

VESTAL TOWN BOARD WORK SESSION MINUTES

MONDAY, October 10, 2022

3:30 PM Town Comptroller Nick Angeline began the 2023 Tentative Budget Work Session.

Town Comptroller Nick Angeline began the Budget Work Session with the changes from the Tentative Budget and the Updated Budget Summary showing the lowering of the Tax Cap difference thus far.

The Town Board reviewed and discussed the Tentative Fire Budget. The Budget Meeting was adjourned at 5:03 PM to enter into the Town Board Work Session and reconvened at 5:25 PM.

Budget Work Session adjourned at 6:07 PM

CHANGES FROM THE TENTATIVE BUDGET FOR 10-10-2022 WORK SESSION

Changes to General Fund Appropriations:			2023	2023	CHANGE
			TENTATIVE	at 10-10-2022	
A1110	1060 Justice Court	Taxable Fringe Benefits	\$ 3,300	\$ 300	\$ (3,000)
A1330	4441 Tax Collection	Software Maintenance	\$ 4,600	\$ 2,800	\$ (1,800)
A1440	1030 Engineering	Part-Time Labor	\$ 37,904	\$ 35,000	\$ (2,904)
A1620	4000 General Town	Contr. & Prof. Services	\$ 8,000	\$ 14,000	\$ 6,000
A1670	4020 Central Postage	Postage & Freight	\$ -	\$ 26,000	\$ 26,000
A3020	4210 Public Safety Comm.	Communications Expense	\$ 6,500	\$ 5,000	\$ (1,500)
A3120	1030 Police	Part-Time Labor	\$ 76,300	\$ 70,000	\$ (6,300)
A3120	1031 Police	School Guards	\$ 24,500	\$ 25,900	\$ 1,400
A3120	2100 Police	Operational Equipment	\$ 50,000	\$ 1	\$ (49,999)
A3120	4060 Police	Operating Exp. & Supplies	\$ 25,000	\$ 20,000	\$ (5,000)
A3620	1060 Code Enforcement	Taxable Fringe Benefits	\$ 3,800	\$ 800	\$ (3,000)
A3620	2230 Code Enforcement	Vehicle	\$ 35,000	\$ 1	\$ (34,999)
A3620	4030 Code Enforcement	Education & Travel	\$ 5,000	\$ 4,000	\$ (1,000)
A3620	4040 Code Enforcement	Vehicle Maintenance	\$ 2,500	\$ 1,250	\$ (1,250)
A6410	4060 Publicity	Operating Exp. & Supplies	\$ 5,000	\$ 400	\$ (4,600)
A6772	4252 Senior Citizens	Rent Expense	\$ 10,500	\$ 9,233	\$ (1,267)
A7550	4152 Celebrations	Anniversary Celebration	\$ 5,000	\$ 50,000	\$ 45,000
A9730	6452 Debt Service - BANs	Principal On BANS	\$ 191,525	\$ 176,525	\$ (15,000)
A9901	9002 Transfers to Health Ins	Transfer to Health Ins. Fund	\$ 2,960,765	\$ 2,943,515	\$ (17,250)
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			\$ 3,455,194	\$ 3,384,725	\$ (70,469)

Changes to General Fund Estimated Revenue:	2023	2023	CHANGE
	TENTATIVE	at 10-10-2022	

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A1001	1001	Real Property Taxes	\$ 6,192,906	\$ 6,140,937	\$ (51,969)
A1011	1011	Approp. Fund Balance	\$ 330,356	\$ 327,356	\$ (3,000)
A1587	1587	Misc Police Grants	\$ -	\$ 5,000	\$ 5,000
A2775	2775	VVES Inc. Reimb. for Debt	\$ 85,000	\$ 91,000	\$ 6,000
A4089	4089	Federal Aid - ARPA	\$ 102,000	\$ 70,000	\$ (32,000)
A4389	4389	Police Grant	\$ 3,000	\$ 8,500	\$ 5,500
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			\$ 6,713,262	\$ 6,642,793	\$ (70,469)

Changes to Highway Fund Appropriations:

			2023	2023	CHANGE
			TENTATIVE	at 10-10-2022	CHANGE
D5110	1060 General Repairs	Taxable Fringe Benefits	\$ 19,600	\$ 16,600	\$ (3,000)
D9040	8404 Workmen's Compensation	Workmen's Compensation	\$ 123,197	\$ 110,000	\$ (13,197)
D9901	9002 Transfer to Health Ins Fun	Transfer to Health Ins Fund	\$ 811,296	\$ 821,565	\$ 10,269
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			\$ 954,093	\$ 948,165	\$ (5,928)

Changes to Highway Fund Estimated Revenue:

			2023	2023	CHANGE
			TENTATIVE	at 10-10-2022	CHANGE
D1001	1001	Real Property Taxes	\$ 2,876,050	\$ 2,870,122	\$ (5,928)
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			\$ 2,876,050	\$ 2,870,122	\$ (5,928)

Changes to Fire District Appropriations:

