

VESTAL TOWNBOARD WORK SESSION MINUTES

MONDAY, AUGUST 6, 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, Fire Chief David Harrington, Town Justice Michael Sherwood, Town Clerk Emil Bielecki and 1 person from the general public.

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 NYSDOT standard form of agreement with McFarland Johnson to provide engineering and consultant services for the Vestal High School Pedestrian Improvements Project (PIN 9009.43).

In a memo to the Town Board, Town Engineer Vern Myers states that the agreement has a negotiated a fee of \$124,286.00 which includes Preliminary Design, Final Design, Right-of-Way Incidentals and Acquisition. The estimate for these services is within the funding that was estimated at \$127,000.

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- 30, 2018-30E, 2018-30S, 2018-31, 2018-31E

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 approve budget transfers as attached to his memo dated August 2, 2018.

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

3. Request from Police Chief John Butler to accept a \$75.00 donation from G&E Therapies to be put into the Departmental bike line.

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 Town Attorney David Berger \$762.50 for July 2018 billable hours.

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 labor for soccer and field hockey camps as listed in her memos to the Town Board dated July 19 and July 27, 2018. All employee pay rates are budgeted items in the 2018 budget and 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.

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2. Request from Director of Human Resource Nancy Olmstead to authorize Water/Wastewater Superintendent Scott Groats to fill a vacancy by hiring Philip Malarkey as a Laborer effective August 13, 2018 at the Operating Engineer rate of \$15.09/hour. Successful background check has been conducted. This employment is conditioned on a successful pre-employment drug test.

Councilman Fletcher asked if this is a new position or is the backfilling of a vacancy. Human Resources Director Nancy Olmstead replied that this hiring would fill a position that became vacant when the previous employee was hired as a police officer.

Councilman Majewski stated that as the Chairman of the Personnel Committee he was not given any information about the requested hiring. Supervisor Schaffer acknowledged that this department head needs to be more diligent about following the proper procedures when he wants to hire new people.

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 Prestige Portraits to replace its sign in the Town right-of -way at 2 Pumphouse Road.

In a memo to the Town Board dated July 30, 2018, Code Officer Lincoln Ellis notes that the current sign is in need of repair. The proposed sign will be similar in style to the one currently located there, so it would be keeping with the signage currently located in the area. The site map and sign rendering is attached to this memo.

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

2. Discuss revisions to the off-street parking and off-street loading requirements in the Town Code, with possible publication of the changes (as Local Law E) on August 22, 2018 and Public Hearing on September 12, 2018.

Councilman Fletcher asked why the changes are being made and noted that it would be helpful if the changes were highlighted for easy comparison. Supervisor Schaffer replied that Code Officer Lincoln Ellis has all that information and should be contacted for those clarifications. Town Engineer Vern Myers noted that the changes are needed to update the Code and to better define more categories of parking. The changes were being proposed after a review of many other municipal codes.

The Board instructed the Town Attorney to draft Local Law E (amending Section 24-206 through Section 24-208 of the Vestal Town Code) concerning off-street parking and loading requirements and to publish the proposed Local Law E of the Year 2018 on August 22, 2018 with a Public Hearing on September 12, 2018.

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 Fire Chief David Harrington to approve transferring funds from Appropriated Fund Balance (F1011.1011) not to exceed \$45,000 to Building Capital Improvement (F3410.2255) to cover cost of the Engineering Study and modification to Station 4 to house the new Tower Apparatus.

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Councilman Majewski asked if this expenditure was anticipated and/or discussed in view of the fact that the land to build a new Station 4 has been authorized by the Board and approved in a public referendum.

Fire Chief David Harrington stated that the purchase of the equipment was part of the approved capital plan and could not be held off. It did turn out that the timing was such that the purchase of the tower truck occurred at the same time that the discussions were ongoing about the need to build a new Station 4 in a different location. The need to modify the existing Station 4 had been anticipated but the cost is more than what was budgeted.

Councilwoman Fitzgerald asked if it was feasible to locate the new tower apparatus at Station 1. Fire Chief Harrington stated that this approach would not be feasible because of training issues and because that is not where this piece of equipment needs to be placed for maximum fire protection.

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 budget transfers due to unplanned expenses as indicated in his memo to the Board of Fire Commissioners dated August 3, 2018.

A summary of the budget transfer as detailed in the Fire Chief's memo is as follows:

- \$28,797 from Vehicle Maintenance (F3410.4040) to Operational Fire Equipment (F3410.2100)
- \$2,100 from Vehicle Maintenance (F3410.4040) and Operation Materials, Supplies & Expenses (F3410.4060) to Building & Grounds (F3410.4080).
- \$5,700 from F3410.4070 to F3410.4080
- \$3,600 from F3410.4070 to F3410.4210

7.6 ADMINISTRATION (MAJEWSKI/Messina) – no items were brought for consideration.

NEW BUSINESS

1. Supervisor Schaffer informed the Board that the Town of Vestal Emergency Plan which was finalized in December 2016 and adopted by the Board on March 22, 2017 has been reviewed. There are no policy changes being recommended to the Plan and the only needed update is a new revision date of August 8, 2018 and the name changes on the Board.

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

SUPERVISOR'S ANNOUNCEMENTS

- The Broome County Highway Department will begin a milling and paving project on Vestal Road (from Elm Street to Main Street) beginning August 9th thru August 15th weather permitting. A message board has been placed near the intersection of African Road to inform the public in advance of the project.

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

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Resolved the Board enter into Executive Session to discuss a personnel matter regarding a specific employee in the Town Court. The time was 6:21 PM.

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 leave the Executive Session and **adjourn the meeting. The time was 6:28 PM.**

Respectfully submitted,
Emil Bielecki, Town Clerk