

VESTAL TOWN BOARD WORK SESSION MINUTES

MONDAY, JUNE 06, 2016

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

Also Attending: Town Attorney David Berger, Town Engineer Vern Myers, Human Resource Officer Nancy Olmstead, Town Clerk Emil Bielecki and 1 person from the general public.

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

COMMITTEES

7.1 PUBLIC WORKS (FITZGERALD/Majewski)

1. Request from Town Engineer Vern Myers to advertise on June 29, 2016 with a Public Hearing on July 13, 2016 for the establishment of Consolidated Sewer District at 1236 Main Street. Petitioner: Timothy and Nancy Stephenson

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/Fitzgerald)

1. Warrants: 2016-21, 2016-21E, 2016-22, 2016-22E

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

2. Request to approve the SRO (School Resource Officer Program) contract, effective September 1, 2016 to June 30, 2017. The changes reflect the changes in salary.

Supervisor Schaffer noted that the salary increase is contractual.

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 Comptroller Laura McKane to close the 2011 Communications Tower Capital Project effective June 8, 2016, and direct the transfer of the project's unexpended fund balance to the General Fund's Reserved Cash.

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

4. Request to accept a \$2,000 donation from the Pomeroy Foundation for the 2016 Historical Marker Program.

Town Engineer Vern Myers asked about the location of the new markers and was advised to check with the Town Historian for the details.

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

5. Request from Deputy Comptroller Nick Angeline to do budget transfers for the month of May, 2016, as attached to his memo dated May 31, 2016.

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, JUNE 06, 2016

7.3 PERSONNEL (MESSINA/Majewski)

1. Discuss upcoming vacancy in the Parks Department.

Human Resource Officer Nancy Olmstead informed the Board that a full time employee in the Parks Department will be retiring on July 7th. One of the options being considered is to have the retired employee come back to do grass mowing 3 days a week. Supervisor Schaffer stated that if we bring this employee back, it should be the starting rate for the position, not at the rate that he is at currently.

Councilman Majewski noted that he spoke with Parks Superintendent Jim Bukowski concerning staffing levels in the Department. Parks is currently understaffed for mowing and will be looking to hire the 4th summer position. For longer term needs, the Parks Superintendent is looking to replace the retiring full time employee and to hire one additional full time employee.

After a brief discussion, the Board asked the Supervisor to invite the Parks Superintendent to the next Work Session on June 20th so that he can present his staffing plan.

7.4 PLANNING & ZONING (MESSINA/Agneswar)

1. Request from Joe Hall on behalf of Kimble Rd. residents, to close Kimble Road on June 24, 2016, from 5pm – 9pm for the annual block party in honor of John Palmiter.

It was noted that this event has been occurring annually for a number of years.

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

7.5 PUBLIC SAFETY (FITZGERALD/Messina)

1. Request from Fire Chief David Harrington to extend the advertisement for bids on the Tanker 32-2 Project from June 14, 2016 to June 28, 2016.

Councilwoman Fitzgerald stated that the extension is necessary due to the delay in the dissemination of the bid packets electronically. The large file caused an unanticipated computer problem.

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

7.6 ADMINISTRATION (MAJEWSKI/Messina)

1. Request from Recreational Planner Sue Jastran to accept donation of \$1,800 from the Vestal Elks Lodge #2508 to cover the cost of the spring Easter Egg Hunt.

Several Board members expressed gratitude for this generous donation.

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 tennis and playground instructors as indicated in her memo to the Town Board dated June 2, 2016.

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

3. Request from Recreation Planner Sue Jastran, to approve the hanging of an 8.5”x 11” sign at each of the four shelters at Arnold Park to minimize unauthorized use.

VESTAL TOWN BOARD WORK SESSION MINUTES

MONDAY, JUNE 06, 2016

Councilman Majewski stated that we are encountering situations where people who reserved pavilions have had to ask unauthorized users to vacate. Occasionally, even the Police have had to get involved. The signs will state that use of the pavilions is by reservation only. The signs will be made by the Highway Department.

