

**Town of Vestal Organizational Meeting Minutes  
January 12<sup>th</sup>, 2012**

**TOWN OF VESTAL  
ORGANIZATIONAL MEETING**

**7:00 PM**

**TOWN BOARD:**

Supervisor John Schaffer  
Councilman Fran Majewski  
Councilwoman Patty Fitzgerald  
Councilman David Marnicki

**PRESENT:** Supervisor John Schaffer  
Councilman Fran Majewski  
Councilwoman Patty Fitzgerald  
Councilman David Marnicki

**ALSO PRESENT:** Town Attorney David Berger  
Town Clerk Emil Bielecki  
1<sup>st</sup> Deputy Town Clerk Kathie Young  
ZBA Member Paul Houle  
ZBA Alternate Ross Geoghegan  
CAC Member Cynthia Westerman

The Supervisor called the meeting to order at 7:00 PM, welcomed everyone and asked that all present join in the PLEDGE OF ALLEGIANCE:

**SUPERVISORS APPOINTEES:**

1. DEPUTY SUPERVISOR: Fran Majewski

**2. COMMITTEES:**

PUBLIC WORKS: (Utility, Highway, Water, Parks)	MARNICKI/Vacant
FINANCE: (Assessor, Tax Receiver)	MAJEWSKI/Marnicki
EMPLOYEES: FITZGERALD/Marnicki	
PLANNING & ZONING: (Code Enforcement)	MAJEWSKI/Fitzgerald
PUBLIC SAFETY: (Fire, Police)	MAJEWSKI/Vacant
RECREATION: (Library, Museum)	FITZGERALD/Vacant

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3. APPOINT TOWN ATTORNEY: David Berger
4. APPOINT COMPTROLLER/DIRECTOR OF FINANCE: Laura McKane
- APPOINT DEPUTY COMPTROLLER: Pam Fitzgerald
  - DEPUTY DIRECTOR OF FINANCE: Pam Fitzgerald
  - BUDGET OFFICER: Laura McKane
  - DEPUTY BUDGET OFFICER: Pam Fitzgerald
5. TOWN ENGINEER: Gary Campo
6. DEPUTY HIGHWAY SUPERINTENDENT: Rocco Turdo
7. DEPUTY WATER SUPERINTENDENT: William Peltz
8. DEPUTY TOWN CLERKS: 1<sup>st</sup> Deputy Kathie Young 2<sup>nd</sup> Deputy Susan Bailey
9. COURT ATTENDANT: Matthew Rossie Alternate: John Lenox
10. POLICE MATRON: Barbara Taggart
11. SCHOOL CROSSING GUARDS:
- |                      |                  |
|----------------------|------------------|
| Edward J. Bernhauer  | John Linfoot     |
| Carolyn Bouton       | Shirley Goodrich |
| Sharon Rosenkrans    | Gene Wagner      |
| Richard L. Hunsinger |                  |
- Alternates:**
- |             |             |              |
|-------------|-------------|--------------|
| Jan Linfoot | Ron Linfoot | Sharon Black |
|-------------|-------------|--------------|
12. VEHICLE MAINTENANCE: Larry Kozina
13. APPOINT REGISTRAR OF VITAL STATISTICS: Emil Bielecki
- DEPUTY REGISTRAR: Kathie Young
  - SUB-REGISTRAR: Susan Bailey
14. APPOINT TOWN HISTORIAN: Margaret Hadsell
15. APPOINT COURT CLERKS: Gloria Meade, Andrea Bird

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### 16. ZONING BOARD OF APPEALS MEMBERS AND TERMS:

**Chairman** - Mark Johnson

Mark S. Johnson	12/31/12
Steve A. Milkovich, Jr.	12/31/13
Mark Tomko	12/31/14
Paul Houle	12/31/15
Tom Smallcomb	12/31/16

**Alternates:**

Ross Geoghegan	12/31/14
George Gerner	12/31/15

**Attorney:** Matt Butler

### 17. RECREATION COMMISSION MEMBERS AND TERMS:

**Recreation Commission** – This seven (7) member Commission works with the Recreation Department to plan and implement the Town’s recreation programs and review Park facilities. The staggering terms, beginning on January 1 are seven (7) years in length. Meetings are held as needed.

