

VESTAL TOWNBOARD WORK SESSION MINUTES

MONDAY, MAY 7, 2018

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

Also Attending: Town Attorney David Berger, Town Engineer Vern Myers, Director of Human Resources Nancy Olmstead, Police Chief John Butler, Fire Chief David Harrington, Assistant Fire Chief Doug Rose, CAC Board members Victor Lamoureux, Curt Pueschell and Steve Appel, Town Clerk Emil Bielecki and 2 people from the general public.

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

6:00 PM - Conservation Advisory Commission to discuss hemlock woolly adelgid

Vestal Conservation Advisory Committee (CAC) member Victor Lamoureux noted that the hemlock woolly adelgid infestation has the potential of causing serious erosion problems. He presented the following report with tentative recommendations of how to deal with the infestation in 5 Town parks:

Town of Vestal CAC

Hemlock Woolly Adelgid (HWA) Surveys and Tentative Recommendations

Overview:

The Eastern Hemlock (*Tsugae canadensis*) is a major component of our local forests and is especially prevalent along stream courses and their associated steep banks. They play an important ecological role as well as providing water flow regulation and bank stabilization. Hemlock Woolly Adelgid (HWA) has been present in Broome County for many years now, with some areas seeing heavy infestations on hemlock trees. Once infected, hemlock trees usually succumb within ten years.

Many local entities including private, municipal, and university have started to treat their hemlocks against HWA through systemic insecticides, which can last for up to 7 years after application. Of course, reapplication will need to occur every 7 years. There appears to be a debate over the effectiveness of currently available biological controls. One commercially available beetle, *Sasajiscymnus tsugae* (*S. tsugae*), has had many years of testing and has been presented through the scientific literature and HWA Symposiums. It has been approved for sale as a biological control of HWA through the USDA and is sold through Tree Savers (tree-savers.com). Another beetle is being tested by Cornell but is not yet commercially available. Cornell currently suggests the use of insecticides until they have the rearing process down for their beetle and have approvals in place.

Currently, we are advocating a possible two-pronged approach. Binghamton University has agreed to buy a colony of beetles (*S. tsugae*) to treat their Anderson Center Woods against HWA. This small remnant forest is heavily infested with HWA. In conjunction with BU we will monitor the results of this test. If successful, we will be advocating for this treatment for Town Parks.

Vestal Town Parks:

In the recent Parks Report produced by the CAC, five parks were noted to have a significant number of hemlocks: African Road Park, Arnold Park, Jones Park, Middendorf Park, and Stair Park. The other Town parks do not show significant amounts of hemlock. Surveys were started this spring for the 5 parks and we looked at HWA levels and the overall appearance of the trees. We are continuing our surveys of HWA levels in these parks but here is a snapshot of what has been found to date (5-7-18) and our recommendations.

NOTE: All 4 parks surveyed so far have HWA present.

African Road Park

The HWA infestation in African Road Park is quite heavy. The trees appear to have significant crown thinning for many of them while some, while showing significant HWA, look reasonably healthy still. The total number of hemlocks in African Road however is fairly small. Many of them are being undercut by the stream and are already in danger of toppling. We might be able to get a colony of beetles donated by Tree Savers and use this small park as a second test site to BU's Anderson Center Woods.

Recommendation: We are seeking permission to get a beetle colony donated (or privately funded) and permission to release these beetles in African Road as a test site.

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Arnold Park

Arnold Park has significant and important hemlocks stabilizing the banks along Pierce Hill Road. We still need to conduct our HWA survey here.

Recommendation: TBD

Middendorf Park

Middendorf Park has a substantial proportion of its forest in hemlock. Many of these trees are true giants and are likely to be over 200 years old. Overall, the majority of the trees appear to be healthy with full crowns, although as expected in any forest some do show thinning and look in ill health. This does not appear to be due to HWA. However, HWA is definitely present. Twenty-four (24) trees sampled showed no signs of HWA. Eleven trees sampled had HWA on at least one branch of the two sampled with 3 of the 11 showing it on both. So of the 22 branches examined on infected trees, 14 showed adelgid – with 8 considered light, 4 considered moderate, and 2 considered heavy. Of 18 windthrown branches found on the ground, only one showed infestation. The infestation appears to be in early stages but treatment should likely start next spring.

Recommendation: Allocate funding in next year's budget for spraying. If the beetles work in Anderson Center Woods than use the funding for beetles instead.