			2023	2023	CHANGE
			TENTATIVE	at 10-10-2022	CHANGE
F3410	2100 Fire Operational	Operational Equip	\$ 96,120	\$ 87,620	\$ (8,500)
F3410	4040 Fire Operational	Vehicle Maint.(Trucks)	\$ 135,000	\$ 104,000	\$ (31,000)
F3410	4080 Fire Operational	Bldg./Grounds Maint.& Repairs	\$ 49,400	\$ 43,700	\$ (5,700)
F9620	9000R Additions to Reserves	Planned Additions	\$ 453,374	\$ 478,954	\$ 25,580
F9901	9003 To LOSAP	Transfer to TE (SAP)	\$ 20,000	\$ 7,500	\$ (12,500)
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			\$ 753,894	\$ 721,774	\$ (32,120)

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**TOWN OF VESTAL - BUDGET SUMMARY
2023 Budget for 10-10-2022 Work Session**

	APPROPRIATIONS	ESTIMATED REVENUES	APPROPRIATED FUND BALANCES & DEBT RESERVES	TAXES TO BE RAISED	TOTAL REVENUES & OTHER SOURCES
General Fund	\$14,920,219	\$8,440,399	\$338,883	\$6,140,937	\$14,920,219
Highway Fund	\$6,015,929	\$3,097,588	\$48,219	\$2,870,122	\$6,015,929
Fire General Fund (Incl. Foam Dist.)	\$2,097,735	\$8,600	\$70,243	\$2,018,892	\$2,097,735
Special District Funds:					
Consolidated Water District #1	\$3,725,858	\$3,157,698	\$241,310	\$326,850	\$3,725,858
Consolidated Sewer District #1	\$5,287,405	\$4,763,355	\$13,450	\$510,600	\$5,287,405
Central Light	\$173,000	\$0	\$43,000	\$130,000	\$173,000
Drainage Districts	\$97,338	\$658	\$0	\$97,996	\$98,654
Internal Service Fund:					
Health Insurance (net of interfund trans.)	\$695,435	\$489,500	\$205,935	\$0	\$695,435
Expendable Trust - LOSAP (net of interfund trans.)					
	\$138,035	\$0	\$138,035	\$0	\$138,035
TOTALS	<u>\$33,150,954</u>	<u>\$19,957,798</u>	<u>\$1,099,075</u>	<u>\$12,095,397</u>	<u>\$33,152,270</u>

2023 Tax Levy Limit = \$11,854,629

Difference 240,768 Over tax cap

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Board Attendance: Supervisor Schaffer; Board Members: Fitzgerald, Messina, Donnelly (absent)

Also Attending: Town Attorney Dave Berger, Human Resource Director Nancy Olmstead, Town Clerk Debra Wallace, Deputy Clerk Sarah Maney, Town Engineer Vern Myers and 2 members of public.

Supervisor Schaffer commenced the Work Session at 5:03 p.m.

WORK SESSION

UPCOMING PUBLIC HEARINGS

- **10/12/2022** BHL Ventures, LLC to join Water District #1 and Sewer District #1, regarding 813 Bunn Hill Road and being designated as Broome County Tax Map No. 174.12-1-4,5,6,7,8.

COMMITTEES

7.1 PUBLIC WORKS (Messina)

1. Request from Craig Hiller, Town Superintendent of Highway and Parks, to award the bid for Uniforms to the single bidder, All Star Sports, 4 Delphine St., Owego, NY 13827.
2. Request from Craig Hiller, Town Superintendent of Highway and Parks, to award the bids for Highway Materials to the following:
 - Northern Supply Inc., 2959 Ashman Rd., Bloomfield, NY 14469 for Snow Plow Blades, Grader Cutting Edges and Carbide Blades.
 - Chemung Supply Corp., PO Box 527, 2420 Corning Rd., Elmira NY 14902 for Snow Plow Blades, Grader Cutting Edges, Carbide Blades, Steel and Cast-Iron Plow Shoes, Tire Chains.

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- Tallmadge Tire Service, 224 E. Service Rd., Binghamton, NY 13901 for Tires and Retreading.

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 /Donnelly)

1. Warrants: 2022: 38, 38E, 39, 39E, 40, 40E

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

1. Request from Jessica Farley, Deputy Comptroller, for the Town Board to approve Budget Transfers as indicated in the memo dated 10/06/2022.

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

2. At the recommendation of consultant Doug Bulman, please authorize the Town Comptroller to renew the Town’s contract with Excellus for the administration of the Town’s self-insured dental plan for 2023 at a fee of \$3.59 per contract per month, a 4% increase over the current rate. The insured dental plans that employees can voluntarily participate in will also be renewed with rate increases of 2.77%.

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

7.2 PERSONNEL (FITZGERALD/Donnelly)

1. Request from Nancy Olmstead, Director of Human Resources, for the Town Board to review and discuss the proposed changes to sections 100-400 of the Employee Handbook.

Director of Human Resources Nancy Olmstead stated that the only changes to the

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Employee Handbook was the removal of Job Titles that are no longer in use in the town, typos and changed language to simplify the Handbook.