Greg Papa	12/31/12
Mary Ann Wilcox	12/31/13
Collin Stuart	12/31/14
Mary Ann Joggerst	12/31/15
Sue Hoyt	12/31/16
John Hroncich	12/31/17
Scott Hessian	12/31/18

### 18. SUMMER RECREATION DIRECTOR: Elyse Papa

### 19. CONSERVATION ADVISORY COMMITTEE AND TERMS:

**Conservation Advisory Committee** –There are seven (7) members. In 2012 three (3) terms will expire and in 2013 four (4) terms will expire. Beginning with the appointments for terms beginning January 1, 2013, all terms will be for a period of two (2) years. Beginning in **2012** alternate members will be appointed. Meetings are scheduled by the Chair on an as needed basis. One member is appointed to act as the liaison to the Broome County Environmental Management Council.

**Curt Pueschel – Chairman**

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- Cynthia Westerman 12/31/13
- Richard Pastore 12/31/13
- Stephen Appel 12/31/12
- Curt Pueschel 12/31/13
- Shep Bennett 12/31/13
- Michael J. Restuccia 12/31/12
- Linda Green 12/31/12

**Alternate Member:** Victor Lamoureux 12/31/13

### 20. APPOINT AS LIAISON TO BROOME COUNTY EMC FOR A 1 YEAR TERM:

- Cynthia Westerman 12/31/12

### 21. LIBRARY TRUSTEES AND TERMS:

**Library Board of Trustees** – This five (5) member Board is responsible for the operations of the Vestal Public Library. Terms are staggered, begin on January 1, and are five (5) years in length. Meetings are held monthly.

#### **Gordon Allen – Chairman**

- Catherine Schaewe 12/31/12
- Robin Oggins 12/31/13
- Gerald Prudhomme 12/31/14
- Gordon Allen 12/31/15
- Sue Hoyt 12/31/16

### 22. BOARD OF ASSESSMENT REVIEW MEMBERS AND TERMS:

**Board of Assessment Review** – This Board has five (5) members and three (3) alternates. They meet in May of each year to hear tax grievances filed by Town property owners. Relevant training is provided prior to hearings. The terms are staggered and are for a period of five (5) years beginning October 1.

- David Goon 09/30/12
- Robert A. Flanders 09/30/13
- Shep Bennett 09/30/14
- Carl J. Winterberger 09/30/15
- Russell Livermore 09/30/16

Alternate members - All for a five-year term expiring September 30, 2013.

- Asif Shaikh

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- Deborah Gruver
- Walter Barbour

### 23. PLANNING BOARD MEMBERS AND TERMS:

**Chairwoman:** Joyce Majewski

- |                                |   |
|--------------------------------|---|
| • Robert Warner      07/07/12  | • Bob Bennett      07/07/15             |
| • Delivan Gates      07/07/13  | • Edward Zimmer 07/07/16                |
| • Joyce Majewski      07/07/14 | • Madeleine Cotts    07/07/16 Alternate |

### 24. ADOPT TOWN BOARD AGENDA:

2012 WORK SESSIONS	2012 BOARD MEETINGS
Monday before the 1 <sup>st</sup> , 2nd & 4th Wednesdays of the month at 6:00 p.m. unless otherwise indicated	2nd & 4th Wednesdays of the month at 7:00 p.m. unless otherwise indicated
1/9/12	1/11/12
1/23/12	1/25/12
1/30/12	
2/6/12	2/8/12
2/20/12	2/22/12
President's Day TOV open	
3/5/12	
3/12/12	3/14/12
3/26/12	3/28/12
4/2/12	
4/9/12	4/11/12
4/23/12	4/25/12
4/30/12	
5/7/12	5/9/12
5/21/12	5/23/12
6/4/12	
6/11/12	6/13/12
6/25/12	6/27/12
7/9/12	7/11/12
7/23/12	7/25/12
8/6/12	8/8/12
8/20/12	8/22/12
9/10/12	9/12/12
9/24/12	9/26/12
10/1/12	
10/8/12	10/10/12
	10/16/12
	FIRE DEPT BUDGET HEARING
10/22/12	10/24/12
11/5/12	11/7/12
	TOWN BUDGET HEARING

