

VESTAL TOWN BOARD WORK SESSION MINUTES
MONDAY APRIL 12, 2021

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, Heather Webster, Town Clerk Debra Wallace

Supervisor Schaffer convened the Work Session at 5:30 PM.

UPCOMING PUBLIC HEARINGS

COMMITTEES

7.1 PUBLIC WORKS (ELLIS/Messina)

1. Request from Craig Hiller, Highway Superintendent, to advertise in the Town Crier on April 21, 2021 for Highway Materials with bid opening on May 4, 2021.

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

2. Request from Scott Groats, Water Superintendent, for the Town to issue a refund to resident, Dawn Tobler, 4228 Emerson Pl., in the amount of \$134.45 for a credit balance on her account.

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

3. Request from Scott Groats, Water Superintendent, to award the bid for Water Meters to Ti-Sales Inc., Sudbury, MA. Budget line number is W8340-4304.

Ti-Sales was the lowest bidder.

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

4. Request from Scott Groats, Water Superintendent, for the Town Board to deem an emergency, the situation of Choconut Creek encroaching on the well facility and eroding the embankment to the point of becoming critical and to approve the hiring of JB excavating to perform bank stabilization around the well facility as Phase I of the project. Other phases will be designed when decisions on funding are determined. Funding for the emergency work can be obtained from fund balance and should not exceed \$50,000.00.

Supervisor Schaffer stated that the back wall around the well facility is deteriorating and needs to be repaired. Schaffer stated that there may be some reimbursement from FEMA for the well repairs.

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

7.2 FINANCE (MESSINA /Fletcher)

1. Warrants: 2021- 12, 12E, 13, 13E, 14, 14E

OK – This item will be placed as a “Receive and File” on the Agenda at the next Regular Meeting of the Town Board.

2. Request from Laura McKane, Comptroller, for the board to authorize the appropriation of Fund Balance - A1011.1011 in the amount of \$27,138 to add to A7140.3002 - Miscellaneous Site Improvements. These funds will be used in 2021 to pay for rock at Harold Moore Park, replacing damaged guide rail (\$9,138) and to repair damages at Arnold and other parks.

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

3. Request from Nick Angeline, Deputy Comptroller, to make budget transfers dated 2020 as indicated in memo dated April 12, 2021.

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

4. Request from Nick Angeline, Deputy Comptroller, to make budget transfers dated 2021 as indicated in memo dated April 12, 2021.

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

5. Request for authorization for the Business Office to issue a one-time payment of \$5,000.00 to Craig Hiller in recognition of his assuming the responsibility of the Parks Department effective July 1, 2020 in addition to his duties as Highway Superintendent.

Town Attorney David Berger wanted to clarify that this is a stipend.

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

6. Request from Dave Berger, Town Attorney, to authorize payment of billable hours for the period February 1, 2021 through March 31, 2021. Total time was 12 hours and 55 minutes. Total amount is \$1,937.50.

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

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7.3 PERSONNEL (FLETCHER/Fitzgerald)

1. Request from Nancy Olmstead, Director of Human Resources, for the Town Board to discuss Scott Groats, Water Wastewater Superintendent, proposed job postings for the positions of Equipment Mechanic, Motor Equipment Operator and Water/Wastewater Maintainer.

Director of Human Resources Nancy Olmstead reminded the Board that this does not require a vote at this time.

NO – This item will not be added to the Agenda for a vote at the next Regular Meeting of the Town Board.

2. Request from Nancy Olmstead, Director of Human Resources, to appoint Kelcy Wickman as Assistant Recreation Planner effective April 12, 2021. This appointment will be provisional. Per the CSEA collective bargaining agreement Ms. Wickman’s rate of pay will be \$21.90 per hour. She is already a Town of Vestal employee so no additional background check is necessary.

OK – This item will be added to 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 John Butler, Police Chief, to appoint Marjorie Baldwin to the vacant position of Crossing Guard effective April 12, 2021. Ms. Baldwin’s rate of pay will be \$12.50 per hour. Background check has been completed.

OK – This item will be added to 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 Debra Wallace, Town Clerk, to appoint Heather Webster to the vacant 1st Deputy Town Clerk position effective April 19, 2021. Per the CSEA collective bargaining agreement Ms. Webster’s rate of pay will be \$19.66 per hour. She is already a Town of Vestal employee so no additional background check is necessary.