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

4. Request to authorize the Town Supervisor and the Town Clerk to sign an Intermunicipal Agreement for Dog Control Services between the Town of Vestal and the Town of Conklin, effective June 20, 2016.

Town Clerk Emil Bielecki stated that he was pleased that we were finally able to reach a tentative agreement. The Boards of both towns will need to approve the agreement. The agreement should enable both towns to maintain the same level of services at a reduced cost and will provide some benefit in the calculation of the tax cap.

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 Agneshwar informed the Board that she attended a meeting with the Fire Department, the Comptroller and the actuarial consultant for the Vestal Fire District Service Award Program (LOSAP). Although the LOSAP program continues to be fully funded, a lowered expectation of investment return combined with an increasing payout of benefits will likely require that the Town increase its annual contribution to the plan. Supervisor Schaffer noted that the plan may also need to be restructured to slow down the cost escalation.

2. Human Resource Officer Nancy Olmstead stated that the new Museum Director has started her job and is asking if she can proceed with filling the vacant part-time clerk position. The Board expressed no objection to proceeding with the hiring.

3. Councilwoman Fitzgerald stated that Vestal Fire Station #1 Membership and Auxiliaries has requested authorization to hold a Chicken Barbeque Fundraiser (Phil's Chicken House) at the Tractor Supply parking lot (Four Corners) on Saturday, June 18, 2016 from 11 am to 3 pm. Coverage time will be from 9 am to 5 pm to include set up and clean up. 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.

4. Town Engineer Vern Myers requested authorization to sign a contract for the Scope of Services and Fees with Delta Engineers, Architects and Land Surveyors, P.C. in connection with the Construction Inspection Consultant Contract for the Two Rivers Greenway Sign Project. The compensation for the services is not to exceed \$22,150.00. Vestal's portion of the cost will be prorated among all of the participating municipalities.

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, JUNE 06, 2016

UNFINISHED BUSINESS

1. Community Use of Municipal Facilities Policy

Supervisor Schaffer has reviewed the comments from the Board and has incorporated them into a draft policy document. **Update on 06/06/16:** Supervisor Schaffer stated that the draft policy that he gave to the Board members on May 23rd will be presented as written for discussion at the next Work Session.

2. Proposed Gas Card System for the Purchase of Fuel for Town Vehicles

After analyzing our situation, Town Engineer Vern Myers feels that contracting with an outside vendor for fueling services (using a gas card system) is the best solution for the Town. **Update on 06/06/16:** Town Engineer Vern Myers stated that he has reached out to several vendors and expects to have a Request for Proposal (RFP) for Board review at the next Work Session. He will likely recommend that we start with our fleet vehicles. We need to move on this because our pumps are continuing to experience problems.

SUPERVISOR ANNOUNCEMENTS:

1. The Vestal Museum Presents: "Vestal Goes to War" - An exhibit of the Vestal Historical Society's Military collection items from local families and the families of the Vestal Historical Society.
 - ♦ **June 18** – Sons of the Revolution Binghamton Chapter on "The American Revolution and Broome County" on Saturday, June 18 from 10:30 AM - 12 PM.
 - ♦ **July 16** – George Cummings presentation depicting one of General Clinton's Soldiers from the 1779 Sullivan Clinton Campaign 1PM.
 - ♦ **Traveling exhibit "Civil War"** from The Gilder Lehrman Institute of American History June 4 – July 6.
 - ♦ **Traveling exhibit "War and Disability"** from The Museum of DisABILITY History July 6 - July 30.

EXECUTIVE SESSION

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

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

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

1. Update on a tax collection issue in a bankruptcy case
2. Update on a Code violation case

The time was 6:42 PM.

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

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

Resolved the Board leave the Executive Session and **adjourn the Work Session. The time was 6:48 PM.**

Respectfully submitted,
Emil Bielecki, Town Clerk