

VESTAL TOWN BOARD WORK SESSION MINUTES

MONDAY, SEPTEMBER 26, 2016

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

Absent: Majewski

Also Attending: Town Attorney David Berger, Town Comptroller Laura McKane, Deputy Town Comptroller Nick Angeline, Town Engineer Vern Myers, Human Resource Officer Nancy Olmstead, Fire Chief David Harrington, Assistant Fire Chiefs Rose, Stout and Birdsall and Paffie, Town Clerk Emil Bielecki and 4 people from the general public.

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

EXECUTIVE SESSION

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

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

Resolved the Board enter into Executive Session to discuss the water purchase agreement with the City of Binghamton. The time was 6:01 PM.

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

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

Resolved the Board leave the Executive Session. The time was 6:21 PM.

COMMITTEES

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

7.2 FINANCE (AGNESHWAR/Fitzgerald)

1. Warrants: 2016- 37, 2016-37E, 2016-38, 2016-38E, 2016-38L

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

2. Request to publish on October 19, 2016 a Notice of Local Law “F” of the year 2016, a law to override the limit on the amount or real property taxes that may be levied by the Town of Vestal, with a Public Hearing on November 9, 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 Town Comptroller Laura McKane, to close the following capital projects: 2014 Computer Upgrades, 2015 Highway Two Dump trucks and 2015 Highway Road Improvement and transfer unused money 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 from Town Comptroller Laura McKane to have the Town Supervisor sign a contract with Penflex, Inc. for actuarial and administration services for 2016-2017 Service Award Program (LOSAP). The total estimated standard and distribution service fees are \$6,800.

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, SEPTEMBER 26, 2016

5. Update on the preparation of the Tentative 2017 Town Budget.

Comptroller Laura McKane distributed early figures for the General and Highway Fund budgets for 2017 noting that although the 2016 library appropriations of \$687,108 will not be part of this budget, the 2017 appropriations are lower by only \$133,328. Some of the expenses have shifted from the library fund to the general fund. Specifically, retiree benefits will be picked up by the town. Library retirees account for over \$44,500 of health insurance costs.

Comptroller McKane cited some other significant items in this budget as follows:

- A request for two new full-time hires in the parks department to bring the employee count to 8 for the department (back to 2008 levels). This adds \$61,236 in wages to A7140.1000 and \$39,420 to the transfer to the health insurance fund A9901.9002 (assumes family coverage).
- A request for an additional mechanic in highway for a total of 5 (back to 2013 levels). This adds \$44,138 to D5130.1000 and \$19,710 to the health insurance fund D9901.9002 (assumes family coverage).
- Medicare Advantage health insurance premiums are estimated to increase 18%. This adds \$82,460 to the General and Highway Funds' 2017 budget
- For the second year in a row, we are looking at no increase in health insurance premium equivalent rates for the active employee and early retiree plan
- Debt service principal increased \$115,091 although about \$40,000 of this is funded by reserves.
- The budgeted wages of existing employees are projected to increase \$162,990
- The retirement cost for police is projected to increase \$25,714

- **Water District** - Significant items for 2017 are:
 - Increase in debt service payments of \$93,388
 - Increase in personnel and employee benefits cost of \$12,761
 - Water rates should not increase – fund balance will be used to balance the budget

- **Sewer District** – Appropriations were increased by almost \$360,000 of which:
 - \$125,000 relates to an increase of funding capital reserves
 - Payments to outside sewage treatment plants are projected to increase \$193,000
 - Debt service payments increased \$26,310
 - Capital fees and sewer rents will be increased to meet rising costs

Comptroller McKane stated that there is still much to be done in fine tuning estimates, reading and correcting text and projecting year end 12/31/2016 fund balances.

