

VESTAL TOWN BOARD WORK SESSION MINUTES

MONDAY, DECEMBER 19, 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, Human Resource Officer Nancy Olmstead, Town Clerk Emil Bielecki and 1 person from the general public.

Supervisor Schaffer **convened the Work Session at 6:07 PM.**

COMMITTEES

7.1 PUBLIC WORKS (FITZGERALD/Majewski)

1. Request from Highway Superintendent Rocco Turdo to award Aluminum Service Body to the sole bidder, Wilcox Bodies Limited in the amount of \$23,400.00.

Councilwoman Fitzgerald noted that 3 vendors requested the bid package but only one company submitted a bid.

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- 49, 2016-49E, 2016-50, 2016-50E, 2016-50L

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

2. Authorization for Town Supervisor Schaffer to sign a contract renewal with Broome County for lease of space for the Vestal Senior Center for January 1, 2017-December 31, 2017.

Supervisor Schaffer stated that he is in contact with County officials to get a better understanding of how the Office for the Aging funds senior citizen programs. We do not have a County run Senior Citizens Center in Vestal but want to make sure that the County still provides us with financial support comparable to what other municipalities are getting.

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 \$370.00 to Greater Binghamton Chamber of Commerce for 2017 membership.

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

4. Discuss increase of sewer rent; consider advertising on January 11, 2017 with a public hearing to be held on February 15, 2017.

Town Comptroller Laura McKane stated that the proposed increase in sewer rents and fees have been discussed previously by the Board. The proposed local law has been drafted by the Town Attorney and makes the changes follows:

Section 1. Chapter 18, Article V of the Code of the Town of Vestal is hereby amended to provide as follows:

(b) Sec.18-202(b) (1) Imposition and Computation is amended by deleting “...five dollars and thirty cents (\$5.30)...” and inserting in its place “five dollars and seventy cents (\$5.70)” and further amended by deleting “...fifty three dollars (\$53.00)...” and inserting in its place “fifty seven dollars (\$57.00)”.

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(c) Sec. 18-202 is further amended by deleting: "...\$5.00 per account" and inserting in its place. "\$7.00 per account"

The Board authorized the Town Attorney to advertise Local Law A of the year 2017, "A Local Law Amending Sewer Rents in the Town of Vestal" on January 11, 2017, with a Public Hearing on February 15, 2017.

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

5. Request to pay \$200.00 to Town Attorney David Berger for billable hours for November 2016.

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

6. Request from Deputy Comptroller Nick Angeline to make budget transfers for dates 10/21/2016 through 12/14/2016 as attached to his memo to the Town Board dated 12/14/16.

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

7. Discuss adopting resolution consenting to the dissolution of the municipal public library known as the Vestal Public Library and the transfer of its assets and operations to the new school district public library known as the Vestal Public Library.

Town Attorney Berger noted that this resolution is only the first of several actions that the Board will need to take to complete the changeover from a Town Library to a School District Library.

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 the appointment of Carl Lipo to the Conservation Advisory Committee (CAC) as an Alternate Member effective January 1, 2017. This term is to expire December 31, 2018.

Human Resource Officer Nancy Olmstead noted that there is still one remaining vacancy for an alternate on the CAC.

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

2. Request to allow Deputy Highway Superintendent Craig Hiller (non-union) to carry over into 2017 up to 40 hours in excess of the five days (40 hours) he can carry over pursuant to the Employee Handbook. This will result in a total carry over of up to 80 hours.

Councilwoman Fitzgerald asked if it would be feasible to instead give the employee a cash payment for some of the unused vacation. Nancy Olmstead replied that we have never done this, but it could be an option in the future if the Board wishes to amend the existing policy.

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) – no items were brought for consideration.

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7.5 PUBLIC SAFETY (FITZGERALD/Messina)

1. Request from Fire Chief David Harrington to approve Archie Brace as a new member of Fire Company No. 3 pending his acceptance at the company meeting on December 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 from Fire Chief David Harrington to approve Ivan Espada as a new member of Fire Company No. 4.

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

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 12/19/16: Town Engineer Vern Myers stated that he has submitted a draft Request for Proposals to the Board members and the Town Attorney and is awaiting comments and final approval prior to advertising for bids.

2. Discussion Concerning a Proposed Ban on Smoking in Town Parks

Several Board members indicated that the proposal was a good idea but that additional research needed to be done to clearly identify what products would be banned and how a ban would be enforced.

Update on 12/19/16: The draft of the local law is being reviewed by the Board. No definite timeline has been established to take further action on this item.

3. Capital Projects

12/05/16 Supervisor Schaffer requested the Board to review the capital requests so as to make a final decision on funding at the December 19, 2016 Work Session.

Comptroller McKane distributed the proposed 5 year Capital Projects Plan and information concerning the financing options for the proposed projects. One additional item was added to the 2017 capital requests, a CAT skid steer loader to be purchased by the Parks Department at a cost of \$60,855. This piece of equipment would be purchased under an arrangement where the company would buy it back in 2 years. Supervisor Schaffer noted that this purchasing arrangement is being implemented by many municipalities as a way to save money by replacing equipment when it still has high resale value. The strategy also avoids the high costs associated with maintaining older equipment. This purchasing arrangement would be used to acquire equipment that is heavily used by all of our public works departments.

According to Comptroller McKane, the Town is in a strong position with healthy fund balances in the general fund and the special district funds. She is advising the Board to apply some of the fund balances to finance a number of capital projects for 2017. Applying fund balance to finance capital projects can save the Town money by reducing the expense associated with bonding for capital projects.

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The Capital Projects Review Committee reviewed and ranked all of the proposed capital projects for 2017. Based on that work, Comptroller McKane provided a recommended list of capital projects that should be dropped and others that could be paid for in cash using capital reserves. If the Board accepts her recommendations, approximately \$261,000 of fund balance in the General Fund, \$480,000 of fund balance in the Highway Fund and \$500,000 of fund balance in the Water and Sewer funds would be used to pay for capital projects in 2017.

The Board, by consensus, agreed with the recommendations presented by Comptroller McKane and asked her to prepare the necessary resolutions for Board approval at the Regular Meeting on Wednesday, December 21st as follows:

- Authorization of the 2017 capital projects and the proposed financing.
- Authorization for Bond Counsel to draft the bond resolutions for borrowing the necessary funds to finance the approved 2017 Capital Projects Plan.

NEW BUSINESS

1. Town Attorney David Berger stated that based upon the discussion of this topic in Executive Session, the Fire Department Tanker 32 bid will be awarded to the second lowest bidder. This will require a permissive referendum. He will prepare the motion for Board approval at the Regular Meeting on Wednesday, December 21st.

2. Councilwoman Messina asked the Board to approve the following motion at the next Regular Meeting on Wednesday, December 21st:

- Authorization for the Vestal Police Department to hold the third annual 2017 Citizens Police Academy (CPA), beginning January 2017 on Thursday nights from 6:00 PM – 8:00 PM in the Town Board room.

This program will be offered to Town of Vestal residents and non-Vestal residents with children in the Vestal Central School District. The CPA program is free of charge and will take place over the course of 10 weeks. Those interested can contact Sgt. Stace Kintner via email at skintner@vestalny.com.

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

EXECUTIVE SESSION

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

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

Resolved the Board enter into Executive Session to discuss the following:

- Vestal Library lease agreement
- Employee contract negotiations

The time was 7:36 PM.

On a motion of Councilman Majewski, 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 8:29 PM.**

Respectfully submitted,
Emil Bielecki, Town Clerk