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, for the Town Board to appoint Patrick Harnan provisionally as the Town's Recreation Planner effective Monday, October 31, 2022. This position is non-union. Mr. Harnan's annual salary will be \$70,000. Mr. Harnan's benefits will be pursuant to the Employee Handbook with the exception that upon hire he will be eligible for 1 ¼ days per month of vacation accrual for a total of 15 days per year. After 5 years of employment he will be eligible for 1 2/3 days per month of vacation accrual for a total of 20 days per year. After 20 years of employment he will be eligible for 2 1/12 days per month of vacation accrual for a total of 25 days per year. This appointment is contingent upon satisfactory completion of all Civil Service and Town of Vestal pre-employment requirements.

Director of Human Resources Nancy Olmstead stated that Mr Harnan has met all the requirements for employment.

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, for authorization for Stace Kintner, Police Chief, to appoint Nicholas Evans to a vacant Police Officer position effective Monday, December 12, 2022 at the PBA rate of \$64,771.00. Such appointment is contingent on all Town and Civil Service requirements being satisfied as well as his payment and/or reimbursement to the Town of Vestal for any fees or expenses imposed by the Village of Endicott pursuant to General Municipal Law Section 72-C as it relates to his transfer. Officer Evans will be transferring from the Endicott Police Department.

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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)

1. Request from Vern Myers, Town Engineer, to discuss the “blue” light phones that could be located on the new Binghamton to Vestal Trail system that is under construction.

Vern Myers, Town Engineer state that the NYSDOT would be installing the “blue” light phones at three locations on the trail. The Town would acquire the cell phone charges and maintenance on the lights.

Supervisor Schaffer stated that in his opinion this is not a necessary additional expense for the Town to acquire. This project is for the benefit of Binghamton University and Schaffer would like to see the University assist in this expense.

Councilwoman Messina stated that in her opinion this expense should be paid by the State of New York.

Councilwoman Fitzgerald stated that in her opinion if the Town of Binghamton is paying for their area of the trail then so should the Town of Vestal pay for their area of the trail.

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

2. Request from Vern Myers, Town Engineer, for Town Board approval to have himself and the Town Supervisor sign a Change Order increasing the construction contract by \$29,663.42 and a Supplemental Agreement for \$9,036.00, with McFarland Johnson, Inc. for the rehabilitation of Meeker Road Bridge over Choconut Creek.

Councilwoman Messina inquired as to when the bridge construction would be completed. Town Engineer, Vern Myers stated that if all goes as planned it should be completed before Thanksgiving.

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 Vern Myers, Town Engineer, for the Town Board to authorize the Supervisor to sign an Agreement with Bergmann Engineers for the Rail Trail Phase 3 Project.

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

4. Request from Vern Myers, Town Engineer, for the Town Board to consider a Special Use Permit for Keystone State Testing to operate an Analytical Laboratory in a C-1 General Shopping District. The property is located at 1809 Vestal Parkway East, (BCTMP# 158.13-1-30).

Supervisor Schaffer stated that a Public Hearing is not required in this situation as there are no changes to the current Permit.

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

5. Request from Charles Bement, Building and Code Inspector, for approval of the fireworks permit application for American Fireworks Display, LLC., on behalf of the Vestal Youth Football League. The display is proposed to be held on Friday, October 14, 2022 at Memorial Park, 111 Clayton Avenue (BCTMP# 157.18-2-16). If approved, Code Enforcement will issue the Permit and conduct final safety inspections and launch approval as required on the date the fireworks display is to be held. If approved, please discuss waiving the permit fee as this is for a Vestal youth sport organization.

Supervisor Schaffer and Councilwoman Messina agree to waive the Permit Fee.

Councilwoman Fitzgerald stated that she is all for it and added that there will be a chicken BBQ as well.

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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7.5 PUBLIC SAFETY (MESSINA)

7.6 ADMINISTRATION (Messina)

1. Request from Cheresse Wiesner-Rosales, Museum Director, for the Town Board to approve accepting a donation of \$500 from the Vestal Historical Society to the Vestal Museum for the 2022 Haudenosaunee Festival.

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

2. Request from Michelle Tomancik-Teed, Assistant Recreation Planner, for the Town Board to approve the Town Supervisor to sign the annual Broome County Youth Bureau Grant request proposal for 2023. The request is for \$5,000.

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:

Supervisor Schaffer requested that the Town Board override our Procurement Policy due to the nature of the repairs for the Fresh Air heating and air in the Court Clerks Office and in the Business Office.

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

Supervisor Schaffer requested that the Town Board override the Tax Cap if necessary for the 2023 Budget. We have not needed to use the override in years past and do not believe we will need to this year as well, it is just precautionary.

OK – This item will be placed on the Agenda for a vote at the next

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Regular Meeting of the Town Board.

A MOTION WILL BE MADE TO ENTER INTO AN EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING.

On a Motion by Councilwoman Messina, seconded by Councilwoman Fitzgerald, the Board entered into Executive Session to discuss:
the time was 5:25 PM.

- Water Charges and Use with the City of Binghamton

The time was 5:25 PM.

ADJOURNMENT

On a Motion by Councilwoman Fitzgerald, seconded by Councilwoman Messina, the Board exited the Executive Session and Adjourned the Work Session, the time was 6:07 P.M.