

## VESTAL TOWN BOARD WORK SESSION MINUTES

MONDAY, OCTOBER 08, 2018

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

Also Attending: Town Comptroller Laura McKane, Deputy Comptroller Nick Angeline, Town Attorney David Berger, Town Engineer Vern Myers, Director of Human Resources Nancy Olmstead, Police Chief John Butler, Town Clerk Emil Bielecki and 2 people from the general public.

Supervisor Schaffer **convened the Work Session at 5:00 PM.**

### **5:00 PM – Review of 2019 Tentative Town Budget**

Town Comptroller Laura McKane and Supervisor John Schaffer announced that the Town received unexpected State funding in the amount of \$150,000 to help defray the additional costs for police and fire services provided to Binghamton University. This funding is not expected to be recurring. The Board needs to decide on how to allocate these funds. After a brief discussion, the consensus was to split the money 50/50 between the Police and Fire Departments. Comptroller McKane asked the Board to consider where in the budget they would want to allocate this money and she would provide updated financial impact statements. Although the Board made no final allocation decisions, one suggestion that was discussed was the possibility of reducing the tax levy for the Fire District Budget.

Supervisor Schaffer asked the Board to review his list of proposed pay increases for department heads, deputies and full-time elected officials. The increases are warranted in light of the strong economic conditions and allow us to catch up for the years that pay increases were constrained by budgetary pressures. Councilman Fletcher asked if the Town does performance reviews for these positions. It was noted that some performance reviews were done in the past with mixed results. Comptroller McKane stated that if these pay increases are added to the amounts already allocated in the 2019 Tentative Budget, the additional cost would be approximately \$21,000.

The remainder of this budget session was devoted to the continuing line by line review of the 2019 Tentative Budget with Comptroller McKane recording any of the agreed upon modifications that would be incorporated into the Preliminary Budget.

Comptroller McKane stated that she expects to have the final 3<sup>rd</sup> quarter sales tax figures available by the next budget review session which should provide us with more clarity concerning the status of our budget as it pertains the state mandated tax levy cap.

### **EXECUTIVE SESSION**

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

**ADOPTED** Ayes 5 Fletcher, Fitzgerald, Messina, Majewski, Schaffer  
Nays 0

Resolved the Board enter into Executive Session to discuss a personnel matter pertaining to a specific employee in the Police Department. The time was 6:06 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 resumes the Work Session. The time was 6:45 PM.

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**COMMITTEES**

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

1. Request from Water/Wastewater Superintendent Scott Groats to issue a \$44.08 refund to the Estate of Ginny Rober due to a credit on the final utility bill at 1640 Glenwood Road.

**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: 2018-39, 2018-39E, 2018-40, 2-18-40E

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

2. Request from Town Comptroller Laura McKane to renew the Penflex Service Fee Agreement for administering the Fire District Length of Service Award Program (LOSAP).

The agreement is effective from November 1, 2018 to October 31, 2019. The total estimated standard and distribution services fee is \$7,100.

Comptroller Luran McKane noted that this actuarial company provides excellent service to the Town and the Fire Department in administering the LOSAP program.

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

3. Request from Deputy Comptroller Nick Angeline to make budget transfers as attached to his memo dated October 4, 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 hire Jason Katsares as a laborer effective October 22, 2018 at the rate of pay of \$15.09 per hour.

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

**2. Discuss draft Town Sexual Harassment Policy**

Director of Human Resources Nancy Olmstead noted that the State has published the final model Sexual Harassment Policy. The draft Town of Vestal Sexual Harassment Policy is identical to the State model with only one change on page 10 to remove an item not applicable to the Town. Every person who works for the Town, regardless of hours, will be required to have sexual harassment training. For most of our employees, this requirement will be fulfilled as part of the existing free training provided by PERMA. Other arrangements will be made for those employees who cannot do the PERMA training. She is recommending that the Board adopt the policy at the next meeting.

