

VESTAL TOWN BOARD WORK SESSION MINUTES

MONDAY, NOVEMBER 14, 2016

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

Also Attending: Town Attorney David Berger, Town Engineer Vern Myers, Town Comptroller Laura McKane, Deputy Town Comptroller Nick Angeline, Human Resource Officer Nancy Olmstead, Fire Chief David Harrington, Assistant Fire Chiefs Doug Rose and John Paffie (Executive Session), Town Clerk Emil Bielecki.

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

EXECUTIVE SESSION

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

ADOPTED Ayes 5 Agneshwar, Fitzgerald, Messina, Majewski, Schaffer
Nays 0

Resolved the Board enter into Executive Session to discuss potential litigation involving the Fire Department. The time was 6:01 PM.

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

ADOPTED Ayes 5 Agneshwar, Fitzgerald, Messina, Majewski, Schaffer
Nays 0

Resolved the Board leave the Executive Session and resume the Work Session. The time was 7:12 PM.

COMMITTEES

7.1 PUBLIC WORKS (FITZGERALD/Majewski)

1. Authorization for Town Supervisor John Schaffer to sign Tree Clearing Easement at 78 Dodd Road Water Tower (Tax ID 158.20-1-17) with NYSEG.

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

2. Request from Deputy Highway Supervisor Craig Hiller to advertise on November 30, 2017 for bids for a service body for a shop truck with an opening date of December 13, 2016 at 2 pm.

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

3. Request from Parks Department Head Mechanic Kevin Hiller to sell the following items on Auction International:

- 1999 Ford F250 Truck 75 –VIN # 1FTNF21S8XEE19565
- 1999 Ford F250 Truck 76 – VIN # 1FTNF21SXXEE19566
- 1985 Interantional Flat Bed – VIN # 1HSLCHYL4GHA23692
- 1991 Toro 322D Mower
- 1983 Snowco Trailer – VIN # 156TLB459DA00432
- 1991 Hudson Trailer
- Cub Cadet Tractor
- Old Gas Grill
- Rototiller
- Gas Furnace
- Wright Sentar Mower
- Wright Standard Mower
- Miscellaneous stuff

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Councilwoman Fitzgerald stated that she reviewed the above list with Mechanic Hiller and agrees that none of these items are needed by the Parks Department. The miscellaneous items are smaller items. Councilman Majewski asked if any of the larger items can be used by other departments. Councilwoman Fitzgerald stated that she would make that inquiry and report back to the Board.

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- 45, 2016-45E, 2016-45B

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

2. Request to pay Michael Heenan \$312.50 for work on the Hicks vs. Town of Vestal litigation.

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 \$75.00 to D&M Litigation Services Inc. for work on the Hicks vs Town of Vestal litigation.

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

4. Discuss the 2017 Town Budget

Comptroller McKane engaged the Board in a discussion of several items connected to the finalization of the 2017 Town Budget. The topics were as follows:

Revenue

Comptroller McKane stated that the County Legislature announced that they were restoring the sales tax sharing formula to a 50/50 split with the municipalities. This action could add about \$195,000 to our revenue. Several Board members expressed caution about this item. There was some concern that the County Executive might veto the action. After some discussion, the Board determined that it was not prudent to include this revenue item in our 2017 sales tax revenue projections or to reduce our tax levy.

Comptroller McKane stated that the County Clerk informed her of an anticipated increase in the mortgage tax. An additional \$30,000 in revenue could conservatively be added to our revenue from this source. After some discussion the consensus reached by the Board was to apply this additional revenue to make an early principle payment on the Tower project debt.

Comptroller McKane acknowledged that we are now projecting a solid fund balance and it is a good time to discuss ways to apply this money to reduce our dependence on borrowing. Money could be set aside to fund recurring capital expenditures such as police vehicles and computer equipment. Also, some of the extra funds could be split with the Highway Fund to increase annual allocation for roads. A long range plan to reduce our borrowing could significantly lower the costs associated with servicing that debt.

Appropriations

Comptroller McKane provided the Board with a list changes to appropriations in the 2017 Preliminary Budget. Most of these changes have already been reviewed and approved by the Board. In addition, she asked the Board to discuss several new changes to appropriations. After a discussion of these items, the Board approved the following changes:

- Line A7140.4080 (Parks-Buildings & Grounds) was dropped to \$14,000.

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- Line D5110.4318 (Highway-Road Oils) was dropped to \$85,000.
- An interest payment of \$3,500 was added for the Tower Project borrowing.

Comptroller McKane stated that she would provide the Board with an updated list of the amendments to the 2017 Preliminary Town Budget. If the Board adopts these amendments to the 2017 Preliminary Town Budget, that amended budget could be adopted as the final 2017 Town Budget at the Regular Meeting on Wednesday, November 16th.

7.3 PERSONNEL (MESSINA/Majewski)

1. Discuss vacancies on the Zoning Board of Appeals (ZBA).

Town Attorney Berger advised that this item should be discussed in Executive Session because the Board will review qualifications of specific applicants.

7.4 PLANNING & ZONING (MESSINA/Agneshwar) – no items were brought for consideration.

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

Town Engineer Vern Myers and Town Comptroller Laura McKane are evaluating service plans from the Mirabito Group as well as the WEX program, which provides payment processing and information management services for vehicle fleets. WEX has the state contract and can be implemented rapidly.

Update on 11/14/16: Town Engineer Myers stated the he would have the draft of the competitive bid package ready for the Board’s review at the Work Session on December 5th.

2. Proposed Ban on Smoking in Town Parks

Town Attorney Berger drafted a local law and distributed it to the Board. As per recommendations from the Board, e-cigarettes were added to the ban. Also, a provision was added for designated smoking areas. **Update on 11/14/16:** The Board is continuing to review this proposed legislation.

EXECUTIVE SESSION

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

ADOPTED Ayes 5 Agneshwar, Fitzgerald, Messina, Majewski, Schaffer
 Nays 0

Resolved the Board enter into Executive Session to discuss applications for the Zoning Board of Appeals (ZBA) and to review an employment contract. The time was 8:01 PM.

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

ADOPTED Ayes 5 Agneshwar, Fitzgerald, Messina, Majewski, Schaffer
 Nays 0

Resolved the Board leave the Executive Session and adjourn the meeting. **The time was 9:00 PM.**

Respectfully submitted,
Emil Bielecki, Town Clerk