

## VESTAL TOWNBOARD WORK SESSION MINUTES

MONDAY, JUNE 11, 2018

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

Absent: Messina

Also Attending: Town Attorney David Berger, Town Engineer Vern Myers, Director of Human Resources Nancy Olmstead and Town Clerk Emil Bielecki.

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

### **COMMITTEES**

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

1. Request from Town Engineer Vern Myers to authorize the Town Supervisor to sign the Statement of Donation from the Broome County Project to replace Juneberry Road Bridge over the Choconut Creek.

Town Engineer Vern Myers stated that since Broome County has agreed to install a sidewalk on one side of the new bridge, it is appropriate for the Town to provide the permanent easement without any charge. Town Attorney David Berger noted that there are provisions in the state law to allow for such an arrangement.

**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: 2018-21, 2018-21E, 2018-22, 2018-22E, 2018-23, 2018-23E

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

2. Request to pay Town Attorney David Berger \$900.00 for May 2018 billable hours.

**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 transfer \$3,795 from contingency line A1990-4322 to the Central Data Processing software line A1680-4499 for the purchase of 50 additional licenses and 5 supervisor licenses for the Novatime timekeeping software.

Councilman Majewski noted that the Police Department has been experiencing various problems with using the Novatime system and wants to know the status of that issue. Supervisor Schaffer stated that the problem is being worked on and he will update Councilman Majewski on the details.

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

4. Request from Deputy Comptroller Nick Angeline to make budget transfers dated from 4/30/2018 to 6/7/2018 as attached to his memo to the Town Board on June 11, 2018.

**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 seasonal employees for various Parks and Recreation programs as listed in her memos to the Town Board dated May 31 and June 11, 2018. All employee pay rates are budgeted in the 2018 budget and the background checks have been completed.

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**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 re-appoint Madeleine Cotts to the Town's Planning Board effective July 8, 2018 through July 7, 2023.

**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 authorize Parks Superintendent Jim Bukowski to hire the following:

- Zachary Cook as a Seasonal Laborer effective June 4, 2018 at the rate of pay of \$10.40 per hour. The background check has been completed.
- Troy Aikey as a Seasonal Laborer effective June 4, 2018 at the rate of pay of \$10.40 per hour. The background check has been completed.

**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 approve the tentative agreement between the Town of Vestal and Operating Engineers Local 106 and to authorize the Town Supervisor to sign the resulting collective bargaining agreement. The duration of the agreement is from January 1, 2018 to December 31, 2020.

Nancy Olmstead noted that her memo to the Town Board (dated May 15, 2018) that summarized the changes in the agreement has one typographical error. She identified the error to the Board and stated that the amended memo will be provided to the Town Clerk.

**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. Discuss 121 Front Street Agreement.

This property is the parking lot adjacent to the building that is occupied by the Code and Engineering Departments. The Town proposes to maintain the parking lot, or a portion thereof in exchange for the use of the land at no cost. Supervisor Schaffer recommends that we agree to maintain the whole parking lot. Town Attorney Berger asked Town Engineer Myers to delineate the parameters of the parking lot and he will send the proposed agreement to the property owner.

### 7.5 **PUBLIC SAFETY** (MESSINA/Majewski)

1. Request from Police Chief John Butler to use \$542.72 from asset forfeiture line A3120-2626R to purchase bike uniforms and equipment for a new bike patrol for the Rail Trail.

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

2. Request from Police Chief John Butler to remove the following 3 patrol vehicles from the police fleet:

- #301 --- 2013 Chevrolet Tahoe, 150,000 miles
- #303 --- 2014 Ford Explorer, 102,000 miles
- #312 --- 2013 Chevrolet Tahoe, 175,000 miles

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Supervisor Schaffer stated that all 3 vehicles are tentatively slated to be repurposed internally by the IT Department, the Code Department and the Dog Control Officer.

