

VESTAL TOWN BOARD WORK SESSION MINUTES

MONDAY, MARCH 07, 2016

Board Attendance: Supervisor Schaffer; Board Members Fitzgerald, Messina, Agneshwar
Absent: Majewski

Also Attending: Town Attorney David Berger, Comptroller Laura McKane, Human Resource Officer Nancy Olmstead, Town Engineer Vern Myers, Fire Chief David Harrington, Assistant Fire Chiefs Birdsall, Rose and Stout, Town Clerk Emil Bielecki and 6 members of the general public.

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

6:00 PM – Fire Chief David Harrington to discuss Tanker Truck Purchase.

Fire Chief Harrington stated that the proposed replacement of tanker truck 32-2 at Station 2 is in the 5 year capital plan. The funding for a new tanker would come from a Capital Reserve Fund and require no bonding. The purpose of this presentation is to outline the Fire Department's plan to replace tanker truck 32-2 and ask the Board's approval to for going out to bid for a new tanker. He asked fire fighter Robert Hamilton to make a *PowerPoint* presentation on the project. The highlights of the presentation are as follows:

- The mission of a tanker is to provide water to fight fires in rural areas --- over 50% of the land area of the Town does not have access to public water and hydrants.
- The evaluation of this project was done by a committee dedicated to study this issue.
- The current tanker was built in 1988 and the manufacturer is no longer in this business. The tanker has numerous mechanical problems and various safety issues. Over the last 10 years, we have spent over \$108,000 in maintenance. Some parts have to be custom fabricated and are very expensive.
- The goal for the new tanker is to meet current standards and to reduce the size of the vehicle.
- The committee recommends: Freightliner Commercial cab is first choice; Detroit Diesel/Allison transmission; must be able to climb a 14% grade; specific pump configurations; 3,000 gallon portable tank.
- Estimated cost of a new tanker is \$300,000 to \$350,000. The old tanker could sell for \$20,000 to \$30,000. Chief Harrington: the cost estimate is higher than what was projected in the 5 year plan.
- Timeline: prepare specs by end of March, go to bid in May, award bid in June. It will take about one year for the truck to be delivered.

Councilwoman Agneshwar indicated that she needs more time to digest the information and will arrange to see the vehicle tomorrow.

Comptroller McKane noted that the purchase of this tanker would have to be formally authorized by the Board and would be subject to permissive referendum but the Board can start the process at this time by simply authorizing the Fire Department to go to bid.

The Board, by consensus, agreed to authorize the Fire Department to go to bid for a tanker truck.

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

Upcoming Bid Openings

Uniform Bids for the Operating Engineers - Opening of bids on March 14, 2016.

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COMMITTEES

7.1 PUBLIC WORKS (FITZGERALD/Majewski)

1. Request from Water & Wastewater Superintendent Scott Groats to advertise for the Campus Pump Package on Wednesday, March 16, 2016 with bids to be opened on Tuesday, March 29, 2016

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

2. Request from Water & Wastewater Superintendent Scott Groats to award the following contracts:

Option #1 - \$27,900.00 for **Generator** to low bidder:

Matco Electric

3913 Gates Road, Vestal, NY 13850

Option #2 and #3 Combined - \$28,099.090 to low bidder:

Turnkey Control Solutions

101-109 East Main Street, Endicott, NY 13760

3. Request from Water & Wastewater Superintendent Scott Groats to approve a budget transfer in the amount of \$8,600.00 from line W8310-2220 (Computer Hardware) to line W8310-2230 (Vehicles). Also, discuss the transfer of a vehicle from the Water District to Engineering (General Fund). The issue of payment of fair value for this vehicle needs to be addressed.

This transfer amount was changed from \$6,100 to \$8,600 because the lowest bidder on the vehicle didn't meet the specifications and we had to go to the next highest bidder. The Water/Wastewater Superintendent stated in a memo that he hopes to reimburse the computer line once some existing vehicles are sold at auction.

Regarding the proposed transfer of a 2005 Jeep Cherokee from Water & Sewer to Engineering, Comptroller McKane explained that a fair market value of the vehicle must be determined and that amount needs to be transferred from the general fund to the special district. Supervisor Schaffer characterized the proposed vehicle transfer as a money saving action and stated that he is working on the issue. The Board can take action on this transfer after the fair market values is determined.

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

7.2 FINANCE (AGNESHWAR/Fitzgerald)

1. Warrants: 2016- 08, 2016-08E, 2016-09, 2016-09A, 2016-09E

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

2. Request to pay Town Attorney David Berger \$587.50 for billable hours for February, 2016.

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 \$1,887.50 (final invoice) to The Law Office of Alfred Paniccia for all services for the period September 2015 to date regarding the Tyrell v. Town of Vestal litigation.

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Town Attorney Berger noted that this case has been settled and this invoice is the last expense.

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 \$559.50 to U.S. Legal Support- Chicago for legal work on the Hicks vs. Town of Vestal litigation.

Town Attorney Berger stated that this is an old unpaid bill that got lost in the shuffle.

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

5. Request from Deputy Comptroller Nick Angeline for approval of budget transfers dated 10/28/15-1/14/16, as attached to his memo to the Town Board on March 7, 2016.

