

VESTAL TOWN BOARD WORK SESSION/ ORGANIZATION MEETING MINUTES
MONDAY, JANUARY 9, 2023

Board Attendance: Supervisor Schaffer; Board Members: Fitzgerald, Messina, Donnelly, Fletcher

Also Attending: Town Attorney David Berger, Town Engineer Vern Myers, Director of Human Resources Nancy Olmstead, Town Comptroller Nicholas Angeline, Town Clerk Debra Wallace, Deputy Town Clerk Sarah Maney, Fire Chief John Paffie and Susan Bowen, Secretary to Board of Fire Commissioner

COMMITTEES

7.1 PUBLIC WORKS (DONNELLY/Messina)

1. Request from Scott Groats, Water & Wastewater Superintendent, to have the Town Board approve advertising for Sheedy Booster Pump Package on January 18, 2023. Bids to be opened on Tuesday, February 14, 2023 at 2:00pm.

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

2. Request to issue a Water Refund in the amount of \$122.50 to Suzanne Clark, 4600 W. Marshall Drive. After the final bill was calculated, there was a credit balance on this account.

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: 50, 50C, 51, 51E, 52, 52E

2. Request to pay \$400.00 for The Upstate New York Towns Association Annual Membership Dues for 2023.

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 the Bicentennial Committee for Town Board approval to accept all donations made for the Bicentennial Celebration Events throughout 2023. Donations will be used for fireworks and other purchases separate from the budgeted amount for these celebrations.

Town Attorney David Berger recommended to the Town Board that the word “specifically” be added for further clarification.

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

4. Request from Nicholas Angeline, Comptroller, for the Town Board to approve a budget transfer in the amount of \$7,343.00 as indicated in the Budget Transfer Request dated 1/5/2023.

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

5. Request from Nicholas Angeline, Comptroller, for the Town Board to retroactively approve a budget transfer in the amount of \$100,000.00 as indicated in the Budget Transfer Request dated 12/16/2022, for an emergency purchase of additional Salt for the Highway Department.

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

6. Request from David Berger, Town Attorney, for the Town Board to approve payment in the amount of \$292.50 to the Law Firm of Frank W. Miller for outside counsel fees in connection with Town Litigation.

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

7. Request from David Berger, Town Attorney, to authorize payment of billable hours for the period October 1, 2022 through December 31, 2022. Total time was 14 hours and 32 minutes. Total amount is \$2180.00.

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

8. Request to accept a donation in the amount of \$45,500 from Vestal Center Club, Inc. for the purpose of the monies being used for the Challenger Baseball League.

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

7.3 PERSONNEL (FITGERALD/Fletcher)

1. Authorization to amend the Employee Handbook as discussed previously by the Town Board and as shown in the addendum.

Town Engineer Vern Myers stated that item 807 of the Employee Handbook was going to be discussed further before be adopted. The section refers to Medical Insurance for Retirees and asked why he as Full-time Appointed Engineer would not be eligible for the same benefit as the Part- time Appointed position.

Supervisor Schaffer stated that this can be amended in the future and for Vern Myers, Town Engineer to meet with him personally to discuss this matter.

2. Authorization by the Town Board for Craig Hiller, to hire Richard A. Corcoran as an Equipment Mechanic for the Parks Department, at the CSEA Blue Collar hourly rate of \$26.30. The start date will be January 23, 2023. Such authorization conditioned on the successful completion of all Town, County, State and Federal requirements being met.

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/Donnelly)

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1. Request from Charles Bement, Building and Code Inspector, for approval of the fireworks permit application for American Fireworks Display, LLC., on behalf of the Bicentennial Committee. The display is proposed to be held at the Arnold Park Baseball Field, 166 Andrews Road, on Saturday, January 21, 2023 at 6pm. (BCTMP# 174.05-1-2.1). 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 also waive the permit fee as this is for a Town of Vestal event.

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/Fletcher)

7.6 ADMINISTRATION (Fletcher/Donnelly)

1. Request from Andrea Husband, Dog Control Officer, for the Town Board to authorize the Town Supervisor to sign a contract with Broome County Humane Society Relief Association, Inc. for animal shelter services.

Town Attorney David Berger asked if three quotes were obtained for the contract. Berger stated that we should have correspondence on record of the release of the previous contract.

Town Clerk Debra Wallace stated that there are no other facilities in the County to acquire a quote from.

Wallace will obtain the necessary correspondence and present it to the Town Board at the next Town Board Meeting.

Supervisor Schaffer stated that they are looking into the procurement policy for this very reason.

