

## VESTAL TOWN BOARD WORK SESSION MINUTES

MONDAY, DECEMBER 18, 2017

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

Also Attending: Town Attorney David Berger, Town Engineer Vern Myers, Town Comptroller Laura McKane, Fire Chief David Harrington, Assistant Fire Chiefs Doug Rose and Ron Birdsall, Director of Human Resources Nancy Olmstead, Town Clerk Emil Bielecki and 2 people from the general public.

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

### **6:00 PM – Discussion of Fire District Apparatus Projects**

Assistant Fire Chief Ron Birdsall notified the Board that the Fire Department will need a few more weeks to evaluate the bids for the Tanker 32-3 project. They expect to have a recommendation for awarding the bid prior to the Board meeting on January 3, 2018.

Fire Chief Harrington provided a brief review of the items on this agenda having to do with the Tower 32-4 project and asked if the Board has any questions. Supervisor Schaffer noted that the questions concerning the amount for the bonding had been answered. No other concerns were raised.

### **COMMITTEES**

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

**7.2 FINANCE (AGNESHWAR/Fitzgerald)**

**1. Warrants:** 2017- 49, 2017-49E, 2017-50, 2017-50E, 2017-50C

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

**2. Discuss Town and Town Court audit proposals.**

Town Comptroller Laura McKane presented the Board with proposals from three accounting firms to perform annual audits of the Town and the Town Court. The lowest bid for the Town audits was from Insero, the same company that has done our audits for the last few years. She is satisfied with their performance and recommends that we renew the contract with them for 3 additional years. With the new GAAP compliance statements it would be better to stay with the same firm for at least this year.

Supervisor Schaffer stated that he is happy with the work that Insero has done on the Town audits but that it may be reasonable to try another firm for the Court audit. Councilman Majewski stated that his recommendation is to go with the EFPR Group for the Court audit. They were the low bidder for just the Court audits and hiring a new firm would give us an opportunity to assess the quality of their work.

After a brief discussion, the Board selected Insero to perform the Town audits for 3 years at a total cost of \$45,000 and selected EFPR Group to do the Justice Court audit for 2 years at a total cost of \$6,200.

**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 \$380.00 for the 2018 Greater Binghamton Chamber of Commerce annual membership dues.**

**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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**4.** Request to pay \$1,650.00 for the 2018 Association of Towns of the State of New York 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.** Discuss proposals for Fire District accident insurance coverage for volunteer firefighters and auxiliary members.

In a memo to the Town Board Fire Chief Harrington stated the existing coverage from Provident Insurance meets their needs and the recommendation is to renew with Provident for three years at \$3,716 annually. The Board accepted that recommendation.

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

**6.** Request authorization for the purchase of a ladder firefighting truck for the Vestal Fire District in the Town of Vestal, Broome County, New York, at a maximum estimated cost of \$970,000 and authorizing the issuance of not exceeding \$970,000 serial bond of said Fire District to pay the cost thereof.

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

**7.** Request for the Board of Fire Commissioners to adopt a resolution calling for a Special Election of the qualified voters of Vestal Fire District to be held on February 6, 2018 at the Vestal Town Hall between the hours of 2:00 P.M. and 9:00 P.M. and to give notice of the Special Election by publication to be not less than 27 or more than 34 days before the election.

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

**8.** Request for the Board of Fire Commissioners to adopt a resolution designating election personnel and their compensation for the Special Election of the Vestal Fire District to be held on February 6, 2018 as follows:

- Joseph Schlitz, a duly qualified voter of said Fire District is hereby appointed as the permanent chairman of the special election referred to in the preambles hereof.
- The following named qualified voters of said Fire District are hereby appointed to act as inspectors of election of said special election, so that there shall be at least two inspectors for each ballot box to be used thereat: Julie Ekblaw, Janet Cole, John Hall, Cora Walter.
- Each inspector of election appointed for said special election, as herein provided, shall be entitled to compensation at the rate of \$77 for each day actually and necessarily spent on the duties of his office; provided however, the Chairperson of the Electors shall be paid \$84.

