

VESTAL TOWN BOARD WORK SESSION MINUTES
MONDAY November 15th 2021

<u>WORK SESSION</u>

Board Attendance: Board Members Fitzgerald, Messina, Fletcher, Ellis, Supervisor Schaffer

Also Attending: Town Attorney David Berger, Human Resources Director Nancy Olmstead, Town Comptroller Laura McKane, Deputy Town Comptroller Nick Angeline, Town Engineer Vern Myers, Fire Chief John Paffie, and 1st Deputy Town Clerk Heather Webster.

Supervisor Schaffer convened the Work Session at 6:00 PM beginning with Budget Discussions: Amendments to Preliminary Budget

Town Comptroller Laura McKane presented the Preliminary Budget Amendments for Finance items 7.2, 3-4, along with a list of Proposed Projects to the Town Board as well as a Fund Balance Projection Sheet.

VESTAL TOWN BOARD WORK SESSION MINUTES

MONDAY November 15th 2021

DEPT	PROPOSED PROJECTS	<u>2022</u>
IT	Computer Replacement - PCs and Laptops (including for patrol cars)	\$ 63,900
	IT TOTAL	\$ 63,900
HIGHWAY	Salt Shed Roof (\$550,000 bond resol approved 2021)	\$ 750,000
	Road Reconstruction	\$ 1,000,000
	Dump Trucks/Plow/Sander	(1) \$ 277,500
	4x4 3/4 Ton Pick-up Truck with plow & work crew accessories	\$ 54,000
	CNC Plasma Torch - Computer controlled cutting torch	\$ 37,500
	Excavator (8.8 metric ton)	\$ 140,000
	Grapple Truck	\$ 190,000
	Guide Rail - Pierce Hill Road (lower end)	(2) \$ 75,000
	HIGHWAY TOTAL	\$ 2,524,000
PARKS	Arnold Park Shelter #4	\$ 75,000
	Vestal Center Park - Portable Restroom	\$ 70,000
	One Ton Flat Bed with Plow (gas powered)	\$ 60,000
	Zero Turn Mower	\$ 13,500
	Trim trailer	\$ 20,500
	Mower Trailer	(3) \$ 20,500
	Jones Park concrete repair to cross over creek	\$ 15,000
	PARKS TOTAL	\$ 274,500
ENGINEERING AND GENERAL TOWN	Traffic Light Loops	(2) \$ 30,000
	Heating System for Hwy Garage Truck Stalls	\$ 100,000
	Rail Trail from African to Sycamore (2022 or 2023)	\$ 500,000
	Swimming Pool - (Guess)	\$ 2,000,000
	ENGINEERING AND GENERAL TOWN TOTAL	\$ 2,630,000
POLICE	Police Cars (funds are in operating budget) Sale Proceeds are Revenue	\$ 234,090
	Replace Departmental Issued Handguns	\$ 15,000
	Replace Tasers	
	POLICE TOTAL	\$ 249,090
MISCELLANEOUS TOWN DEPTS.	Code Vehicles - one a year for 5 total (2019-2021 see operating budget)	\$ 30,000
	MISCELLANEOUS TOWN DEPTS. TOTAL	\$ 30,000
	Total for General and Highway Funds	\$ 5,771,490
<u>Summary:</u>	Dollars Provided in 2022 Operating Budget for Capital Projects	\$ 342,990
	(1) Fund by Amending 2021 budget using Fund Balance	\$ 277,500
	(2) Fund by Amending 2022 Prelim budget using Fund Balance	\$ 105,000
	(3) Fund by Amending 2021 budget to pay for with 2021 auction proceeds	\$ 20,500
	Total of Projects other than Salt Shed, Roads and Swimming Pool	\$ 1,275,500
	Balance for Salt Shed & Roads	\$ 1,750,000
	Swimming Pool	\$ 2,000,000
	Total	\$ 5,771,490

11/17/2021

VESTAL TOWN BOARD WORK SESSION MINUTES
MONDAY November 15th 2021



FUND BALANCE
PROJECTION
2022 PRELIMINARY BUDGET
AS REVISED

	THROUGH 11/15/2021 GENERAL FUND	SCENARIO 2 GENERAL FUND
UNRESTRICTED FUND BALANCE @ 12/31/2020 (including prepaids & encumbrances)	\$4,698,124	\$4,698,124
-PROJECTED EXPENDITURES FOR 2021 (WITHOUT RESERVE EXP)	\$14,250,897	\$14,250,897
+PROJECTED REVENUES FOR 2021 (WITHOUT RESERVE REV)	<u>\$13,574,928</u>	<u>\$13,574,928</u>
=ESTIMATED FUND BALANCE @ 12/31/2021	\$4,022,155	\$4,022,155
- OTHER RESTRICTIONS FOR ENCUMBRANCES OR CAPITAL PROJECTS *		\$1,450,000
- APPROPRIATED IN 2022 OPERATING BUDGET	<u>\$478,346</u>	<u>\$478,346</u>
=EST. UNRESERVED UNAPPROPRIATED FUND BALANCE AT 12/31/21	\$3,543,809	\$2,093,809
 AS % OF 2022 TENTATIVE BUDGET APPROPRIATIONS	 25.2%	 14.9%

* Capital plan for 2022 has yet to be finalized. Fund balance does not include ARPA funds.

