman Agneshwar spoke about the need to update the parking fines. Town Attorney Berger noted that the changes would need to be done by local law and suggested that the Board take up the issue in 2016. The Board agreed.

UNFINISHED BUSINESS

1. Wash Bay at the Highway Department (in response to the EPA field audit)

The proposal is still under review and the Board is waiting for additional information from the Town Engineer about how other municipalities are handling this situation and about a revised cost estimate. **Update 11/16/15:** There is no change to the status of this item.

2. Community Use of Municipal Facilities Policy

The purpose of this proposed policy is to establish the rules and regulations governing the use of Town facilities by outside users. **Update 11/16/15:** Now that the work on the 2016 budget is almost complete, Supervisor Schaffer expects to take up this issue at the next Work Session.

3. Gas Card System for the Purchase of Fuel for Town Vehicles

As per the discussion with the representatives from the Mirabito Fuel Group, the Town will prepare the bid specifications for a contract to purchase fuel from an outside vendor through the use of a gas card system. **Update 11/16/15:** Supervisor Schaffer and Councilman Majewski stated that they will work with the Comptroller to prioritize this project.

4. Sale of Town Property at 310 Rayelene Drive

Request was made by James Warneck to purchase this parcel of Town owned property for \$500.00. **Update on 11/2/15:** Two additional property owners expressed an interest in acquiring this parcel. The Town Attorney will ask the interested parties to submit sealed bids to the Town Clerk.

EXECUTIVE SESSION

On a motion of Councilwoman Messina, seconded by Councilwoman Fitzgerald, the following was **ADOPTED** Ayes 5 Majewski, Agneshwar, Fitzgerald, Messina, Schaffer
Nays 0

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

- Hiring of Police Sergeant
- Hiring of Town Engineer
- Hiring in Code Department
- Litigation issues (Hicks case, Tyrrell case, tax case re: 860 Vestal Rd.)

The time was 7:13 PM.

On a motion of Councilwoman Agneshwar, seconded by Councilwoman Fitzgerald, the following was **ADOPTED** Ayes 5 Majewski, Agneshwar, Fitzgerald, Messina, Schaffer
Nays 0

Resolved the Board leave the Executive Session and **adjourn the meeting. The time was 7:58 PM.**

Respectfully submitted,
Emil Bielecki, Town Clerk