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

**3.** Request from Fire Chief David Harrington for the Board of Fire Commissioners to approve the Vestal Fire Department Membership and Auxiliaries for Fire Station 1's Chicken BBQ (Phil's Chicken House) on June 16, 2018 at the Tractor Supply parking lot.

The requested coverage time is from 9:00 am to 5:00 pm and a sign-in sheet will be used to track personnel at this event.

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

**4.** Request from Police Chief John Butler to transfer a 2011 Chevrolet Impala, VIN # 2G1WD5EMXB1234735 (99,521 miles) to the Vestal Emergency Squad in exchange for services as detailed in his memo to the Town Board dated June 6, 2018.

The services to be exchanged for the vehicle are as follows:

1. Replacement first aid supplies and Narcan.
2. Use of two classrooms at the current emergency squad for training and other Police business.
3. Approximately \$3,000 worth of exercise equipment for Officers.
4. Free Police training in CPR and Narcan administration for overdose victims.
5. The vehicle's current emergency equipment would be removed by Schultz's Service Center personnel thus saving the Town approximately \$500.

Town Attorney Dave Berger noted that the Emergency Squad is a separate entity and the Town cannot give this car away. However, it is acceptable to transfer the vehicle to them for goods and/or services which are of equal or greater value which appears to be the case here.

**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 an additional \$16,000 to purchase additional computers.

In a memo to the Town Board, IT Director Dan Williams states that the purchase of the additional computers would keep the Town on a 4 year PC replacement plan. The Business Office will be asked to identify where these additional funds will be transferred from.

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

**2.** Request from Vestal Museum Director Chereese Wiesner-Rosales to accept a grant from The Community Foundation of South Central NY in the amount of \$660 to pay for the Native American Festival planned for September.

**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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3. Discuss the July 9 and 11, 2018 Town Board meeting dates.

Supervisor Schaffer stated that 3 Board members and the Town Attorney will not be able to attend the meetings scheduled for these dates. After a brief discussion, the Board consensus was to cancel these meetings. If necessary, another meeting will be added at a later date.

### NEW BUSINESS

1. Supervisor Schaffer stated that as part of the ongoing Town Hall Renovation Project, he is continuing to get quotes for work that needs to be completed. He requested quotes for new signage from 3 vendors and two responded. Jax Signs was the lowest quote. Also, he received a quote for the resurfacing of the front parking lot from Broome Bituminous. They have the County bid. He will discuss the financing issues with the Comptroller but wanted the Board's input on the actions being proposed as part of the renovation project. No Board member expressed any objection to the Supervisor's work on this project.
2. Supervisor Schaffer stated that the Broome County Land Bank has offered to donate a parcel of land on Second Avenue to the Town. This parcel was acquired by the land bank when there was a flood damaged house on it. The house has been demolished and the land (which is not FEMA restricted) can be used by the Town or sold.

Town Attorney David Berger stated that he has received a deed document from the Broome County Land Bank for the transfer of the parcel at 349 Second Avenue and if the Town Board wishes to proceed, he recommends to following language for approval at the Regular Meeting:

*Motion to accept the donation from the Broome County Land Bank Corporation of the property located at 349 Second Ave., Vestal NY, Tax Map # 157.60-1-2. Said property was severely damaged in the flood of 2011 and was subsequently acquired by the Seller under the NY State Land Bank Program to control vacant or abandoned properties.*

**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 Councilwoman Fitzgerald, seconded by Councilman Fletcher, the following was

**ADOPTED** Ayes 4 Fletcher, Fitzgerald, Majewski, Schaffer  
Nays 0 Absent 1 Messina

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

- A confidential employee medical issue
- Personnel issue in the Police Department concerning performance.

The time was 6:35 PM.

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

**ADOPTED** Ayes 4 Fletcher, Fitzgerald, Majewski, Schaffer  
Nays 0 Absent 1 Messina

Resolved the Board leave the Executive Session and **adjourn the meeting. The time was 7:12 PM.**

Respectfully submitted,  
Emil Bielecki, Town Clerk