

**VESTAL TOWN BOARD WORK SESSION MINUTES**  
**MONDAY, MAY 24<sup>TH</sup> 2021**

**WORK SESSION**

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

Also Attending: Town Engineer Vern Myers, 1st Deputy Town Clerk Heather Webster, Town Clerk Debra Wallace, Fire Chief John Paffie, Susan Bowen, Administrator to the Board of Fire Commissioners

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, Town Superintendent of Highway and Parks, to award the bids for Highway Materials to the following:
  - Riser Bid – Crossroads Highway Supply Inc.
  - Snow Plow Grader, Carbide – Northern Supply
  - Snow Plow Grader, Carbide – Chemung Supply Corp.
  - Transit Mix Concrete – Barney & Dickenson Inc.
  - Seed & Ball Field Material – Andre & Son Inc.
  - Accept: Street Sweeping Brooms – Northern Supply
  - Top Soil – Boland’s Excavating
  - Tree Removal – Cook’s Tree Service

**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 and Wastewater Superintendent, for the Town Board to approve Advertising for Manhole Rehabilitation on June 2, 2021 with proposals to be opened on Tuesday, June 15, 2021 at 2:00pm.

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

1. Warrants: 21-19, 19B, 19C, 19E, 20, 20E

**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 John Paffie, Fire Chief, for the Board of Fire Commissioners to adopt a Bond Resolution dated May 26, 2021:

A RESOLUTION AUTHORIZING THE PURCHASE OF TWO (2) PUMPER FIRE ENGINE VEHICLES FOR THE VESTAL FIRE DISTRICT IN THE TOWN OF VESTAL, BROOME COUNTY, NEW YORK, AT A MAXIMUM ESTIMATED COST OF \$1,500,000, AND AUTHORIZING THE ISSUANCE OF \$1,500,000 SERIAL BONDS OF SAID FIRE DISTRICT TO PAY THE COST THEREOF.

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

3. Request from John Paffie, Fire Chief, for the Board of Fire Commissioners to approve the establishment of a Buildings and Grounds Improvements, Repair and Replacement Capital Reserve Account for the purpose of accumulating the capital reserves of the Fire District for the purpose of maintaining, repairing, improving and replacing the buildings and grounds of the Fire District.

This resolution is subjected to a mandatory referendum as provided by Section 6-g of the General Municipal Law and shall be included in the special election.

*Councilman Ellis stated that it's important to remember that we are receiving this pricing for the Pumper Trucks at last year's locked in rate, therefore it would be in the Towns best interest that we make these purchases.*

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

4. Request to approve the following resolution:

RESOLUTION CALLING A SPECIAL ELECTION DATED MAY 26, 2021

WHEREAS, the Board of Fire Commissioners of the Vestal Fire District in the Town of Vestal, Broome County, New York has heretofore at this meeting adopted

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a bond resolution authorizing the purchase of two pumper fire engine vehicles, including original equipment, apparatus, and incidental expenses in connection therewith, at a maximum estimated cost of \$1,500,000, which is subject to the approval of the qualified voters of said Fire District, NOW, THEREFORE, BE IT RESOLVED, by the Board of Fire Commissioners of Vestal Fire District in the Town of Vestal, Broome County, New York, as follows:

Section 1. A special election of the qualified voters of Vestal Fire District in the Town of Vestal, Broome County, New York, is hereby authorized to be held on the 13th day of July, 2021, at the Town of Vestal Town Hall, in Vestal, New York, in said Fire District, between the hours of 12:00 o'clock P.M. and 9:00 o'clock P.M., Prevailing Time, to vote **BY PAPER BALLOT** upon the adoption or rejection of the bond resolution heretofore adopted at this meeting, as well as a Capital Reserve Fund establishment resolution.

Section 2. The notice of such special election shall be in substantially the form, attached hereto as Exhibit A and hereby made a part hereof.

Section 3. The Secretary of said Fire District is hereby authorized to give notice of such special election by publication once in the *Vestal Town Crier*, a newspaper published in Conklin, New York, and having a general circulation in said Fire District, the first publication to be not less than twenty-seven (27) nor more than thirty-four (34) days prior to the date of such election.

Section 4. This resolution shall take effect immediately.

*Supervisor Schaffer stated there will be one Paper Ballot with both Bond Resolutions on it.*

**5.** Request to approve the following resolution:

WHEREAS, the Board of Fire Commissioners of Vestal Fire District, Broome County, New York, has called a special election of the qualified voters of said Fire District to be held on the 13<sup>th</sup> day of July, 2021; and

WHEREAS, it is now desired to provide for the appointment of a permanent chairman, inspectors of election and assistant clerks for said special election; NOW, THEREFORE, BE IT

RESOLVED, by the Board of Fire Commissioners of the Vestal Fire District, Broome County, New York, as follows:

Section 1. Janet Cole, a duly qualified voter of said Fire District is hereby appointed as the permanent chairman of the special election referred to in the preambles hereof.

