

VESTAL TOWN BOARD WORK SESSION MINUTES
MONDAY, JULY 7, 2014

In Attendance: Supervisor Schaffer, Board Members Fitzgerald, Majewski and Messina.

Also Attending: Town Attorney David Berger, Human Resource Officer Nancy Olmstead, Fire Chief Pat McPherson, Town Clerk Emil Bielecki, and several members of the community.

Supervisor Schaffer convened the meeting at 6:00 PM.

6:00 PM Presentation by a representative from Fuel Master

Don Dettlinger, a Sales Manager for Fuel Master, presented the Board with a description of a fuel management system that the Town should consider to improve the management of fuel use. The system that he is recommending for the Town consists of a kiosk that sits at the fueling stations and chip keys for each vehicle. The system is controlled by sophisticated software that closely monitors fuel usage and provides detailed information of all transactions. It could also be used to monitor any patterns of abuse.

The cost to install the system would be approximately \$13,000 per fueling site and \$4.20 per key. The installation cost covers service and maintenance for the first year. There is no requirement to purchase a service contract in future years but such service plans are available for about \$700-\$800 per year.

Councilwoman Fitzgerald noted that this system is being used by the Vestal School District and appears to work well.

Several Board members asked questions about the functionality of the fuel management system and ended the discussion with an agreement to review the presented material for future discussion.

COMMITTEES

7.1 PUBLIC WORKS

1. Discuss NYSDOT response to request to surplus the land next to the Library as a possible location for a new Emergency Squad Building.

According to a memo from Town Engineer Gary Campo, NYSDOT is willing to turn ownership over to the Town of Vestal with the following conditions:

- No access would be allowed in the Route 26 ramp
- The right-of-way fence would need to be moved along the new property boundary line to ensure no encroachments.
- All ingress/egress would only be allowed through the current library driveway.

Councilman Majewski expressed concern about how the emergency vehicles would exit the site and felt that there are many questions that still need to be answered about this proposal.

Supervisor Schaffer emphasized that neither he nor any other Board member were involved in any discussion with DOT or the Emergency Squad concerning this proposal.

After a brief discussion, the Board determined that Town Engineer Gary Campo and an officer from the Vestal Emergency Squad would be asked to come to the next Work Session on July 21st to provide

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additional information about this proposal.

7.2 FINANCE

1. Warrants – 2014-26, 2014-26E, 2014-26F, 2014-27, 2014-27E

OK - This item will be placed on the Agenda as a Receive and File item at the next Regular Meeting.

2. Request from Jodi Sampey to reimburse \$191.15 for damage to her vehicle on Front Street Vestal due to construction.

Town Attorney Dave Berger noted that, according to the Highway Superintendent, the Town provided proper access to the driveways. If there were issues, the Highway Department should have been notified. In his opinion, paying this bill would set a bad precedent.

The consensus of the Board was to deny the reimbursement request.

3. Request to pay \$3675.00 to Kenney, Shelton, Liptak & Nowak LLP for work on UHS vs Town of Vestal litigation.

According to Town Attorney Berger, this is a quarterly bill for the preparation of a reply brief for the appeal of the Court decision.

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

4. Request to pay \$1107.50 to Town Attorney David Berger for billable hours for June 2014.

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

7.3 PERSONNEL

1. Discuss amendments to Employee Handbook.

Human Resource Officer Nancy Olmstead reviewed the proposed changes to the Employee Handbook which she prepared based upon the previous discussions with the Board. The Board tentatively accepted most of the proposed changes but wanted additional time to review the proposals that required monetary expenditure (increasing longevity pay and providing health and wellness incentives).

7.4 PLANNING & ZONING

1. Request from Binghamton-La Teste Sister Cities Program to hold a Gance's Fundraiser at the library parking lot on September 26, 2014 from 12-6pm.

Councilwoman Fitzgerald noted that the planned fundraiser is for the benefit of the Vestal Community Band.

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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7.5 PUBLIC SAFETY

1. Request from John Butler, Chief of Police to spend \$3,147.35 from A3120-2626R, assets forfeiture line to purchase 3 Tasers and supplemental equipment.

