

- A. Town Board Committees:**
- |                                                                                                |                     |
|------------------------------------------------------------------------------------------------|---------------------|
| <b>PUBLIC WORKS:</b> (Utility, Highway, Water, Parks,<br>Building Maintenance)                 | ELLIS/Messina       |
| <b>FINANCE:</b>                                                                                | MESSINA /Fletcher   |
| <b>PERSONNEL:</b>                                                                              | FLETCHER/Fitzgerald |
| <b>PLANNING &amp; ZONING:</b> (Code Department,<br>Planning and Zoning, Engineering)           | FITZGERALD/Messina  |
| <b>PUBLIC SAFETY:</b> (Fire, Police, Emergency<br>Services, Courts)                            | MESSINA/Fletcher    |
| <b>ADMINISTRATION:</b> (Assessment, Tax Collector<br>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**

<b>2020 WORK SESSIONS</b>	<b>2020 BOARD MEETINGS</b>
Meetings at 6:00 p.m. <i>unless otherwise indicated</i>	Meetings at 6:00 p.m. <i>unless otherwise indicated</i>
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

**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)

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

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

**E.** \$100 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

**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

*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

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

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

**H.** 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.

**I.** 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>

**J.** 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)*

**K.** 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*

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

**M.** 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.

**N.** 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

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

**P.** Designate the official Town newspaper as the “Vestal Town Crier”

Designate the alternate town newspaper as “The Press & Sun Bulletin”

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

- Deputy Records Management Officer: Sue Bailey

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

- Deputy Access Officer for Foil Requests: Kelcy Wickman

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

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