

VESTAL TOWNBOARD WORK SESSION MINUTES

MONDAY, MAY 21, 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, IT Director Dan Williams, Fire Chief David Harrington, Assistant Fire Chiefs Doug Rose and Ron Birdsall, Town Clerk Emil Bielecki and 2 people from the general public.

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

UPCOMING PUBLIC HEARINGS

May 23, 2018 at 6:00 PM – Public Hearing on proposed Local Law “D” of the Year 2018, a local law to replace Chapter 24 of the Vestal Town Code regarding customary home occupations.

6:00 PM- Code Officer Lincoln Ellis and Town Engineer and Vern Myers re: establishment of a Planned Development District (PDD) overlay district.

Code Officer Lincoln Ellis stated that he has been approached by a property owner in the vicinity of 1915 Vestal Parkway W about establishing a PDD district overlay. This area is now zoned as C-2. The PDD overlay would have to be at least 10 acres in size. Under a PDD, any proposed project would be reviewed by the Planning Board and then approved by the Town Board. A PDD would allow for development that may not otherwise be allowed in the C-2 zone. If a development that was approved under the PDD approval process ceased to exist, the property would revert back to the C-2 designation.

After a brief discussion, the Board, by consensus, gave the approval for the interested party to file the application for a PDD overlay district.

6:15 PM- IT Director Dan Williams re: MOU with Broome County for email services.

IT Director Dan Williams presented the Board with a number of reasons why it would be in the best interest of the Town to contract with Broome County for hosting our email services. The following points were made concerning this issue:

- The cost for the Town to host, upgrade and maintain our email services will be very expensive. The current estimate of the cost is about \$16,000 per year.
- The cost of getting the email service through Broome County is about \$4,000 per year.
- If we go with the County, we will benefit (at no cost to us) from the installation of an upgraded high speed link.
- Freedom of Information requests would be processed through a person who the Town would authorize to access the County email server.
- The County would archive all email for a minimum of 6 years, starting from the date the service was implemented. The Town would continue to archive all emails that were created prior to moving to the County service.
- The Exchange email service offered by the County is a more advanced and efficient system.
- Having the County host the email services will reduce the Town’s server and storage overhead on the primary and backup systems.

After a brief discussion, the Board agreed to proceed with the agreement to have Broome County host the Town’s email services.

VESTAL TOWNBOARD WORK SESSION MINUTES

MONDAY, MAY 21, 2018

COMMITTEES

7.1 PUBLIC WORKS (FITZGERALD/Majewski)

1. Request from Town Engineer Vern Myers to authorize the selection of McFarland Johnson, 49 Court Street, Binghamton NY, to provide engineering and consultant services for Vestal High School Pedestrian Improvement Project.

In a memo to the Town Board, Town Engineer Vern Myers states that this is a Locally Administered Federal Aid Project (PIN 9009.43). Once the consultant is notified, he will work to develop the scope of services and consultant fee in accordance with NYSDOT Locally Administered Federal Aid project guidance. When this is complete, the agreement will be submitted to the Town Board for review and approval.

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 approve Poestler & Jaeckle Corp., Mechanical Contractors to repair the air handling and air conditioning system in the Police/Court Department side of the Town Hall.

In a memo to the Town Board, Town Engineer Vern Myers states that this is part of the Capital Project budget approved in 2017. Working directly with all three contractors to investigate current conditions, discuss several different approaches to managing that side of the buildings air handling and planning a course of action, it was determined that providing a zoned system in lieu of separate split systems in each office was the best solution. Qualified proposals were received from three contractors based on the solution described above as follows:

Petcosky & Sons \$67,161.00
ANC \$52,274.00
Poestler & Jaeckle \$41,000.00

A question arose as to whether this project should be subject to the competitive bidding process. Town Engineer Myers noted that Poestler & Jaeckle has the County contract but only for projects up to \$35,000. Town Attorney David Berger stated we could accept the County bid for the \$35,000 and the Town Board can waive the remaining \$6,000 from the Town's procurement policy. He will research this further prior to the Regular Meeting and advise the Board accordingly.

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: 2018-19, 2018-19B, 2018-19C, 2018-19E, 2018-20, 2018-20E

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

2. Request from Town Comptroller Laura McKane to discuss property, auto and equipment insurance renewal.

Town Comptroller Laura McKane provided the Board with a summary of the insurance proposals that were submitted to the Town and reviewed various features of the coverage. However, she noted that an apples to apples comparison was not that easy because there were some differences in coverage in each

VESTAL TOWNBOARD WORK SESSION MINUTES

MONDAY, MAY 21, 2018

of the proposals. There has been a request to update the NYMIR proposal so as to make it more comparable with the other submitted proposals. She is asking the Finance Committee to be available on short notice to do a final review of the proposals prior to the Regular Meeting on Wednesday. The Finance Committee will then recommend their selection to the full Board. There is some urgency to this matter because the Town's existing coverage expires on May 29th.