Jones Park

Jones Park is our largest, wildest park and its stream corridors and much of the forest are predominantly hemlock. Similar to Middendorf, the overall appearance of the trees is healthy with thick crowns, but with occasional hemlocks in ill health due to indeterminate causes. We have only done a small sampling of Jones and a more complete survey needs to be finished. The main stream corridor has been walked and no HWA was detected. However, along the dirt road into the park HWA was detected on trees lining the road. Sixteen (16) trees sampled showed no sign of HWA. Four other trees showed HWA on 1 of the 2 branches surveyed with one being light, 2 being moderate, and 1 being heavy.

Recommendation: For the moment, Jones looks OK but much more extensive surveying needs to be done. In the next few years, it is likely that a significant amount of money will need to be budgeted to save the hemlocks in Jones Park.

Stair Park

Our survey of Stair Park is not complete, but a quick look shows that HWA is present and in fairly obvious amounts. Stair Park and its adjacent parcel along Fuller Hollow Creek only total ~22.5 acres so it would be inexpensive to chemically treat and might also be a good candidate for beetle release. Erosion problems and flooding along Fuller Creek below Stair Park will be exacerbated if hemlocks are lost from these slopes.

Recommendation: A more extensive survey will be done this week. If there were money available spraying could occur this year / or possibly this would be a good site for another beetle release and study.

Some quick figures:

Sasajiscymnus isugae beetle colony from Tree Savers – 100 beetles = \$250 +S&H

Lower for municipalities and bigger orders.

BU chemically treated trees on their property using volunteer labor to select, mark, measure, and prepare trees.

Over two days of spraying they did 484 trees for \$2400 (roughly \$5 / tree) under contract with Hillside Gardens.

(Cost will also depend on terrain and size of area).

Supervisor Schaffer stated that we don't have money in our budget to undertake this project. However, he has asked our grant writer to look for outside funding sources. Spraying is problematic due the storage of the chemicals and the necessary certifications that are required to do this type of work. He is continuing to reach out to local experts to see how we can get this done.

Several Board members discussed the pros and cons of the treatment options identified by Mr. Lamoureux. Town Attorney David Berger noted that a SEQRA determination would also have to be prepared prior to undertaking any action. Supervisor Schaffer thanked the CAC for their hard work in preparing this report and committed the Town to working with the CAC in preparing and adopting a plan to deal with the infestation.

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6:15 PM – Police Chief John Butler & Sgt. Jeffrey Helms to discuss body cameras

Police Chief Butler noted that we are the only local police department which currently does not use body cameras. By accepting the \$40,000 award from NYS Senator Fred Akshar, we can purchase the body cameras and implement the whole system. Sergeant Helms stated that he has done extensive research and analysis of the body camera systems and has concluded that the best system package consists of Axon brand products and Evidence.com Data Management Solutions. This system would also allow us to integrate the data storage for our Tasers. The police department is asking the Board to authorize the selections of the Axon system as a sole source provider. A sole source justification exists because the goods and services required to satisfy the police department's needs are only manufactured and available for purchase from Axon Enterprise, Inc.

Councilman Fletcher asked if there are additional maintenance fees with this system. Police Chief Butler responded that this would be a five year contract with an annual maintenance fee of approximately \$9,000.

Town Attorney David Berger stated that he is not certain whether the selection of a body camera system warrants bypassing the bidding process, but if the Board decides that a case has been made to procure the system from a sole source, it can authorize it.

The Board accepted the recommendation from the Police Department and agreed to authorize the procurement of a body camera system from Axon Enterprise, Inc., as a sole source provider, over a five year program as submitted in a quote that was attached to the memo from Police Chief John Butler to the Town Board dated April 20, 2018.

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

COMMITTEES

7.1 PUBLIC WORKS (FITZGERALD/Majewski)

1. Request from Highway Superintendent Rocco Turdo to accept the highway material bids as indicated in his memo to the Town Supervisor dated April 26, 2018.

Councilman Majewski noted that the bid award information that was provided to the Town Board was incomplete. However, he was able to confirm that an updated memo with the correct information was submitted by the Highway Department to the Town Clerk's office.

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

2. Request from Pamela Pasquale of 705 Keenan Drive for a reduction in the sewer bill due to a crack in a pipe.

Supervisor Schaffer stated that this is another one of those unfortunate situations where the Town cannot provide any relief to the property owner because of a policy change at the Joint Sewage Treatment Plant. The JSTP no longer credits the Town for water that went through the meter but did not go into the sewer system. He asked Town Attorney Berger to send a letter of denial to the applicant.

