

## VESTAL TOWNBOARD WORK SESSION MINUTES

MONDAY, JUNE 25, 2018

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

Absent: Fletcher

Also Attending: Town Attorney David Berger, Director of Human Resources Nancy Olmstead, Recreation Aide/Aquatics Supervisor Heather Matthews, Fire Chief David Harrington, Assistant Fire Chiefs Doug Rose and Ron Birdsall, Town Clerk Emil Bielecki.

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

### **6:00 PM - Code Enforcement Officer Lincoln Ellis to discuss code vehicles.**

Code Enforcement Officer Lincoln Ellis reviewed the vehicle needs of his department. He asked that the Board no longer allocate used vehicles to his department because the ones they are getting are generally high mileage vehicles which are in poor condition and often in need of major repairs. He is asking the Board that a portion of his department's annual fees be set aside to replace the aging vehicles with new ones. Preferably, the department would get basic ½ ton extended cab trucks.

Councilwoman Fitzgerald asked about the size of the Code Department's budget. Code Officer Ellis replied that it is \$4,000 but it is almost all used up and is likely to be inadequate to complete all of the necessary repairs.

Councilman Majewski asked about the usage of the vehicles and whether such large vehicles are necessary. Code Officer Ellis replied that on average they put on about 7,000 miles a year per vehicle. The 4 wheel drive is necessary to safely navigate the hilly terrain during inclement weather. The department needs larger vehicles because most inspectors on his staff are big people.

Supervisor Schaffer noted that the fees collected by the department go into the general fund and expressed doubt about the legality of allocating a portion of these funds directly toward vehicle purchases but would have to discuss it with the Town Comptroller. These vehicles cannot be replaced at once but the need will be discussed in the upcoming 2019 budget preparation cycle.

### **6:15 PM – Heather Matthews (Recreation Dept.) to discuss Opioid Overdose Prevention training.**

Recreation Aide/Aquatics Supervisor Heather Matthews requested authorization from the Board to provide training for Opioid Overdose Prevention to our lifeguard staff. This would also include Naloxone (Narcan) training. Drug overdose is a serious public health concern and opioid-related overdose has increased as a health threat. It is now legal in New York State for non-medical persons to administer Naloxone to another individual to prevent an opioid/heroin overdose from becoming fatal. Opioid overdose causes respiratory arrest and the best chance for survival is rescue breathing and/or CPR until Narcan can be administered. Our aquatics staff holds current certification in CPR/AED for the Professional Rescuer. This training could save a life. In an emergency, every second counts. With your approval we will coordinate with the Vestal Police and the Vestal Emergency Squad to facilitate the training. We have access to free Narcan kits which can be held at the pool.

Councilman Majewski asked if there would be additional expenses to provide the training. Heather Matthews replied that this training could be done in the time already allocated for training.

Town Attorney David Berger cautioned the Board about incurring additional potential liability by allowing seasonal part-time employees to administer Narcan.

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By consensus, the Board expressed support for doing the training but asked Heather Matthews to prepare all of the necessary paperwork for County certification to be a part of the Opioid Overdose Prevention Program. This program has doctor oversight.

**6:30 PM - Fire Chief David Harrington to discuss Tanker 32-3.**

Since there is potential litigation that may arise concerning this project, Town Attorney David Berger recommended that the Board discuss this matter in Executive Session.

**EXECUTIVE SESSION**

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

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

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

- Problems with the awarded bid for Tanker 32-3.
- Medical condition of an employee

The time was 6:25 PM.

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

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

Resolved the Board leave the Executive Session and resume the regular Work Session. The time was 7:02 PM.

**COMMITTEES**

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

**7.2    FINANCE (MESSINA /Fletcher)**

1. Warrants: 2018-24, 2018-24C, 2018-24E, 2018-25, 2018-25E

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

2. Request from Deputy Comptroller Nick Angeline to make budget transfers dated 6/1/2018 – 6/22/2018 as attached to his memo to the Town Board dated June 25, 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 camps and other recreation programs as listed in her memos to the Town Board dated June 14, 2018 and June 20, 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 authorize John Police Chief John Butler to take the following personnel actions:

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- Promote Sr. Typist Marsha Frost to the position of Secretary, CSEA Grade 4 with an hourly rate of \$23.66 effective July 23, 2018. This will be a provisional appointment.
- Hire Shannon Augostini as a Clerk effective July 23, 2018 at the hourly CSEA 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.

3. Request from Director of Human Resources Nancy Olmstead to authorize Museum Director Cheresse Rosales to hire Jessica Petrylak as a Clerk (PT) effective July 9, 2018 at the pay rate of \$10.40 per hour.

The Director of Human Resources Nancy Olmstead stated that hiring is within the allocated budget line.

**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 Code Enforcement Officer Lincoln Ellis to approve BMT Hospitality Inc. to have 10 storage containers on the property at 3615 Vestal Parkway E. (Holiday Inn Express) to be used in connection with the remodel of the hotel.

As per a memo from Code Enforcement Officer Lincoln Ellis to the Town Board dated June 19, 2018, the Code Department would allow the containers on site until October 24, 2018. A site plan for the location of the containers was 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 authorize the Town Supervisor to sign a Police Hostage Negotiations Unit Cooperation Agreement with the City of Binghamton and the Village of Johnson City. The agreement shall terminate on December 31, 2022.

Councilwoman Messina noted that each municipality will be responsible for the cost of their own participating personnel.

**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 to replace the 2009 Durango with the recently retired Ford Explorer Police cruiser (303). The Durango will go back to the Police Department to be sold.

**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 Vestal Police Department in conjunction with the Vestal Emergency Squad to provide Opioid Overdose Prevention Training to the lifeguard staff.

Please refer to the discussion of this item on page 1-2 of these minutes.

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**NEW BUSINESS**

Supervisor Schaffer announced that the Town is cutting some trees in several areas including Fuller Hollow Park for safety reasons. He is making this announcement because some comments have been posted on social media that are incorrect.

**ADJOURNMENT**

On a motion of Councilwoman Messina, seconded by Councilwoman Fitzgerald, the **Work Session was adjourned at 7:18PM.** Carried unanimously.

Respectfully submitted,  
Emil Bielecki, Town Clerk