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

7.6 ADMINISTRATION

1. Request from IT Director Dan Williams to sign agreement with Eastern360 to provide managed print services for network printers.

Several Board members, as well as the Town Attorney and the Town Clerk indicated that the written information that was provided was not adequate to fully evaluate this agreement. The Board requested that IT Director Dan Williams come to the next Work Session on July 21st to provide additional information about this proposed agreement.

UNFINISHED BUSINESS

1. Town of Vestal FOG Control Program (Fats, Oils and Grease)

The Town Attorney is working on this item. No update at this time.

2. Kopernik Tower

The Board is waiting for additional details from Broome County concerning their plan to install a larger tower at that Observatory location. No update at this time.

3. Gateway Sign Application

Applicant requested to provide the following: drawings to scale, elevation drawings and drawings showing a perspective view. No update at this time.

4. Special Permit Application from American Freight – 1000 Front Street

American Freight is asking the Board to grant a Special Permit to allow storage trailers at the site so that additional product is readily available at peak sale times. The request is for 1 storage trailer from August 15 to September 15, and 8 to 10 trailers from January 15 to April 15. Store manager Danielle Alabisi was asked to submit detailed drawings as to the exact location of these trailers.

Drawings were provided in an electronic format but several Board members indicated that they had difficulty in opening the files. The store manager will be asked to provide the drawings in hard copy.

5. Construction of Pavilion at Arnold Park

The Board is interested in exploring other ways to get the project done within the budget.

Supervisor Schaffer stated that, according to Town Engineer Campo, it would cost about \$42,000 to do the concrete work, the grading, the steel and the conduit. To stay within the bounds of the budget, we could contract out that work and have the Parks Department do the rest of the project. Supervisor Schaffer noted that he is skeptical of this approach because it does not take into consideration the cost of the Town's labor and there is no assurance that the job will be completed on a timely basis.

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Councilwoman Messina noted that further delaying this project will only increase the cost.

Councilman Majewski suggested that the project be split into two phases. Phase one would be done this year using the \$50,000 budgeted in the capital plan and phase two would be completed next year will newly allocated funds. This approach would eliminate the need to find additional money this year and will spread the cost of the project over a longer time period. Councilwoman Fitzgerald noted that this approach does not keep us within the budgeted amount that was allocated for this project and would likely end up costing us more than the submitted low bid amount for the entire project.

The Board agreed to keep this project on hold to get more information from the Town Engineer and the Parks Superintendent.

5. Replacement of Fire Station 4

A trip will be scheduled for the Board to visit a fire station in East Syracuse. This facility was identified as the most representative of the kind of Station that Vestal is planning.

The trip to visit the East Syracuse fire station has not been scheduled due to conflicting schedules. The Board will work with the Fire Department to find a convenient date.

6. Replacement of existing Chase credit cards

Comptroller McKane is doing additional research on a new contract and will report back to the Board.

Supervisor Schaffer noted that the Comptroller is currently reviewing a credit card plan being used in the Town of Union.

SUPERVISOR'S ANNOUNCEMENTS:

Supervisor Schaffer is issuing another reminder to the residents that the Town does not pick up grass clipping and yard waste and that it is against the law to deposit such items at the curb and on the street.

EXECUTIVE SESSION

On a motion of Councilwoman Fitzgerald, seconded by Councilwoman Messina, the following was

ADOPTED Ayes 4 Fitzgerald, Majewski, Messina, Schaffer
Nays 0

Resolved the Board enter into Executive Session to discuss labor negotiations with the Operating Engineers and a personnel matter concerning a specific employee. The time was 7:41 PM.

On a motion of Councilwoman Messina, seconded by Councilman Majewski, the following was

ADOPTED Ayes 4 Fitzgerald, Messina, Majewski, Schaffer
Nays 0

Resolved the Board leave Executive Session and **adjourn the Work Session. The time was 8:19 PM.**

Respectfully submitted,
Emil Bielecki, Town Clerk