RECEIVE AND FILE:

UNFINISHED BUSINESS:

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A. Town Board Committees:

PUBLIC WORKS: (Utility, Highway, Water, Parks, Building Maintenance)	DONNELLY/Messina
FINANCE:	MESSINA/Donnelly
PERSONNEL:	FITZGERALD/Fletcher
PLANNING & ZONING: (Code Department, Planning and Zoning, Engineering)	FITZGERALD/Donnelly
PUBLIC SAFETY: (Fire, Police, Emergency Services, Courts)	MESSINA/Fletcher
ADMINISTRATION: (Assessment, Tax Collector, Clerk, IT, Recreation, Historian, Museum)	FLETCHER/Donnelly

B. Town Board Meeting Schedule

2023 WORK SESSIONS	2023 BOARD MEETINGS
<i>Meetings at 5:00 p.m. unless otherwise indicated</i>	<i>Meetings at 5:00 p.m. unless otherwise indicated</i>
1/9/23	1/11/23
1/23/23	1/25/23
2/6/23	2/8/23
2/20/23	2/22/23
3/6/23	3/8/23
3/20/23	3/22/23
4/10/23	4/12/23
4/24/23	4/26/23
5/8/23	5/10/23
5/22/23	5/24/23
6/12/23	6/14/23
6/26/23	6/28/23
7/10/23	7/12/23
7/24/23	7/26/23
8/7/23	8/9/23
8/21/23	8/23/23
9/11/23	9/13/23
9/25/23	9/27/23

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10/2/23	
10/9/23	10/11/23
10/16/23	
10/23/23	10/25/23
10/30/23	11/1/23 TOWN BUDGET HEARING
11/13/23	11/15/23
12/4/23	12/6/23
12/11/23	12/13/23

TOV Holidays for 2023:

New Year's – TOV CLOSED 1/2/23 (Mon)	
Good Friday – TOV CLOSED 4/7/23 (Fri)	Veteran's Day – TOV CLOSED 11/10/23 (Fri)
Memorial Day – TOV CLOSED 5/29/23 (Mon)	Thanksgiving – TOV CLOSED 11/23/23 (Thurs.)
Independence Day – TOV CLOSED 7/4/23 (Tues)	Day After Thanksgiving – TOV CLOSED 11/24/23 (Fri)
Labor Day – TOV CLOSED 9/4/23 (Mon)	Christmas – TOV CLOSED 12/25/23 (Mon)

Parks, Highway, & Water holidays vary. Police Department open 24/7

C. Establish salary and wage rates for town employees as stated in the 2023 salary schedule

D. Approval of the form, manner and sufficiency of the Employee Surety Bond

E. \$300 for Clothing and Boot Allowance for:

- Water Superintendent – *Scott Groats*
- Deputy Water Superintendent – *Todd Hunsinger*
- Highway/Parks Superintendent – *Craig Hiller*
- Deputy Highway Superintendent – *Andrew Gowe*
- Town Engineer – *Vernon Myers*
- Code Officer – *Lincoln Ellis*

F. Attendance to budgeted association meetings as follows:

Monthly:

- Broome County Association of Municipal Court Clerks
- Broome County Association of Towns and Villages
- Broome County Municipal Clerks Association
- Association of Assessors

Quarterly:

- Broome County Association of Receivers and Tax Collector's
- Building Officials
- NYS GFOA Board of Governors

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Annual:

- NYS GFOA Annual Conference
- PERMA Conference
- NYS Town Clerks Association Annual Conference
- NYS PELRA Conference

Other Training:

- NYS GFOA meetings and seminars
- PERMA

- G. Under Section 77-b of General Municipal Law the board delegates department heads to authorize training within the limits of the department budget
- H. Adopt Procurement Policy and list of authorized purchasers
- I. Mileage Reimbursement for the use of a personal vehicle on Town Business will be based on the Federal Government guidelines. Meal reimbursement for travel on Town business will be based on Federal Government Guidelines
- J. Designate Depositories for Town Funds:

M&T	\$20,000,000
J.P. Morgan Chase	\$20,000,000
Tioga State Bank	\$10,000,000
New York Class	\$20,000,000

- K. Designate the Delegate for the Association of Towns meeting as John Schaffer with the alternative being Patty Fitzgerald
- L. Designate the official Town newspaper as the “Vestal Town Crier”
Designate the alternate Town newspaper as “The Press & Sun Bulletin”
- M. Appoint Records Management Officer: *Debra Wallace*
 - Deputy Records Management Officer: *Susan Bailey*
- N. Records Access Officer for FOIL Requests: *Debra Wallace*
 - Deputy Access Officer for FOIL Requests: *Sarah Maney*
- O. Appointment of Registrar of Vital Statistics: *Debra Wallace*
 - Deputy Registrar of Vital Statistics: *Susan Bailey*
 - Sub Registrar of Vital Statistics: *Sarah Maney*

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

On a motion by Councilwoman Messina, Seconded by Councilman Fletcher, the Work Session was adjourned and the Town Board entered into Executive Session. The time was 5:50 pm.

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

Recent Litigation

On a motion by Councilwoman Messina, Seconded by Councilman Fletcher, the Executive Session was adjourned. The Time was 6:30 P.M.

