

**VESTAL TOWN BOARD WORK SESSION MINUTES**  
**MONDAY, NOVEMBER 16, 2020**

**WORK SESSION**

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

**Also Attending:** Town Attorney David Berger, Director of Human Resources Nancy Olmstead, Town Comptroller Laura McKane, Deputy Town Comptroller Nick Angeline, Town Engineer Vern Myers, Town Clerk Debra Wallace

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

**EXECUTIVE SESSION**

On a motion of Councilwoman Fitzgerald, seconded by Councilwoman Messina, the following was **ADOPTED**

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

**Resolved** the Board enter into Executive Session to discuss the following items:  
Possible Police Negotiation Issue

The time was 6:02 PM.

On a motion of Councilman Fitzgerald, seconded by Councilman Fletcher, the following was **ADOPTED**

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

**Resolved** the Board leave the Executive Session and resume the Work Session. The time was 6:12 PM.

**UPCOMING PUBLIC HEARINGS**

11/18/2020 – Local Law C – Rezoning of 108 Sunset Ave

**COMMITTEES**

**7.1     PUBLIC WORKS (ELLIS/Messina)**

1. Request from Vern Myers, Town Engineer, to discuss EMS building and feasibility.

*Town Engineer, Vern Myers addressed the Board regarding moving forward with the plans for the EMS building. The time frame for the construction is fast approaching in February 2022. If the Town chooses to move forward, the Town would need to borrow \$1,478,995. If cancelled, the Town could be out the \$400,000 that was spent already on design. The total project would cost \$4.3 million with \$2.7 million from Storm Recovery money that was received under the previous Town Engineer if not used by February 2022 the Town would have to forfeit the \$2.7 million funding. Councilman Ellis feels that \$1.5 million is a lot of money to borrow while the Town is short on funds due to Covid. He suggests seeing if we can recoup the money the Town has already spent due to Covid. The Town Board decided to table this to allow for more discussion with Vestal EMS.*

**NO** – This item will not be added to the agenda.

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2. Request from Vern Myers, Town Engineer, to discuss Upstate Tower Company Telecommunication Tower.

*A public hearing date will be decided at Wednesday Board Meeting.*

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

3. Request from Scott Groats, Water/Wastewater Superintendent, to approve change order recommended for the Rano Blvd Tank re-painting in the amount of \$74,500.

*Request from Laura McKane, Town Comptroller, to approve two change orders, a previous one in the amount of \$153,000 and the other in the amount of \$74,500 related to the Rano Blvd Tank refurbishing project. The change order is due to essential additional repairs needed.*

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

### 7.2 **FINANCE** (MESSINA /Fletcher)

1. Warrants: 2020 – 45, 45E, 46, 46B, 46C, 46E

**OK** – This item will be placed on the Agenda under Receive & File at the next Regular Meeting of the Town Board.

2. Request to pay David Berger, Town Attorney, \$4625.00 for billable hours for July 1, 2020 – November 6, 2020.

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

3. Request from Laura McKane, Town Comptroller, to discuss LOSAP administrative and actuarial services.

*Town Comptroller, Laura McKane, stated that some things were not great with Penflex Inc., part because of Covid and part because of key people leaving the company. Those key people have started their own company Firefly Admin Inc and received quotes that are lower than Penflex. Firefly Admin Inc's quote is about \$2000 lower than Penflex and she would like approval to change to Firefly Admin Inc.*

*Request from Laura McKane, Town Comptroller, for approval to switch from Penflex Inc. to Firefly Admin Inc. for LOSAP administrative and actuarial services.*

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

4. Request from Laura McKane, Town Comptroller, to approve the Fire District's request to use Fund Balance of \$50,000 to cover anticipated 2020 vehicle maintenance costs.

*Board stated that they were unclear as to the specifics of the maintenance costs and would need a detailed list of repairs before they could make a decision.*

**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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5. Request from Nick Angeline, Deputy Comptroller, to approve budget transfers dated 11/16/2020.

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

**7.3**    **PERSONNEL** (FLETCHER/Fitzgerald)

1. Request from Nancy Olmstead, Director of Human Resources, for authorization to re-appoint Stephen Appel, Carl Lipo, and Philip Grayson as members of the Conservation Advisory Committee effective January 1, 2021 for a term to expire December 31, 2022. Authorization to re-appoint Jeffrey J. Merrill as an alternate member of the Conservation Advisory Committee effective January 1, 2021 for a term to expire December 31, 2022.

