

## VESTAL TOWN BOARD WORK SESSION MINUTES

MONDAY, NOVEMBER 07, 2016

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

Also Attending: Town Attorney David Berger, Town Engineer Vern Myers, Town Comptroller Laura McKane, Deputy Town Comptroller Nick Angeline, Human Resource Officer Nancy Olmstead, Town Clerk Emil Bielecki and 10 people from the general public.

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

**UPCOMING PUBLIC HEARINGS:** November 9, 2016 at 6 PM.

- 2017 Town Budget
- 2017 Special Districts Budget
- Local Law F, a Local Law to Override the Tax Levy Limit

### COMMITTEES

#### 7.1 PUBLIC WORKS (FITZGERALD/Majewski)

1. Request to adopt a resolution authorizing Town Engineer Vern Myers to sign and join the NYSDOT Equitable Business Opportunities (EBO) system for project reporting for the Two Rivers Greenway Sign Project (PIN 9753.89).

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

2. Request from Water & Sewer Superintendent Scott Groats to approve payment of \$7,480.00 to Evans Mechanical for specialty work performed at the new Campus Water Booster Station.

Councilwoman Fitzgerald noted that this company was hired because it has the expertise to this very specialized work.

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

3. Request from Rita Petko to be reimbursed the \$500 deductible that was incurred to repair damage to her car resulting from an alleged unsafe road surface at the left side of the Rail Trail parking lot exit (near Coal House).

At the request of the Town Attorney, this item will be discussed in an Executive Session scheduled at the conclusion of the regular agenda.

4. Request from Town Engineer Vern Myers to adopt a resolution adopting procedures and policies for the procurement of good and services for projects funded by the Governor's Office of Storm Recovery (GOSR). This form is needed for the current Roberts Street Pump Station and the future EMS Building projects.

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

5. Request from Town Engineer Vern Myers to contract with Constellation Energy for electric service and Direct Energy for natural gas service to Town facilities at rates based on the MEGA Energy Consortium bidding. The Town is a member of the MEGA Energy Consortium.

**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- 43, 2016-43L, 2016-43E, 2016-44, 2016-44E

## VESTAL TOWN BOARD WORK SESSION MINUTES

MONDAY, NOVEMBER 07, 2016

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

2. Request to pay \$349.85 to Accurate Court Reporting for Deposition in the Hicks vs. Town of Vestal case.

**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 \$14,851.78 to Pappas, Cox, Kimpel, Dodd & Levine, PC for legal services incurred in the Hick vs. Town of Vestal case.

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

4. Request to pay \$1,650 to the Association of Towns of the State of New York for the annual membership dues.

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

5. Request to pay \$625.00 to Town Attorney David Berger for October 2016 billable hours.

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

6. Discuss an offer from Robert Hynes III to purchase the Magnolia Drive Park property.

At the request of the Town Attorney, this item will be discussed in an Executive Session scheduled at the conclusion of the regular agenda.

7. Request for retro-active approval for Town Comptroller Laura McKane to sign a renewal agreement with Lifetime Benefit Solutions for dental claim administration services. A minimum fee of \$175.00 per month will apply.

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

8. Request from Deputy Highway Superintendent Craig Hiller for the following budget transfers:

- \$10,000 from line D5130-4230 to line D5130-2220 for new equipment purchase
- \$13,000 from line D5142-4211 to line D5130-2200 for new equipment purchase
- \$20,000 from line D5110-4318 to line D5130-2200 for new equipment purchase

Supervisor Schaffer asked the Board to add another budget transfer request from the Highway Department as follows:

- \$8,000 from line D51421-1033 (snow overtime) to line D5110-1033 (leaf pickup overtime)

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

9. Discuss the 2017 Town Budget.

Town Comptroller Laura McKane distributed the text of the *power point* presentations that she will make at the public hearings on the 2017 Special District Budget and the Preliminary 2017 Town Budget. She asked the Board to review the information and make recommendations for any changes. Some of the highlights of the presentations are as follows:

- Total spending in the Water District is up 3.5% mostly due to well improvements and water tank projects.

## VESTAL TOWN BOARD WORK SESSION MINUTES

**MONDAY, NOVEMBER 07, 2016**

- We continue to make costly infrastructure improvements in the Water District.
- No water rate increase is needed at this time.
- The Sewer District budget will experience large increases in payments to the Binghamton-Johnson City Joint Sewage Treatment Plant to cover the cost of major upgrades at the JSTP.
- To cover the current and anticipated expenses, a sewer rent increase of 7.5% is proposed.
- In 2015 and 2016, the Town received large refunds from the JSTP which significantly increased the fund balance. The Board will be asked to direct this money to a capital reserve account for reinvestment in infrastructure.
- The proposed tax levy for the 2017 Town Budget is approximately \$74,000 below the state cap.
- The tax rate for the 2017 Town Budget is down 2.15%. This is due primarily from the removal of the Vestal Library from the Town budget.
- General fund spending for 2017 is up approximately 2.8%. Highway Fund spending is up approximately 3.6%.
- The estimated fund balance in the general and highway funds is \$3,007,778. The fund balances have stabilized and are under review given capital needs.