Comptroller McKane asked the Board to include one additional item in this request ---- a transfer of \$8,720 to purchase modems in the Police Department. She will provide the details of the transfer prior to the Regular Meeting on Wednesday.

Responding to several expressed concerns about the timeliness of these transfer submissions as well as the large volume of the transactions, Comptroller McKane attributed some of the delay to the recent transition of deputies in the Business Office. She also admitted that we continue to have problems with some departments in exceeding budget lines and not providing timely information. The year-end budget transfer process is still not completed and she expects to be submitting additional requests.

After a brief discussion, the Board was agreeable to the suggestion from Comptroller McKane that budget transfer requests be submitted to the Board on a monthly basis.

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

7.3 PERSONNEL (MESSINA/Majewski)

1. Request for authorization for Water & Wastewater Superintendent Scott Groats to appoint current employee Robert Foster to the position of Water Meter Reader & Repair Person at the Operating Engineer rate of \$22.89 per hour and to appoint current employee Robert Flint to the position of Water/Wastewater Maintainer at the Operating Engineer rate of \$22.65. Both appointments are to be effective March 19, 2016.

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

2. Request to authorize Museum Director Ramona Kacyvenski to fill a vacancy by hiring Emily Whitaker as a Clerk Part-Time to work an average of 8 hours per week in the Museum, effective March 12, 2016 at a rate of \$9.00 per hour. This position is non-union.

Human Resource Officer Nancy Olmstead stated that the Museum Director asked about the possibility of hiring two part-time clerks to work within the amount allocated in the budget. After a brief discussion, the consensus of the Board was that such a change should be addressed at budget time.

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 for the Town Board to approve the tentative agreement, dated January 26, 2016, between the Town of Vestal and the CSEA Library Union reached on January 26, 2016, and authorize the Town Supervisor to sign the resulting collective bargaining agreement.

Human Resource Officer Nancy Olmstead stated that the contract has been approved by the union members and the Library Board of Trustees.

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

7.4 PLANNING & ZONING (MESSINA/Agneshwar)

1. Discuss request from Deborah Borrelli to place a “No Parking” sign adjacent to the entrance to Stair Park on Murray Hill Road to eliminate the blocking of a residential mailbox.

Supervisor Schaffer noted that there is more than adequate parking in the park but it is currently chained off. There should be no need to park on Murray Hill Road. He advised the Board to take no action on this sign request until we get a better understanding of the parking situation in Stair Park.

7.5 PUBLIC SAFETY (FITZGERALD/Messina) – no items were brought for consideration.

7.6 ADMINISTRATION (MAJEWSKI/Messina) – no items were brought for consideration.

UNFINISHED BUSINESS

1. Wash Bay at the Highway Department (in response to the EPA field audit)

Town Engineer Vern Myers noted that the EPA is asking us to attenuate the runoff from the washing of vehicles. **Update on 03/07/16:** Town Engineer Vern Myers is working with the Highway Department on a plan to install a vehicle washing unit in the far bay of the Highway garage.

2. Community Use of Municipal Facilities Policy

The purpose of this proposed policy is to establish the rules and regulations governing the use of Town facilities by outside users. **Update 03/07/16:** Supervisor Schaffer stated that he is reviewing the comments from the Board and expects to have a draft policy within a few weeks.

3. Gas Card System for the Purchase of Fuel for Town Vehicles

Town Engineer Vern Myers stated that he is working with the Comptroller on an RFP for such a service. However, he also expressed concern about the logistics of fueling the many pieces of equipment that cannot be driven or taken to a distant fueling station. In the end, the Board will need to weigh the potential costs of the switchover vs. the liability inherent in maintaining its fueling operations and underground fuel tanks.

Supervisor Schaffer directed the Town Engineer to prepare a cost benefit analysis of upgrading our system vs. going with an outside fuel vendor.

4. Employee Performance Evaluations

Human Resource Officer Nancy Olmstead will proceed with the preparation and updates of job descriptions and will work with the Board to develop the program. **Update on 03/07/16:** The job descriptions are almost complete.

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RECEIVE AND FILE:

- **February 18, 2016** – Letter from Vestal Police Officer John Burkhard stating that he is providing auto detailing services to the Vestal Police Department under the business name Jack’s Auto Detailing. This notification is made to meet the disclosure obligation under section 803 of the General Municipal Law.

SUPERVISOR ANNOUNCEMENTS:

- **Citizens Police Academy:** March 24th-May 26th, on Thursday nights from 6:30 pm-8:30 pm, in the Town Board room. Email skintner@vestalny.com to sign up.

NEW BUSINESS:

Supervisor Schaffer noted that some property owners who were anticipating leasing their land for gas drilling may now be considering leasing their properties for solar panels to take advantage of the property tax benefits that are available under a state law. There are potential issues with the solar farms and the Town should be aware of these developments. The Town has an option to opt out of offering the exemption. Town Attorney Berger stated that opting out may not necessarily be in the best interest of the Town. The Town could potentially benefit by negotiating PILOT agreements that could provide a greater degree of control and bring in potential revenue. The Supervisor asked the Board to review this issue for future discussion.

The Work Session was adjourned at 7:58 PM.

Respectfully submitted,
Emil Bielecki, Town Clerk