

VESTAL TOWN BOARD WORK SESSION MINUTES

MONDAY, MARCH 12, 2018

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

Also Attending: Town Attorney David Berger, Town Comptroller Laura McKane, Town Engineer Vern Myers, Director of Human Resources Nancy Olmstead and Town Clerk Emil Bielecki. There was no one attending from the general public.

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

UPCOMING PUBLIC HEARINGS:

6:00 PM, March 14, 2018 – Special Use Permit for JMAG Associates LLC to open/operate Planet 3 Extreme Air Park at 161 North Jensen Road.

6:00 PM, March 14, 2018 - Local Law “A” of the Year 2018, a proposed local law to repeal and replace the indicated sections of the Code of the Town of Vestal regarding Storage Containers.

COMMITTEES

7.1 PUBLIC WORKS (FITZGERALD/Majewski)

1. Request from Highway Superintendent Rocco Turdo to advertise for Highway Materials on March 21, 2018 with bid openings on April 3, 2018.

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

2. Request from Town Engineer Vern Myers to adopt a resolution accepting all proposals for the NY Rising Town of Vestal EMS Relocation Project and tentatively award the Architectural/Engineering Services to Bergmann Associates, Architects, Engineers, Landscape Architects & Surveyors, D.P.C. pending contract negotiations, as well as funding agency review and approval.

Councilman Majewski asked what was meant by contract negotiations. Town Engineer Vern responded that he and the selection committee reviewed all proposals submitted and found this firm most qualified for the project. However, the preferred contractor still has to meet numerous requirements from the Governor’s Office of Storm Recovery (GOSR) before final approval is granted.

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

7.2 FINANCE (MESSINA/Fletcher)

1. Warrants: 2018-09, 2018-09E, 2018-10, 2018-10E, 2018-10C

Councilman Majewski noted several large payments to Gorick Construction and asked what they were for. Comptroller Laura McKane stated that she would research it and get back with an answer, however both she and Supervisor Schaffer were fairly certain that the payments were for the purchase of sand or some other snow and ice control materials.

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

2. Request to pay \$5,212.50 Town Attorney David Berger for February 2018 billable hours.

Town Attorney Berger noted that the bulk of the expense was connected with work done on the Hicks

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vs. Town of Vestal litigation. Councilman Majewski asked the Comptroller to provide the Board with a full accounting of the cost of that completed litigation.

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

3. Request from Town Comptroller Laura McKane to make budget transfers as follows:

- \$42,000 from line item A1990.4322 to A3120.1010 (funds to hire new police officer)
- \$1,400 from line item A3120.4033 to A3120.4031 (funds for Police Academy)
- \$800 from line item A7140.4060 to A7140-4010 (Parks: toner purchase for capital books, etc.)
- \$1,000 from line item A1990.4322 to A7510.4060 (historic plaques per VHC)

Several Board members expressed concern with the \$800 budget transfer request from the Parks Department. It was generally agreed that the Parks Department's heavy use of color printing for largely internal presentations was not necessary and very expensive. Councilwoman Messina recommended that a policy should be instituted requiring department heads to get permission from the Finance Committee prior to incurring expenditures that exceeded any budget line over a specified amount. Supervisor Schaffer stated that there is a history of poor budgetary oversight by the Parks Department and asked the Public Works Committee to meet with the department head to address this issue.

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

4. Discuss Capital Projects

Comptroller Laura McKane distributed information sheets on the proposed capital projects for 2018 as well as 5 year capital project requests and fund balance projections. The proposed capital projects that appear on these sheets were selected by the Capital Project Committee who reviewed all of the requests that were submitted by the Department heads. The proposed capital projects are as follows:

