

# REGULAR MEETING AGENDA OF THE VESTAL TOWN BOARD

January 6, 2016

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

1. **PLEDGE OF ALLEGIANCE:**

2. **APPROVAL OF MINUTES:**

2.1 Motion approving the **December 16, 2015 Minutes of the Regular Meeting of the Town Board.**

3. **BID OPENINGS:**

4. **PUBLIC HEARINGS:**

5. **PRIVILEGE OF THE FLOOR – For Agenda Items Only:**

6. **RESOLUTIONS & MOTIONS:**

6.1 **2016 Organizational Appointments, Authorizations and Calendar of Town Board Meetings** as follows:

A. Town Board Committees:

PUBLIC WORKS: (Utility, Highway, Water, Parks, Building Maintenance) FITZGERALD /Majewski

FINANCE: AGNESHWAR/Fitzgerald

PERSONNEL: MESSINA/Majewski

PLANNING & ZONING: (Code Department, Planning and Zoning, Engineering) MESSINA/Agneshwar

PUBLIC SAFETY: (Fire, Police, Emergency Services, Courts) FITZGERALD/ Messina

ADMINISTRATION: (Assessment, Tax Collector Clerk, Library, IT, Recreation, Historian, Museum) MAJEWSKI/Messina

B. Appointment of Town Attorney: David Berger (a one year appointment from January 1, 2016 – December 31, 2016)

C. Appointment of Comptroller/Director of Finance: Laura McKane (a two year appointment from January 1, 2016 – December 31, 2017)

D. Appointment of Town Engineer: Vernon Myers (a two year appointment from January 1, 2016 – December 31, 2017)

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**E. Town Board Meeting Schedule**

<b>2016 WORK SESSIONS</b>	<b>2016 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>
1/4/16	1/6/16
1/25/16	1/27/16
2/8/16	2/10/16
2/22/16	2/24/16
3/7/16	3/9/16
3/21/16	3/23/16
4/11/16	4/13/16
4/25/16	4/27/16
5/9/16	5/11/16
5/23/16	5/25/16
6/6/16	6/8/16
6/20/16	6/22/16
7/11/16	7/13/16
7/25/16	7/27/16
8/8/16	8/10/16
8/22/16	8/24/16
9/12/16	9/14/16
9/26/16	9/28/16
10/3/16	
10/10/16	10/12/16
10/17/16	10/18/16 FIRE BUDGET HEARING
10/24/16	10/26/16
10/31/16	
11/7/16	11/9/16 TOWN BUDGET HEARING
11/14/16	11/16/16
12/5/16	12/7/16
12/19/16	12/21/16

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## TOV Holidays for 2016:

New Year's – TOV CLOSED 1/1/16 (Friday)	
Good Friday – TOV CLOSED 3/25/16 (Friday)	Veteran's Day – TOV CLOSED 11/11/16 (Friday)
Memorial Day – TOV CLOSED 5/30/16 (Monday)	Thanksgiving – TOV CLOSED 11/24/16 (Thursday)
Independence Day – TOV CLOSED 7/4/16 (Monday)	Day After Thanksgiving – TOV CLOSED 11/25/16 (Friday)
Labor Day – TOV CLOSED 9/5/16 (Monday)	Christmas – TOV CLOSED 12/26/16 (Monday)

**Library, Parks, Highway & Water holidays vary. Police Department Open 24/7**

**F.** Establish salary and wage rates for Town employees as stated in the 2016 salary schedule filed with the Town Clerk.

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

**H.** \$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 – Bill Peltz  
Code Officer – Mark Dedrick

**I.** 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

*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 Seminar  
Northern Adirondack BOA  
NY Planning Federation  
Finger Lakes BOA  
Central Chapter BOA

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NY Firefighters Association  
Fall ICC Conference  
STBOA Seminars Fall/Early Winter  
Fire Marshall's & Inspectors Seminar  
Spring or Fall NYS Fire Academy Misc. Workshops

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

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

**L.** Authorization from the Board of Fire Commissioners for Assistant Fire Chief Douglas Rose and Assistant Fire Chief John Paffie to sign vouchers in the 2016 fiscal year.

**M.** Authorization from the Board of Fire Commissioners to send one piece of fire apparatus and personnel to parades in 2016 as follows:

<u>Parade</u>	<u>Location</u>	<u>Month</u>	<u>Station Apparatus</u>
<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>Apalachin Firemen's Field Day</i>	<i>Apalachin</i>	<i>June</i>	<i>Station 3</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>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>

**N.** 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 - Richard Devine*  
*Station 4 - Joseph Gallagher (Dept. at large member)*

**O.** Acknowledgement and acceptance by the Board of Fire Commissioners of the 2016 Station Chiefs as elected by the members of the Fire Department on December 21, 2015:

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

**P.** Appointment of Marriage Officer: Emil J. Bielecki

**Q.** Appointment of: Registrar of Vital Statistics - Emil J. Bielecki  
Deputy Registrar of Vital Statistics - Kathie S. Young  
Sub Registrar of Vital Statistics - Susan Bailey

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**R.** Adopt Procurement Policy (*unchanged*) and list of authorized purchasers, as amended.

**S.** Adopt Scrap Metal Policy.

**T.** Mileage Reimbursement for the use of a personal vehicle on Town Business will be based on the Federal Government guidelines.