The Town Board agreed to amend the 2022 Preliminary Budget to appropriate an additional \$400,000 of fund balance to be transferred to the Capital Projects Fund. Among the projects to be funded are:

- *\$70,000 for a portable restroom for the Vestal Center Park*
- *\$13,500 for a zero turn mower for the Parks Department*
- *\$41,000 for two trailers for the Parks Department*
- *\$100,000 for a new heating system for the Highway garage truck stalls*

In addition the Town Board agreed to amend the 2022 Preliminary Budget to appropriate an additional \$17,500 of Fund Balance to fund a new part-time position anticipated to be created in the Police Department.

Ok- This item will be added to the Agenda for the next Regular Meeting of the

VESTAL TOWN BOARD WORK SESSION MINUTES
MONDAY November 15th 2021

Town Board.

UPCOMING PUBLIC HEARINGS

COMMITTEES

7.1 PUBLIC WORKS (ELLIS/Messina)

Request from Scott Groats, Water Superintendent, for the Town Board to approve the following for the WIIA grant application.

Authorize the appropriation of Fund Balance of the Town of Vestal Consolidated Water District in the amount of \$302,272 to provide funds necessary to meet any local match required for the Water Main Replacement and Installation Project located on Vestal Road between Gates Road and Bunn Hill Road, and Bunn Hill Road between Vestal Road and Vestal Parkway East.

**2021 WATER INFRASTRUCTURE IMPROVEMENT ACT
RESOLUTION REGARDING TOWN OF VESTAL OLD VESTAL ROAD AND
BUNN HILL ROAD WATERMAIN PROJECT**

WHEREAS, the Town of Vestal (hereinafter the “Town”) maintains the Town Water Distribution System; and

WHEREAS, the Town of Vestal is proposing to undertake a water main replacement and installation project located on Vestal Road between Gates Road and Bunn Hill Road, and Bunn Hill Road between Vestal Road and Vestal Parkway East (collectively, the “Project”); and

WHEREAS, the Town of Vestal has asked HUNT Engineers to develop a Preliminary Engineering Report for the project with a total project cost estimate of \$1,652,682.65; and

WHEREAS, the Town of Vestal is seeking financial assistance through the 2021 NYS Environmental Facilities Corporation’s Water Infrastructure Improvement Act Program; and

VESTAL TOWN BOARD WORK SESSION MINUTES
MONDAY November 15th 2021

WHEREAS, the grant application requires that the applicant adopt a resolution that authorizes: the undertaking of the project and the maximum total cost of the project; expenditures for the project, including identification of any non-municipal source of funds; obligation of funds necessary to meet any required local match, including any cash and/or in-kind services; and when applicable, the submission of an application for financial assistance. The resolution must also designate a representative of the applicant who is authorized to sign the funding agreement with EFC and any associated documents.

NOW, THEREFORE, BE IT:

RESOLVED that the Town authorizes the undertaking of the Old Vestal Road and Bunn Hill Road Water Main Project and the maximum total cost of the project \$1,652,682.65; expenditures for the project, including any non-municipal source of funds; obligation of funds necessary to meet any required local match, including any cash and/or in-kind services; and when applicable, the submission of an application for financial assistance; and

RESOLVED that the Town of Vestal authorizes preparation and submission of an application for grant funding under the NYS Environmental Facilities Corporation's Water Infrastructure Improvement Act Program on behalf of the Town; and

RESOLVED that the Town Supervisor of Vestal is authorized to execute a Grant Agreement with the NYS Environmental Facilities Corporation and any and all other contracts, documents and instruments necessary to bring about the Project and to fulfill the Town's obligations under the Water Infrastructure Improvement Act Grant Agreement; and

RESOLVED that the Town Supervisor of Vestal is authorized to execute expenditures for the Old Vestal Road and Bunn Hill Road Watermain Project under the NYS Environmental Facilities Corporation's Water Infrastructure Improvement Act Program on behalf of the Town.

