

ORGANIZATIONAL MEETING AGENDA OF THE VESTAL TOWN BOARD

January 3, 2018 5:00 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 20, 2017 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 **2018 Organizational Appointments, Authorizations and Calendar of Town Board Meetings** as follows:

A. Town Board Committees:

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

B. Appointment of Town Attorney: David Berger (a two year appointment from January 1, 2018 – December 31, 2019)

C. Appointment of Comptroller/Director of Finance: Laura McKane (a two year appointment from January 1, 2018 – December 31, 2019)

D. Appointment of Town Engineer: Vernon Myers (a two year appointment from January 1, 2018 – December 31, 2019)

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E. Town Board Meeting Schedule

2018 WORK SESSIONS	2018 BOARD MEETINGS
Meetings at 6:00 p.m. <i>unless otherwise indicated</i>	Meetings at 6:00 p.m. <i>unless otherwise indicated</i>
	1/3/18 5:00 start – ORGANIZATIONAL MEETING
	1/8/18 5:00 start – LOSAP MEETING
1/22/18	1/24/18
2/12/18	2/14/18
2/26/18	2/28/18
3/12/18	3/14/18
3/26/18	3/28/18
4/9/18	4/11/18
4/23/18	4/25/18
5/7/18	5/9/18
5/21/18	5/23/18
6/11/18	6/13/18
6/25/18	6/27/18
7/9/18	7/11/18
7/23/18	7/25/18
8/6/18	8/8/18
8/20/18	8/22/18
9/10/18	9/12/18
9/24/18	9/26/18
10/1/18 @ 5:00pm	
10/8/18 @ 5:00pm	10/10/18
10/15/18 @ 5:00pm	10/16/18 FIRE BUDGET HEARING
10/22/18 @ 5:00pm	10/24/18
10/29/18 @ 5:00pm	
11/5/18	11/7/18 TOWN BUDGET HEARING
11/13/18	11/14/18
12/3/18	12/5/18
12/17/18	12/19/18

TOV Holidays for 2018:

New Year's – TOV CLOSED 1/1/18 (Mon.)	
Good Friday – TOV CLOSED 3/30/18 (Fri.)	Veteran's Day – TOV CLOSED 11/12/18 (Mon.)
Memorial Day – TOV CLOSED 5/28/18 (Mon.)	Thanksgiving – TOV CLOSED 11/22/18 (Thurs.)
Independence Day – TOV CLOSED 7/4/18 (Wed.)	Day After Thanksgiving – TOV CLOSED 11/23/18 (Fri.)
Labor Day – TOV CLOSED 9/3/18 (Mon.)	Christmas – TOV CLOSED 12/25/18 (Tues.)

F. Establish salary and wage rates for town employees as stated in the 2018 salary schedule

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 – Todd Hunsinger
- Code Officer – Lincoln Ellis

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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
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

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 2018 fiscal year.

M. Authorization from the Board of Fire Commissioners to send one piece of fire apparatus and personnel to parades in 2018 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>Owego Strawberry Festival</i>	<i>Owego</i>	<i>June</i>	<i>Station 3</i>

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<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 2 – Robert Warner (Dept. at large member)

O. Acknowledgement and acceptance by the Board of Fire Commissioners of the 2018 Station Chiefs as elected by the members of the Fire Department on December 18, 2017:

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

P. Adopt Procurement Policy and list of authorized purchasers

Q. 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.

R. Designate Depositories for Town Funds:

M & T	\$25,000,000
J. P. Morgan Chase	\$20,000,000
Tioga State Bank	\$15,000,000

S. Designate the Delegate for Association of Town Meeting as John Schaffer with the alternative being Fran Majewski

T. Designate the official Town newspaper as the “Vestal Town Crier”

U. Appointment of Marriage Officer: Emil J. Bielecki

7. COMMITTEE CHAIR COMMENTS AND UPDATES

8. SUPERVISOR’S ANNOUNCEMENTS

- The Highway Department is picking-up Christmas trees from January 2, 2018 thru March 2, 2018. Trees should be left bare at the curbside -- no plastic bags, tinsel, ornaments or tree stands.

9. OTHER NEW BUSINESS

10. ADJOURNMENT