Supervisor Schaffer reminded the Board that the filing of the Tentative Budget will be just the beginning of their budget review process. After a brief discussion, the Board agreed that the 2017 Review Level Budget, as presented today by the Comptroller, will be filed with the Town Clerk as the 2017 Tentative Town Budget. A summary page is as follows:

VESTAL TOWN BOARD WORK SESSION MINUTES
MONDAY, SEPTEMBER 26, 2016

TOWN OF VESTAL - TAX RATE WORKSHEET
 2017 REVIEW LEVEL BUDGET

FUND	2016 Taxes Raised	2016 Rates @ Full Value	2016 Adopted Budget	2017 Requested Appropriations	Non-RPT Rev. Excluding Approp FB	Appropriated Fund Balance & Reserves	Real Property Taxes to be Raised	2017 Projected Tax Rates	% Change 2016 Final Tax Rate to 2017 Review	Increase per \$1,000 of Assessment
General Fund	\$5,221,080	\$2.8756	\$10,821,223	\$11,198,703	\$5,545,793	\$64,350	\$5,490,317	\$3.0026	4.42%	\$0.1270
Library Fund	\$564,248	\$0.3108	\$687,108					\$0.0000	-100.00%	-\$0.3108
Highway Fund	\$2,411,552	\$1.3282	\$5,426,294	\$5,602,594	\$2,968,220	\$46,522	\$2,664,819	\$1.4574	9.72%	\$0.1292
TOTALS	\$8,196,880	\$4.5146	\$16,934,625	\$16,801,297	\$8,514,013	\$100,872	\$8,155,136	\$4.4600	-1.21%	-\$0.0546

% Decrease in Spending
-0.8%

% Change in Levy
-0.5%

Tax Change for Home with \$100,000 AV -\$5.46
--

Full Value 2014 = \$1,813,662,142
 Full Value 2015 = \$1,809,900,108
 Full Value 2016 = \$1,815,627,111 FINAL
 2017 AV = \$1,828,500,000 estimate

6. Request from Assistant Comptroller Nick Angeline to make budget transfers dated 8/19/16 through 9/23/16 as attached to his memo to the Town Board dated 9/23/16.

7. Discuss leasing of space on the Andrews Tower.

Town Comptroller Laura McKane stated that she was given a proposal from Community Management Associates (CMA) with whom we are currently contracting with for the leasing of Town property for wireless communication to add an addendum for providing services to lease space at the Andrews Tower. The proposal has been forwarded to the Town Attorney for review.

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

7.4 PLANNING & ZONING (MESSINA/Agneswar)

1. Request to retroactively approve the publication on September 28, 2016 of Local Law “E”, a local law amending Sections of the Town of Vestal Code, Article 24 with a Public Hearing for October 12, 2016.

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. Adopt the Proposed 2017 Fire District Budget.

Supervisor Schaffer congratulated the Fire Department for doing a great job in presenting their budget.

Fire Chief David Harrington stated that the focus of the Public Hearing should be on the 5 year capital plan that was agreed to during the budget review process.

Comptroller Laura McKane noted that the tax levy increase is the result of the loss of 2016 one-time funding sources: SAM Grant (\$36,000), Fund Balance (\$60,564). A summary of the Proposed 2017 Fire District Budget is as follows:

VESTAL TOWN BOARD WORK SESSION MINUTES
MONDAY, SEPTEMBER 26, 2016

2017 FIRE DISTRICT - REVIEW LEVEL BUDGET

	2016 Taxes Raised	2016 Rates @ Full Value	2016 Adopted Budget	2017 Requested Appropriations	Non-RPT Rev. Excluding Approp FB	Appropriated Fund Balance & Reserves	Real Property Taxes to be Raised	2017 Projected Tax Rates	% Change 2016 Final Tax Rate to 2017 Review	Increase per \$1,000 of Assessment
Fire Gen. Fund	\$1,103,808		\$1,210,932	\$1,202,064	\$10,400	\$766	\$1,190,898			
Less Foam Dist	\$32,575		\$32,575	\$22,495			\$22,495			
Fire District Wide	\$1,071,233	0.5749	\$1,178,357	\$1,179,569	\$10,400	\$766	\$1,168,403	\$0.6198	7.82%	\$0.0449

% Change in Spending

-0.7%

% Increase in Spending (without Foam District)

0.1%

% Increase in Levy without Foam District

9.1%

Tax Increase Home with a \$100,000 AV \$4.49

2014 AV = \$1,884,431,822
 2015 AV = \$1,863,863,577
 2016 AV = \$1,863,272,051 FINAL
 2017 AV = \$1,885,000,000 estimate

Adopt Proposed 2017 Vestal Fire District Budget

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

ADOPTED Ayes 4 Agneshwar, Fitzgerald, Messina, Schaffer

Nays 0 Absent 1 Majewski

Resolved the Board adopt the Proposed 2017 Vestal Fire District Budget with total appropriations of \$1,202,064.