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	11/14/12
	11/20/12 <b>TOWN BUDGET MUST BE FILED</b>
11/26/12	11/28/12
12/3/12	
12/10/12	12/12/12
12/17/12 <b>since Mon before 4<sup>th</sup> Wed is 12/24</b>	12/19/12 <b>since 4<sup>th</sup> Wed is 12/26</b>

**25. ADOPT DESIGNATED HOLIDAYS: The Town of Vestal will Observe the Following Holidays:**

1. New Year's Day
2. Good Friday
3. Memorial Day
4. Independence Day
5. Labor Day
6. Election Day
7. Veterans' Day
8. Thanksgiving Day
9. Day after Thanksgiving
10. Christmas Day

**26. ADOPTION OF EMPLOYEE HANDBOOK AS AMENDED.**

**27. ESTABLISH SALARY AND WAGE RATES FOR TOWN EMPLOYEES AS STATED IN THE 2012 SALARY SCHEDULE.**

**28. AUTHORIZE EMPLOYEE SURETY BOND.**

**29. ADOPT RESOLUTION SPECIFYING APPORTIONMENT OF MAINTENANCE FOR SEWER AS SHOWN IN THE 2012 BUDGET.**

**30. DESIGNATE OFFICIAL NEWSPAPER: The Vestal Town Crier**

**31. DESIGNATE DEPOSITORIES FOR TOWN FUNDS:**

- M & T                      \$12,000,000
- J. P. Morgan Chase      \$20,000,000
- Tioga State Bank         \$12,000,000



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Cost of registration, meal, and mileage. Meal reimbursement to be at meeting rate if set or at the reimbursement rate per the Employee Hand Book or Union Contract unless otherwise authorized.

- Broome County Association of Municipal Court Clerks Monthly meeting.
- Broome County Association of Receivers and Tax Collectors Quarterly Meetings.
- Broome County Association of Towns and Villages Monthly meeting.
- Building Officials Quarterly Meetings in March, June, August & December
- Broome County Municipal Clerks Assoc. Monthly meetings.
- NYS Town Clerks Association Annual Conference
- Education Seminars for Building and Code as follows:

<b>Winter/Spring</b>	STBOA One Day Seminar Northern Adirondack BOA Finger Lakes BOA 4 days
<b>Summer</b>	STBOA One Day Seminar NY Firefighters Association
<b>Fall</b>	ICC Conference STBOA One Day Seminar Fire Inspectors Seminar
<b>Spring or Fall</b>	NYS Fire Academy Sprinkler workshop

- Association of Assessors monthly meetings.
  - NYS GFOA meetings and seminars.
  - NYS GFOA Board of Governors quarterly meetings.
  - NYS GFOA Annual Conference
  - PERMA Annual Conference
- 

- Various Parades the VFD attends each year as follows:



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<b>Parade</b>	<b>Location</b>	<b>Month</b>	<b>Station Apparatus</b>
St. Patrick's	Binghamton	March	Station 4
Memorial Day	Endicott	May	Station 1
Apalachin Firemen's Field Day	Apalachin	June	Station 3
Owego Strawberry Festival	Owego	June	Station 3
Rush Community	Lawton, PA	July/August	Station 2
Halloween Parade	West Endicott	October	Station 1
Veteran's Day	Endicott	November	Station 1
Johnson City Holiday	Johnson City	December	Station 4
Endicott Holiday	Endicott	December	Station 1

43. APPOINT RECORDS MANAGEMENT OFFICER: Emil Bielecki
- Deputy Records Management Officer: Susan Bailey
44. RECORDS ACCESS OFFICER FOR FOIL REQUESTS: Emil Bielecki
- Deputy Access Officer for Foil Requests: Kathie Young

Motion by Councilwoman Fitzgerald and seconded by Councilman Majewski to accept the organizational meetings as submitted.

Vote: Majewski, Marnicki, Fitzgerald, and Schaffer. Nays: None. Absent: None.

Councilman Schaffer then closed this meeting. The time was 7:05 PM.

Approved by \_\_\_\_\_ Emil Bielecki, Town Clerk