

VESTAL TOWN BOARD WORK SESSION MINUTES

MONDAY, OCTOBER 09, 2017

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 Comptroller Nick Angeline, Director of Human Resources Nancy Olmstead, Town Clerk Emil Bielecki and 4 people from the general public.

Supervisor Schaffer **convened the Work Session at 5:00 PM.**

5:00 PM – Review of 2018 Tentative Town Budget

The Board engaged Comptroller Laura McKane in the continuing review of the 2018 Tentative Town Budget. Several small line item changes were recommended by the Board and were compiled by the Comptroller. The reviewed departments with corresponding commentary are as follows:

Town Board:

Supervisor:

Town Court:

- Supervisor Schaffer asked if the new arraignment procedure that was announced by Broome County will have any impact on this budget. Comptroller McKane will inquire about it.
- The Board recommended that the part-time clerical position (currently vacant) be funded for 15 hours per week in the 2018 budget.

Director of Finance:

- Comptroller McKane noted that the auditing expenses are increasing approximately 30% due to various regulatory changes which require the review of more statements.

Tax Collector:

- There is a significant increase in the salary line as well as other lines to pay for the additional expenses connected with the Town's takeover of school tax collection. The Town will lose money in taking over the school tax collection but it is being done to provide a significantly higher level of service to the residents.

Town Attorney:

- Responding to a question from Councilman Majewski, Comptroller McKane stated the payments for outside legal services are budgeted under a line that is not part of the Town Attorney's budget.

Human Resources:

- Supervisor Schaffer noted that some discussion has occurred about increasing the responsibilities of this office and perhaps adding additional office hours.

Engineer:

- The Board is still evaluating the lease vs purchase options for a large format printer.

Records Management:

- The Town Clerk will review the anticipated expenses budgeted for shredding services.

Highway:

- The Highway Superintendent has asked the Board to reconsider the recommended reduction to the oil and stone line. The Board will review the request but hopes money could be found within the Highway budget.

Code Department:

- Supervisor Schaffer noted that the Code Department is asking to acquire several Ford F-150 trucks with crew cabs. He feels that there is no need for such large and expensive vehicles and asked that the Chairman of the Planning & Zoning Committee speak to the Code Department about this issue.
- Comptroller McKane stated that she just completed a purchase vs. lease analysis for the vehicles (sent to the Board) and concluded that it would be preferable to purchase.

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Town Vehicle Fleet:

- Supervisor Schaffer expressed a desire to install GPS units in all Town vehicles as another tool to better manage our vehicle fleet. A number of other municipalities in this area are already doing this. Town Engineer Vern Myers noted that it is relatively inexpensive to install tracking units but compiling the data to make it useful could be expensive.

Comptroller McKane distributed a compiled list of changes that were made to the 2018 Tentative Town Budget. The changes include those that she made based upon updated budgetary information and those that the Board recommended at the previous Work Sessions. One of the changes that she is recommending is an increase in the Contingent Account to provide a source of funding for new positions that are being considered by the Board for grant writing and fleet management.

She noted that if the proposed changes are adopted, the tax levy for the 2018 budget would be below the state mandated cap. The list of the proposed changes to the 2018 Tentative Town Budget is as follows:

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lmckane | NEXT YEAR BUDGET LEVELS REPORT

