

VESTAL TOWNBOARD WORK SESSION MINUTES

MONDAY, JANUARY 20, 2020

WORK SESSION

Board Attendance: Supervisor Schaffer; Board Members: Fitzgerald, Messina, Fletcher, Ellis

Also Attending: Town Attorney David Berger, Town Engineer Vern Myers, Director of Human Resources Nancy Olmstead, Code Enforcement Lincoln Ellis, Building Maintenance Mark Johnson, IT Director Dan Williams, Town Clerk Debra Wallace, Sara Campbell Esq. and other representatives of the Retreat at Bunn Hill and 2 members of the general public.

Supervisor Schaffer **convened the Work Session at 6:00 PM.**

Sara Campbell Esq Bunn Hill Road

Campbell presented to the board an update on The Retreat at Bunn Hill. A packet was presented to the board for review of current progress that has been made. LCD Acquisitions, LLC is requesting a Planned Development District (PPD) designation which they will present to the Planning Board on February 4, 2020 and have requested a public hearing in March 2020. Campbell stated they have researched and concluded that the impact to the traffic flow and the wildlife in that area would be minimal, the nature preserve would not be affected. Photos of the proposed construction was present to the Supervisor and will be available at the Town Hall for viewing.

UPCOMING PUBLIC HEARINGS

01/22/2020 Special Use Permit – Operating a Commercial Recreation facility in an Industrial Zone for Broome Hippodrome at 161 North Jensen Road

COMMITTEES

7.1 PUBLIC WORKS (ELLIS/Messina)

1. Request from Scott Groats, Water/Wastewater Superintendent to accept the proposal from Turnkey Control Solutions regarding the Town's SCADA migration not to exceed \$383,250.00

OK- This item will be placed on the Agenda for a vote at the next Regular Meeting of the Town Board

2. Request for John Schaffer, Town Supervisor to sign contract renewal with Broome County for Snow and Ice removal for the term 1/1/2020 to 12/31/2020

OK- This item will be placed on the Agenda for a vote at the next Regular Meeting of the Town Board

3. Request for John Schaffer, Town Supervisor to sign agreement with Broome County to extend agreement for Harold Moore Park Boat Launch improvement to 12/31/2020

OK- This item will be placed on the Agenda for a vote at the next Regular Meeting of the Town Board

4. Request from Vern Myers, Town Engineer to authorize John Schaffer, Town Supervisor to sign the NYSDEC State Pollution Discharge Elimination System (SPDES) notice/renewal application for Arnold Park Comfort Station for the years 2020-2025

OK- This item will be placed on the Agenda for a vote at the next Regular Meeting of the Town Board

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5. Request from Vern Myers, Town Engineer to discuss committee to select qualified engineering for the Meeker Road Bridge over Choconut Creek.

OK- This item will be placed on the Agenda for a vote at the next Regular Meeting of the Town Board

6. Request from Vern Myers, Town Engineer to authorize John Schaffer, Town Supervisor to sign Supplemental Agreement #2 for the Washington Drive Bridge Replacement. If you recall in the State agreements, there is a base agreement and as additional phases are reached in the project a supplemental agreement is prepared. The project is currently within the budget established during the inception of this project.

OK- This item will be placed on the Agenda for a vote at the next Regular Meeting of the Town Board

7. Request from Vern Myers, Town Engineer to authorize John Schaffer, Town Supervisor to sign the approval letter from the Consultant Engineer for the Washington Drive Bridge rehabilitation right of way acquisition

OK- This item will be placed on the Agenda for a vote at the next Regular Meeting of the Town Board

8. Request from Vern Myers, Town Engineer to discuss a change of Zoning for a Planned Development District (PDD) Overlay Zone in a Rural Residential District (RR) on Bunn Hill Road

OK- This item will be placed on the Agenda for a vote at the next Regular Meeting of the Town Board

7.2 FINANCE (MESSINA /Fletcher)

1. Warrants: 02, 02A, 2CA, 2EA, 03, 03A, 3E

OK- This item will be placed as a "Receive and File" on the Agenda at the next Regular Meeting of the Town Board

2. Request to pay the following individuals for transportation and meals while attending Association of Towns meeting February 16-19, 2020 as noted in memo dated January 10, 2020: John Schaffer (attend February 15-19, 2020) – Jason Ellis -Laura McKane – David Berger - Joseph Meagher – Nancy Olmstead
George Bezama

Transportation by bus to the conference is \$90, Laura McKane will be taking the bus all others will be finding other transportation

Recommendation was made by a board member that an Alternate not be sent to the conference, as has been the practice in the past.

