

VESTAL TOWN BOARD WORK SESSION MINUTES

MONDAY, AUGUST 08, 2016

Board Attendance: Board Members Majewski, Agneshwar, Messina and Fitzgerald

Absent: Supervisor Schaffer

Also Attending: Town Attorney David Berger, Town Comptroller Laura McKane, Town Engineer Vern Myers and Town Clerk Emil Bielecki

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

UPCOMING PUBLIC HEARINGS

Wednesday, August 10, 2016 at 6:00 PM: Proposed Local Law “D” of the year 2016, a Local Law to Rezone 4629 thru 4729 Vestal Parkway East (BCTMP # 159.14-1-8 thru 159.15.1-34) from Residential Area-2 Family (RA-2) to Transitional Neighborhood (TN). The applicant is the Northstar Group, LLC.

Town Engineer Vern Myers stated that he has received the 239 l & m comments and the applicant has submitted a short SEQR form.

COMMITTEES

7.1 PUBLIC WORKS (FITZGERALD/Majewski) – no items were brought for consideration.

7.2 FINANCE (AGNESHWAR/Fitzgerald)

1. Warrants: 2016-30, 2016-30E, 2016-31, 2016-31E

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

2. Town Comptroller Laura McKane to discuss Town of Vestal Fund Balance Policy.

Comptroller McKane stated that this is a ‘best practice’ type of policy and will be followed even if the Board does not adopt a written document. The policy defines the components of a fund balance, but it is the ‘unassigned’ fund balance that we are mostly concerned about. These are the residual resources remaining after considering the other categories for the general fund balance and could result in a surplus or a deficit.

It is generally acceptable to maintain a fund balance of 10% - 15% of the budgeted expenditures of the General Fund. The Fund Balance Policy states that the Comptroller will recommend a course of action to the Board if the fund balance goes higher or lower than the prescribed range.

The General Fund Unassigned Fund Balance on 12/31/15 was \$1,719,154 which is 15.9% of appropriations. If the policy is adopted, there would need to be action to reduce the balance by about \$100,000. This action could take place as part of the capital planning or in preparing the 2017 operating budget. The use of these funds for capital projects is desirable because they tend to be one-time expenditures, although we have in the past used the fund balance to help keep the taxes down.

Councilwoman Agneshwar stated that it would be a good idea to adopt a written policy. By consensus, the Board agreed to adopt the written Fund Balance Policy as written by Comptroller McKane.

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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3. Request from Town Comptroller Laura McKane to authorize the Insurance Reserve Fund purchase a bond anticipation note (BAN) from the General Fund to mature in May 2017, when other notes mature. This is for the Andrews Road tower project which was approved after the standard borrowing in May. This note will be rolled into the May BAN when it matures. The Insurance Reserve has a balance of over \$1.5 million in cash.

Comptroller McKane stated that this is a good way to do interim borrowing without incurring additional costs. This is a legal method of borrowing that we have used in the past. We have to establish the going market rate on the BAN and the General Fund would pay back the principal and interest to the Insurance Reserve Fund.

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

4. Request from Police Chief John Butler to transfer \$7,280.00 from asset forfeiture line to Meggitt Defense Company for repairs to the range trailer. Repairs and maintenance have not been done for over 10 years.

Councilwoman Agneshwar noted that she inspected the trailer and sees no issue with approving this expenditure. Councilman Majewski agreed and added that we benefit tremendously from having the unit and should consider setting aside funds for future maintenance.

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

5. Request from Police Chief John Butler to transfer \$4,100 from budget line A3120-4190 (gasoline) and \$2,870 from budget line A3120-4441 (software maintenance) to budget line A3120-2100 (Operational Equipment) to purchase and install a new electronic fingerprint machine which will be compatible with the new software system.

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

6. Request to pay \$487.50 to Town Attorney David Berger for billable hours for the month of July 2016.

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

7. Request to reimburse Police Officer Jeffrey Waslyn \$139.95 for successfully completing Child Abuse Prevention and training in School Violence Prevention given at Binghamton University. The funds will be paid out of line A3120-403, per the PBA contract.

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

7.3 PERSONNEL (MESSINA/Majewski) – no items were brought for consideration

7.4 PLANNING & ZONING (MESSINA/Agneshwar) – no items were brought for consideration

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7.5 PUBLIC SAFETY (FITZGERALD/Messina)

1. Request from Police Chief John Butler to accept a police K9 contingent upon the following conditions:

- Donation of the K9.
- Donation of money to be used for a K9 vehicle.
- Donation of money to be used for the medical treatment of the K9.
- Donation of money to cover possible additional expenses of donated K9; depending on age, breed and extent of training.

The above donations have been committed to the Police Department through various sources however it is unlikely that they would all be secured prior to the approval by the Board.

Town Attorney Berger noted that all of the donations have to be approved by the Board and there should be a clear understanding of what the Police Department can do prior to having met all of the contingencies and what happens if the contingencies are not met.

Councilwoman Agneshwar expressed concern about committing to the program prior to securing the donations. Councilwoman Fitzgerald stated that she would get additional details from the Police Chief and provide the information to the rest of the Board prior to the Regular Meeting on August 10th.

7.6 ADMINISTRATION (MAJEWSKI/Messina)

1. Request from IT Director Dan Williams to dispose of old computer equipment (desktops) listed as an attachment to his memo to the Town Board dated 7/8/16.

Town Attorney Berger stated the motion to approve this disposal should include a statement that this equipment has no monetary value and is of no use to the Town.

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 camp and family swim employees as listed in her memo to the Town Board dated July 29, 2016.

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, citing a request from Comptroller McKane, asked the Board to authorize a budget transfer of \$2,200 from line A7140.4190 line A7140.3002. This transfer is from the Parks Department fuel line to cover stone for the Rail Trail II parking area. The total cost of the project is \$3,251.

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

2. Councilman Majewski asked the Board to review the proposed Code changes recommended by Code Officer Mark Dedrick and submit any comments to Mr. Dedrick. Town Attorney Berger stated that he would review the proposed changes with Code Officer Dedrick prior to drafting a local law to adopt the changes.

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UNFINISHED BUSINESS

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

Update on 08/08/16: Town Engineer Vern Myers stated that the draft Request for Proposal (RFP) is now being reviewed by Town Comptroller McKane and will soon be available for the Board's review.

2. TABLED - Variance for Vestal Park, LLC Project

To grant Vestal Park, LLC Project Manager John Nicolich a variance to Chapter 24-726 subpart (f) paragraph 3b to exceed fifty decibels for nighttime work to replace an existing sanitary sewer line only, located in the main access drive between Five Guys and Ebishura, during the hours of 11:00PM to 7:00AM due to the heavy traffic and pedestrian egress. The duration of the sewer main replacement and the asphalt replacement will be about 10 days.

Update on 08/08/16: Town Engineer Vern Myers stated that the applicant has withdrawn the request for a variance because they were able to complete the job during regular daytime hours. There were no reports of any problems.

EXECUTIVE SESSION

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

ADOPTED Ayes 4 Agneshwar, Majewski, Fitzgerald, Messina
Nays 0 Absent 1 Schaffer

Resolved the Board enter into Executive Session to discuss the ongoing litigation with UHS. The time was 6:30 PM.

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

ADOPTED Ayes 4 Agneshwar, Majewski, Fitzgerald, Messina
Nays 0 Absent 1 Schaffer

Resolved the Board leave the Executive Session and **adjourn the Work Session. The time was 6:45 PM.**

Respectfully submitted,
Emil Bielecki, Town Clerk