3. Request from Town Engineer Vern Myers to adopt a resolution to "tentatively" sign the architectural agreement for Architectural/Engineering Services with Bergmann Associates, Architects,

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Engineers, Landscape Architects & Surveyors, D.P.C. pending funding agency review and approval. In a memo to the Town Board, Town Engineer Vern Myers states that this Architect Agreement is for the Vestal EMS Relocation Project funded through the NY Rising Community Reconstruction Program. The agreement with the Architect includes: Schematic Design Phase, Design Development Phase, Construction Document Phase, Bidding & Award Phase, Construction Administration Phase and Building Commissioning per the requirement of the funding agency. The contract fee for all services is \$457,348.00.

Town Clerk Emil Bielecki noted that the language of the request was somewhat confusing. Town Attorney Berger suggested that the request should be to *authorize the Town Supervisor to sign the architectural agreement for, with pending final review and approval by the Governor’s Office of Storm Recovery (GOSR).*

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: 2018-17, 2018-17B, 2018-17E, 2018-18, 2018-18E, 2018-18S

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

2. Request from Recreation Planner Sue Jastran to accept donation of \$1,737.01 from the Vestal Elks for the Easter Egg Hunt Supplies

The check needs to be deposited into line item A7310.4333 for reimbursement for the purchases made for the community Easter Egg Hunt on March 24, 2018.

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 \$1,250.00 Town Attorney David Berger for April 2018 billable hours.

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

Town Attorney David Berger advised the Board that the following SEQRA Resolution should be adopted prior to the approval of the bond resolution regarding the acquisition of 118 Jensen Road:

WHEREAS, in consideration of the land acquisition of the property located at 118 Jensen Road, Vestal, NY; and

WHEREAS, this is an unlisted action for which the Board of Fire Commissioners is acting in this uncoordinated environmental review with respect to the land acquisition; and

WHEREAS, the Board of Fire Commissioners has reviewed and accepted as adequate a short Environmental Assessment Form (EAF) prepared by the Town Engineer, NOW, THEREFORE,

BE IT RESOLVED, that the Board of Fire Commissioners hereby makes a negative determination of environmental significance for the reasons set forth in the EAF in accordance with the SEQRA Act and therefore no Environmental Impact Statement is required.

4. Request to approve the BOND RESOLUTION DATED MAY 9, 2018:

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Councilman Majewski questioned the size of the parcel that the Town is acquiring at 118 Jensen Road. The 3.47 acres that the contract refers to appears to be different than the size showing on the GIS system and tax records. After reviewing the available information, the Town Attorney determined that the 3.47 acres is in fact the correct size noting that the confusion stems partially from the fact that the property at 118 Jensen Road consists of two parcels with separate tax identification numbers.

A resolution authorizing the acquisition of a parcel of land located at 118 Jensen Road in and for the Vestal Fire District in the Town of Vestal, Broome County, New York, at a maximum estimated cost of \$612,500, and authorizing the issuance of not exceeding \$612,500 serial bonds of said Fire District to pay the cost thereof.

5. Request to approve the following resolution:

Councilwoman Messina noted that the following 3 resolutions are largely procedural and are required to hold the Special Election on June 12, 2018 on the bond resolution authorizing the acquisition of the land located at 118 Jensen Road.

RESOLUTION CALLING SPECIAL ELECTION

WHEREAS, the Board of Fire Commissioners of the Vestal Fire District in the Town of Vestal, Broome County, New York has heretofore at this meeting adopted a bond resolution authorizing the acquisition of a parcel of land of approximately 3.47 acres located at 118 Jensen Road in Vestal, New York for use as the site of a future Fire station, in and for the Vestal Fire District in the Town of Vestal, Broome County, New York (the "Fire District"), for Fire District purposes including incidental expenses in connection therewith, a specific object or purpose, at a maximum estimated cost of \$612,500, which is subject to the approval of the qualified voters of said Fire District, NOW, THEREFORE,

BE IT RESOLVED, by the Board of Fire Commissioners of Vestal Fire District in the Town of Vestal, Broome County, New York, as follows:

Section 1. A special election of the qualified voters of Vestal Fire District in the Town of Vestal, Broome County, New York, is hereby authorized to be held on the 12th day of June 2018, at the Town Hall located at 605 Vestal Parkway West, in Vestal, New York, in said Fire District, between the hours of 2:00 o'clock P.M. and 9:00 o'clock P.M., Prevailing Time, to vote by paper ballot upon the adoption or rejection of the bond resolution heretofore adopted at this meeting.

Section 2. The notice of such special election shall be in substantially the form attached hereto as Exhibit A, and hereby made a part hereof.