CAPITAL PROJECTS 5 YEAR REQUESTS							
DEPT	PROPOSED PROJECTS	2018	2019	2020	2021	2022	2018-2022 Total Update
IT	Computer Replacement - Servers, Network, SAN		\$ 126,000				\$ 126,000
	Computer Replacement - PCs and Laptops (including for patrol cars)	\$ 45,000	\$ 39,000	\$ 43,000	\$ 39,000		\$ 166,000
	IT TOTAL	\$ 45,000	\$ 165,000	\$ 43,000	\$ 39,000		\$ 292,000
HIGHWAY	Dump Trucks/Plow/Sander	\$ 260,000	\$ 260,000	\$ 262,000	\$ 263,000	\$ 263,000	\$ 1,308,000
	4x4 3/4 Ton Pick-up Truck with plow/lift gate (1-2017, 2-2020, 1-2021)			\$ 86,000	\$ 44,000	\$ 43,000	\$ 173,000
	Street Sweeper						\$ -
	Asphalt Zipper						\$ -
	Asphalt Paver	\$ 360,000					\$ 360,000
	Road Reconstruction	\$ 834,625	\$ 991,950	\$ 881,300	\$ 970,112	\$ 571,375	\$ 4,249,362
	Wheel Loader		\$ 238,000				\$ 238,000
	Grapple Truck	\$ 160,000					\$ 160,000
	ZeroTurn Mower (consider Parks Dept doing mowing)		\$ 30,000				\$ 30,000
	Excavator				\$ 163,000		\$ 163,000
	HIGHWAY TOTAL	\$ 1,614,625	\$ 1,519,950	\$ 1,229,300	\$ 1,440,112	\$ 877,375	\$ 6,681,362
PARKS	Equipment:						
	1 Ton Pick up	\$ 67,000	\$ 67,000				\$ 134,000
	Toro 580 High Volume Mower	\$ 91,000					\$ 91,000
	1 Utility Trailer	\$ 1,800					\$ 1,800
	Clam Bucket for Skid Steer (grapple attachment)	\$ 5,000					\$ 5,000
	Fuel Tank	\$ 4,000					\$ 4,000
	Capital Construction Plan:						\$ -
	4 Corners Park Renovation	\$ 17,600					\$ 17,600
	Harold Moore Softball Fields enclosures for Fields 3 & 4	\$ 24,000					\$ 24,000
	Arnold Park Paving (service road and sport-side parking)	\$ 100,000					\$ 100,000
	Ethel Park Basketball Court	\$ 16,000					\$ 16,000
	Barlow Park Playground	\$ 83,000					\$ 83,000
	Repave Rail Trail East				YR & \$ TBD		
	Jones Park Creek Repair				YR & \$ TBD		
	Harold Moore Basketball courts		\$ 30,000				\$ 30,000
	David Ave Playground			\$ 65,000			\$ 65,000
	Castle Gardens Playground				\$ 65,000		\$ 65,000
PARKS TOTAL	\$ 409,400	\$ 97,000	\$ 65,000	\$ 65,000	\$ -	\$ 636,400	

