

**VESTAL TOWN BOARD WORK SESSION MINUTES**  
**MONDAY, DECEMBER 7, 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 Engineer Vern Myers, Assistant Fire Chief John Paffie, Secretary to the Board of Fire Commissioners Sue Bowen, Town Clerk Debra Wallace

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

**FIRE DEPARTMENT**

**LOSAP Covid Points**

Assistant Fire Chief John Paffie stated Governor Cuomo signed into law Bill S8251B that allowed municipalities to award up to 5 LOSAP points per month for volunteers due to “New York on Pause” and events being cancelled. After reviewing the activities that were cancelled, the Fire Department recommends to award 28 points to each volunteer for activities cancelled from March through December. The Board sees no problem with this.

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

**UPCOMING PUBLIC HEARINGS**

12/09/2020          Special Permit for Upstate Tower Company

**COMMITTEES**

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

1. Request from Scott Groats, Water/Wastewater Superintendent, to award Liquid Polymeric Phosphate bid to Shannon Chemical Corporation.

*Water Superintendent, Scott Groats stated that Shannon Chemical Corporation has the best value. He would like to go with them over the lowest bid. The Board would like more information in the addendum regarding this decision.*

**OK** – This item will be placed on the Agenda for a vote at the next Regular Meeting of the Town Board contingent on getting more information from the Water Superintendent.

2. Request to retro approve Craig Hiller, Highway Superintendent, to approve advertising November 25, 2020 for a Mini Wheel Loader with the bids being opened on December 15, 2020.

**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.** Discuss Delta Engineers Supplemental Agreement for Construction Inspection and Administration of the Washington Drive over Fuller Hollow Creek Bridge Replacement Project.

*Town Engineer Vern Myers stated that the estimated cost is a little bit higher than he expected, but it is estimated with the worst case scenario so he is comfortable awarding the bid and moving forward.*

**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 – 47, 47E, 49, 49E

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

**2.** Request from Laura McKane, Town Comptroller, for retro approval to dispose of the Town Caterpillar AP600 Paver in trade for the purchase of a Volvo Compact Excavator and a Mauldin Paver. The equipment is being acquired pursuant to legal bids.

**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 amend the 2020 Budget, as needed and upon review by John Schaffer, Town Supervisor, in order to pay any outstanding bills for 2020. Such amendments will be subsequently ratified at the next Town Board meeting. Such authorization does not grant department heads the authority to exceed available 2020 Budget appropriations but rather is meant to address unforeseen circumstances.

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

**4.** Request for John Schaffer, Town Supervisor, to sign contract renewal with Broome County for the Stop DWI overtime Patrol.

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

**5.** Request for John Schaffer, Town Supervisor, to sign contract renewal with Vestal Veterinary Hospital for dog shelter services for the term of January 1, - December 31, 2021.

**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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6. Request from Nick Angeline, Deputy Comptroller to make Budget Transfers as indicated in memo dated December 3, 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 to authorize John Schaffer, Town Supervisor, to appoint Andria Kintner to the non-union position of Secretary to the Town Supervisor and Town Attorney effective December 10, 2020. The position is a 37.5 hour per week position and Ms. Kintner’s pay will be \$45,000.00 per year with no overtime.

*Schaffer stated that there will be an overlap in salaries for training.*

**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 (FITZGERALD/Messina)**

1. Request to advertise for Local Law A of 2021 on December 30, 2020 with a public hearing on January 13, 2021. Public Hearing will be held virtually.

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

2. Request to advertise for Local Law B of 2021 on December 30, 2020 with a public hearing on January 13, 2021. Public Hearing will be held virtually.

**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 for the John Schaffer, Town Supervisor, to accept the grant from Broome County in the amount of \$100,000.00 for the purposes of renovating and repairing the Fred W. Singer Fire Training Facility.

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

2. Request from John Butler, Police Chief, to replace the speaker system in the amount of \$2806 for the Police Station. Chief Butler requests a waiver of the procurement policy for this project.

**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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**7.6 ADMINISTRATION (ELLIS/Fletcher)**

1. Request from Michelle Teed, Recreation Planner, to retro approve John Schaffer, Town Supervisor, signing the annual Division of Youth grant application on October 23, 2020.

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

**RECEIVE AND FILE**

**UNFINISHED BUSINESS**

**NEW BUSINESS**

Town engineer, Vern Myers stated that 2 high mast lights on 26 are out. There is a wire that is bad. Meyers requested a waiver of the procurement policy to get the lights operational by Christmas. He will provide a motion for Wednesday's agenda.

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

Town Attorney, David Berger wanted to let the Board know that the trial on the Sheedy Rd LLC Property Assessment has been completed. There will be additional expenses due to the length of the trial.

**ADJOURNMENT**

On a motion from Councilwoman Messina, seconded by Councilman Fletcher, the meeting was adjourned at 6:29 PM.

Respectfully submitted,  
Debra Wallace, Town Clerk