

# ORGANIZATIONAL MEETING AGENDA OF THE VESTAL TOWN BOARD

January 8, 2020 6:00 PM

*We kindly request that you turn off all cell phones.*

1. **PLEDGE OF ALLEGIANCE**

2. **APPROVAL OF MINUTES**

2.1 Motion approving the December 18, 2019 Minutes of the Regular Meeting of the Town Board.

3. **BID OPENINGS**

4. **PUBLIC HEARINGS**

5. **PRIVILEGE OF THE FLOOR**

6. **RESOLUTIONS & MOTIONS**

6.1 Motion to adopt the *2020 Organizational Appointments, Authorizations and Calendar of Town Board Meetings* as follows:

A. **Town Board Committees:**

**PUBLIC WORKS:** (Utility, Highway, Water, Parks, Building Maintenance) ELLIS/Messina

**FINANCE:** MESSINA /Fletcher

**PERSONNEL:** FLETCHER/Fitzgerald

**PLANNING & ZONING:** (Code Department, Planning and Zoning, Engineering) FITZGERALD/Messina

**PUBLIC SAFETY:** (Fire, Police, Emergency Services, Courts) MESSINA/Fletcher

**ADMINISTRATION:** (Assessment, Tax Collector Clerk, IT, Recreation, Historian, Museum) ELLIS/Fletcher

B. Appointment of Town Attorney: David Berger (a two year appointment from January 1, 2020 – December 31, 2021)

C. Appointment of Comptroller/Director of Finance: Laura McKane (a two year appointment from January 1, 2020 – December 31, 2021)

D. Appointment of Town Engineer: Vernon Myers (a two year appointment from January 1, 2020 – December 31, 2021)

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**E. Town Board Meeting Schedule**

2020 WORK SESSIONS	2020 BOARD MEETINGS
Meetings at 6:00 p.m. unless otherwise indicated	Meetings at 6:00 p.m. unless otherwise indicated
1/6/20	1/8/20
1/20/20	1/22/20
2/10/20	2/12/20
2/24/20	2/26/20
3/09/20	3/11/20
3/23/20	3/25/20
4/06/20	4/08/20
4/20/20	4/22/20
5/04/20	5/06/20
5/18/20	5/20/20
6/08/20	6/10/20
6/22/20	6/24/20
7/06/20	7/08/20
7/20/20	7/22/20
8/10/20	8/12/20
8/24/20	8/26/20
9/14/20	9/16/20
9/28/20	9/30/20
10/05/20 @ 5:00pm	
10/12/20 @ 5:00pm	10/14/20
10/19/20 @ 5:00pm	10/20/20 FIRE BUDGET HEARING
10/26/20 @ 5:00pm	10/28/20
11/02/20	11/04/20 TOWN BUDGET HEARING
11/16/20	11/18/20
12/07/20	12/09/20
12/14/20	12/16/20

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**TOV Holidays for 2020**

New Year's – TOV CLOSED 1/01/20 (Wed)	
Good Friday – TOV CLOSED 4/10/20 (Fri)	Veteran's Day – TOV CLOSED 11/11/20 (Wed)
Memorial Day – TOV CLOSED 5/25/20 (Mon)	Thanksgiving – TOV CLOSED 11/26/20 (Thur)
Independence Day – TOV CLOSED 7/3/20 (Fri)	Day After Thanksgiving – TOV CLOSED 11/27/20 (Fri)
Labor Day – TOV CLOSED 9/07/20 (Mon)	Christmas – TOV CLOSED 12/25/20 (Fri)

**F.** Establish salary and wage rates for town employees as stated in the 2020 salary schedule.

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

**H.** 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

*Annual:*

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

*Other Training:*

- NYS GFOA meetings and seminars
- PERMA

*Education Seminars for Building and Code*

- Winter/Spring STBOA One Day Seminar
  - Northern Adirondack BOA
  - Finger Lakes BOA 4 days
- Summer STBOA One Day Seminar
  - NY Firefighters Association
- Fall ICC Conference
  - STBOA One Day Seminar
  - Fire Inspectors Seminar
- Spring or Fall NYS Fire Academy Sprinkler Workshop

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**I.** Under Section 77-b of General Municipal Law the board delegates department heads to authorize training within the limits of the department budget

**J.** Appointment of Fire Marshall: Carl Truman  
Deputy Fire Marshall: Christopher S. Lupold

**K.** Authorization from the Board of Fire Commissioners for Assistant Fire Chief Douglas Rose and Assistant Fire Chief John Paffie to sign vouchers in the 2020 fiscal year.