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

**3. Discuss amendments to the Employee Handbook**

Director of Human Resources Nancy Olmstead reviewed the proposed amendments to the Employee Handbook that she has been working on with the Board and asked that they be approved at the next Regular Meeting. A summary of the amendments is as follows:

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**Section 701** – Update future non-union longevity to be consistent with other employees

**Section 703** – Clarify and amend language for non-union employee call-ins

**Section 705** – Amend language to be consistent with union contracts

**Section 805** – Amend Premium Contributions to be consistent with union contracts; Address impact of employee death on surviving dependents

**Section 807** – Address premiums for Deputy Highway Superintendent and Assistant Water / Wastewater Superintendent; Address impact of employee death on surviving dependents

**Section 812** – Include language about previously adopted Section 41-j of the NYS Retirement and Social Security Law and impact upon retirement; Union Employees paragraph correct title of the Section

**Section 816** -- Include language about previously adopted Section 41-j of the NYS Retirement and Social Security Law

**Section 1002** – Amend because Material Safety Data Sheets are now called Safety Data Sheets

**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 DiFrancesco Development Group Jensen Road LLC to rezone 119 Earl Road from RA-1 (Single Family Residential) to CD (Commercial Development) with a publication date for the local law on October 24, 2018 and a Public Hearing on November 7, 2018.

Attorney Sarah Campbell and representatives from Delta Engineering and the DiFrancesco Development Group made a brief presentation of the proposed development on the parcel that requires the rezoning. Ms. Campbell described this parcel as a flag lot that adjoins an existing medical office. The proposed new building will essentially mirror the existing building.

Several Board Members asked questions about the proposed development particularly concerning drainage. This area has had water runoff issues. The representative from Delta Engineer replied that a storm drainage mitigation plan will be devised and presented to the Planning Board. If the Board approves going ahead with the rezoning process, the DeFrancesco Group will do a preliminary presentation to the Planning Board tomorrow and will work closely with the Town to alleviate any issues and concerns.

Supervisor Schaffer stated that he supports going ahead with the rezoning process because this is otherwise wasted land.

**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 Ann-Marie Fitzpatrick as a member of the Vestal Fire Department at Company No. 1.

**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 Town Justices Meagher and Sherwood to submit for a grant from the Justice Court Assistance Program for up to \$30,000 for a Court Room renovation project.

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Town Engineer Vern Myers questioned what ‘renovation’ can actually be done with that amount of money noting that the section of the building that houses Police and Court is in need of major plumbing, HVAC and electrical work.

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

**NEW BUSINESS**

1. Councilman Majewski asked the Board to review a request from a seller of a car wash on the Vestal Parkway to get some relief on the water/sewer bills that were apparently being sent to a wrong address. After some discussion by the Board, it was apparent that the issue was complex and required more information. The Board requested the Water/Wastewater Superintendent Scott Groats be asked to attend the next Work Session to discuss this item.
2. Supervisor Schaffer noted that even after doing numerous patching jobs, we continue to experience roof leaks in the Town Hall building. After a brief discussion, the Board requested the Town Engineer to price out the cost of a new roof.
3. Supervisor Schaffer stated that he has requested quotes from several sign companies regarding the replacement of the outdoor signage at Town Hall. The lowest quote was from Jack’s Sign Company. He would like to proceed with finishing this project and asked the Board if there is any objection. No one expressed an objection. The funding for this work was previously authorized as part of a capital project for upgrades to the Town Hall.
4. Supervisor Schaffer stated that he received communication from the Office of Entrepreneurship and Innovation Partnerships at Binghamton University regarding a company in the Binghamton Start-Up NY program wanting to move from a Start-UP incubator location to 300 Plaza Drive. They are seeking support from the Town to do the move. Town Attorney David Berger noted that Start-Up NY provides tax benefits that do not affect real property taxes and he is not sure why they are even asking for Town support. Supervisor Schaffer stated that he will pass that information to the person who is making the request.

**EXECUTIVE SESSION**

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 enter into Executive Session to discuss wage adjustments for specific positions.  
The time was 7:46 PM.

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

**ADOPTED** Ayes 5 Fletcher, Fitzgerald, Messina, Majewski, Schaffer  
Nays 0

Resolved the Board leave the Executive Session and **adjourn the Work Session. The time was 8:10 PM.**

Respectfully submitted,  
Emil Bielecki, Town Clerk