

ORGANIZATIONAL MEETING AGENDA OF THE VESTAL TOWN BOARD

January 9, 2019 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 19, 2018 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 *2019 Organizational Appointments, Authorizations and Calendar of Town Board Meetings* as follows:

A. **Town Board Committees:**

PUBLIC WORKS:

FITZGERALD /Fletcher

(Utility, Highway, Water, Parks, Building Maintenance)

FINANCE:

MESSINA /Majewski

(Business Office, Payroll, Budgeting)

PERSONNEL:

MAJEWSKI/Fitzgerald

PLANNING & ZONING:

FLETCHER/Fitzgerald

(Code Department, Planning and Zoning, Engineering)

PUBLIC SAFETY:

MESSINA/Fletcher

(Fire, Police, Emergency Services, Courts)

ADMINISTRATION:

FITZGERALD/Messina

(Assessment, Tax Collector Clerk, IT, Recreation, Historian, Museum)

LIBRARY/SCHOOL LIASON:

MAJEWSKI/Fletcher

B. Town Board Meeting Schedule

2019 WORK SESSIONS	2019 REGULAR BOARD MTGS.
<i>Meetings at 6:00 p.m. unless otherwise indicated</i>	<i>Meetings at 6:00 p.m. unless otherwise indicated</i>
1/7/19	1/9/19
1/21/19	1/23/19
2/11/19	2/13/19
2/25/19	2/27/19
3/11/19	3/13/19
3/25/19	3/27/19
4/8/19	4/10/19
4/22/19	4/24/19
5/6/19	5/8/19

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5/20/19	5/22/19
6/10/19	6/12/19
6/24/19	6/26/19
7/8/19	7/10/19
7/22/19	7/24/19
8/12/19	8/14/19
8/26/19	8/28/19
9/9/19	9/11/19
9/23/19	9/25/19
10/7/19 @ 5:00pm	10/9/19
10/14/19 @ 5:00pm	10/15/19 FIRE BUDGET HEARING
10/21/19 @ 5:00pm	10/23/19
10/28/19 @ 5:00pm	
11/4/19	11/6/19 TOWN BUDGET HEARING
11/18/19	11/20/19
12/2/19	12/4/19
12/16/19	12/18/19

TOV Holidays for 2019

New Year's – TOV CLOSED 1/1/19 (Tuesday)	
Good Friday – TOV CLOSED 4/19/19 (Friday)	Veteran's Day – TOV CLOSED 11/11/19 (Monday)
Memorial Day – TOV CLOSED 5/27/19 (Monday)	Thanksgiving – TOV CLOSED 11/28/19 (Thursday)
Independence Day – TOV CLOSED 7/4/19 (Thursday)	Day After Thanksgiving – TOV CLOSED 11/29/19 (Friday)
Labor Day – TOV CLOSED 9/2/19 (Monday)	Christmas – TOV CLOSED 12/25/19 (Wednesday)

C. Establish salary and wage rates for town employees as stated in the 2019 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

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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

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

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

I. Authorization from the Board of Fire Commissioners for Assistant Fire Chief Douglas Rose and Assistant Fire Chief John Paffie to sign vouchers in the 2019 fiscal year.

J. Authorization from the Board of Fire Commissioners to send one piece of fire apparatus and personnel to parades in 2019 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>

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<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>

K. 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)

L. Acknowledgement and acceptance by the Board of Fire Commissioners of the 2019 Fire Chief and Station Chiefs as elected by the members of the Fire Department on December 17, 2018:

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

M. Adopt Procurement Policy and list of authorized purchasers.

N. 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.

O. Designate Depositories for Town Funds:

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

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

Q. Designate the official Town newspaper as the *Vestal Town Crier* and *The Press & Sun Bulletin* as an alternate.

R. Appointment of Marriage Officer: Emil J. Bielecki

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- 6.2** Motion to allow **Triple Cities Windustrial Co.** to place one storage container permanently on the property at 2300 Vestal Road. The storage container shall be subject to the applicable monthly fees.