Section 3. The Secretary of said Fire District is hereby authorized to give notice of such special election by publication once in the Vestal Town Crier, a newspaper having a general circulation in said Fire District, the first publication to be not less than twenty-seven (27) nor more than thirty-four (34) days prior to the date of such election, and posting on the website of the Fire District and the Town at least 15 days and not more than 20 days prior to the date of such election.

Section 4. This resolution shall take effect immediately.

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

6. Request to approve the following resolution:

WHEREAS, the Board of Fire Commissioners of Vestal Fire District in the Town of Vestal, Broome County, New York, has called a special election of the qualified voters of said Fire District to be held on the 12th day of June, 2018; and

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WHEREAS, it is now desired to provide for the appointment of a permanent chairman, inspectors of election and assistant clerks for said special election; NOW, THEREFORE, BE IT RESOLVED, by the Board of Fire Commissioners of the Vestal Fire District in the Town of Vestal, Broome County, New York, as follows:

Section 1. Joseph Schlitz, a duly qualified voter of said Fire District is hereby appointed as the permanent chairman of the special election referred to in the preambles hereof.

Section 2. The following named qualified voters of said Fire District are hereby appointed to act as inspectors of election of said special election, so that there shall be at least two inspectors for each ballot box to be used thereat: Cora Walter, Janet Cole, Joyce Ellis, and Keith Green.

Section 3. Each inspector of election appointed for said special election, as herein provided, shall be entitled to compensation at the rate of \$77 for each day actually and necessarily spent on the duties of his office; provided however, the Chairperson of the Electors shall be paid \$84. The Secretary of said Fire District is hereby authorized and directed to give written notice of appointment to the persons herein respectively appointed as permanent chairman, inspectors of election and assistant clerks for said special election.

Section 4. This resolution shall take effect immediately.

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

7. Request to approve the following resolution:

RESOLUTION DATED MAY 9, 2018.

Resolution setting the time and place of a meeting of the inspectors of election of Vestal Fire District in the Town of Vestal, Broome County, New York, for the purpose of preparation of the Fire District election register.

WHEREAS, the Board of Fire Commissioners of Vestal Fire District in the Town of Vestal, Broome County, New York, heretofore resolved on May 9, 2018 to call a special election of said Fire District, such special election to be held at the Vestal Town Hall, in Town of Vestal, New York, in said Fire District, on the 12th day of June, 2018, between the hours of 2:00 o'clock P.M., and 9:00 o'clock P.M., Prevailing Time; and

WHEREAS, pursuant to Section 175-a of the Town Law, only persons registered with the Broome County Board of Elections on or before the date 23 days prior to the date of the election shall be entitled to vote in such special election; and

WHEREAS, such Section 175-a requires that a resolution setting the time and place of the meeting of the election inspectors appointed by said Board of Fire Commissioners of said Fire District for the aforesaid special election be adopted at least thirty days prior to such special election; NOW, THEREFORE,

BE IT RESOLVED, by the Board of Fire Commissioners of Vestal Fire District in the Town of Vestal, Broome County, New York;

Section 1. The inspectors of election approved by resolution duly adopted by said Board of Fire Commissioners on May 9, 2018, shall meet at the Vestal Town Hall located at 605 Vestal Parkway West, in Town of Vestal, New York, in said Fire District, on the 24th day of May, 2018 at 12:00 o'clock (noon) P.M. to commence preparation of the register of those persons eligible to vote in such special election. In accordance with said Section 175-a of the Town Law, only those persons registered with the Board of Elections of Broome County on or before the date 23 days prior to the date of the election calculated in accordance with Section 20 of the General Construction Law, will be entitled to vote at such special election.

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Section 2. This resolution shall take effect immediately, and neither publication nor posting is required.

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 from Recreation Planner Sue Jastran to hire Pool Directors, lifeguards, swim instructors and playground labor as indicated in a memo to the Town Board dated May 1, 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 Director of Human Resources Nancy Olmstead to approve the tentative agreement between the Town of Vestal and CSEA Unit 6170 and authorize the Town Supervisor to sign the resulting collective bargaining agreement.

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

3. Request from Director of Human Resources Nancy Olmstead to approve the following resolution:

The Director of Human Resources Nancy Olmstead noted that the adoption of this resolution is required by the State retirement system to make the change agreed to in the tentative agreement with CSEA.

Be it Resolved that the Town Board of the Town of Vestal does hereby elect to provide the additional pension benefits of section 41-j of the retirement and Social Security Law as presently or hereafter amended, and;

Be it Further Resolved that the effective date of such shall be the 10th day of May, 2018.

