

VESTAL TOWNBOARD WORK SESSION MINUTES

MONDAY, JUNE 10, 2019

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

Also Attending: Town Attorney David Berger, Town Engineer Vern Myers, Director of Human Resources Nancy Olmstead and Town Clerk Emil Bielecki.

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

COMMITTEES

7.1 PUBLIC WORKS (FITZGERALD/Fletcher)

1. Request from Town Engineer Vern Myers for the Town Supervisor to sign GOSR Change Order for the Roberts Street Pump Station.

Town Engineer Vern Myers stated that this action is necessary to close out this project. It represents the final payment to complete the design and plans for the pump station. This fee is fully reimbursable from the GOSR grant. The contract documents and plans for the pump station will be in the Town's possession should funding become available for doing the project.

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

2. Request from Town Engineer Vern Myers to advertise for bids at appropriate times during 2019 for projects noted on memo to the Town Board dated May 29, 2019.

The projects are as follows:

1. Roof Waterproofing Vestal Library, Capital Project
2. Curb and Gutter various locations, Highway Dept., CHIPs funded
3. Traffic Signal Loop Detector Replacement – African Rd. at Vestal Rd., Vestal Rd. at Sycamore Rd., Ash Rd. at Sycamore Rd. CHIPs funded
4. David Avenue Park Streambank Restoration - FEMA
5. Jones Park Streambank Restoration – FEMA
6. Harold Moore Park Streambank Restoration – FEMA
7. Meeker Road Streambank Restoration – FEMA
8. Gary Drive Streambank Restoration – FEMA
9. Rayelene Sewer Crossing Restoration – FEMA
10. Circle Drive Sewer Exposure Repair – FEMA (may be done by Town forces, decision pending)

Town Clerk Emil Bielecki noted that his office has managed the Town's bid process for over a dozen years and is looking for clarification whether this represents a change from the existing procedure. Town Engineer Vern Myers responded that he is mainly seeking to have more flexibility in timing but that he expects to continue working closely with the Clerk's Office in the opening, processing and record keeping functions of the bidding process.

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

3. Request from Highway Superintendent Rocco Turdo to award highway materials bids as noted in his memo dated June 3, 2019.

VESTAL TOWNBOARD WORK SESSION MINUTES

MONDAY, JUNE 10, 2019

Councilman Majewski asked why two of the bids were rejected. Supervisor Schaffer responded that it was likely that those materials could be purchased for less using the Broome County bid prices.

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

4. Request from Water/Wastewater Superintendent Scott Groats to refund \$100.50 to David & Rakel Van Dusen for a credit on their closed utility account.

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 award the Arnold Park Pavilion Project (building only) to ProCon Contracting for \$104,000.00.

Town Engineer Vern Myers stated that the bid prices for the complete project came in well above the allotted SAM Grant Budget. However, the bid specs requested a break out of separate jobs. He is recommending that the Board award the bid only for the building of the pavilion. Procon, the low bidder, is willing to do this and will also include two sidewalks to the pavilion from the existing parking lot. It is anticipated that the remaining money in the SAM Grant could be used to complete the necessary site work in-house by Parks and/or Highway.

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

6. Request from Ann and Dan Reynolds to reduce water/wastewater bill for 221 Marion Street owned by Daniel McCormack.

Supervisor Schaffer stated that this is another one of those unfortunate situations where the Town can no longer provide relief. The policy changed when the Joint Sewage Treatment Plant no longer gave the Town credit for water usage that may not have gone into the sewer system. The Town Attorney was asked to send a letter of explanation to the applicant.

7.2 **FINANCE** (MESSINA /Majewski)

1. Warrants: 2019-21, 2019-21E, 2019-22, 2019-22E, 2019-23, 2019-23E

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

2. Request from Deputy Comptroller Nick Angeline to approve budget transfers as attached to his memo to the Town Board dated June 10, 2019.

Town Clerk Bielecki noted that the slight amendment on the budget transfer sheet that was provided by the Comptroller has already been incorporated into the Board’s backup material.

Councilman Majewski asked why there was a budget transfer for attendance to the Association of Towns Conference. Supervisor Schaffer responded that attendance to the conference was fully budgeted but the transfer was needed because there was a swap of an attendee. Supervisor Schaffer also reminded the Board that it is the responsibility of each committee member to take the lead in providing answers to questions that arise on topics under their jurisdiction and oversight.

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

VESTAL TOWNBOARD WORK SESSION MINUTES

MONDAY, JUNE 10, 2019

7.3 PERSONNEL (MAJEWSKI/Fitzgerald)

1. Request from Director of Human Resources Nancy Olmstead for Museum Director Cherese Weisner-Rosales to hire Nathan Revor as an intern starting on June 4, 2019 for the hourly rate for \$18.75, total not to exceed \$1,875.

Director of Human Resources Nancy Olmstead noted that this intern is an undergraduate student at Cornell University. Cornell was to provide some of funding but only if the intern was a graduate student. Since we are not getting the funding from Cornell, this intern will work fewer hours than originally anticipated. His work will involve the development of a plan to revitalize Front Street.

