

**VESTAL TOWN BOARD WORK SESSION MINUTES**  
**MONDAY, AUGUST 21, 2017**

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

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

Supervisor Schaffer **convened the Work Session at 6:02 PM.**

**BID OPENINGS**

The following bids were opened in the Clerk's office on Tuesday, August 15, 2017 and referred to the Superintendent of Water and Wastewater for review and recommendation:

- Fluoride Equipment Project (JC Smith Inc., BVS Metal Finishers)
- Liquid Polymeric Phosphate (Water Solutions, Shannon Chemical Corp.)

**COMMITTEES**

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

**7.2 FINANCE (AGNESHWAR/Fitzgerald)**

1. Warrants: 2017-32, 2017-32E, 2017-33, 2017-33E

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

2. Request from Town Comptroller Laura McKane to authorize the Town Comptroller and Town Supervisor to execute the necessary documents with M & T Bank for commercial credit cards offering cash back.

In response to a question from Councilwoman Agneshwar about credit cards, Supervisor Schaffer read a list of Town Officials who had credit cards and the spending limits on the cards. He further stated that the Town will profit as a result of this change. The money will go into the general fund.

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

3. Authorization for the Town Supervisor to sign a Settlement Agreement with the Vestal Central School District Board regarding collection of School District taxes.

Supervisor Schaffer asked the Board to approve this authorization at tonight's meeting because the School Board meets tomorrow. Longer term, this agreement is good for the Town residents because it will allow payment of both Town and School taxes in the same location. He thanked former School Board President Kim Myers for her assistance in resolving the issue.

**R179-17** On a motion of Councilwoman Fitzgerald, seconded by Councilwoman Agneshwar, the following resolution was

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

Resolved to authorize the Town Supervisor to sign a Settlement Agreement with the Vestal Central School District Board regarding the collection of School District taxes.

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### 7.3 **PERSONNEL** (FITZGERALD/Agneshwar)

1. Request to authorize Museum Director Cherese Rosales to hire Grace Palumbo as a part-time Clerk in the Museum effective September 5, 2017. Ms. Palumbo's rate of pay will be \$9.70 per hour and it is anticipated she will work 5 hours per week.

**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/Fitzgerald) – no items were brought for consideration.

7.5 **PUBLIC SAFETY** (MAJEWSKI/Messina) – no items were brought for consideration.

7.6 **ADMINISTRATION** (MESSINA/Majewski) – no items were brought for consideration.

### **UNFINISHED BUSINESS**

#### **1. Employee Handbook Updates**

**Update on 8/7/17:** The Board is reviewing the changes as proposed by the Director of Human Resources Nancy Olmstead on 7/17/17. Also, a draft of a new Computer Use Policy was made available for review. Supervisor Schaffer noted that he still has some concerns about the adequacy of the Computer Use Policy and stated that he would ask the IT Director Dan Williams to attend the Work Session on August 21<sup>st</sup>.

**Update on 8/21/17:** Supervisor Schaffer stated that the IT Director is currently preoccupied with several other important issues and will address this item at a later date.

#### **2. Request from Town Justices to hire a Part-time Clerk**

**Update on 8/7/17:** Supervisor Schaffer stated that he has already expressed his conditional support of this request and is waiting for the Court to provide a more detailed explanation as to the duties, hours and pay rate for this new position.

**Update on 8/21/17:** According to a letter from the Court Justices, the part-time clerk would work less than 20 hours per week with a pay rate of \$9.70 per hour. Director of Human Resources Nancy Olmstead stated that the Court is currently reviewing applicants for the position.

### **NEW BUSINESS**

1. Town Engineer Vern Myers stated that the US Census Bureau has requested the Town to provide some updates to the last census. We can opt out of doing this. After a brief discussion, the Board advised the Town Engineer to discuss this matter with the Town Assessor to determine whether we have the resources to get involved with this task.
2. Town Engineer Vern Myers notified the Board that the Town has been awarded a NYS Department of Transportation (DOT) grant to install a pedestrian activated traffic signal on the Vestal Parkway in the vicinity of the Vestal Library and to install additional sidewalks on Clayton Avenue between Charles Street and the Vestal Parkway. This grant would be an 80/20 split between the State and local funding. The total cost of the project is estimated in the range of \$800,000. If we are not willing to contribute the local share, we can turn it down. However, since the major objective of this project would be to create a safer environment for the student pedestrian traffic, he is suggesting that the Town ask the School District to pay for ½ of the local share. After a brief discussion, the Board decided to approach the School District with the cost sharing proposal.

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**EXECUTIVE SESSION**

On a motion of Councilwoman Messina, seconded by Supervisor Schaffer, 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 EPA fine resolution. The time was 6:31 PM.

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 leave the Executive Session and **adjourn the meeting. The time was 6:56 PM.**

Respectfully submitted,  
Emil Bielecki, Town Clerk