**U.** Designate Depositories for Town Funds:

M & T	\$15,000,000	J. P. Morgan Chase	\$20,000,000
		Tioga State Bank	\$15,000,000

**V.** Designate the Delegate for the NYS Association of Towns Meeting as John Schaffer with the alternative being Fran Majewski.

**W.** Designate the official Town newspaper as the *Vestal Town Crier*.

**6.2** Motion authorizing the Town Attorney to advertise on January 13, 2016 for a Public Hearing to be held at 6:00 PM on January 27, 2016 on the question of the **Increase and Improvement of Facilities of the Consolidated Sewer District** at a Maximum Estimated Cost of \$500,000.

**6.3** Motion authorizing the Town Attorney to advertise on January 13, 2016 for a Public Hearing to be held at 6:00 PM on January 27, 2016 on the question of the **Increase and Improvement of Facilities of the Consolidated Water District** at a Maximum Estimated cost of \$1,100,000.

**6.4** Motion to authorize IT Director Daniel Williams to appoint **Francesco Pizzuti** as a **Network Specialist** (CSEA grade 5) at the rate of \$19.66 per hour effective January 25, 2016. Background check and pre-employment drug test were completed.

**6.5** Motion for the Board of Fire Commissioners to approve the Vestal Fire District Length of Service Awards Program (**LOSAP 2015 Membership Certification List**), as submitted on January 4, 2016.

**6.6** Motion to approve a settlement reached in the matter of **Anita Tyrell v. Town of Vestal, et al.** filed in the Broome County Supreme Court bearing Index no. 2015-0155 for the sum of \$42,500.00 in full satisfaction of all claims and authorizing attorney Alfred Paniccia, Jr. to sign the Stipulation of Discontinuance on behalf of the Town and for the Town Comptroller to process said payment. Said settlement is just, reasonable and in the best interests of the Town.

**6.7** Motion to approve a **Special Permit** application made by TGS Holding, Inc. for their property located at **3100 Vestal Road, Vestal, NY Tax Map # 158.07-2-12** to renovate 4,600 square feet of said building into professional office space. The Town Code requires that property zoned I-Industrial obtain a special permit from the Town Board for

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such use. The short form SEQR has been reviewed and does not reveal any significant environmental concerns.

## 7. CONSENT AGENDA

### 7.1 PUBLIC WORKS: Majewski/Fitzgerald

**7.1-1** Authorization for the Town Supervisor to sign the revised municipal agreement with regards to the **Two Rivers Greenway Signage Project** (PIN 9753.89). The bid price came in approximately \$3,000 higher than the estimate. When all of the participating municipalities sign off on the change, the Town, as the managing entity, can move to award the bid for the signage to low bidder Procon Contracting.

### 7.2 FINANCE: Agneshwar/Messina

#### 7.2-1 Receive and File:

- **Warrant Reports** – 2015-51, 2015-51L, 2015-51E, 2015-52, 2015E
- **Town Clerk Monthly Report** – December 2015 – Local Shares Remitted: \$4,768.43.
- **Town Clerk Annual Report 2015** – Local Shares Remitted: \$61,236.33.

**7.2-3** Authorization for the Business Office to remit \$1,045.00 to **Town Attorney David Berger** for **December 2015 billable hours** (6 hours and 58 minutes).

**7.2-4** Authorization for the Business Office to remit \$1,650.00 for the **2016 Annual Membership Dues** to the Association of Towns of the State of New York.

**7.2-5** Authorization for Comptroller McKane to make a **budget transfer** of \$9,500 for the Water Department from budget line W8330 3009 to budget line W8330 4303 (chlorine and chemicals) to cover additional cost of chemicals.

**7.2-6** Authorization to adopt a Resolution acknowledging that the CPA firm of **Ciaschi, Dietershagen, Little, Michelson & Co., LLP** has audited the books and records of the Town of Vestal Justice Courts for the calendar year of 2014.

### 7.3 PERSONNEL: Fitzgerald/Majewski

### 7.4 PLANNING & ZONING: Messina/Fitzgerald

### 7.5 PUBLIC SAFETY: Majewski/Agneshwar

**7.5-1** Authorization from the Board of Fire Commissioners to accept **Francis Lamphere** as a member of the Vestal Fire Department at Company # 3.

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**7.6 ADMINISTRATION: Messina/Agneshwar**

**7.6-1** Approval for Museum Director Ramona Kacyvenski to use donated funds (CM0308) for the **reimbursement of purchased items** for the *Christmas at the Museum* event in the amount of \$132.57 and for an **application fee of \$100.00** for a grant received to have a *Public Scholar* event in June on “War Writing”.

**7.6-2** Authorization for the Town Supervisor to sign a *Letter of Agreement* from Deputy County Executive John Bernardo, dated 12/21/15, concerning the renewal of contract for the Broome County Office for Aging lease of space for **Meals on Wheels** (CA292-145) for the term of 1/1/16-12/31/16.

**7.7 RECEIVE AND FILE:**

- Fire Advisory Board Meeting Minutes – November 16, 2015

## **END OF CONSENT AGENDA**

**8. COMMITTEE CHAIR COMMENTS AND UPDATES:**

**9. PETITIONS & PROTESTS:**

**10. SUPERVISOR’S ANNOUNCEMENTS:**

**11. OTHER NEW BUSINESS:**

**12. OLD BUSINESS:**

**13. ADDITIONAL PUBLIC COMMENTS:**

**14. ADJOURNMENT:**