OK- This item will be placed on the Agenda for a vote at the next Regular Meeting of the Town Board

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3. Request from Sue Jastran, Recreation Planner to accept the following donations
 - \$500.00 from Joe Kost for the Vestal Service Organization
 - \$200.00 from Timothy Donlin for town band
 - \$50.00 from United Methodist Homes for town band
 - \$500.00 from Hopler & Eschbach Funeral Home for the town band

OK- This item will be placed on the Agenda for a vote at the next Regular Meeting of the Town Board

4. Request from Laura McKane, Town Comptroller to award the contract for performing agreed-upon procedures on the accounting practices of the Town of Vestal Justice Courts to EFPR Group, CPAs, PLLC at the price of \$3,250 for the year ending of December 31, 2019

OK- This item will be placed on the Agenda for a vote at the next Regular Meeting of the Town Board

5. Request for John Schaffer, Town Supervisor to sign Contract renewal for youth bureau, library, waterman, playground for the recreation department to receive \$5,000

OK- This item will be placed on the Agenda for a vote at the next Regular Meeting of the Town Board

6. Request authorization to appoint Matthew Butler Esq as ZBA attorney part time effective January 1, 2020

OK- This item will be placed on the Agenda for a vote at the next Regular Meeting of the Town Board

7.3 PERSONNEL (FLETCHER/Fitzgerald)

1. Request from Nancy Olmstead, Director of Human Resources, to authorize John Butler, Chief of Police to appoint Terry Kintner as a Special Police Officer effective February 10, 2020 at the rate of \$25.00 per hour

OK- This item will be placed on the Agenda for a vote at the next Regular Meeting of the Town Board

2. Resolution to appoint Debra Wallace as Deputy Receiver of Taxes
Whereas the Town Board passed Resolution 2019-225 appointing Debra Wallace to the position of Receiver of Taxes for one year in the absence of the elected Receiver of Taxes, and Whereas the Town Board has determined that the appointment of Debra Wallace to that position may be violative of Town Law sec. 20(4) therefore, it is hereby resolved that, Resolution # 2019-225 is hereby rescinded in its entirety and that, The Town Board of the Town of Vestal hereby appoints Debra Wallace as Deputy Receiver of Taxes of the Town of Vestal pursuant to Town Law 20 (3)(c) and shall immediately assume all of the duties attendant therewith.

OK- This item will be placed on the Agenda for a vote at the next Regular Meeting of the Town Board

3. Request from Nancy Olmstead, Director of Human Resources to authorize Debra Wallace, Town Clerk to hire Irene Shea as a Clerk Part Time at the rate of \$11.80 per hour effective January 13, 2020. Ms. Shea is expected to work the months of January and September as well as the last weeks of August and December.

7.4 PLANNING & ZONING (FITZGERALD/Messina)

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7.5 PUBLIC SAFETY (MESSINA/Fletcher)

1. Request for John Schaffer, Town Supervisor to sign Contact renewal with Broome County for Stop DWI overtime patrol for term 1/1/2020 – 12/31/2020

OK- This item will be placed on the Agenda for a vote at the next Regular Meeting of the Town Board

2. Request from Dan Williams, IT Director to move forward with a records movement project

Discussion by the Board in regards to who would be doing the work, timeframe and location of records.

Dan Williams stated that has spoken with the Chief Butler about location of police records and has been working with Sue Bailey in regards to Town Records. Work will be done by Building Maintenance Mark Johnson and Engineering Department. Construction to begin as soon as possible

OK- This item will be placed on the Agenda for a vote at the next Regular Meeting of the Town Board

3. Request from Dan Williams, IT Director to approve John Schaffer, Town Supervisor to sign agreement with CMS Solutions to provide phone system support

OK- This item will be placed on the Agenda for a vote at the next Regular Meeting of the Town Board

4. Request from Sue Bowen to approve the 2019 LOSAP Membership award certification list

OK- This item will be placed on the Agenda for a vote at the next Regular Meeting of the Town Board

5. Request from David Harrington, Fire Chief to advertise on January 29, 2020 for bids to purchase and install emergency equipment on chief vehicles, bids to be opened on February 11, 2020

OK- This item will be placed on the Agenda for a vote at the next Regular Meeting of the Town Board

7.6 ADMINISTRATION (ELLIS/Fletcher)

RECEIVE AND FILE:

UNFINISHED BUSINESS:

EXECUTIVE SESSION

A MOTION WILL BE MADE TO ENTER INTO AN EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING:

Personnel code/engineer/clerk/parks departments and potential negotiation issue with Operating Engineers

