

**VESTAL TOWN BOARD WORK SESSION MINUTES**  
**MONDAY, JANUARY 25, 2021**

**WORK SESSION**

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

Also Attending: Town Engineer Vern Myers, Town Attorney David Berger, Director of Human Resources Nancy Olmstead, Town Clerk Debra Wallace

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

**UPCOMING PUBLIC HEARINGS**

**COMMITTEES**

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

1. Request from former homeowner, Susan Moth, of 4024 Drexel Drive to receive a reimbursement of \$136.38 for fees and penalties on an outstanding water and sewer bill.

*Water Superintendent Scott Groats does not feel this should be paid due to the fact that when they sold the house they never contacted the Water Department. A letter will be sent to Moth regarding this decision.*

**NO** – This item will not be placed on the Agenda.

2. Request to approve and sign the modified agreement on a project the Town Board originally approved in May 2020: Village of Endicott Flow Management for the Villages Service Area Agreement.

**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: 21-02, 21-02A, 21-2EA, 21-2CA  
21-03, 21-03A, 21-03E

**OK** - This item will be placed as a 'Receive and File' on the Agenda for the next Regular Meeting of the Town Board.

2. Request from Nick Angeline, Deputy Comptroller to make budget transfers as indicated in a memo dated January 21, 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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3. Request to pay a \$35.00 renewal fee to The Vestal Town Crier for an annual subscription.

**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 Discussion of the draft NYS Public Employer Health Emergency Plan.

*Director of Human Resources, Nancy Olmstead stated that the Board, as well as the Department Heads have received a copy of the draft. Olmstead gave a brief overview to the Board.*

**NO** - This item will not be placed on the Agenda.

2. Request from Nancy Olmstead, Director of Human Resources to authorize Debra Wallace, Town Clerk to hire Irena Shea, retroactively, to work as a Clerk part-time for the Tax Office beginning January 22, 2021. Ms. Shea's rate of pay will be \$12.50 per hour. She will work on an as needed basis.

**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/Fletcher)

1. Request from Vernon Myers, Town Engineer for John Schaffer, Town Supervisor to sign the necessary Funding agency forms (GOSR) and commit funds for the new EMS Facility.

*Town Engineer Vern Myers stated that the bids came back for the 4 contracts for the EMS facility and came back about \$1.5 million below what they expected. However, GOSR requires a 10% contingency. GOSR will pay \$2,870,151 and the Town will be responsible for \$1.3 million. Construction needs to be done by February 2022. Supervisor Shaffer stated that Emergency Squad is still paying off the current building with a payment of \$50,000 a year. When the building is complete, the Emergency Squad would enter that building and pick up the payments and the Town would take over the payments to the old building. Myers reminded the Board that the Town currently has \$350,000 invested into the project and if they walk away, that money will not be reimbursable. When it comes time to build in the future, the cost will be greater than \$1.3 million. Supervisor Schaffer stated that this will be held over until February 8<sup>th</sup> giving them time to meet with the Emergency Squad and to get the specifics in writing regarding the EMS's contribution before making a decision.*

**NO** - This item will not be placed on the Agenda.

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2. Request from Vernon Myers, Town Engineer for consideration/decision of adding Fire Protection and Security systems to the Coal House.

*Town Engineer Vern Myers stated that Maximum will include both security and fire protection for \$3800 with \$45 a month for monitoring. Supervisor Schaffer stated that he would like more quotes before making a decision. Myers stated he will get more quotes.*

**NO** - This item will not be placed on the Agenda.

3. Request from Vernon Myers, Town Engineer to award the construction contract for the Replacement of Washington Drive Bridge to Bothar Construction and for John Schaffer, Town Supervisor to sign a future agreement for Construction with the Contractor.

*Town Engineer, Vern Myers stated that Bothar Construction was the lowest bidder. The Town's portion of the project will be \$163,000.*

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

4. Request from Vernon Myers, Town Engineer for Town Supervisor John Schaffer to sign Delta Engineers Construction Management/Inspection Agreement for \$142,072.00. Full time inspection is required by the funding agency.

**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/Ellis)

1. Request from John Butler, Chief of Police, to purchase materials to make a secure bay in the former Parks Department building. Which would house the SWAT van, SWAT lockers and equipment. The cost is \$807.97. Installation would be done by the Police Department.

**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 Paffie, Fire Chief for John Schaffer, Fire Commissioner to approve an increase of the Provident Accident & Health Policy from its present plan of \$2,786 to Plan 1 of \$3,312 per year until 1/10/2023.

**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. Request from John Paffie, Fire Chief to approve Michelle Garrett as a new member of the Vestal Fire Department at Company No. 4.

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

**7.6 ADMINISTRATION (FLETCHER/Ellis)**

**RECEIVE AND FILE**

**UNFINISHED BUSINESS**

**NEW BUSINESS**

- Supervisor Schaffer and the Board discussed a request from the Police Department for the purchase of furniture and equipment. No action will be taken at this time.
- Supervisor Schaffer received an email from Michelle Tomancik-Teed, Assistant Recreation Planner, looking for direction on preparing for possible Recreation Programs. February is when she sends field requests for Leagues. She asked if the Liability forms will still be required and can leagues rent port-a-johns. Supervisor Schaffer stated that we are not currently opening the bathrooms but that isn't to say that we will not be able to in the future. At this point we will continue to do as we have been and we will make adjustments when there is new information.

**EXECUTIVE SESSION**

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

**ADOPTED** Ayes 5 Fitzgerald, Messina, Fletcher, Ellis  
Nays 0

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

A specific Police Department employee and VPSA negotiations

The time was 7:15 PM.

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

**ADOPTED** Ayes 5 Fitzgerald, Messina, Fletcher, Ellis  
Nays 0

**Resolved** the Board leave the Executive Session and adjourn the Work Session. The time was 7:30 PM.

Respectfully submitted,  
Debra Wallace, Town Clerk