

**VESTAL TOWN BOARD WORK SESSION DRAFT MINUTES**

**MONDAY, March 7th, 2022**

**Board Attendance:** Supervisor Schaffer; Board Members: Fitzgerald, Messina, Ellis, and Donnelly

**Also Attending:** Town Attorney David Berger, Director of Human Resources Nancy Olmstead, Town Engineer Vern Myers, Town Clerk Debra Wallace, and 1<sup>st</sup> Deputy Town Clerk Heather Webster.

*Supervisor Schaffer commenced the Work Session at 6:00 p.m.*

On a motion by Councilwoman Messina, seconded by Councilman Ellis, the Town Board adjourned the Work Session and entered into Executive Session to discuss Personnel Performance. The time was 6:02 P.M.

On a motion by Councilwoman Messina, seconded by Councilwoman Fitzgerald, the Town Board ended the Executive Session and returned to the Work Session. The time was 6:30 P.M.

**WORK SESSION**

**UPCOMING PUBLIC HEARINGS**

**COMMITTEES**

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

1. Request from Scott Groats, Water/Wastewater Superintendent, to award the Commerce Drive Sanitary Sewer replacement to low bidder, Hurd Development, 22 North Brookside Avenue, Endwell, New York 13760. Bid Price \$24,666.90. Project is budgeted under Line item S8120-2060.

**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, to award the Meeker Road Bridge Rehabilitation project to low bidder, R. DeVincentis Construction, Inc. and also authorize the Town Supervisor to sign the Agreement with R. DeVincentis for the Rehabilitation of the Meeker Road Bridge. Bid Amount \$1,130,000.00.

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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.**

3. Request from Vern Myers, Town Engineer, to have the Town Supervisor sign a Memorandum of Understanding between the Town of Vestal and Tioga County Soil and Water Conservation District regarding the Fuller Hollow Creek stream rehabilitation project. The Memorandum of Understanding is related to the Town inspecting and maintaining the project area for the future.

*Councilwoman Messina asked Town Engineer Vern Myers if this was a normal agreement. Engineer Myers stated that it was typical.*

**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: 08, 08A, 08E, 09, 09A, 09E

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

2. Request from Laura McKane, Town Comptroller, to authorize a renewal agreement with Douglas Bulman of the Bulman Agency, LLC for consulting services. All terms remain the same, and the dates have been updated to be effective April 1, 2022 for the period of one year ending on March 31, 2023.

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

3. Request from Laura McKane, Town Comptroller, for the Town Board to approve Budget Transfers dated 2022 as indicated in memo dated 02/25/2022.

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

4. Request for the Town Board to authorize David Berger, Town Attorney, to

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sign a Stipulation of Settlement for the following Article 7 Tax Certiorari cases filed in Broome County entitled: Bingcuse, LLC v. Town of Vestal - EFCA 2021-1824 / 2020-1353 / 2019-2224 [IWOV-Active.FID2820267]. Total amount, \$441.16

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

5. Request to discuss the Procurement Policies and Procedures for the Town of Vestal.

*Supervisor Schaffer requested that this item be taken off the Agenda until Town Comptroller Laura McKane returns to the office.*

**NO** – This item will NOT be placed on the Agenda for a vote at the next Regular Meeting of the Town Board.

**7.3 PERSONNEL (FITZGERALD/Donnelly)**

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

1. Request from Nancy Olmstead, Director of Human Resources, to appoint Patrick S. McPherson as an alternate member of the Town’s Zoning Board of Appeals effective immediately. This term will expire December 31, 2023.

**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, to appoint Daniel T. Hayes as an alternate member of the Town’s Planning Board effective immediately. This term will expire July 7, 2022.

**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, to re-appoint

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Daniel T. Hayes as an alternate member of the Town's Planning Board effective July 8, 2022. This term will end July 7, 2027.

**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 Paffie, Fire Chief, for Board of Fire Commissioners approval to accept payment in the amount of \$750, Certificate of Liability

Insurance and a 3-year License agreement for the Fred Singer training Site, from each of the following: Apalachin Fire District, West Corners Fire Department & West Endicott Fire Department. Also, to accept payment of \$750 from Union Center Fire Department (still awaiting their Certificate of Liability Insurance and a 3-year License agreement to arrive).

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

2. Request from Susan Bowen, Secretary to the Board of Fire Commissioners, for final approval of the 2021 LOSAP Points and Service Credits.

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

3. Request from Sue Bowen, Secretary to the Board of Fire Commissioners, for the Board of Fire Commissioners to approve a request from LOSAP Vested member David LaMont to receive his Pre-Entitlement Disability Benefit. The amount Mr. LaMont would receive is approximately \$11,319.82 based on the actuarial calculation for the approval date of March 9, 2022.

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

4. Request from John Paffie, Fire Chief, for Board of Fire Commissioners approval to award the bid for Engine 2 and Engine 3 to (HME) Firehouse Apparatus, 13219 State Route 90, Locke, NY 13092 in the amount of \$733,629 per Engine.

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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.

5. Request from Stace Kintner, Police Chief, for Town Board approval to sell a retired police vehicle which is no longer in service. The vehicle is a 2019 Chevrolet Tahoe and will be sold in “as is” condition in the amount of \$30,400 via Auctions International.

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

**7.6 ADMINISTRATION (ELLIS/Messina)**

1. Request from Michelle Tomancik-Teed, Acting Recreation Planner, for Town Board approval to accept a Town Band donation from Warren & Katherine Bacon, White House Farm for \$15.00 (check # 3042). The donation will go into Music Line Item A7310.4345.

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

2. Request from the Vestal Historical Society for the Town Board to approve new signage to be placed within the town: The Five Hamlets of Vestal, and Vestal Rail Trail Planet Walk (West Trail Segment). There will be no cost to the Town of Vestal. This will be with the stipulation that Craig Hiller, Highway Superintendent, will have final say as to the specifics of where the signs will be placed.

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

**RECEIVE AND FILE:**

- Change of Tenant, 1500 Vestal Parkway E., Vestal, NY 13850; 157.16-1-12
- Change of Tenant, Viridium LLC, 3421 Vestal Road, Vestal, NY 13850; 158.07-2-15

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- Change of Tenant, Parlor City Furniture, 3421 Vestal Road, Vestal, NY 13850; 158.07-2-15
- Change of Tenant, Life is Washable, 3421 Vestal Road, Vestal, NY 13850; 158.07-2-15
- Change of Tenant, Horizon Solutions LLC, 450 Commerce Road, Vestal NY 13850
- Town Clerk Monthly Report 02.28.2022 (February 2022)
- Fire Advisory Board Meeting Minutes January 17<sup>th</sup>, 2022

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

*Human Resource Director Nancy Olmstead spoke in regards PERMA's suggestion for a Town of Vestal Safety Committee. Councilman Ellis stated that he thought it would be a great idea. Human Resource Director Olmstead stated that she would do some preliminary work and then present to the Town Board her findings. At that time the Town Board can discuss ways to pursue the Committee formation.*

*Supervisor Schaffer asked the Town Board to place an item on the Agenda for a new Town of Vestal Logo to commemorate the 200<sup>th</sup> year anniversary. This logo would have the years 1823-2023 attached to it.*

*Supervisor Schaffer stated that he would like to thank all of those who worked on the latest Emergency Operations Center plan for The Town of Vestal. The Town of Candor wants to model their EOC after ours. We will also be placing this EOC information in the Town Crier.*

**ADJOURNMENT**

On a motion by Councilwoman Messina, Seconded by Councilman Donnelly the Work Session was adjourned. The time was 7:00 pm.