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

4. Request from Director of Human Resources Nancy Olmstead to discuss changes to section 805 Medical Insurance and section 807 Medical Insurance for Retirees of the Employee Handbook.

Nancy Olmstead presented the Board with the proposed changes to Sections 805 and 807 of the Employee Handbook that would standardize the contributions of non-union employees and retirees for medical insurance at 15%. After a brief discussion, the Board agreed to the changes in the Employee Handbook as presented to them by the Director of Human Resources at this meeting.

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

5. Request from Director of Human Resources Nancy Olmstead to discuss compensation for members of the Planning Board.

Nancy Olmstead stated that the 2018 budget provided money to pay up to \$600 per year to Planning Board members. To accomplish this, Planning Board members need to become Town employees and a methodology needs to be worked out as who gets paid and when. A proposed payment method was submitted to the Board in a memo dated 4/24/28.

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Councilwoman Fitzgerald asked why the ZBA was also not being considered for compensation. Nancy Olmstead replied that we are only dealing with the Planning Board because they made a specific request.

After a lengthy discussion of the issue, the Board could not reach consensus as to how the payment plan should be structured. The issue was put on hold for additional information gathering and discussion.

7.4 PLANNING & ZONING (FLETCHER/Fitzgerald)

1. Request from Code Enforcement Officer Lincoln Ellis to approve Hampton Inn at 3708 Vestal Parkway E. to have up to 10 storage containers from March 1 – September 1, 2018 for construction materials.

In a memo to the Town Board dated April 30, 2018, Code Officer Lincoln Ellis states that these containers are in connection with a remodel of the hotel. The site plan for the location of the containers is attached to the memo.

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 (MESSINA/Majewski)

1. Request from Police Chief John Butler to accept \$40,000 from NYS Senator Fred Akshar for the purchase of body cameras and seven tasers from Axon Company.

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 Supervisor John Schaffer to purchase for \$1.00, a surplus used metal detector, as authorized by the Village of Johnson City Board of Trustees.

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

7.6 ADMINISTRATION (MAJEWSKI/Messina)

1. Request from Town Clerk Emil Bielecki for authorization to approve the following people to provide maintenance of abandoned cemeteries in the Town of Vestal for the year 2018, and for the Town Attorney to prepare the contracts:

John Donlin

412 Delano Ave.	Rounds Cemetery	\$325.00
Vestal, NY 13850	Crumm Rd. Cemetery	\$425.00
	Vestal Rd. Cemetery	<u>\$325.00</u>
		\$1,075.00

Richard Chase

413 Torrance Ave.	Jensen Rd. Cemetery	\$475.00
Vestal, NY 13850	Vestal Center Cemetery	<u>\$1,525.00</u>
		\$2,000.00

Total for all abandoned cemeteries **\$3,075.00**

The proposed amounts are unchanged from last year. The maintenance of abandoned cemeteries is a statutory obligation of the Town and is budgeted under line item A8810-4060.

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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NEW BUSINESS

- In a memo to the Town Board dated May 1, 2018, Town Justices Sherwood and Meagher requested authorization for part-time clerk Heather Webster to attend the NYSAMCC, Inc. Annual Fall Conference in Lake Placid from September 16 through September 19, 2018. The cost of this conference will be approximately \$800.

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

- Vern Myers stated that 7 firms have submitted letters of interest for professional services for the Vestal High School Pedestrian Improvements Project (TAP 2016). He is asking for a committee of the Board to be formed for the purpose of reviewing the proposals and selecting the firm. Supervisor Schaffer responded that this committee will consist of the following Board members: Supervisor Schaffer, Councilman Fletcher and Councilman Majewski.
- Supervisor Schaffer informed the Board that the Lease Agreement between the Town and Station 2 Community Fire Hall is still in effect even though the building on the land is no longer owned by the Station 2 Community Fire Hall entity. The lease applies to the land, not the building, and we need to make the \$1,200 annual payments for last year and this year. He advised the Board that he would work out the payments issue with the Town Comptroller but is asking the Board review this lease with the intention of amending it to reflect the changed situation.

EXECUTIVE SESSION

On a motion of Councilman Fletcher, seconded by Councilwoman Messina, 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 bargaining unit.
- Issues with the American Legion contract re: purchase of 118 Jensen Rd.

The time was 8:24 PM.

On a motion of Councilwoman Fitzgerald, seconded by Councilwoman Messina, 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 8:36 PM.**

Respectfully submitted,
Emil Bielecki, Town Clerk