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CAPITAL PROJECTS 5 YEAR REQUESTS							
DEPT	PROPOSED PROJECTS	2018	2019	2020	2021	2022	2018-2022 Total
ENGINEERING AND GENERAL TOWN							
	Emergency Squad (NY Rising) for cashflow - extra for cost overruns *		\$ 250,000				\$ 250,000
	Meeker Road over Choconut Creek Bridge Rehab (TOWN COST) ***		\$ 13,000	\$ 17,000	\$ 177,200		\$ 207,200
	Swimming Pool -		\$\$\$\$\$\$\$\$				\$ -
	Town Hall Improvements (amend 2017 resolution?)	\$ 52,000					
	Painting Exterior of Library	\$ 6,400					
	FCC Radio Compliance	\$ 4,000					
	LED Streetlights	\$ 104,000					\$ 104,000
	Vestal High School Pedestrian Improvement Project	\$ 66,000					
	Fuller Hollow Culvert (possibly 100% funded)		\$ 300,000				\$ 300,000
	ENGINEERING AND GENERAL TOWN TOTAL	\$ 232,400	\$ 563,000	\$ 17,000	\$ 177,200	\$ -	\$ 861,200
POLICE							
	Police Cars (2018 funds are in operating budget)	\$ 154,350	\$ 170,170	\$ 178,678	\$ 187,611	\$ 196,991	\$ 887,800
	Police Body Cameras (adds \$15,516 to operating budget 2019 and beyond)	\$ 39,000					\$ 39,000
	Replace Departmental Issued Handguns			\$ 10,000			\$ 10,000
	Portable Radios	\$ 10,200					\$ 10,200
	POLICE TOTAL	\$ 203,550	\$ 170,170	\$ 188,678	\$ 187,611	\$ 196,991	\$ 947,000
MISCELLANEOUS TOWN DEPTS.							
Code	Vehicles (Used Police Dept. transfers)						\$ -
							\$ -
							\$ -
	MISCELLANEOUS TOWN DEPTS. TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total for General and Highway Funds	\$ 2,504,975	\$ 2,515,120	\$ 1,542,978	\$ 1,908,923	\$ 1,074,366	\$ 9,417,962
WATER							
	Well 4-2, 1-2, 1-3 Stripper Towers (will know more after inspection)				\$ 181,500		\$ 181,500
	Well 4-5 Treatment Facility from Water Supply Study		\$ 1,800,000				\$ 1,800,000
	Replace Rano Storage Tank			\$ 1,000,000			\$ 1,000,000
	Replace Dodd Road Storage Tank			\$ 2,400,000			\$ 2,400,000
	Replace Powderhouse Storage Tank			\$ 2,000,000			\$ 2,000,000
	WATER TOTAL	\$ -	\$ 1,800,000	\$ 5,400,000	\$ 181,500		\$ 7,381,500
SEWER							
	Replace Deficient Sewer Lines I/I Removal - Phase I & II ****	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 2,500,000
	SEWER TOTAL	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 2,500,000
	Total Water and Sewer Special Districts	\$ 500,000	\$ 2,300,000	\$ 5,900,000	\$ 681,500	\$ 500,000	\$ 9,881,500

CAPITAL PROJECTS 5 YEAR REQUESTS							
DEPT	PROPOSED PROJECTS	2018	2019	2020	2021	2022	2018-2022 Total
							Update
	*** Method of financing 80/20. 80% Federal Aid Project, 20% Town costs. \$820,800 Federal Aid Reimbursement, \$205,200 Town Capital Funds.						
	**** Discuss use of capital fee or reserves in lieu of borrowing						
	* NY Risings funds \$1.2 million - authorized \$250,000 of town bonds/notes in 2017 but none has been borrowed. An additional \$250,000 will likely be needed Squad design 2018 but is reimburseable (\$300,000)						
	CONSIDER FUNDING WITH FUND BALANCE/YR END CASH						
	Computer Replacement - PCs and Laptops (including for patrol cars)	\$ 45,000					
	Asphalt Paver	\$ 360,000					
	1 Utility Trailer	\$ 1,800					
	Clam Bucket for Skid Steer (grapple attachment)	\$ 5,000					
	Fuel Tank	\$ 4,000					
	4 Corners Park Renovation	\$ 17,600					
	Harold Moore Softball Fields enclosures for Fields 3 & 4	\$ 24,000					
	Ethel Park Basketball Court	\$ 16,000					
	Painting Exterior of Library	\$ 6,400					
	FCC Radio Compliance	\$ 4,000					
	Portable Radios	\$ 10,200					
		\$ 494,000					

Comptroller McKane engaged the Board in a discussion and review of each proposed capital project. After completing the review of all the proposed projects, the Board, by consensus, agreed to the proposed 2018 capital projects plan as submitted by the Comptroller McKane.

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In addition, Comptroller McKane reviewed the fund balance projection for the end of 2017 and stated that the fund balance is expected to be quite healthy. Additional fund balance can be used to pay for some to the 2018 capital projects. She identified a number of projects (highlighted above in green) that she is proposing to be paid for from Fund Balance. The approximate cost of those projects is \$500,000. Even if the additional \$500,000 of fund balance is applied to capital projects, the Town will still have a fund balance that is within the range recommended by the State.