CONSENT AGENDA

7.1 PUBLIC WORKS: Fitzgerald/Fletcher

7.2 FINANCE (Messina/Majewski)

7.2-1 Receive and File

Warrants: 2018-51, 2018-51E, 2018-52, 2018-52E

Town Clerk Monthly Report: December 2018 – Local Shares Remitted
\$4,581.89

7.2-2 Authorization to pay \$262.50 to **Town Attorney David Berger** for December 2018 billable hours.

7.3 PERSONNEL (Majewski/Fitzgerald)

7.3-1 Authorization to make the following appointments:

- Re-appoint **Stephen Appel** and **Philip Grayson** to the Conservation Advisory Committee (CAC) as Members effective January 1, 2019 for terms to expire December 31, 2020.
- Appoint **Carl Lipo** to the Conservation Advisory Committee (CAC) as a Member effective January 1, 2019 for the term to expire December 31, 2020.

7.4 PLANNING & ZONING (Fletcher/Fitzgerald)

7.4-1 Authorization for **American Freight** to place 10 storage containers on the property at 1000 Front Street to be removed by May 31, 2019.

7.5 PUBLIC SAFETY (Messina/Fletcher)

7.5-1 Authorization for Police Chief John Butler to **transfer \$26,491.00** from budget line A3120-4389 (misc. grant) to budget line A3120-2230 (new vehicle) for the purchase of a 2019 Dodge Charger to be used as a traffic enforcement vehicle.

7.5-2 Approval from the Board of Fire Commissioners of the **Vestal Fire District Length of Service Awards Program (LOSAP) 2018 Membership Certification List** as submitted on January 7, 2019.

7.6 ADMINISTRATION (Fitzgerald/Messina)

7.6-1 Authorization for IT Director Dan Williams to dispose of desktops, laptops and printers as listed on the attachment of his memo to the Town Board dated January 3, 2019. These items have been replaced and are no longer in service and not needed for operations within the Town.

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7.6-2 Authorization for Town Clerk Emil Bielecki to **sell the old dog control vehicle** (2009 Dodge Durango, VIN #1D8HB38P19F712660) via Auctions International.

7.6-3 Authorization for Recreation Planner Sue Jastran to hire staff for the VYBO Program lifeguards for Family Swim and weight room staff as indicated in her memo to the Town Board dated December 27, 2018.

7.7 SCHOOL/LIBRARY LIAISON: (Majewski/Fletcher)

7.8 RECEIVE AND FILE

- **Notice Regarding Assessor's Office Senior Exemption Outreach Program**

On Wednesday, February 27, 2019 from 10 a.m. to 1 p.m. and on Wednesday, March 13, 2019 from 10 a.m. to 1 p.m., a representative from the Vestal Assessor's Office will be at the Vestal Senior Citizens Center, 201 Main Street, Vestal, NY, for the purpose of assisting seniors with renewal of their Aged Exemption (Partial Tax Exemption for Real Property of Senior Citizens).

Pre-registration is required through either the Vestal Senior Citizens Center (607-754-9596) or the Vestal Assessor's Office (607-754-3314).

- **Notice Regarding Aged Exemption (Partial Tax Exemption for Real Property of Senior Citizens RP-467) New for 2019:**

Beginning in 2019, the process to apply for and to renew the Aged Exemption (RP-467) is separate from the process to apply for or to renew the Enhanced STAR Exemption (RP-425), as follows:

Initial (first-time) Applicants for the Aged Exemption:

- ◆ Deadline: March 1, 2019 Application Forms: Aged Exemption form, Enhanced STAR Exemption form & IVP form
- ◆ Proof of Income: Both 2017 and 2018
- ◆ Where to submit: Assessor's Office, 516 Front Street, Vestal, NY (607-754-3314)

Renewal Applicants for Aged Exemption: Dead line: April 15, 2019

- ◆ Deadline: April 15, 2019
- ◆ Application Forms: Aged Renewal form, Enhanced STAR Exemption form & IVP Form
- ◆ Proof of Income: 2018
- ◆ Where to submit: Assessor Office, 516 Front Street, Vestal, NY (607-754-3314)

7. COMMITTEE CHAIR COMMENTS AND UPDATES

8. SUPERVISOR'S ANNOUNCEMENTS

- The Highway Department is picking-up Christmas trees from January 2, 2019 thru March 1, 2019. Trees should be left bare at the curbside.

9. OTHER NEW BUSINESS

10. ADJOURNMENT