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

7.4 PLANNING & ZONING (FITZGERALD/Fletcher)

1. Request from Walaya Kretzmer, Tree Sale Coordinator for Boy Scout Troop #225, to use the Vestal Library parking lot for 2021 Christmas Tree Sales November 20, 2021 to December 30, 2021.

Attorney David Berger stated that they will need to sign the Facility Use Agreement.

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

2. Request from Vern Myers, Town Engineer, for the Town Board to discuss an application for a Special Use Permit for the operation of a skate park (recreational use) in an Industrial Zone at 1803 Castle Gardens Road.

Supervisor Schaffer stated that he does not feel the Town should make any decisions until Mr. Nelson is in compliance with the containers, the Board agreed with the Supervisor. Town Engineer, Vern Myers will send a letter informing Mr. Nelson.

NO – This item will not be added to the Agenda for a vote at the next Regular Meeting of the Town Board.

3. Request from Vern Myers, Town Engineer, for authorization to contract with the preferred Architect for analysis and design services for the Highway Department Salt Barn roof.

Town Engineer Vern Myers stated that Barton & Loguidice Engineers is to provide a preliminary report with cost fee options after inspecting the facility.

OK – This item will be added to 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 authorize himself or the Town Supervisor to sign an agreement and right-of-way/easement for access and for the property owner to maintain the storm water facilities at Kopernik Observatory. The easement and maintenance agreement shall run in perpetuity on the owner of the property.

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

5. Request from Vern Myers, Town Engineer, for the Town Board to discuss an Application that was received for Re-zoning from RA-1 - One Family Residential District to RC – Multiple Residential District for 113-117 Annetta Street. The owner of the parcels would like to construct apartments on both adjacent parcels.

Supervisor Schaffer stated that he went to the location and there are no apartment buildings in that area and therefore would not be appropriate in that neighborhood. The Board will not move forward at this time. Town Engineer, Vern Myers will send a letter.

NO– This item will not be added to the Agenda for a vote at the next Regular Meeting of the Town Board.

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6. Request from Vern Myers, Town Engineer, to discuss applications that have been submitted for an Aquifer Permit and Vehicle Service Station Permit for Lowe's to build a Tool and Equipment Rental center as a small building addition to the existing Lowe's at 225 Sycamore Road.

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

7. Request from Art Robinson, Building and Code Inspector, for the Town Board to review a Timber Harvest Permit application on Powderhouse Road. The owners and applicant are requesting permission to harvest within 300 ft. of an RA-1 zoning district and permission to place the landing area within 150 feet of a public road.

Town Attorney David Berger stated that the SEQR will need to be approved. Town Engineer Vern Myers stated that he will provide information for Wednesday's meeting.

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

8. 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 18, 2021.

Supervisor Schaffer stated that it will be on Front Street this year and not on the Rail Trail, as it was previous years. Town Attorney David Berger stated that they will need to provide appropriate insurance before the race can be approved.

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

7.5 PUBLIC SAFETY (MESSINA/Ellis)

1. Request from John Paffie, Fire Chief, for the Board of Fire Commissioner to approve a donation of \$40 from Darlene Walter. Fund will go in the Fire Prevention Budget Line of F3410-4612.

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

7.6 ADMINISTRATION (FLETCHER/Ellis)

1. Request from Daniel Williams, IT Director, for the Town Board to authorize himself or the Town Supervisor to sign the proposed 36 month term, internet pricing from Plexicomm. This reduces our current rate of \$1095/month down to \$450/month for our fiber dedicated internet connection.

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

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UNFINISHED BUSINESS

NEW BUSINESS

1. Discuss Striping, Milling and Paving

Supervisor Schaffer stated that after the harsh winter, some of the parking lots around Town need to be repaired. Schaffer would like the Town Board to approve Striping, Milling and Paving to be done at the following locations: Angelo Field, Arnold Park (Baseball Lot), Harold Moore Park and the Police Garage Parking lot. Striping will be done by Northeastern Corporation and the Milling & Paving will be done by Broome Bituminous Products, Inc. All pricing is from the Broome County Bid list.

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

2. Discuss possible rates and lease information for a possible tenant at the Coal House.

Supervisor Schaffer stated that there has been an interest in renting the Coal House bottom floor. Town Engineer, Vern Myers stated that he would advertise in the Town Crier for any interested party to contact the Town. . The Town will be using the upstairs for Town Offices.

Supervisor Schaffer also stated that he talked with IT Director Dan Williams in regards to the offices upstairs in the Coal House. Williams provided an estimate of \$3000 to set up the offices there are currently no computers or phone accesses. Councilman Ellis will get a detailed report from Williams on the breakdown of the expenses.

