

VESTAL TOWNBOARD WORK SESSION MINUTES

MONDAY, JULY 23, 2018

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

Also Attending: Town Attorney David Berger, Town Comptroller Laura McKane, Town Engineer Vern Myer, 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 an agreement with NYS Department of Transportation for the NYS Route 434/Vestal Parkway Pedestrian Mobility Enhancements (PIN 903823).

Town Engineer Vern Myers noted that the agreement is for utility work associated with the NYSDOT project along the Vestal Parkway. The NYSDOT will be replacing three hydrants and valves in three separate locations at no cost to the Town, as they conflict with the sidewalk work being proposed. Other miscellaneous surface utility work may be performed such as manhole or valve adjustments as necessary.

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

2. Request from Water/Wastewater Superintendent Scott Groats to award the Route 434 Sanitary Sewer Replacement to the low bidder, ProCon of Vestal, NY for \$84,700.00.

Councilwoman Fitzgerald noted that this was the low bid and it was significantly lower than the other two submitted bids. She checked into it and is comfortable that this is a legitimate bid from a reputable company. The budget line for the project is S8120-4323.

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- 26, 2018-26E, 2018-27, 2018-27E, 2018-28, 2018-28C, 201-28E, 2018-29, 2018-29E

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

2. Town Comptroller Laura McKane to discuss options for short-term investments.

Comptroller Laura McKane stated that although short term rates are rising, traditional banks are not offering competitive rates on short term instruments such as money market funds and CD’s. She is looking at various options to increase the return on the Town’s short term investments. The two most attractive options are:

- To directly purchase Treasury Bills
- To open accounts with New York Cooperative Liquid Assets Securities System (NYCLASS), a municipal investment consortium.

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While she is still waiting for an answer from the State concerning the direct purchase of Treasury bills, she is recommending Board approval to open accounts with NYCLASS. The rates are very attractive and the funds are readily available with no monitoring of maturity dates. NYCLASS offers many benefits such as:

- Ability to quickly take advantage of climbing short term rates. Current rate is about 1.8%
- The fund offers same day liquidity and is AAA rated by Standard & Poors.
- The fund is collateralized as required by NYS General Municipal Law.
- Convenient online transaction and reporting portal.

After a brief discussion, the Board agreed to adopt the NYCLASS Municipal Cooperation Resolution and to authorize the Town Supervisor to execute and deliver the Cooperative Investment 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 Recreation Planner Sue Jastran to accept donations of \$50.00 from UMH-NY-Corp-The Highlands Resident Association and \$100.00 from and Jerry Natoli.

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

4. Request to pay \$150.00 to Town Attorney David Berger for June, 2018 billable hours.

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

5. Request from Town Comptroller Laura McKane to authorize the Town Supervisor to sign a Memorandum of Understanding (MOU) with the Vestal School District regarding the collection of school taxes subject to approval from the Town Attorney.

Comptroller McKane stated that the Town is in the process of hammering out the final details of the MOU subject to final approval of the Town Attorney.

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

6. Request from Deputy Comptroller Nick Angeline to make budget transfers dated 6/26/18 to 7/24/18 as attached to his memo to the Town Board dated July 19, 2018.

Councilman Majewski asked what the safety violation was that was referenced in one of the budget transfers. Human Resource Director Nancy Olmstead replied that it had to do with the need for the Highway Department to buy the proper respirator equipment. There was no fine to be paid.

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 Kevin Hiller to advertise for bids for Uniforms for Operating Engineers on August 1, 2018 with bids to be opened on August 7, 2018.

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2. Request from Director of Human Resources Nancy Olmstead to authorize Receiver of Taxes Debra Wallace to hire employees pursuant to her memo of July, 2018 for the period of August 20, 2018 through November 2, 2018.