2. Request from Fire Chief David Harrington to approve Station 1's Firefighters 5K Challenge being held on October 2, 2016 from 11 am-2pm at the Vestal Rail Trail. Coverage time to be from 9 am to 5 pm.

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 remove from the asset inventory and dispose items listed in a memo to the Board of Fire Commissioners dated September 15, 2016. These items are no longer being used by the Fire Department.

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 Town Justices Meagher and Sherwood for authorization to submit for a grant from the Justice Court Assistance Program for up to maximum available amount of \$30,000 to purchase all-in-one computer, wall mounts for monitor and locking cash drawers.

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

NEW BUSINESS

1. Town Engineer Vern Myers informed the Board the clean-up of the spill at the Water Department fueling station has been completed. Fortunately the leak was at the pump and was small. It required only minor remediation.

VESTAL TOWN BOARD WORK SESSION MINUTES
MONDAY, SEPTEMBER 26, 2016

2. Supervisor Schaffer informed the Board that a potential buyer has surfaced for the land area of the unused Magnolia Park. The offer is in the \$10,000 - \$15,000 range. He is asking the Board for authorization to look into the offer and consult with the Town Attorney regarding the matter. No one on the Board expressed any objection to a preliminary review of the offer.

3. Councilwoman Agneshwar stated that on several occasions the Board has heard presentations from the Cooperative Extension as well as a Girl Scout Troop asking the Board to designate the Town parks smoke free. She would like the Board to revisit this topic and schedule a time to discuss the proposed ban of tobacco products use in the parks. Town Attorney Berger noted adopting such a policy would need to be done by adopting a local law. Supervisor Schaffer stated that he would put this item on the agenda for discussion at the Work Session on October 10th.

UNFINISHED BUSINESS

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

Town Engineer Vern Myers stated that the Request for Proposal (RFP) is now ready for review by the Town Board. Town Comptroller Laura McKane stated that we are also evaluating the WEX program, which provides payment processing and information management services for vehicle fleets. WEX has the state contract and can be implemented rapidly.

Update on 9/26/16: Town Engineer Vern Myers stated that he is working with potential vendors to get pricing information in a format that can be compared.

2. Gateway Sign Application at 1250 Vestal Parkway East

Request from Park Outdoor Advertising for a Gateway Sign to be located at 1250 Vestal Parkway East (property is owned by Difrancesco Development Group & Parkway Square). The property is currently zoned Commercial Development (C-D) and has a building containing Tioga State Bank, Gertrude Hawk and a vacant service space. The sign is located on the front of the lot, to the western portion near the boundary with Red Lobster.

Update on 09/26/16: Supervisor Schaffer stated that he would prefer the entire Board be present to discuss this application. Discussion of this item will resume at the Work Session on October 10th.

3. Request to Install *Book Enjoyment Box* on the Rail to Trail

Debbie Stevenson and her daughter Jackie submitted a proposal to the Board to install a *Book Enjoyment Box* on the Rail Trail as a Girl Scout Silver Award project. It would be located near the Myrtle Street playground. Although several designs are being considered, the likely plan would have the Town install a post and they would construct and maintain the box for books to be used and borrowed by children.

Update on 9/26/16: After a brief discussion, the Board agreed to vote on approving this item at the next Regular Meeting on September 28th subject to the Board's review and approval of the box design.

4. IT Director's Request to Purchase a Used Vehicle

The existing Chevy Impala has serious problems that would be too costly to fix. He recommends a used Volkswagen Jetta Hybrid as the best choice for his department's needs.

Update on 9/26/16: Supervisor Schaffer stated that the IT Director has been advised to look for an American made vehicle and to look at the state bid list for a competitively priced domestic vehicle.

VESTAL TOWN BOARD WORK SESSION MINUTES
MONDAY, SEPTEMBER 26, 2016

EXECUTIVE SESSION

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

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

Resolved the Board enter into Executive Session to discuss the Library labor contract and the Library separation agreement with the Town. The time was 7:25 PM.

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

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

Resolved the Board leave the Executive Session and **adjourn the Work Session. The time was 7:53 PM.**

Respectfully submitted,
Emil Bielecki, Town Clerk