Section 2. The following named qualified voters of said Fire District are hereby

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appointed to act as inspectors of election of said special election, so that there shall be at least two inspectors for each ballot box or voting machine to be used thereat: Keith Green, Cora Walter, Joyce Ellis, and Diane Zavada

Section 3. Janet Cole is hereby designated as chief election inspector.

Section 4. The following named qualified voters of said Fire District are hereby appointed as assistant clerks of said special election (including alternates as so indicated): NONE

Section 5. Each inspector of election and assistant clerk appointed for said special election, as herein provided, shall be entitled to compensation at the rate of \$12.00 per hour for chairperson and \$11.00 per hour for inspectors, actually and necessarily spent on the duties of his or her office. The Secretary of said Fire District is hereby authorized and directed to give written notice of appointment to the persons herein respectively appointed as permanent chairman, inspectors of election and assistant clerks for said special election.

Section 6. This resolution shall take effect immediately.

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

6. Request to approve the following resolution:

RESOLUTION SETTING THE TIME AND PLACE OF A MEETING OF THE INSPECTORS OF ELECTION OF VESTAL FIRE DISTRICT IN THE TOWN OF VESTAL, BROOME COUNTY, NEW YORK, FOR THE PURPOSE OF PREPARATION OF THE FIRE DISTRICT ELECTION REGISTER.

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

7. Request from Laura McKane, Town Comptroller, to adopt a Bond Resolution for the Reconstruction/Resurfacing of Various Roads:

BOND RESOLUTION DATED MAY 26, 2021.

A RESOLUTION AUTHORIZING THE RECONSTRUCTION AND RESURFACING OF VARIOUS ROADS, THROUGHOUT AND IN AND FOR THE TOWN OF VESTAL, BROOME COUNTY, NEW YORK, AT A MAXIMUM ESTIMATED COST OF \$300,000, AND AUTHORIZING THE ISSUANCE OF \$300,000 BONDS OF SAID TOWN TO PAY THE COST THEREOF.

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

8. Request from Laura McKane, Town Comptroller, to adopt a Bond Resolution for the Reconstruction/Resurfacing of Various Roads: BOND RESOLUTION DATED MAY 26, 2021.

A RESOLUTION AUTHORIZING, SUBJECT TO PERMISSIVE REFERENDUM, THE ISSUANCE OF \$700,000 BONDS OF THE TOWN OF VESTAL, BROOME COUNTY, NEW YORK, TO PAY THE COST OF THE RECONSTRUCTION AND RESURFACING OF VARIOUS ROADS THROUGHOUT AND IN AND FOR SAID TOWN.

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

9. Request from Laura McKane, Town Comptroller, to adopt a Bond Resolution BOND RESOLUTION DATED MAY 26, 2021.

A RESOLUTION AUTHORIZING, SUBJECT TO PERMISSIVE REFERENDUM, THE RECONSTRUCTION OF THE TOWN SALT SHED, IN AND FOR THE TOWN OF VESTAL, BROOME COUNTY, NEW YORK, AT A MAXIMUM ESTIMATED COST OF \$500,000, AND AUTHORIZING THE ISSUANCE OF \$500,000 BONDS OF SAID TOWN TO PAY THE COST THEREOF.

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

10. Request from Nick Angeline, Deputy Comptroller to approve budget transfers dated 5/24/2021.

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

**7.3 PERSONNEL (FLETCHER/Fitzgerald)**

1. Request from Nancy Olmstead, Director of Human Resources, for Joseph Meagher, Town Justice, to appoint Erin Ferraro to his vacant Clerk to Justice position at the CSEA rate of \$16.20/hour. Ms. Ferraro will begin on June 7, 2021. This appointment is conditioned on all Town and NYS pre-employment conditions being satisfied.

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

2. Request from Nancy Olmstead, Director of Human Resources, for Michael Sherwood, Town Justice, to appoint Catherine Krajnyak to his vacant Clerk to Justice position at the CSEA rate of \$16.20/hour. Ms. Krajnyak will begin on June 7, 2021.

This appointment is conditioned on all Town and NYS pre-employment conditions being satisfied.

*Councilman Ellis verified that both of these appointees are Town of Vestal residents.*

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

3. Request from Nancy Olmstead, Director of Human Resources, for Vern Myers, Town Engineer, to appoint Joseph Bayer to the new non-union position of Deputy Town Engineer at the rate of \$38.00/hour. Mr. Bayer will begin no sooner than June 1, 2021. This appointment is conditioned on all Town and NYS pre-employment conditions being satisfied.

