

## VESTAL TOWNBOARD WORK SESSION MINUTES

MONDAY, SEPTEMBER 24, 2018

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

Also Attending: Town Attorney David Berger, Town Comptroller Laura McKane, Deputy Comptroller Nick Angeline, Director of Human Resources Nancy Olmstead, Fire Chief David Harrington, Assistant Fire Chiefs Doug Rose, Ron Birdsall and John Paffie, Town Clerk Emil Bielecki and 3 people from the general public.

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

### **6:00 PM Review of the Proposed 2019 Fire District Budget**

Fire Chief David Harrington and Comptroller Laura McKane engaged the Board in a question and answer session concerning the 2019 Vestal Fire District Budget. Most Board members indicated that they had already had their questions answered regarding specific line items in the budget.

Councilman Majewski asked if there was a plan to increase the fees to the outside users of the Fred Singer Training Site particularly in light of the alleged heavy water use and the expensive repairs that have to be done to the facility. Chief Harrington acknowledged that the water use policy has changed and there has been a sharp reduction in water use at the site. As to the cost of maintaining the site, Chief Harrington noted that over the last 12 years, outside users have contributed over 80% of the cost of maintaining the training site. The rates for using the site have risen steadily over the years to a point where we have actually lost some regular users. We try to keep a fine balance between price and usage. The Training Site is currently self-sustaining and there is a surplus in the training site reserves.

Comptroller McKane distributed a list of changes to the Fire District appropriations since the budget presentation on September 12<sup>th</sup>. Due to reductions in the workers comp line and the refunds of prior year tax line, there is \$18,500 available for other purposes. Fire Chief Harrington recommended that \$10,000 be applied to the capital reserve line and \$8,500 be added to the communications line to restore the cuts that were made in the initial budget but is needed for necessary equipment upgrades. The Board concurred with that recommendation.

Comptroller McKane stated that she would make the adjustments as identified and provide the final figures for the Board to adopt the Proposed 2019 Vestal Fire District Budget at the Regular Meeting on Wednesday, September 26<sup>th</sup>.

### **COMMITTEES**

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

1. Request from Town Engineer Vern Myers to declare an emergency requiring immediate engineering and construction contracts to repair damage to the south end of the bridge expansion joint and bridge abutment back wall on the Main Street Bridge over Choconut Creek (near Weis).

Councilwoman Fitzgerald stated that this work has to be done on an emergency basis or we run the risk on not being able to have snow plows crossing the bridge. In 2010, the repair work was done on the north end of the bridge but unfortunately was not done on the other side. Supervisor Schaffer added that the work should be able to start within 2 weeks and it will result in the closure of the bridge for up to a month.

**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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### 7.2 FINANCE (MESSINA /Fletcher)

1. Warrants: 2018-37, 2018-37C, 2018-37E, 2018-38, 2018-38E

**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 close and transfer remaining unexpended funds from capital projects as attached to memo to the Town Board dated September 6, 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 Director of Human Resources Nancy Olmstead for the Parks Superintendent to retroactively hire Michael Osinski as a seasonal laborer effective September 12, 2018 at the rate of pay of \$10.40 per hour.

Director of Human Resources Nancy Olmstead noted that this person was hired last year as a late seasonal to help wrap up work that needed to be done.

**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 hire basketball directors, lifeguards and weight room staff as listed in her memo to the Town Board dated September 18, 2018. All employee pay rates are budgeted items in the 2018 budget and the background checks have been completed.

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

3. Request from Receiver of Taxes Debra Wallace to retroactively change the previously approved dates of employment as follows:

- Irene Shea from September 04, 2018 through November 1, 2018.
- Brian Jennings from August 29, 2018 through November 1, 2018.
- Sarah Wallace from August 30, 2018 through August 31, 2018.

Human Resource Director Nancy Olmstead noted that the change in dates was due to a problem getting the tax bills from the County. As a result, the bills could not be put in the envelopes when planned.

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

4. Discussion of the New York State Sexual Harassment Prevention requirements.

Director of Human Resources Nancy Olmstead stated that earlier this year New York State passed legislation requiring all employers in New York State (both public and private) to adopt a Sexual Harassment Policy. The State recently published a draft model policy and complaint form. This draft model policy is expected to undergo further revisions. She made some minor changes to the draft model policy and is presenting it to the Board. We are supposed to adopt this policy by October 9<sup>th</sup>. If the Board adopts the policy now, it may need to make changes after the State completes the final model policy. The other option is to keep this item under review until the State released the final version of the model policy. This policy also has a training component but that can be incorporated into the PERMA

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training that we are already doing.