**L.** Authorization from the Board of Fire Commissioners to send one piece of fire apparatus and personnel to parades in 2020 as follows:

<b>Parade</b>	<b>Location</b>	<b>Month</b>	<b>Station Apparatus</b>
<i>St. Patrick's</i>	<i>Binghamton</i>	<i>March</i>	<i>Station 4</i>
<i>Memorial Day</i>	<i>Endicott</i>	<i>May</i>	<i>Station 1</i>
<i>Memorial Day</i>	<i>Binghamton</i>	<i>May</i>	<i>Station 4</i>
<i>Owego Strawberry Festival</i>	<i>Owego</i>	<i>June</i>	<i>Station 3</i>
<i>Veteran's Day</i>	<i>Endicott</i>	<i>November</i>	<i>Station 1</i>
<i>Veteran's Day</i>	<i>Binghamton</i>	<i>November</i>	<i>Station 4</i>
<i>Johnson City Holiday</i>	<i>Johnson City</i>	<i>December</i>	<i>Station 4</i>
<i>Endicott Holiday</i>	<i>Endicott</i>	<i>December</i>	<i>Station 1</i>

**M.** Acknowledgement and acceptance by the Board of Fire Commissioners of the following station representatives to the LOSAP committee:

*Station 1 – Eugene Wagner*                      *Station 3 – Chris E. Lupold*  
*Station 2 – Vincent Colling*                *Station 4 – Jason Ellis*  
*Station 2 – Robert Warner (Dept. at large member)*

**N.** Acknowledgement and acceptance by the Board of Fire Commissioners of the 2020 Station Chiefs as elected by the members of the Fire Department on December 16, 2019:

*Station 1 Chief: Douglas Rose*  
*Station 2 Chief: William Stout*  
*Station 3 Chief: Ronald Birdsall*  
*Station 4 Chief: John Paffie*

**O.** Adopt Procurement Policy and list of authorized purchasers

**P.** 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.

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**Q. 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

**R. Designate the Delegate for Association of Town Meeting as John Schaffer with the alternative being Patty Fitzgerald**

**S. Designate the official Town newspaper as the “Vestal Town Crier”  
Designate the alternate town newspaper as “The Press & Sun Bulletin”**

**T. Appoint Records Management Officer: Debra Wallace**

- Deputy Records Management Officer: Sue Bailey

**U. Records Access Officer for FOIL Requests: Debra Wallace**

- Deputy Access Officer for Foil Requests: Kelcy Wickman

**V. Appointment of Registrar of Vital Statics: Debra Wallace**

- Deputy Registrar of Vital Statistics: Susan Bailey
- Sub Registrar of Vital Statistics: Kelcy Wickman



**CONSENT AGENDA**

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

**7.2 FINANCE (MESSINA/Fletcher)**

**7.2-1 Receive and File**

**Warrants:** 2019- 51, 51E, 52, 52E; 2020- 01, 01A

**7.2-2** Authorization for Sue Jastran, Recreation Planner, to receive donation of \$50 from Good Shepherd – Fairview House for the Town Band.

**7.2-3** Authorization to pay \$400.00 for Upstate New York Towns Association Inc, for 2020 membership dues.

**7.3 PERSONNEL (FLETCHER/Fitzgerald)**

**7.3-1** Authorization for Recreation Planner Sue Jastran to hire lifeguards, weight room, recreation leader, and basketball staff as indicated on memo date 12/26/19.

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**7.3-2** Authorization for Director of Human Resources Nancy Olmstead to authorize an agreement between the Town of Vestal and Public Sector HR consultants LLC for the development of a wage and salary program and to authorize John Schaffer, Town Supervisor to sign said agreement.

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

**7.5 PUBLIC SAFETY (Messina/Fletcher)**

**7.5-1** Authorization for David Harrington, Fire Chief to accept grand funds from NYS DEC title IV Volunteer Fire Assistance Grant Program for 2019 in the amount of \$1500.00.

**7.5-2** Motion to authorize the police department to purchase 6 patrol vehicles and 1 unmarked vehicle at a cost not to exceed \$294,500. The police department operating budget includes \$140,000 for such vehicles in line A3120.2100 and an additional \$154,500 will be added with \$81,000 coming from the proceeds of the sale of vehicles and \$73,500 from funds provided in the operating budget for capital needs in A9950.9000.

**7.6 ADMINISTRATION (Ellis/Fletcher)**

**7.6-1** Authorization for \$200 for clothing and boot allowance for:  
Water Superintendent – Scott Groats  
Parks Superintendent – Jim Bukowski  
Highway Superintendent – Rocco Turdo  
Deputy Highway Superintendent – Craig Hiller  
Town Engineer – Vernon Myers  
Deputy Water Superintendent – Todd Hunsinger  
Code Officer – Lincoln Ellis

**7.8 RECEIVE AND FILE**

**7. COMMITTEE CHAIR COMMENTS AND UPDATES**

**8. SUPERVISOR’S ANNOUNCEMENTS**

**9. OTHER NEW BUSINESS**

**10. ADJOURNMENT**