VESTAL TOWN BOARD WORK SESSION MINUTES
MONDAY November 15th 2021

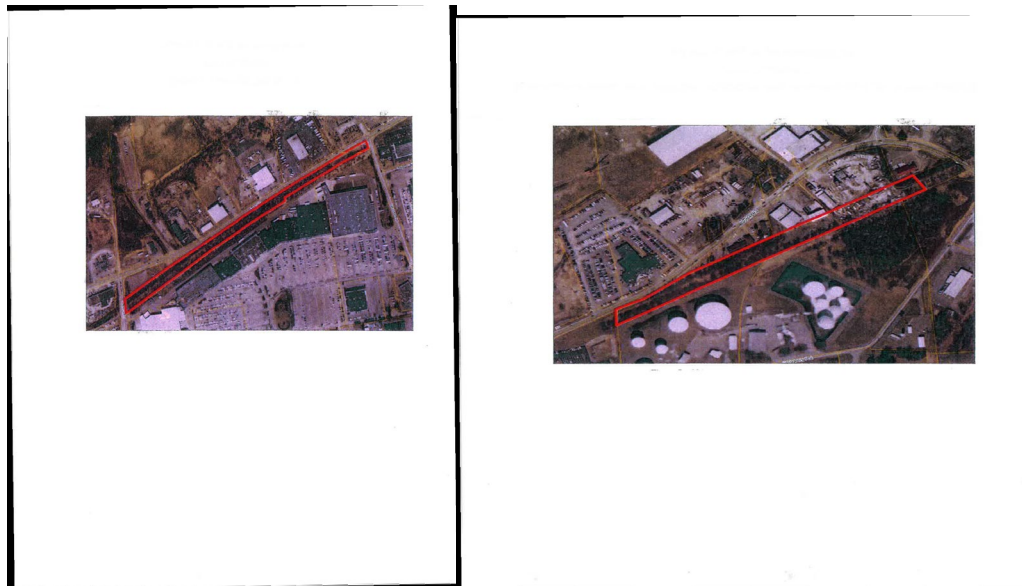
This resolution shall take effect immediately.

To authorize the Town Supervisor to sign the WIIA application.

Supervisor to sign Engineering agreement for project. This agreement will need additional authorization from the board for them to proceed if project is awarded. See section #1 of agreement.

Ok- This item will be added to the Agenda for the next Regular Meeting of the Town Board.

2. Preliminary map of proposed donation to the Town of Vestal. No action required at this time.



The Town Board is in favor of moving forward with the acceptance of this donation from Newco. Councilman Ellis stated that this donation of parcels goes from African Road to Vestal Road.

Town Attorney Berger suggested that an Environmental Assessment be conducted prior to acquisition.

VESTAL TOWN BOARD WORK SESSION MINUTES
MONDAY November 15th 2021

7.2 FINANCE (MESSINA /Fletcher)

1. Warrants: 2021: 44, 44E

Ok- This item will be added to the Agenda for the next Regular Meeting of the Town Board.

2. Request from David Berger, Town Attorney to authorize payment of billable hours for the period October 1, 2021 through October 31, 2021. Total time was 8 hours and 25 minutes. Total amount is \$1,262.50.

Ok- This item will be added to the Agenda for the next Regular Meeting of the Town Board.

3. Request from Laura McKane, Town Comptroller, please resolve to amend the Preliminary budget related to wages as follows:

APPROPRIATIONS:						
ORG	OBJ	DEPARTMENT	DESCRIPTION	PRELIM	FINAL	CHANGE
A1110	1010	JUSTICE COURT	Salaries	\$ 163,103	\$ 167,845	\$ 4,742
A1410	1010	TOWN CLERK	Salaries	\$ 149,607	\$ 151,850	\$ 2,243
A1220	1010	SUPERVISOR	Salaries	\$ 93,407	\$ 94,742	\$ 1,335
A1420	1010	TOWN ATTORNEY	Salaries	\$ 80,524	\$ 81,859	\$ 1,335
A1990	4322	CONTINGENT	Contingencies	\$ 100,000	\$ 90,345	\$ (9,655)
				\$ 586,641	\$ 586,641	\$ -

Ok- This item will be added to the Agenda for the next Regular Meeting of the Town Board.

4. Request from Laura McKane, Town Comptroller, please resolve to amend the 2022 Preliminary budget as follows:

ORG	OBJ	DEPARTMENT	DESCRIPTION	PRELIM	FINAL	CHANGE
A1011	1011	OTHER FUNDING SOURCES	Approp. Fund Balance	\$ (373,346)	\$ (478,346)	\$ (105,000)
A3310	2100	TRAFFIC CONTROL	Operational Equip & Cap Outlay	\$ -	\$ 30,000	\$ 30,000
A9950	9000	INTERFUND TRANSFERS	Interfund Transfer to Capital	\$ -	\$ 75,000	\$ 75,000

Ok- This item will be added to the Agenda for the next Regular Meeting of the

VESTAL TOWN BOARD WORK SESSION MINUTES
MONDAY November 15th 2021

Town Board.

