

**VESTAL TOWN BOARD WORK SESSION MINUTES**

**WEDNESDAY, JANUARY 4, 2017**

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

Also Attending: Town Attorney David Berger, Town Engineer Vern Myers, Town Clerk Emil Bielecki and 2 people from the general public.

Supervisor Schaffer **convened the Work Session at 5:00 PM.**

**ORGANIZATIONAL AGENDA**

Review for approval the **2017 Organizational Appointments, Authorizations and Calendar of Town Board Meetings** as follows:

**A. Town Board Committees:**

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

School/Library Liaison ----- Agneshwar/Majewski

**B. Town Board Meeting Schedule**

2017 WORK SESSIONS	2017 BOARD MEETINGS
Meetings at 6:00 p.m. <i>unless otherwise indicated</i>	Meetings at 6:00 p.m. <i>unless otherwise indicated</i>
1/4/17 5:00 p.m. start	1/4/17
1/23/17	1/25/17
2/6/17	2/8/17
2/13/17	2/15/17
3/6/17	3/8/17
3/20/17	3/22/17
4/10/17	4/12/17
4/24/17	4/26/17
5/8/17	5/10/17
5/22/17	5/24/17
6/12/17	6/14/17
6/26/17	6/28/17
7/5/17 5:00 p.m. start	7/5/17
7/24/17	7/26/17

**VESTAL TOWN BOARD WORK SESSION MINUTES  
WEDNESDAY, JANUARY 4, 2017**

8/7/17	8/9/17
8/21/17	8/23/17
9/11/17	9/13/17
9/25/17	9/27/17
10/2/17	
10/9/17	10/11/17
10/16/17	10/17/17 FIRE BUDGET HEARING
10/23/17	10/25/17
10/30/17	
11/6/17	11/8/17 TOWN BUDGET HEARING
11/13/17	11/15/17
12/4/17	12/6/17
12/18/17	12/20/17

TOV Holidays for 2017:

New Year's – TOV CLOSED 1/2/17 (Mon)	
Good Friday – TOV CLOSED 4/14/17 (Fri)	Veteran's Day – TOV CLOSED 11/10/17 (Fri)
Memorial Day – TOV CLOSED 5/29/17 (Mon)	Thanksgiving – TOV CLOSED 11/23/17 (Thur)
Independence Day – TOV CLOSED 7/4/17 (Tues)	Day After Thanksgiving – TOV CLOSED 11/24/17 (Fri)
Labor Day – TOV CLOSED 9/4/17 (Mon)	Christmas – TOV CLOSED 12/25/17 (Mon)

Parks, Highway & Water holidays vary. Police Department open 24/7

**C.** Establish salary and wage rates for Town employees as stated in the 2017 salary schedule.

**D.** Approval of the form, manner and sufficiency of the Employee Surety Bond.

**E.** \$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 – Bill Peltz
- Code Officer – Mark Dedrick

**F.** 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

**VESTAL TOWN BOARD WORK SESSION MINUTES**  
**WEDNESDAY, JANUARY 4, 2017**

*Quarterly:*

Broome County Association of Receivers and Tax Collector's  
 Building Officials

*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 Seminar  
 Northern Adirondack BOA  
 NY Planning Federation  
 Finger Lakes BOA  
 Central Chapter BOA  
 NY Firefighters Association  
 Fall ICC Conference  
 STBOA Seminars Fall/Early Winter  
 Fire Marshall's & Inspectors Seminar  
 Spring or Fall NYS Fire Academy Misc. Workshops

**G.** Under Section 77-b of General Municipal Law, the Board delegates department heads to authorize training within the limits of the department budget.

**H.** Appointment of Fire Marshall: Carl Truman  
 Deputy Fire Marshall: Christopher S. Lupold

**I.** Authorization from the Board of Fire Commissioners for Assistant Fire Chief Douglas Rose and Assistant Fire Chief John Paffie to sign vouchers in the 2017 fiscal year.