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

4. Request from Michelle Tomancik-Teed, Assistant Recreation Planner, for Town Board approval to hire summer camp directors as indicated in the memo dated May 19, 2021. All background checks have been completed.

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

5. Request from Michelle Tomancik-Teed, Assistant Recreation Planner, for Town Board approval to hire summer Playground Instructors with a start date of June 18, 2021 as indicated in the memo dated May 10, 2021. Background checks are pending.

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

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

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1. Request from Vern Myers, Town Engineer, for the Town Board to authorize the Supervisor to allow General Light District fund balance monies for **45** new LED Street lights and fuses for NYS Rte. 434 Main Street Intersection and Main Street to Vestal Road. The estimate for new LED lights, similar to the look we have now, and required fuses is approximately \$12,000, and also requesting to set aside an additional \$5,000 for wiring repair should the Town encounter. Making total request \$17,000.

**OK** – This item will be placed on the Agenda 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 Commissioners approval on the Engine Replacement Committee recommendation to continue to use the award bid to, Firehouse Apparatus, 13219 State Route 90, Locke, NY 13092 in the amount of \$639,093 per Engine with \$18,755 to bring the price to \$657,848 as described in the attached letter. Additionally, requesting the Board of Fire Commissioners to move forth with the Mandatory Referendum to bond for the purchase not to exceed the amount of \$1,500,000 (\$740,000 per Engine which is the same amount of the first two Engine plus additional funds to cover any additional change orders, equipment and \$20,000 for financial cost related to this project).

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

2. Request from John Paffie, Fire Chief, to approve Logan Pullis as a new member of the Vestal Fire Department at Company No. 2

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

3. Request from Stace Kintner, Vestal Police Captain, to use funds from the A3120-2626R, Asset Forfeiture line to outfit and equip an officer for Bike Patrol. The approximate total for all uniforms and gear would be \$700.

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

**7.6 ADMINISTRATION (FLETCHER/Ellis)**

1. Request from Michelle Tomancik-Teed, Assistant Recreation Planner, for Town Board approval, effective immediately, to accept the following donation from Jason Kretzmer. The money is left over from his Eagle Scout project. Check # 6209 for \$345.00

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

2. Request from Cheresse Wiesner-Rosales, Museum Director, for the Town Board to approve, as part of the Vestal Museum's Musical Programming, Claire M Byrne-Vollmer and her husband Brian S. Vollmer, to use the space at the museum to teach music lessons. A certificate of insurance with the Town of Vestal listed has been provided. In exchange they will make a monthly donation of \$110 to the Vestal museum.

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

**RECEIVE AND FILE:**

**NEW BUSINESS:**

- Due to the delay in supply as a result of the Covid-19 Pandemic, Town Engineer Vern Myers discussed two options for construction and upcoming repairs of the Washington Drive Bridge. The first option would be to close one lane of the bridge down beginning July 8<sup>th</sup>, 2021. The estimated completion date for repairs under this option would be late September 2021, although two lanes would be open for traffic before school starts. The second option discussed would be to close the bridge completely beginning August 2<sup>nd</sup>, 2021, for an estimated completion date of August 24<sup>th</sup>, 2021, with an approved detour in place. This option would also include a \$60,000 cost savings, not requiring a barrier to be supplied or to be subject to cost increases in relation to steel and additional materials.



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**NO-** This item will not be added to the Agenda.

- Supervisor Schaffer suggested granting permission for an inquiry made by Vinnie Griggs, Vestal Payroll Clerk, for a craft show to be held at the Town Gazebo on an upcoming Saturday, with parking available across the street. A \$15.00 vendor fee will apply which will be donated to the Museum. Museum Director Cheresse-Weisner – Rosales will act as the coordinator.

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

- Request from Supervisor Schaffer to pay former Court Clerk, Heather Webster, now 1<sup>st</sup> Deputy Town Clerk, time and ½ to cover the Court business intermittently until the new Court Clerks begin on June 7<sup>th</sup>, 2021. Mrs. Webster will also be available for minimal training requirements upon the commencement of the new appointees.

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

- Supervisor Schaffer would like to place an article in the Town Crier with information relating to the status of the Vestal Pool. The Pool will not be open this summer. Preventative maintenance is being performed to sustain the current state of the Pool, as well as talks about future plans for additional needed repairs.

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

**UNFINISHED BUSINESS:**

**EXECUTIVE SESSION:**

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

- Personnel

The time was 6:30 P.M.

On a motion by Councilman Fletcher, seconded by Councilman Ellis, the Board ended Executive Session and adjourned the meeting. The time was 6:55 pm.

Respectfully submitted,  
Debra Wallace, Town Clerk

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