NO – This item will not be added to the Agenda for a vote at the next Regular Meeting of the Town Board.

3. Discuss opening of the public restrooms in Town of Vestal Parks and Rail Trail.

Bathrooms will re-open April 19, 2021 at Arnold Park, Harold Moore Park, Angelo Field (Little League) and the Vestal Rail Trail. The bathrooms will be cleaned first thing in the morning and again in the afternoon.

NO – This item will not be added to the Agenda for a vote at the next Regular Meeting of the Town Board.

4. Discuss and review Release of Liability form for Town's pavilion and athletic fields.

Town Attorney David Berger has updated the Release of Liability form for the pavilion rentals and athletic fields.

NO – This item will not be added to the Agenda for a vote at the next Regular Meeting of the Town Board.

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5. Discuss whether or not to continue to allow outdoor seating at restaurants as per last year or send them to the planning Board for outdoor seating; or not allow outdoor seating.

Supervisor Schaffer would like to have Code handle all of the seating regulations through the duration of Covid.

NO – This item will not be added to the Agenda for a vote at the next Regular Meeting of the Town Board.

6. Discussion of 385 First Avenue and what action to take moving forward.

Supervisor Schaffer stated a house at 385 First Ave is currently sitting on blocks and is not safe. Town Engineer Vern Myers stated that he believes the property has been red tagged since 2011. The owner has been paying taxes. Town Attorney David Berger suggested citing the owner for violations and take legal action if necessary. Vern Myers, Town Engineer will send the property owner another notice.

NO – This item will not be added to the Agenda for a vote at the next Regular Meeting of the Town Board.

7. Discussion on updates, if any on 2220 Coleman Street contract.

Town Attorney David Berger informed the Board that he has been in contact with Bob Warner and the Fire Department Attorney. The Fire Department Attorney informed the Town Attorney that there was a meeting tonight to discuss donating the property to the Town. The Town should know more about their decision this week.

NO – This item will not be added to the Agenda for a vote at the next Regular Meeting of the Town Board.

8. Discussion on contract with Rosanne Sall Advertising, Inc.

Supervisor Schaffer stated that Rosanne Sall Advertising Agency, Inc., will be creating a flyer that will be added to the Change of Assessment Notices explaining the 2021 equalization maintenance process. The Town is also planning additional future projects with Rosanne Sall Advertising, Inc. which will have a rate up to \$150 per hour, not to exceed \$10,000.

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

9. Discussion on Sign for Farmer's Market

Supervisor Schaffer and Councilmen Jason Ellis will be donating a sign to the Local Farmers Market in Vestal.

OK – This item will be added under Supervisor's Announcements at the next Regular Meeting of the Town Board.

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10. Discussion of Grant Writer for Fire Department.

Vestal Fire Chief, John Paffie requested permission to hire a grant writer for the Fire Department. The cost of the grant writing would come out of the Fire budget. Councilman Ellis stated that you can write in the fees of the grant writer into the proposal costs. The Board decided that if he can get the fee written in, they would approve the request.

NO – This item will not be added to the Agenda for a vote at the next Regular Meeting of the Town Board.

11. *Town Engineer Vern Myers informed the Board that NYSDEC Trees for Tributaries program will be planting trees and shrubs at Harold Moore Park to prevent erosion and loss of material along the stream bank. The program is free of cost other than watering and future maintenance of the area. The program is looking for volunteers and he would like to post information on the website. Meyers will have further information for the website and for the Town Board Meeting on April 14, 2021.*

OK – This item will be added under Supervisor’s Announcements at the next Regular Meeting of the Town Board.

12. *The Town Highway Department purchased an All-Terrain Fork Lift for \$3600 from the Military Surplus. This is more cost effective then continuing to rent one for Town Projects.*

NO – This item will not be added to the Agenda for a vote at the next Regular Meeting of the Town Board.

EXECUTIVE SESSION

On a motion by Councilman Ellis, seconded by Councilman Fletcher, the Board entered into Executive Session for the purposes of discussing the following:

Negotiations with CSEA, Operating Engineers, PBA and VPSA

The time was 6:35 pm.

On a motion by Councilwoman Fitzgerald, seconded by Councilwoman Messina, the Board ended Executive Session and adjourned the meeting. The time was 7:05 pm.

Respectfully submitted,
Debra Wallace, Town Clerk