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

2. Request from Nancy Olmstead, Director of Human Resources, to authorize Samuel Eckert to be hired to fill a vacant Laborer position in the Parks Department effective November 30, 2020 at the Operating Engineer starting rate of \$15.90 per hour. Such appointment conditioned on the successful completion of background check and drug test.

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

3. Request from Nancy Olmstead, Director of Human Resources, to authorize the following resolution:

Resolved to assign responsibility for the supervision of the Parks Department to the Highway Superintendent effective immediately. This assignment is to remain in place until further notice and is intended to streamline operations and efficiencies. Such assignment is to include the supervision of the Parks Department employees. As of the date of this resolution, those employees are:

Kevin Hiller	Head Automotive Mechanic
Jeremiah Barnard	Park Technician
Jeffrey M. Battaglini	Park Technician
Mark Decker	Park Technician
Adisen Harden	Park Technician
Leonard P. Sullivan	Park Technician
Jason Katsares	Park Technician
VACANT	Laborer

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

4. Request from Nancy Olmstead, Director of Human Resources, to authorize an agreement between the Town of Vestal and Public Sector HR Consultants LLC for the development of job descriptions and to authorize John Schaffer, Town Supervisor to sign such contract.

*Human Resources Director, Nancy Olmstead stated that the agreement with Public Sector HR Consultants LLC did not include the development of job descriptions. The cost would be \$175 per position. However, not every position involved in the study needs a job description. Supervisor Schaffer has asked Olmstead to provide the Board with a list of positions and then the Board can decide which ones need a new description.*

**NO** – This item will not be added to the agenda.

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**7.4 PLANNING & ZONING (FITZGERALD/Messina)**

**7.4-1** Request from Vern Myer, Town Engineer to rezone 1430 NYS Route 26 from RR (rural residential) to C-2 (commercial business) with an advertising date of December 2, 2020 with a Public Hearing held on December 9.

*The owners plan to build a Beverage Center on that parcel.*

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

**7.5 PUBLIC SAFETY (MESSINA/Fletcher)**

**1.** Request from David Harrington, Fire Chief to approve Allyson Steen as a new member of Fire Station 2.

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

**7.6 ADMINISTRATION (ELLIS/Fletcher)**

**1.** Request from Dan Williams, IT Director to approve disposal of computer equipment that is no longer in service of needed for Town operations.

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

**2.** Discuss Tree Lighting

*Supervisor Schaffer stated that he has talked with Santa & Mrs. Claus about a drive by at the Tree Lighting and they are in favor of the idea. Board agreed that they would like to have Santa and Mrs. Claus make an appearance at the tree lighting.*

**RECEIVE AND FILE**

**UNFINISHED BUSINESS**

**1.** Vern Myers, Town Engineer, requested approval to purchase two winter safety jackets for himself and Mark Johnson.

*Supervisor Schaffer said that the Town will reimburse Myers for the jackets.*

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

**NEW BUSINESS**

**1.** Request from Laura McKane, Town Comptroller, for authorization to renew two year option with PERMA for Workers Compensation and Employers Liability.

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

**2.** Request from Supervisor Schaffer to cancel the December 14, 2020 Work Session and December 16, 2020 Board Meeting.

**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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3. Supervisor Schaffer stated that he would like to buy wall mounted thermometers for the Town Hall, Highway Department, and Water Department this would allow for noncontact screenings.

NO – This item will not be added to the agenda.

**BUDGET REVIEW**

Resolved to amend the 2021 Preliminary Budget as follows:

