

**VESTAL TOWN BOARD WORK SESSION MINUTES**  
**MONDAY August 9<sup>TH</sup> 2021**

**WORK SESSION**

Board Attendance: Board Members Fitzgerald, Messina, Fletcher, Ellis  
Also Attending: Town Attorney David Berger, Human Resources Director Nancy Olmstead, 1st Deputy Town Clerk Heather Webster, Vestal Fire Chief Paffie, Vestal Fire Co. 2 attendees- Bob Warner, Evan Tobler, Dave Foland, and Michael Petcosky.

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

**UPCOMING PUBLIC HEARINGS**

**COMMITTEES**

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

1. Request from Scott Groats, Water & Wastewater Superintendent, for the Town Board to authorize the signing of the retainer agreement provided in the addendum for engineering services to Hunt Engineers.

**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 & Wastewater Superintendent, for the Town Board to authorize issuing a refund in the amount of \$678.18 to Scott Weissmann, 133 S. Meadowbrook Lane for an overpayment on his account made by his banks bill pay service.

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

**1.2 FINANCE (MESSINA /Fletcher)**

1. 1. Warrants: 2021- 30, 30E, 31, 31E

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

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2. Request from Debra Wallace, Town Clerk, for authorization to pay Heather Webster, 1<sup>st</sup> Deputy Town Clerk an annual Tax Collection stipend of \$500 retroactive to April 19, 2021.

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

**7.3 PERSONNEL (FLETCHER/Fitzgerald)**

1. Request from Michelle Tomancik-Teed, Assistant Recreation Planner, for Town Board approval to hire Camp Staff for Advanced Girls’ Soccer Camp, Girl’s Field Hockey Camp and Co-Directors for the Girl’s Field Hockey League as indicated in memo dated August 5, 2021. All background checks have been completed.

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

2. Authorization for the Director of Human Resources, Nancy Olmstead to schedule an on-site flu and pneumonia vaccine clinic to be held at Town Hall. Eligible participants are Town employees, pre-Medicare eligible retirees with Town health insurance benefits and adult dependents who participate in the Town health insurance program. The clinic is to be provided by Lourdes Hospital at a rate of \$25 per flu vaccine and \$130 per pneumonia vaccines. Charges for eligible participants will be paid from the health insurance fund.

**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 Vern Myers, Town Engineer, for the board to consider the following which will be needed for the application regarding a Grant submission under NYSDOT TAP program for extending the Rail

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- Trail from African Road to Sycamore Road along the existing Rail bed.
- A. Town Board Resolutions, stating that 100% of the project costs can be first instanced before requesting reimbursement for 80% of eligible project costs and that a 20% match is available in support of the project.
  - B. Letter stating that the Town supports the project and that the Town does not expect controversy with regards to this project.

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

*Councilwoman Fitzgerald inquired about the amount of resources Broome County would contribute and when we would be made aware of their funding.*  
*Town Engineer Vern Myers stated that the grant submittal would go in by the end of September and that we would receive notification sometime in early November.*  
*Councilman Fletcher asked if he had a known amount that the County might contribute and Engineer Myers stated approximately \$100,000. In addition, this project would most likely not come to fruition until 2023.*

**7.5 PUBLIC SAFETY (MESSINA/Ellis)**

- 1. Request to sign the attached engagement letter with Firefly Admin Inc. for LOSAP administration services. The Term of this engagement will be for the period January 1, 2022 to December 31, 2022. There is no change in pricing.

*Councilwoman Messina stated that this program aides in reducing administrative paperwork for the department. Chief Paffie stated that the program is very user friendly.*

**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 retroactive Town Board approval for the signing of the Division for

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Youth Grant claim by the Town Comptroller.

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

**COMMITTEE CHAIR COMMENTS AND UPDATES:**

**RECEIVE AND FILE:**

**NEW BUSINESS:**

1. In addition to sidewalk repairs Town Engineer Vern Myers stated that the Main Street Bridge was found to have gusset plate distress, more extensive originally believed.

*Engineer Myers stated that the Town is repairing the Bridge's sidewalks in-house, but had Delta Engineering submit a new proposal for all flagged gusset plates. There are a total of sixteen gusset plates on the bridge, most of which are requiring repairs.*

*Engineer Myers went on to say that the cost may be covered by the Bridge Program that's already in place. Regardless, the bridge will need to close for repairs. The Town is looking to make the necessary repairs all at once to not require an additional closure.*

*Councilwoman Messina asked that if a single gusset plate was bad, would that in fact effect the entire structure. Engineer Myers stated it could cause critical failure.*

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

**UNFINISHED BUSINESS:**

Vestal Fire Co. #2 to transfer a portion of its real property to the Town. This property is located at 2220 Coleman Street, Vestal NY 13850.

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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

**A MOTION WAS MADE TO ENTER INTO AN EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING:**

- Internship/Part-time labor/CSEA Negotiations

On a motion by Councilwoman Messina, seconded by Councilman Fletcher, the Board entered into Executive Session. The time was 6:05 P.M.

**ADJOURNMENT**

On a motion by Councilman Ellis, seconded by Councilwoman Fitzgerald, the Board ended the Executive Session and Adjourned the meeting. The time was 6:45 P.M.