

VESTAL TOWNBOARD WORK SESSION MINUTES

MONDAY, JANUARY 6, 2020

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

Also Attending: Town Attorney David Berger, Town Engineer Vern Myers, Director of Human Resources Nancy Olmstead, Comptroller Laura McKane, Police Investigator Terry Kintner, and LT. Stace Kintner

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

COMMITTEES

7.1 **PUBLIC WORKS** (ELLIS/Messina) – no items were brought for consideration.

7.2 **FINANCE** (MESSINA/Fletcher)

1. Warrants: 2019- 51, 51E, 52, 52E
2020- 01, 01A

OK – This item will be placed as a ‘Receive and File’ on the Agenda for the next Regular Meeting.

2. Request from Sue Jastran, Recreation Planner to accept a donation of \$50.00 from Good Shepherd – Fairview House 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.

3. Request to pay \$400.00 for Upstate New York Towns Association Inc. for 2020 membership dues.

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 Recreation Planner Sue Jastran to hire lifeguards, weight room, recreation leader, and basketball staff as indicated on memo date 12/26/19.

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

2. Request from Director of Human Resources Nancy Olmstead to authorize an agreement between the Town of Vestal and Public Sector HR consultants LLC for the development of a wage and salary program and to authorize John Schaffer, Town Supervisor to sign said agreement.

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 discuss a part-time position in the Police Department to address the new Discovery Laws.

Discuss at a later date

7.4 **PLANNING & ZONING** (FITZGERALD/Messina)

1. Request from Sue Darpino, Vestal High School to hold the 5k “The Running of the Bears” on March 28, 2020 and to place a sandwich board type sign advertising the race a few weeks in advance.

John Schaffer questioned how many weeks. Patti Fitzgerald will be getting more information. Question was asked if placing a sign in the park would be open for all non-profits.

Discuss at a later time.

VESTAL TOWNBOARD WORK SESSION MINUTES

MONDAY, JANUARY 6, 2020

7.5 PUBLIC SAFETY (MESSINA/Fletcher)

1. Request from David Harrington, Fire Chief to accept grand funds from NYS DEC title IV Volunteer Fire Assistance Grant Program for 2019 in the amount of \$1500.00.

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

2. Request to approve the police department purchasing 6 marked cars and 1 unmarked car.

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) - no items were brought for consideration.

RECEIVE AND FILE: No items were brought for consideration.

Upon completion of the review, the Board agreed to adopt the **2019 *Organizational Appointments, Authorizations and Calendar of Town Board Meetings*** at the Organizational Meeting on Wednesday, January 8, 2020 as follows:

A. Town Board Committees:

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

B. Appointment of Town Attorney: David Berger (a two year appointment from January 1, 2020 – December 31, 2021)

C. Appointment of Comptroller/Director of Finance: Laura McKane (a two year appointment from January 1, 2020 – December 31, 2021)

D. Appointment of Town Engineer: Vernon Myers (a two year appointment from January 1, 2020 – December 31, 2021)

VESTAL TOWNBOARD WORK SESSION MINUTES
MONDAY, JANUARY 6, 2020

E. Town Board Meeting Schedule

2020 WORK SESSIONS	2020 BOARD MEETINGS
<i>Meetings at 6:00 p.m. unless otherwise indicated</i>	<i>Meetings at 6:00 p.m. unless otherwise indicated</i>
1/6/20	1/8/20
1/20/20	1/22/20
2/10/20	2/12/20
2/24/20	2/26/20
3/09/20	3/11/20
3/23/20	3/25/20
4/06/20	4/08/20
4/20/20	4/22/20
5/04/20	5/06/20
5/18/20	5/20/20
6/08/20	6/10/20
6/22/20	6/24/20
7/06/20	7/08/20
7/20/20	7/22/20
8/10/20	8/12/20
8/24/20	8/26/20
9/14/20	9/16/20
9/28/20	9/30/20
10/05/20 @ 5:00pm	
10/12/20 @ 5:00pm	10/14/20
10/19/20 @ 5:00pm	10/20/20 FIRE BUDGET HEARING
10/26/20 @ 5:00pm	10/28/20
11/02/20	11/04/20 TOWN BUDGET HEARING
11/16/20	11/18/20
12/07/20	12/09/20
12/14/20	12/16/20

TOV Holidays for 2020:

New Year's – TOV CLOSED 1/01/20 (Wed)	
Good Friday – TOV CLOSED 4/10/20 (Fri)	Veteran's Day – TOV CLOSED 11/11/20 (Wed)
Memorial Day – TOV CLOSED 5/25/20 (Mon)	Thanksgiving – TOV CLOSED 11/26/20 (Thur)
Independence Day – TOV CLOSED 7/3/20 (Fri)	Day After Thanksgiving – TOV CLOSED 11/27/20 (Fri)
Labor Day – TOV CLOSED 9/07/20 (Mon)	Christmas – TOV CLOSED 12/25/20 (Fri)

F. Establish salary and wage rates for town employees as stated in the 2020 salary schedule

VESTAL TOWNBOARD WORK SESSION MINUTES
MONDAY, JANUARY 6, 2020

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

Board approved an increased to \$200.

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

VESTAL TOWNBOARD WORK SESSION MINUTES

MONDAY, JANUARY 6, 2020

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 2020 fiscal year.

M. Authorization from the Board of Fire Commissioners to send one piece of fire apparatus and personnel to parades in 2020 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>
<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>

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 – Jason Ellis*
Station 2 – Robert Warner (Dept. at large member)

O. Acknowledgement and acceptance by the Board of Fire Commissioners of the 2020 Station Chiefs as elected by the members of the Fire Department on December 16, 2019:

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	\$20,000,000
J. P. Morgan Chase	\$20,000,000
Tioga State Bank	\$10,000,000
New York Class:	\$20,000,000

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

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

VESTAL TOWNBOARD WORK SESSION MINUTES

MONDAY, JANUARY 6, 2020

Designate the alternate town newspaper as “The Press & Sun Bulletin”

- U. Appoint Records Management Officer: Debra Wallace
 - Deputy Records Management Officer: Sue Bailey

- V. Records Access Officer for FOIL Requests: Debra Wallace
 - Deputy Access Officer for Foil Requests: Kelcy Wickman

- W. Appointment of Registrar of Vital Statics: Debra Wallace
 - Deputy Registrar of Vital Statistics: Susan Bailey
 - Sub Registrar of Vital Statistics: Kelcy Wickman

EXECUTIVE SESSION

On a motion of Councilwoman Messina, seconded by Councilman Fletcher, the following was **ADOPTED** Ayes 5 Fletcher, Fitzgerald, Messina, Ellis, Schaffer

Nays 0

Resolved the Board enter into Executive Session to discuss the pay rate of specific management level employees. The time was 7:12 PM.

On a motion of Councilman Ellis, seconded by Councilwoman Fitzgerald, the following was **ADOPTED** Ayes 5 Fletcher, Fitzgerald, Messina, Ellis, Schaffer

Nays 0

Resolved the Board leave the Executive Session and adjourn the Work Session. The time was 8:00 PM.

Respectfully submitted,
Debra Wallace, Town Clerk