After a brief discussion, the consensus of the Board was to keep this item on the agenda as 'unfinished business' until a final model policy is issued by the State and we can then adopt our policy.

**7.4 PLANNING & ZONING (FLETCHER/Fitzgerald)**

**1.** Request from Wal-Mart to have 10 storage containers at 2405 Vestal Parkway E. from September 5, 2018 to January 3, 2019.

The trailers are to be placed as shown in a site plan attached to the memo to the Town Board from Code Officer Lincoln Ellis dated September 7, 2018.

A question was asked as to why this came to the Board. Response from Code Office Lincoln Ellis: this request came to the Board because the number of containers exceeded the amount that the Code Department could authorize.

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

**2.** Request from First Ward Action Council to rezone 2040 NYS Route 26 (Tax Map # 206.01-1-32) from RR - Rural Residence) to RC - Multiple Residence) with a publication date of October 10, 2018 and a Public Hearing on October 24, 2018.

The Executive Director of the First Ward Action Council Jerry Willard and several representatives from Keystone Associates gave the Board a brief outline of the proposed Phase II Vestal Pines Housing Development that is going to be built on the site if the Board approves the rezoning. The site is approximately 12.2 acres just south of the existing Vestal Pines complex.

Jerry Willard noted that the first part of the Vestal Pines Housing Development was completed in 2008. The complex is fully occupied and has a long waiting list. There is a need for this type of housing. We will apply for State funding once the rezoning is approved. The project is financed through tax credits which investors apply toward corporate taxes. The project will bring additional money into the community.

Town Attorney Dave Berger advised the applicants to work closely with the Town Engineer and the Code Department in preparation for the Public Hearing. He also noted that questions about traffic are likely to be brought up the Public Hearing.

**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 Thomas Briggs II as a new member of the Vestal Fire Department at Company No. 3.

**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 John Butler to award the bid for a 2019 Chevrolet Traverse in the amount of \$27,766.30 to the sole bidder, Matthews Chevrolet of Vestal, NY.

**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 Police Chief John Butler to authorize Lt. Stace Kintner to sign vouchers and any official documents in his absence.

In a memo to the Board, Police Chief John Butler stated that he would inform the Board of the approximate dates when they are set. Councilman Majewski stated that it would be preferable just to make this approval open-ended without reference to specific dates. The Board concurred.

**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)

I. Request from Town Assessor Mark Minoia for the Board to authorize the following:

- Sell through Auction International a 2005 Chrysler Town and Country Van (VIN # 1C4GP45R95B317599).
- Transfer a 2013 Ford Tahoe (VIN #1GNSK2E01DR306060) from the Police Department to the Town Assessor.
- Transfer an amount not to exceed \$3,000 from budget line A1355.4000 to budget line A1355.4040 to cover the cost of repairs to the 2013 Ford Tahoe being transferred from the Police Department to the Town Assessor.

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

### NEW BUSINESS

Councilwoman Fitzgerald asked the Board to consider a request from Parks Superintendent Jim Bukowski to hire Jason Katsares to replace Joe Talbut. Jason has worked with the Parks Department this summer season and has proven to be an asset to the team.

The Director of Human Resources Nancy Olmstead stated that she was not given any information about this hiring request. Among other things, a drug test will have to be scheduled. Comptroller Laura McKane also noted that she was not expecting this request to be brought up at this meeting and does not have all the details to discuss it.

Supervisor Schaffer stated that this item would be brought back for consideration at the Work Session on October 8<sup>th</sup>.

### **2019 Town Budget Review Session**

Town Comptroller Laura McKane provided the Board with a summary of the review level 2019 Town Budget (general and highway funds) and the budget assumptions that went into it as well as those assumptions that were requested but were not included. This review level 2019 budget shows spending increasing by 4.5%, the tax levy increasing by 5.2% and the tax rate increasing by 3.9%. On the revenue side, Comptroller McKane noted that the sales tax projections are looking quite strong. The review level budget has a projected .7% increase over the estimated 2018 revenue.

The Board reviewed the budget inclusions and exclusions that were listed by Comptroller McKane and identified several items that will require further discussion during the upcoming budget meetings to review the 2019 Tentative Budget.

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Town Comptroller McKane stated that the 2019 Tentative Town Budget will be filed with the Town Clerk's Office on Friday, September 28<sup>th</sup>.

**EXECUTIVE SESSION**

On a motion of Councilwoman Messina, 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 pay and conduct of specific employees.  
The time was 7:29 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 8:40 PM.**

Respectfully submitted,  
Emil Bielecki, Town Clerk