

Organizational Meeting Minutes of the Vestal Town Board
January 8, 2020

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)

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

Organizational Meeting Minutes of the Vestal Town Board
January 8, 2020

12/14/20	12/16/20
----------	----------

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

Organizational Meeting Minutes of the Vestal Town Board
January 8, 2020

Spring or Fall NYS Fire Academy Sprinkler Workshop

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:

Parade	Location	Month	Station Apparatus
<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.

Organizational Meeting Minutes of the Vestal Town Board
January 8, 2020

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

On a motion of Councilwoman Messina, seconded by Councilwoman Fitzgerald, the following was

ADOPTED Ayes 5 Fitzgerald, Messina, Fletcher, Ellis, Schaffer
Nays 0

Resolved to adopt the **2020 Consent Agenda** as follows:

PUBLIC WORKS (ELLIS/Messina)

FINANCE (MESSINA/Fletcher)

Receive and File

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

Received Donation

R002-20 Authorization for Sue Jastran, Recreation Planner, to receive donation of \$50 from Good Shepherd – Fairview House for the Town Band.

Upstate New York Towns Association Inc.

R003-20 Authorization to pay \$400.00 for Upstate New York Towns Association Inc, for 2020 membership dues.

Organizational Meeting Minutes of the Vestal Town Board
January 8, 2020

PERSONNEL (FLETCHER/Fitzgerald)

Hired Staff for Recreation Programs

R004-20 Authorization for Recreation Planner Sue Jastran to hire lifeguards, weight room, recreation leader, and basketball staff as indicated on memo date 12/26/19.

Development of Wage & Salary Program

R005-20 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.

PLANNING & ZONING (FITZGERALD/Messina)

PUBLIC SAFETY (Messina/Fletcher)

Received Grand Funds

R006-20 Authorization for David Harrington, Fire Chief to accept grant funds from NYS DEC title IV Volunteer Fire Assistance Grant Program for 2019 in the amount of \$1500.00.

Purchase of Police Vehicles

R007-20 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 A3120.2230 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.

ADMINISTRATION (Ellis/Fletcher)

Clothing & Boot Allowance

R008-20 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

RECEIVE AND FILE

COMMITTEE CHAIR COMMENTS AND UPDATES

SUPERVISOR'S ANNOUNCEMENTS

Supervisor Schaffer reminded everyone that Winter Parking hours were in effect from 2am – 6am from Dec 1st – March 31st.

Organizational Meeting Minutes of the Vestal Town Board
January 8, 2020

OTHER NEW BUSINESS

Town Engineer Vern Myers stated that 75% of street lights from the grant are in. Also stated that he has a meeting with NYSEG on Thursday Jan 9th to discuss street lights that are out.

ADJOURNMENT

On a motion of Councilwoman Messina seconded by Councilman Fletcher, the meeting was adjourned at 6:06 PM. Carried unanimously.

Approved by _____
Debra Wallace, Town Clerk