Nancy Olmstead noted that all employees who are hired will have to undergo the routine background checks. The recommended hires that have been submitted by the Receiver of Taxes Debra Wallace are as follows:

NAME	TITLE	HOURLY RATE	ANTICIPATED EMPLOYMENT DATES
Debra Jennings	Deputy Receiver of Taxes	\$11.00	Aug 20, 2018- Nov 2, 2018 Full time
Irene Shea	Part Time Clerk	\$10.40	Aug 25-28, 2018 To help stuff bills And extra help if needed in Sept and Oct
Sarah Wallace	clerk	\$10.40	Aug 25-28, 2018 To help stuff bills
Brian Jennings	clerk	\$10.40	Aug 25-28, 2018 To help stuff bills

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

3. Request from Recreation Planner Sue Jastran to approve employee hires for various camps as indicated in her memo to the Town Board dated July 19, 2018.

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)

1. Request from Police Chief John Butler to authorize the Town Supervisor to sign an agreement with Vestal Central Schools to add an additional School Resource Officer (SRO) to be placed at the Vestal Middle School.

Town Attorney David Berger noted that Section 5 of the agreement states that any assignments in excess of the officer’s regular weekly hours will be at an additional cost to the School District. We should define what those additional costs would be. Supervisor Schaffer instructed the Town Attorney to meet with the School District Attorney Michael Sherwood to finalize that language prior to the Board’s vote on the Agreement.

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

2. Request from Fire Chief David Harrington to approve the Fire Department Membership and Auxiliaries for Station 3’s Mini Golf Tournament on September 8, 2018, at the Chuckster’s Family Fun Park.

In a supporting memo to the Board of Fire Commissioners, Fire Chief Harrington is requesting coverage time from 7:00 am to 1:00 pm to include time for set-up and clean-up. 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.

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3. Request from Fire Chief David Harrington for the Board of Fire Commissioner to pass a Resolution to standardize the MSA Thermal Imaging Camera as the Vestal Fire Department's choice for thermal imaging cameras.

Town Attorney David Berger wants it noted that the purpose of the standardization is to enable the Fire Department to buy this equipment without going through the competitive bidding process.

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

4. Request from Fire Chief David Harrington to transfer funds from Training Site Reserve Fund (F1012 1012 R) not to exceed \$30,000 to Training Site (F3410 4611R) to cover costs of the Engineering Study and Rehabilitation/Repairs to the Burn Building at the training site.

Several Board members expressed concern that the amount we charge outside users to use the training site is inadequate to cover the costs of maintaining this facility. This issue needs to be revisited.

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 Amanda Alderfer to be reimbursed \$922.70 for repairs to her car from a rock hitting her car from a Town mower.

The mower was identified as being from the Parks Department.

Town Attorney Berger stated that we have paid such claims in the past and we should pay this one. The payment of this claim should be contingent upon the applicant signing a full release agreement.

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 authorize the Town Supervisor to sign a letter supporting the Broome County proposal for updates and enhancements to the Broome County Local Waterfront Access Plan through the Local Waterfront Revitalization Program (LWRP).

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 Justices Meagher and Sherwood to increase petty cash to \$150 for each Judge.

Comptroller McKane stated that with the increases in the amount of the fines and surcharges, the Court Clerks have to deal with larger bills at the counter and on some days find it difficult to make change without running to the bank every day. This is a reasonable request and should cause no problems.

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

UNFINISHED BUSINESS

1. Request from Recreation Aid/Aquatics Supervisor Heather Mathews to approve Vestal Police and Vestal Emergency Squad to facilitate Opioid Overdose Prevention Training to Lifeguard staff.

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Several Board members expressed concern about the potential liability of having 16-17 year old part-time employees having this responsibility. Town Attorney Berger noted that there are other requirements with obtaining the certification such a proper storage and record keeping.

After a lengthy discussion, the consensus of the Board was not to proceed with the opioid overdose training program at this time.

NEW BUSINESS

1. Supervisor Schaffer announced that an additional police officer is leaving in September which will further exacerbate the staffing situation in the Police Department. This is already putting a strain on the overtime budget. He is bringing up this issue because there is a lead time to put in officer on the road. We are looking at various options and the Board may be asked to act quickly to approve new hires.

The Work Session **adjourned at 6:47 PM.**

Respectfully submitted,
Emil Bielecki, Town Clerk