GENERAL FUND - APPROPRIATIONS						
DEPT	ORG	OBJ	DESCRIPTION	PRELIM	FINAL	CHANGE
JUSTICE	A1110	1010	Salaries	\$ 147,320	\$ 147,755	\$ 435
SUPERVISOR	A1220	1010	Salaries	\$ 76,813	\$ 76,388	\$ (425)
FINANCE	A1310	1010	Salaries	\$ 92,271	\$ 92,434	\$ 163
FINANCE	A1310	1030	PT Labor	\$ 24,666	\$ 24,507	\$ (159)
ASSESSOR	A1355	1030	Part-Time Labor	\$ 11,869	\$ 11,872	\$ 3
TOWN CLERK	A1410	1010	Salaries	\$ 144,283	\$ 144,286	\$ 3
TOWN ATTORNEY	A1420	1010	Salaries	\$ 79,002	\$ 78,577	\$ (425)
TOWN ENGINEER	A1440	1010	Salaries	\$ 282,282	\$ 282,295	\$ 13
GENERAL TOWN	A1620	1010	Salaries	\$ 49,420	\$ 49,424	\$ 4
GENERAL TOWN	A1620	1030	Part-Time Labor	\$ 35,775	\$ 35,975	\$ 200
IT	A1680	1010	Salaries	\$ 120,736	\$ 120,740	\$ 4
POLICE	A3120	1010	Salaries	\$ 3,233,918	\$ 3,236,170	\$ 2,252
POLICE	A3120	1020	Labor - Shared Mechanic	\$ -	\$ 31,802	\$ 31,802
POLICE	A3120	1030	Part-Time Labor	\$ 41,000	\$ 35,000	\$ (6,000)
CODE ENFORCEMENT	A3620	1010	Salaries	\$ 314,252	\$ 314,290	\$ 38
HIGHWAY ADMINISTRATION	A5010	1010	Salaries (Administration)	\$ 202,533	\$ 202,527	\$ (6)
PARKS	A7140	1010	Salary (Management)	\$ 69,151	\$ 1	\$ (69,150)
PARKS	A7140	1020	Labor	\$ 317,883	\$ 357,614	\$ 39,731
EMPLOYEE BENEFITS	A9040	8404	Workers Compensation	\$ 115,000	\$ 123,500	\$ 8,500
TRANSFERS	A9901	9002	Transfer to Health Ins. Fund	\$ 2,525,865	\$ 2,527,382	\$ 1,517
			TOTAL CHANGE			\$ 8,500
GENERAL FUND - ESTIMATED REVENUES						
	ORG	OBJ	DESCRIPTION	PRELIM	FINAL	CHANGE
	A1001	1001	Real Property Taxes	\$ 5,670,530	\$ 5,679,030	\$ 8,500
			TOTAL CHANGE			\$ 8,500
HIGHWAY FUND - APPROPRIATIONS						
DEPT	ORG	OBJ	DESCRIPTION	PRELIM	FINAL	CHANGE
HIGHWAY REPAIR	D5110	1020	Labor	\$ 1,362,869	\$ 1,352,000	\$ (10,869)
HIGHWAY MACHINERY EQUIPN	D5130	1020	Labor	\$ 267,065	\$ 259,626	\$ (7,439)
EMPLOYEE BENEFITS	D9040	8404	Workers Compensation	\$ 120,000	\$ 102,000	\$ (18,000)
TRANSFERS	D9901	9002	Transfer to Health Ins Fund	\$ 847,400	\$ 843,200	\$ (4,200)
			TOTAL CHANGE			\$ (40,508)
HIGHWAY FUND - ESTIMATED REVENUES						
	ORG	OBJ	DESCRIPTION	PRELIM	FINAL	CHANGE
	D1001	1001	Real Property Taxes	\$ (2,838,385)	\$ (2,820,385)	\$ (18,000)
	D1011	1011	Approp. Fund Balance	\$ (335,040)	\$ (312,532)	\$ (22,508)
						\$ (40,508)
SEWER DISTRICT - ESTIMATED REVENUES						
	ORG	OBJ	DESCRIPTION	PRELIM	FINAL	CHANGE
	S1004	1004	Bond Assessments	\$ (58,479)	\$ (58,092)	\$ 387
	S1011	1011	Approp. Fund Balance	\$ (381,674)	\$ (382,061)	\$ (387)
						\$ -

Resolved to adopt the 2021 Preliminary Town of Vestal Budget including Special Districts, as amended on November 18, 2020, as the Final 2021 Town of Vestal Budget with a tax levy in the amount of \$11,246,397 and appropriations in the amount of \$29,355,964.

**ADJOURNMENT**

On a motion from Councilwoman Fitzgerald, seconded by Councilwoman Messina, the meeting was adjourned at 7:12 PM.

Respectfully submitted,  
 Debra Wallace, Town Clerk