**J.** Authorization from the Board of Fire Commissioners to send one piece of fire apparatus and personnel to parades in 2017 as follows:

<b>Parade</b>	<b>Location</b>	<b>Month</b>	<b>Station Apparatus</b>
<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>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>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>

**K.** 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*

**VESTAL TOWN BOARD WORK SESSION MINUTES**

**WEDNESDAY, JANUARY 4, 2017**

*Station 2 – Vincent Colling*

*Station 4 – Richard Devine*

*Station 4 – Joseph Gallagher (Dept. at large member)*

**L.** Acknowledgement and acceptance by the Board of Fire Commissioners of the 2017 Station Chiefs as elected by the members of the Fire Department on December 21, 2016:

*Station 1 Chief: Douglas Rose*

*Station 2 Chief: William Stout*

*Station 3 Chief: Ronald Birdsall*

*Station 4 Chief: John Paffie*

**M.** Adopt Procurement Policy and list of authorized purchasers, as amended.

**N.** Mileage Reimbursement for the use of a personal vehicle on Town Business will be based on the Federal Government guidelines

**O.** Designate Depositories for Town Funds:

M & T                      \$15,000,000

J. P. Morgan Chase      \$20,000,000

Tioga State Bank        \$15,000,000

**P.** Designate the Delegate for the NYS Association of Towns Meeting as John Schaffer with the alternative being Fran Majewski

**Q.** Designate the official Town newspaper as the “Vestal Town Crier”

After a brief discussion, the Board agreed to amend the above Calendar of Town Board Meetings as follows: **change the Work Session from 7/24/17 to 7/17/17; change the Regular Meeting from 7/26/17 to 7/19/17.**

**COMMITTEES**

**7.1    PUBLIC WORKS (FITZGERALD/Majewski)**

**7.2    FINANCE (AGNESHWAR/Fitzgerald)**

**1.** Warrants: 2016-52, 2016-52E

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

**7.3    PERSONNEL (FITZGERALD/Agneshwar)**

**7.4    PLANNING & ZONING (MESSINA/Fitzgerald)**

**1.** Request from North Star Group LLC to rezone 4701-4729 Vestal Parkway East (Tax Map # 159.15-1-27 thru 159.15-1-34) from Transitional Neighborhood (TN) to Community Business (C-2) and authorization for Town Attorney to draft a local law and publish the notice of this rezoning request on January 11, 2017 for a Public Hearing on January 25, 2017.

Councilwoman Agneshwar asked why the request to rezone did not include some of the contiguous parcels to the west that have also been acquired by the applicant. Councilman Majewski noted that this would be an appropriate question to ask at the Public Hearing.

**VESTAL TOWN BOARD WORK SESSION MINUTES**

**WEDNESDAY, JANUARY 4, 2017**

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

**7.5    PUBLIC SAFETY (MAJEWSKI/Messina)**

**1.** Request for the Fire Commissioners to approve the Vestal Fire District Length of Service Awards Program (LOSAP) 2016 Membership Certification List, as submitted on January 4, 2017.

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

**2.** Request to publish on January 11, 2017, a Notice of Adoption of Resolution Subject to Permissive Referendum regarding the purchase of Tanker Truck 32-2 by the Vestal Fire District.

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

**7.6    ADMINISTRATION (MESSINA/Majewski)**

**NEW BUSINESS**

Supervisor Schaffer informed the Board that he has received numerous complaints from Vestal based vehicle towing companies who are currently authorized to be dispatched in the Town by Broome County Dispatching. They claim that a new company has been approved by the County to respond in Vestal and they should not have been because they are not a Vestal based business.

Town Engineer Vern Myers confirmed that the name of the company is U-Save Towing and they were approved to occupy space on Stewart Road for the temporary storage of vehicles. The company does not have office space at that location.

Town Attorney David Berger noted that the County is responsible for selecting and dispatching towing vehicles in Vestal and they have a law that regulates this service. This issue is a County issue.

Supervisor Schaffer stated that the towing companies that have their business operations in Vestal are insisting that the Town intervene on their behalf to prohibit U-Save from being on the County list of towing companies approved to be dispatched in Vestal. After some discussion by the Board, Supervisor Schaffer stated that he would invite the 3 owners of the Vestal based towing companies to address the Board at the Work Session on Monday, January 23<sup>rd</sup>.

**EXECUTIVE SESSION**

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

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

Resolved the Board enter into Executive Session to discuss a personnel issue concerning a specific employee. The time was 6:42 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 6:55 PM.**

Respectfully submitted,  
Emil Bielecki, Town Clerk