Comptroller McKane also distributed the following list of proposed changes to the Preliminary Budget, characterizing most of the changes as small clean up items:

**CHANGES TO PRELIMINARY BUDGET FOR FINAL**

			2017	2017			
			PRELIM	FINAL	DIFFERENCE		
A3120	1010	Salaries	\$ 2,640,000	\$ 2,631,600	\$ (8,400)		
A5182	4110	Highway Lighting	\$ 163,000	\$ 158,000	\$ (5,000)		
A1315	1010	Salaries	\$ 135,270	\$ 136,270	\$ 1,000		
A7140	1034	Summer Labor	\$ 35,100	\$ 34,920	\$ (180)		
A1620	4110	Electric Expense	\$ 22,500	\$ 21,500	\$ (1,000)		
D5112	2153	Hwy Drg - Pipe	\$ 16,000	\$ 16,000	\$ -		
A6772	4252	Rent Expense	\$ 9,370	\$ 9,500	\$ 130		
A7140	4110	Electric Expense	\$ 9,100	\$ 8,500	\$ (600)		
A1680	4440	Machine Maint. & Leases	\$ 4,238	\$ 4,200	\$ (38)		
A1440	4440	Machine Maint. & Leases	\$ 1,980	\$ 1,836	\$ (144)		
A3620	4440	Machine Maint. & Leases	\$ 1,980	\$ 1,836	\$ (144)		
A1310	4060	Operating Exp. & Supplies	\$ 1,270	\$ 1,405	\$ 135		
A7140	4120	Water & Sewer	\$ 1,000	\$ 1,200	\$ 200		
A1460	4440	Machine Maintenance	\$ 735	\$ 720	\$ (15)		
A7450	4050	Telephone Expense	\$ 400	\$ 360	\$ (40)		
D5130	1060	Taxable Fringe Benefits	\$ 1,175	\$ 350	\$ (825)		

\$ (14,921)

The Board accepted these adjustments to be incorporated into the final 2017 Town Budget.

Councilwoman Fitzgerald proposed reductions to several budget lines and Supervisor Schaffer offered up a longer list of budget reductions. The Board engaged in a lengthy discussion of the proposed budget line reductions. The proposed reductions that received support through consensus of the Board were duly recorded by the Town Comptroller and will be added to the list of changes to be incorporated into the final 2017 Town Budget.

Supervisor Schaffer expressed strong dissatisfaction with the Broome County Association of Towns and recommended that the Town sever its relationship with the organization. Several Board members cautioned against such a drastic action citing the need to share ideas and promote inter municipal cooperation. The need for continuing education opportunities was also cited as a reason to maintain relationships with such organizations.

## VESTAL TOWN BOARD WORK SESSION MINUTES

MONDAY, NOVEMBER 07, 2016

### 7.3 PERSONNEL (MESSINA/Majewski)

1. Request to approve the following appointments:

- Re-appoint Stephen Appel and Philip Grayson to the Conservation Advisory Committee effective January 1, 2017. These terms are to expire December 31, 2018.
- Re-appoint Margaret Hadsell to the Historic Preservation Commission effective January 1, 2017. This term is to expire December 31, 2020.
- Re-appoint Sue Hoyt to the Recreation Commission effective January 1, 2017. This term is to expire on December 31, 2023.

Human Resource Officer Nancy Olmstead stated that there are still vacancies on the Conservation Advisory Committee and asked to Board to consider the appointment of Kathleen M. Konen, who expressed an interest in serving on CAC. The Board concurred. The additional appointment is to be added to the above list as follows:

- Appoint Kathleen M. Konen to the Conservation Advisory Committee effective January 1, 2017. This term is to expire December 31, 2018.

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

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

### 7.5 PUBLIC SAFETY (FITZGERALD/Messina)

1. Request from Police Chief John Butler to purchase seven 40 caliber handguns and six holsters from Atlantic Tactical for a total of \$2,148.91. The funds will be taken from line A3120-2626R (asset forfeiture).

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

2. Request from the Fire Department to accept the following payments for usage of the Fred Singer Training Center:

- A \$100 payment from the Wysox Fire Company for one day usage on November 6, 2016.
- A \$600 payment from Plastisol Composites LLC for an annual lease.

**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 approve the Vestal Fire Department Membership for Station 2's Fireman Breakfast at Station 2 on December 11, 2016, 7:30 AM until 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.

### 7.6 ADMINISTRATION (MAJEWSKI/Messina) – no items were brought for consideration.

## UNFINISHED BUSINESS

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

Town Engineer Vern Myers and Town Comptroller Laura McKane are evaluating service plans from the Mirabito Group as well as 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 11/07/16:** Town Engineer Myers stated the Request for Quotation (RFQ) will be completed by the end of this week.

**VESTAL TOWN BOARD WORK SESSION MINUTES**

**MONDAY, NOVEMBER 07, 2016**

**2. Discussion Concerning a Proposed Ban on Smoking in Town Parks**

Several Board members indicated that the proposal was a good idea but that additional research needed to be done to clearly identify what products would be banned and how a ban would be enforced.

**Update on 11/07/16:** Town Attorney Berger stated that he drafted a local law and distributed it to the Board for review. After a brief discussion, the Board requested that a ban on e-cigarettes and vaping should also be included in the proposed local law.

**EXECUTIVE SESSION**

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

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

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

- Item 7.1-3 on this agenda (claim for vehicle damage)
- Item 7.2-6 on this agenda (offer to purchase Magnolia Park property)
- A homeowner claim on Vandervort Ave. (property damage)

The time was 8:30 PM.

On a motion of Councilman Majewski, seconded by Councilwoman Fitzferald, the following was

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

Resolved the Board leave the Executive Session and **adjourn the Work Session. The time was 9:02 PM.**

Respectfully submitted,  
Emil Bielecki, Town Clerk