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			2018 BUDGET		CHANGES TO TENTATIVE BUDGET			
GENERAL FUND			2018 REVIEW	2018 TENTATIVE	2018 PRELIM	CHANGE	REASON	
A1410	1060	Taxable Fringe Benefits	0	\$ -	\$ 3,000	\$ 3,000	For health insurance buyout	
A1440	4490	Books Periodicals Dues & Sub.	0	\$ -	\$ 330	\$ 330	PE License	
A1910	4070	Insurance	77000	\$ 77,000	\$ 80,500	\$ 3,500	Flood ins. Increase	
A1990	4322	Contingent Account	60000	\$ 54,000	\$ 90,000	\$ 36,000	To consider new positions	
A3510	4000	Contr. & Prof. Services	30000	\$ 30,000	\$ -	\$ (30,000)	Remove error	
A3620	2230	Vehicle	30000	\$ 30,000	\$ 11,100	\$ (18,900)	Reduce to 2 leased vehicles	
A3620	4000	Professional Services	1000	\$ 1,000	\$ 500	\$ (500)	10-2 meeting	
A3620	4051	Cellular Telephone Expense	2300	\$ 2,300	\$ 2,200	\$ (100)	Reviewed with IT	
A3620	4040	Vehicle Maintenance	5000	\$ 1,000	\$ 4,000	\$ 3,000	Vehicles need repairs	
A7140	1034	Summer Labor	49920	\$ 43,680	\$ 37,440	\$ (6,240)	10-2 meeting	
A7140	4310	Topsoil Gravel Stone Etc.	4500	\$ 4,500	\$ 500	\$ (4,000)	10-2 meeting	
A7140	4081	Grass Seed & Fertilizer	6200	\$ 6,200	\$ 4,000	\$ (2,200)	10-2 meeting	
A7140	4012	Small Tools & Equipment	2500	\$ 2,500	\$ 2,000	\$ (500)	10-2 meeting	
A7180	4050	Telephone Expense	250	\$ 250	\$ 350	\$ 100	Reviewed bills	
A9901	9002	Transfer to Health Ins. Fund	2260500	\$ 2,260,500	\$ 2,240,500	\$ (20,000)	One employee taking buyout	
						\$ (36,510)		
HIGHWAY FUND								
D5110	4318	Road Oils	80000	\$ 80,000	\$ 70,000	\$ (10,000)	10-2 meeting	
D5110	1060	Taxable Fringe Benefits	2000	\$ 2,000	\$ 1,200	\$ (800)	Reviewed bills	
D5110	4110	Electric-Pump Station	2500	\$ 2,500	\$ 2,700	\$ 200	Reviewed bills	
D5110	4000	Contr. & Prof. Services	16000	\$ 16,000	\$ 17,000	\$ 1,000	Reviewed bills	
D5112	2151	Paving	200000	\$ 200,000	\$ 180,000	\$ (20,000)	10-2 meeting	
D5130	4230	Repair Of Machinery etc.	160000	\$ 160,000	\$ 150,000	\$ (10,000)	10-2 meeting	
D5130	4231	Tire Supp. & Maintenance	32000	\$ 32,000	\$ 30,000	\$ (2,000)	10-2 meeting	
D5130	1060	Taxable Fringe Benefits	350	\$ 350	\$ 150	\$ (200)	Reviewed bills	
D5142	1033	Overtime - Snow & Ice Control	120000	\$ 120,000	\$ 110,000	\$ (10,000)	10-2 meeting	
D5142	4211	Snow Plow Blades & Chains	19000	\$ 19,000	\$ 15,000	\$ (4,000)	10-2 meeting	
						\$ (55,800)		
SPECIAL DISTRICTS:								
S8110	4070	Insurance	7000	\$ 7,000	\$ 7,200	\$ 200	Flood ins. Increase	
W8310	4070	Insurance	37000	\$ 37,000	\$ 39,500	\$ 2,500	Flood ins. Increase	
W8320	4110	Electric Expense	200000	\$ 200,000	\$ 215,000	\$ 15,000	Reviewed bills	
						\$ 17,500		

** END OF REPORT - Generated by Laura McKane **

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6:00 PM - Vestal Historic Preservation Commission to discuss the historic Rounds House

Members of the Vestal Historic Preservation Commission, Nina Versaggi, Paul Deeley and Margaret Hadsell addressed the Board concerning a Certificate of Appropriateness filed for some exterior work on the historic Rounds House on N. Main Street owned by Dr. Muench. The Rounds House is on the National Historic Register. The reason for this presentation is to keep the Town Board informed about the activity of the Historic Commission and to make it aware of the specific issues that are now being reviewed at the Rounds House. The immediate issue at the Rounds House is the replacement of a deck and the repair of some water damage caused by missing gutters. The Commission is working with Peter Walsh, the contractor, to ensure that the work is done according to the guidelines for historic buildings.

The Vestal Historic Commission members also noted that each filed Certificate of Appropriateness comes with a \$100 application fee. The Commission would like to retain these fees to purchase plaques for locally designated landmarks. Supervisor Schaffer stated that the Board will review this request.

UPCOMING PUBLIC HEARINGS:

October 25, 2017 at 6:00 PM

Vestal Auto Dealerships, LLC Special Permit to operate a vehicle service station
Barney and Dickinson Special Permit for installation of above ground fuel storage tank

COMMITTEES

7.1 PUBLIC WORKS (FITZGERALD/Majewski)

7.2 FINANCE (AGNESHWAR/Fitzgerald)

1. Warrants: 2017- 39, 2017-39E, 2017-40, 2017-40E

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

2. Request from Deputy Town Comptroller Nick Angeline to make budget transfers dated July – September 2017 as attached to his memo to the Town Board dated 10/4/17.

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 \$387.50 to Town Attorney David Berger for September 2017 billable hours.

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

4. Request from Vestal Police Lt. Christopher Streno for the Vestal Police Department to accept a technology grant in the amount of \$9,000.00 from the Broome County District Attorney’s Office.

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

7.3 PERSONNEL (FITZGERALD/Agneshwar)

1. Request from Police Chief John Butler for authorization for Police Officer Colby Taber, who was ordered to active duty in the Virgin Islands on September 15, 2017, to remain on the Town payroll with full pay and benefits from September 30, 2017 through October 15, 2017 which is the anticipated end of his deployment.

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Supervisor Schaffer stated that this officer's tour of duty has been extended for an additional 30 days. Although we all want to be patriotic and sensitive to the needs of our employees, we can't continue to provide this benefit on an open ended basis. The officer is being compensated by the National Guard while deployed. Perhaps, we could look into the feasibility of making him whole after his tour of duty ends. The Board agreed to put this request on hold until the officer's tour of active duty is completed and additional compensation and benefits information is reviewed.

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.

EXECUTIVE SESSION

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

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

Nays 0

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

- Labor Negotiations with VPSA, CSEA & Operating Engineers and salaries
- Tax case litigation concerning 3149 Burris Road

The time was 6:43 PM.

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

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

Nays 0

Resolved the Board leave the Executive Session and **adjourn the meeting. The time was 7:30 PM.**

Respectfully submitted,
Emil Bielecki, Town Clerk