The Board expressed no objection to the recommended use of fund balance. Comptroller McKane will prepare the necessary motion for the Board to authorize the transfer of these funds at the Regular Meeting on Wednesday, March 14th and will also work on the preparation of the bonding resolutions to fund that portion of the 2018 Capital Budget which will require borrowing.

5. Request to pay \$30.00 to the Broome County Association of Towns and Villages for the 2018 annual membership dues.

Supervisor Schaffer noted that although this organization has been struggling, there is a renewed effort to revive it so as to keep it relevant and useful to the participating municipalities.

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

7.3 PERSONNEL (MAJEWSKI/Fitzgerald)

1. Request authorization for Police Chief John Butler to fill vacancies as follows:

- Fill a vacancy by hiring Andrew Deer as a Police Officer effective March 19, 2018. As per the PBA collective bargaining agreement, Officer Deer's rate of pay will be \$50,300.00. Such appointment is conditional on the satisfactory completion of all civil service requirements and drug testing.
- Fill a vacancy by hiring Corey Taylor as a Police Officer effective March 19, 2018. As per the PBA collective bargaining agreement, Officer Taylor's rate of pay will be \$50,300.00. Such appointment is conditional on the satisfactory completion of all civil service requirements and drug testing.

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

2. Request from Recreation Planner Sue Jastran to approve the hire of referees for the Vestal Youth Basketball Organization League (from 1/6/18 thru 2/25/18) as requested in her memo to the Town Board dated March 6, 2018.

It was noted by several Board members that this request is for a **retroactive approval**. The Department Head will be advised to be more diligent in submitting such requests on a timely basis.

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 (FLETCHER/Fitzgerald) – no items were brought for consideration.

7.5 PUBLIC SAFETY (MESSINA/Majewski) – no items were brought for consideration.

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

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NEW BUSINESS

1. Supervisor Schaffer announced that the Vestal Police Department will be transferring the control and management of all vehicle towing and wrecker operations currently under the control of the Town to the Broome County Dispatch and the Broome County Sheriff. The Vestal Police Department will no longer maintain a rotating tow list and the companies currently on the Vestal list will have an opportunity to move to the County list if they are not already on it.
2. Supervisor Schaffer announced that there is initiative to create an association comprised solely of Supervisors and Mayors of the local municipalities. This association would be similar to the Board of Supervisors that existed years ago. Input from the Board is being requested.
3. Supervisor Schaffer stated that the Highway Department is looking into the installations of a GPS system in all of their vehicles. The cost of one proposed system is approximately \$2,000 per month. He further stated that it would be desirable to have a GPS system but the cost may be too high. The Board is being asked to review the proposal and additional options are being looked at.
4. The Fire Department is expected to take delivery of the new ladder truck (Tower 32-4) within a month and there is an ongoing discussion as to what modifications may be necessary to house the new apparatus in the existing station prior to the implementation of a long term solution.
5. Several Board members have met with the Conservation Advisory Committee (CAC) to hear about recommendations for spraying to control various tree infestations and other recommendations to stabilize creek beds and control erosion. Supervisor Schaffer stressed the importance of CAC communicating directly with the Town Engineer. These recommendations are very technical in nature and may not be doable with the available resources of the Town. Nonetheless, the communication is very useful and should be encouraged. Town Engineer Vern Myers noted that many of the recommendations are sound and consistent with his thinking. However, it is often the case that solid plans are presented but without identifying the resources needed to implement them. The Town is always seeking resources to assist in the environmental and infrastructure projects that we all know need to be done.

EXECUTIVE SESSION

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

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

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

- Labor negotiations with the Operating Engineers and CSEA bargaining units
- PBA contract issue
- Employee medical issue

The time was 7:44 PM.

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

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

Resolved the Board leave the Executive Session and **adjourn the meeting. The time was 8:30 PM.**

Respectfully submitted,
Emil Bielecki, Town Clerk