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 Kenneth Frommer \$6,500.00 for appraisal work on the Community Shopping Plaza owned by Vestal Property LLC (Tax Map # 157.79-1-1 and 157.17-1-5).

Town Attorney David Berger noted that this appraisal was done to help resolve a tax certiorari case.

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 Director of Human Resources Nancy Olmstead to authorize Superintendent Jim Bukowski to hire the following laborers:

- Andrew Gleason as a seasonal Laborer effective May 15, 2018 at the rate of pay of \$10.40 per hour.
- Jason Katsares as a seasonal Laborer effective May 22, 2018 at the rate of pay of \$10.40 per hour.
- Austin Beck and Jacob Spellane as seasonal Laborers effective as soon as they can begin work at the rate of pay of \$10.40 per hour.

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 authorize Scott Groats, Water/Wastewater Superintendent to hire Sean DeGroat as a seasonal Laborer effective May 29, 2018 at a rate of \$10.40 per hour.

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)

1. Request from Kopernik Observatory & Science Center Director Andrew Deskur to hold a 5k race "Race to the Stars" on September 22, 2018.

Irene Siedlarzyk, the President of the Kopernik Board of Directors, stated that all race participants will sign waivers. Also, the Certificate of Insurance, naming the Town as an additional insured party, will be provided to the Town.

Several Board members noted that the hiring of two off-duty police officers to work the event should enhance public safety. Supervisor Schaffer praised the Kopernik Observatory for presenting a well-planned event and wished the organization success.

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

2. Request from Tinkergarten Parks & Greenspaces Coordinator Molly Lowell to hold parent-child play classes in Arnold Park from June 25 – August 15, 2018.

VESTAL TOWNBOARD WORK SESSION MINUTES

MONDAY, MAY 21, 2018

Town Attorney David Berger reminded the Board that the Town has turned down previous requests to use the parks for private enterprises. If the Board chooses to approve this, he recommends that it be done through a written lease agreement.

After some discussion of this request, it was suggested that the applicant rent a pavilion at Arnold Park each time the classes are held. Supervisor Schaffer asked Councilman Fletcher to contact the applicant with this proposal.

7.5 PUBLIC SAFETY (MESSINA/Majewski)

1. Request from Fire Chief David Harrington to accept the following individuals as new members of the Vestal Fire Department:

- Samuel Leslie as a member at Company No. 1.
- Brandon Reid as a member at 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)

1. Request from IT Director Dan Williams for Town Supervisor John Shaffer to sign a Memorandum of Understanding (MOU) with Broome County to provide the Town of Vestal with hosted Exchange email services.

Town Clerk's Note: Please refer to the discussion of this item on page 1 of these minutes.

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

UNFINISHED BUSINESS

1. Discuss payment for Planning Board members and Alternates.

Director of Human Resources Nancy Olmstead presented the Board with a proposed compensation plan as recommended by the Chair of the Planning Board. In summary, the plan would pay each Planning Board member \$600 annually less \$50 for each missed meeting (payable at year-end). Alternate members would be paid \$50 for each meeting the Alternate is appointed to be a voting member for a meeting.

Councilwoman Fitzgerald stated that she does not support this compensation plan because no other volunteer board is being compensated. She has no problem with reimbursing members for mileage.

Councilman Fletcher wants the compensation plan to treat members and alternates in the same manner and wants to compensate only for scheduled meetings.

After some additional discussion, the Board failed to reach consensus on a proposed compensation plan and the matter was put on hold for additional review.

NEW BUSINESS

• Supervisor Schaffer stated the baseball field next to the Highway Garage is costing a fortune to maintain and is rarely being used. This field was supposed to be temporary. The Highway Department needs this space for a dump site. In view of this reality, he proposes that the field be removed. The

VESTAL TOWNBOARD WORK SESSION MINUTES

MONDAY, MAY 21, 2018

activity can shift mostly to Arnold Park and some of the structural items can be reused.

Town Engineer Vern Myers reminded the Board that if this site is to be repurposed for a dumping site, the Town needs to do the required studies for storm water control.

In the brief discussion that followed, no Board members expressed opposition to the Supervisor's recommended action; however, Councilman Majewski noted that the Board should hear from the Highway Superintendent before proceeding.

EXECUTIVE SESSION

On a motion of Councilwoman Fitzgerald, 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:

- Negotiations concerning the Vestal Center Park Agreement
- Labor negotiations with the Operating Engineers bargaining unit
- Possible litigation concerning the purchase contract for Tanker 32-3

The time was 7:17 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 8:06 PM.**

Respectfully submitted,
Emil Bielecki, Town Clerk