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

2. Request from Director of Human Resources Nancy Olmstead for Jim Bukowski, Parks Superintendent Jim Bukowski to hire Adisen Harden as a Summer Laborer, effective June 10, 2019, at the hourly rate of \$13.00.

Councilman Fletcher asked why this laborer is being compensated at a higher level than other summer laborers. Supervisor Schaffer explained that this individual has a CDL license and has other specific skills that are needed in the Parks Department.

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 (FLETCHER/Fitzgerald)

1. Discuss Target Communications request to do a Map and Resource Guide for the Town of Vestal.

Supervisor Schaffer stated that this project will update a useful resource at no cost to the Town. The procedure is nearly identical to what was done previously. Town Attorney Berger noted that he has not reviewed the solicitation letter that this company wants to send out on the Town's letterhead. In the least, the letter should have a disclaimer. After a brief discussion, the Board deferred a final decision pending the Town Attorney's further review.

2. Request from the Executive Director of the Kopernik Observatory & Science Center Andrew Deskur to hold the Second Annual Race to the Stars 5k road race on September 14, 2019.

It was noted that the race was reviewed and approved by the Police Department with the same conditions that were agreed to for the staging of this event last year.

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

3. Discuss the Town of Vestal Code as it relates to political signs.

Town Attorney David Berger noted that the Town's Code regulation of political signs is likely illegal. To address the issue, he has drafted a new ordinance that treats political signs as any other temporary signs. It regulates the signs in a manner that is content neutral. The response from the Code Departments is that this new ordinance would require detailed monitoring of every temporary sign, a task that would be overwhelming. This degree of regulation is not enforceable with the current staffing and work load of the Code Department. Supervisor Schaffer stated that the proliferation of political

VESTAL TOWNBOARD WORK SESSION MINUTES

MONDAY, JUNE 10, 2019

signs in the Town is out of control and some reasonable regulation is in order. He asked the Town Attorney to continue working with the Code Department to develop regulations that are enforceable, particularly as it pertains to the size of the signs and the timeframes allowed their display.

7.5 PUBLIC SAFETY (MESSINA/Fletcher)

1. Request from Fire Chief David Harrington to accept funds from the following:

- Donation from Citgo in the amount of \$500.00 to be used for purchase of equipment (F3410 4060)
- Payment from Firefighters Turnout Bags in the amount of \$220.00 for recycling retired turnout gear. Funds to be appropriated to line F3410 4060 back into the Central Storage Budget.

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

2. Request from Fire Chief David Harrington to approve the Vestal Fire District Sexual Harassment Policy.

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

7.6 ADMINISTRATION (FITZGERALD/Messina)

1. Request from Cherese Weisner-Rosales for the Town Supervisor to sign an agreement with Broome County for the Small Community Grant in the amount of \$8,501 to be used for equipment and other improvements at the African Road Park.

Some Board discussion occurred concerning the completion of the work. There was some concern that the Parks Department is overwhelmed and some of the projects may not be properly prioritized. Councilman Fletcher stated that the Parks Superintendent should be asked to provide for a list of the ongoing projects in their order of priority.

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

2. Request from Recreation Planner Sue Jastran to accept the following Town Band donations to go into line item A7310.4345 for music:

- \$50.00 from United Methodist Homes (check #55198)
- \$200.00 from Timothy Donlin (check # 350)
- \$50.00 from Good Shephard-Fairview Home (check # 83207)
- \$50.00 from United Methodist Homes (check # 58344)

Town Attorney Berger reminded the Board that the Town Band is an independent entity and is not a under the direct control of the Town.

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

SUPERVISOR'S ANNOUNCEMENT

- The Town of Vestal Recreation Department will be hosting **Summer Festivus** on Friday, June 21st, 5:00 PM – 8:00 PM, at the Four Corners Gazebo on Front Street. This first day of summer event will feature musical entertainment, numerous youth activities, delicious food and an ice cream truck. For additional information call 754-3368.

VESTAL TOWNBOARD WORK SESSION MINUTES

MONDAY, JUNE 10, 2019

NEW BUSINESS

- Supervisor Schaffer stated that several buildings in the Town have been identified as dangerous. He asked the Town Engineer and the Town Attorney to set the process in motion to commence the demolition of these structures.
- Town Engineer Vern Myers stated that County funding from the Susquehanna Riverfront Improvements Project will be used to make various upgrades to the boat launch area at Harold Moore Park.
- Town Engineer Vern Myers announced that a section of the Rail Trail near the EPA remediation site on Stage Road will be getting a 'speed bump'. The section will be used by the Army Corps of Engineer to cross the Rail Trail for pumping of treated water into the retention pond on the other side.
- Town Attorney David Berger informed the Board that the negotiations to approve the leasing of space for 2 cell towers are ongoing and close to completion.

The Work Session was adjourned at 7:20 PM.

Respectfully submitted,
Emil Bielecki, Town Clerk