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

**9.** Request for the Board of Fire Commissioners to adopt a resolution setting the time and place of a meeting of the inspectors of election of Vestal Fire District for the purpose of preparation of the Fire District election register to be used for the Special Election on February 6, 2018 as follows:

- The inspectors of election approved by resolution duly adopted by said Board of Fire Commissioners on December 20, 2017, shall meet at the Vestal Town Hall, in Vestal, New York, in said Fire District, on

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the 19<sup>th</sup> day of January, 2018 at 12:00 o'clock (Noon) P.M. to commence preparation of the register of those persons eligible to vote in such special election.

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

**10.** Request to pay Town Attorney David Berger \$212.50 for November 2017 billable hours.

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

**11.** Request to issue a refund in the amount of \$36.95 to Richard Howell for overpayment of the water/sewer bill at 401 Colonial Ave.

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

**12.** Request from Deputy Comptroller Nick Angeline to make budget transfers dated Nov. 30, 2017- Dec. 15, 2017 as attached to his memo to the Town Board dated 12/14/17.

**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 to re-appoint the following to various advisory boards:

- Re-appoint Nina Versaggi to Historic Preservation effective January 1, 2018 to December 31, 2022.
- Re-appoint Walter Barbour to Board of Assessment Review effective December 21, 2017 to September 30, 2022.
- Re-appoint Curt Pueschel, Adam Flint, Cynthia Westerman and Victor Lamoureux to Conservation Advisory Committee effective January 1, 2018 to December 31, 2019.
- Re-appoint Adam Flint as the Conservation Advisory Committee Representative on the Broome County Environmental Management Council
- Re-appoint John Hroncich to the Recreation Commission effective January 1, 2018 to December 31, 2024.

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

**2.** Request to promote Arthur Robinson to the position of Building & Code Inspector effective January 1, 2018. Per CSEA contract, his rate of pay will be \$27.16 per hour.

**3.** Request from Recreation Planner Sue Jastran to hire family swim, weight room, and youth basketball employees as listed in her memo to the Town Board dated December 14, 2017.

**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)**

**1.** Request from Fire Chief David Harrington for the Board of Fire Commissioners to approve the following as members of the Vestal Fire Department.

- Evan Tobler as a new member of Company 2.

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- Kathleen Konen as a new member of Company 3.
- Colin Allis as a new member of Company 4.
- Matthew Lippa as a new member of Company 4.
- Jeremy Briggs as a new member of Company 4.

All of the above appointments are pending prior to their approval at the respective Company meetings on December 18, 2018.

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

**7.6 ADMINISTRATION (MESSINA/Majewski)**

**1. Discuss the 2018 Town Board meeting calendar.**

The Board reviewed a proposed calendar of Town Board meetings for 2018 which will be adopted at the 2018 Organizational Meeting. Several changes were made to the meeting dates in November so that the Board can adopt the budget within the legal timeframe. The 2018 Organizational Meeting is scheduled for Wednesday, January 3, 2018 at 5:00 PM.

**RECEIVE AND FILE:**

1. Letter to the Town Supervisor from Town Justices Meagher & Sherwood regarding court audits.

**NEW BUSINESS**

- The Director of Human Resources Nancy Olmstead announced that the NYS Paid Family Leave Law becomes effective on January 1, 2018. Although the law exempts municipalities, they can opt in at a later date. At this time, the Town does not have any plan to opt in.
- Town Engineer Vern Myers stated that the designated selection committee has selected Delta Engineers as the qualified consultant to provide engineering and consultant services for the Washington Drive Bridge Rehabilitation Project. Once the consultant is notified, a scope of services and fees will be developed in accordance with the State and Federal project guidance. When the agreement is complete, it will be submitted to the Town Board for review and approval.

**EXECUTIVE SESSION**

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

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

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

- Labor contract negotiations with the Operating Engineers, PBA and CSEA.
- Review of applicants for appointments to volunteer boards.

The time was 6:46 PM.

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

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

Resolved the Board leave the Executive Session and **adjourn the meeting. The time was 7:37 PM.**

Respectfully submitted,  
Emil Bielecki, Town Clerk