5. Resolve to amend the 2021 budget to appropriate fund balance A1011.1011 to fund the purchase of a dump-plow truck increasing A9950.9000, Interfund Transfer to Capital Fund, by \$277,500.

Ok- This item will be added to the Agenda for the next Regular Meeting of the Town Board.

6. Request from Nick Angeline, Deputy Comptroller, for the Town Board to approve Budget Transfers as indicated in memo dated 11/10/2021.

Ok- This item will be added to the Agenda for the next Regular Meeting of the Town Board.

7. Request from David Berger, Town Attorney, for the Town Board to approve payment in the amount of \$182.30 to The Law Firm of Frank W. Miller, PLLC., for outside counsel fees in connection with Town litigation.

Ok- This item will be added to the Agenda for the next Regular Meeting of the Town Board.

8. Request from Laura McKane, Town Comptroller, Resolve to pay Schaffer-Darpino Rugs in the amount of \$5500.00 for emergency contract services provided to the Town Clerk's Office.

On a motion by Councilman Ellis, seconded by Councilman Fletcher, the above was

Adopted Ayes 5 Schaffer, Fitzgerald, Messina, Fletcher, Ellis,
 Nays 0

7.3 PERSONNEL (FLETCHER/Fitzgerald)

VESTAL TOWN BOARD WORK SESSION MINUTES
MONDAY November 15th 2021

7.4 PLANNING & ZONING (FITZGERALD/Fletcher)

1. Request from Vern Myers to approve the project design development phase for Fire Station 4 and authorize the Town Comptroller to contact Bond Counsel to draft a Bond Resolution to move the project forward.

Town Engineer Vern Myers stated we are ready to move forward with this project into the Design Development Stage. Steps will be taken for the Bond Resolution, Public Hearing and Special Election to be scheduled.

Town Fire Chief John Paffie stated that this will not change the Fire Department's Revolving Budget Plan.

On a motion by Councilman Ellis, seconded by Councilwoman Messina, the above was

Adopted Ayes 5 Schaffer, Fitzgerald, Messina, Fletcher, Ellis,
 Nays 0

2. Request from Betsy Gerner, Director of Community Relations for StacheStrong, to hold their annual StacheStrong 5K Run/Walk to benefit Brain Cancer Research on Saturday, September 17, 2022. Also requesting that the Town Board allow four A Frame signs to be displayed on Vestal Town Property, announcing our annual StacheStrong 5K Run/Walk, as was done for their 5K this year. Their insurance will continue to be active and the Town of Vestal will remain as additional insured.

Ok- This item will be added to the Agenda for the next Regular Meeting of the Town Board.

7.5 PUBLIC SAFETY (MESSINA/ELLIS)

1. Request from Sue Bowen, Secretary to the Board of Fire Commissioners, for the Board of Fire Commissioners to approve a request from LOSAP Vested member Julie Dakin to receive her Pre-Entitlement Disability Benefit. The amount Mrs.

VESTAL TOWN BOARD WORK SESSION MINUTES
MONDAY November 15th 2021

Dakin would receive is \$4,318.40 based on the actuarial calculation for the approval date of November 17, 2021.

Ok- This item will be added to the Agenda for the next Regular Meeting of the Town Board.

2. Request from John Paffie, Fire Chief, to approve Joshua Jaso as a new member of the Vestal Fire Department at Company No. 4.

Ok- This item will be added to the Agenda for the next Regular Meeting of the Town Board.

3. Request from John Paffie, Fire Chief, to approve Timothy Zimmer as a new member of the Vestal Fire Department at Company No. 1.

Ok- This item will be added to the Agenda for the next Regular Meeting of the Town Board.

4. Request from John Paffie, Fire Chief, to approve Alex Zimmer as a new member of the Vestal Fire Department at Company No. 1.

Ok- This item will be added to the Agenda for the next Regular Meeting of the Town Board.

5. Request from John Butler, Police Chief, for the Town Board to approve accepting a \$1,500.00 donation from Battisti Law for the Police Canine Fund.

Ok- This item will be added to the Agenda for the next Regular Meeting of the Town Board.

7.6 ADMINISTRATION (FLETCHER/ELLIS)

VESTAL TOWN BOARD WORK SESSION MINUTES
MONDAY November 15th 2021

RECEIVE AND FILE:

UNFINISHED BUSINESS:

COMMITTEE CHAIR COMMENTS AND UPDATES:

NEW BUSINESS:

A MOTION WILL BE MADE TO ENTER INTO AN EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING: Negotiations with the Operating Engineers

On a motion by Councilman Fletcher, seconded by Councilwoman Fitzgerald, the Board entered into Executive Session. The time was 6:59 P.M.

ADJOURNMENT

On a motion by Supervisor Schaffer, seconded by Councilwoman Messina, the Board adjourned the meeting. The time was 7:38 P.M.