

VESTAL TOWNBOARD WORK SESSION MINUTES

MONDAY, NOVEMBER 05, 2018

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

Absent: 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 and Town Clerk Emil Bielecki.

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

Review of 2019 Preliminary Budget

Comptroller Laura McKane distributed a draft of the *PowerPoint* presentation on the 2019 Preliminary Town of Vestal Budget (including Special Districts) that she will be making at the Public Hearing on November 7th. She asked the Board to review the contents and provide feedback.

Sewer Rates

Comptroller Laura McKane engaged the Board in a detailed review of the rate scenarios that the Board could consider in raising the sewer rents in 2019. After a lengthy discussion, the consensus of the Board was to go with Version #3 which on balance would result in the lowest rate increases for residential users, particularly those with usage under the 10,000 gallons minimum. She will ask the Town Attorney to prepare the local law and do the necessary advertisements for a Public Hearing in December.

Fund Balance Projection

Comptroller McKane reviewed the 2019 Fund Balance Projection Report that was filed with the Preliminary Budget. So as to reduce the fund balances, she is recommending that we establish capital reserves or make capital expenditures for some of the projects that have been requested for 2019. Her recommendations are as follows:

General Fund – use to pay down debt, use for 2019 capital projects by budgeting in the operating budget capital lines or a transfer to the capital projects fund, and/or use to increase contingency budget.

Recommend:

- **Paying off note of \$58,335 to eliminate need for general fund 5 year bond.**
- **Funding capital projects totaling \$286,500 in 2019 requests.**
- **Adding \$180,165 to contingency budget line A1990.4322 for future consideration of 2019 capital requests.**

Highway Fund – use for 2019 capital projects by budgeting a transfer to the capital projects fund of \$293,500.

Fire District Fund - \$250,000 authorized on 2/8/2017 to provide advanced funding for fire station project.

Water District – Provide matching funds up to \$560,000 for potential water main state grant (Old Vestal Road & Bunn Hill) and/or appropriate to the capital projects fund to continue funding the treatment facility project. Treatment facility project was established in 2016 (Fund 5281 H0816) and partially funded with borrowing \$500,000. Project is estimated to cost \$1.8 million.

Sewer District - use for replacement of deficient sewer lines by budgeting a transfer to the capital projects fund to spend in 2019 or transfer to the capital reserve fund.

Budget Transfer for 2018 - Town Hall Parking Lot (approx. \$41,000) from additional Sales Tax Revenue

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Comptroller McKane asked the Board to review her recommendations and to discuss any other projects that could be financed with the use of fund balances. She will be providing a summary of proposed changes to the Preliminary Budget at the Work Session on Tuesday, November 13th so that the Board can review and finalize them prior to voting on the Final 2019 Town Budget at the Regular Meeting on Wednesday, November 14th.

UPCOMING PUBLIC HEARINGS

- November 7 - Left open from October 24, 2018 Local Law F – A Local Law rezoning 2040 NY State Route 26 from RR – Rural Residence to RC- Multiple Residence
- November 7 – Local Law G -- Rezoning 119 Earl Road from RA-1 Single Family Residential to CD Commercial Development.

COMMITTEES

7.1 PUBLIC WORKS (FITZGERALD/Majewski)

1. Town Engineer Vern Myers distributed renderings of signs that would be installed as part of the undergoing Town Hall renovation project. The Board reviewed the signs and made several recommendations regarding design and content.
2. Town Engineer Vern Myers informed that Board that a final decision has to be made very soon as to what flood mitigation projects the Town will undertake with the money that was allocated through the Governor's Office of Storm Recovery (GOSR). Originally, the Town submitted two projects for funding (Roberts St. Pumping Station, Emergency Squad Building). However, updated cost estimates for these projects are at levels which significantly exceed the available GOSR funding. Both projects cannot be done without substantial additional funding from the Town. The Board needs to make a final decision on which of these projects is of a higher priority for the GOSR funding. If only one of these projects is funded, he will inquire with GOSR whether there is still time to submit for funding of several other smaller flood mitigation projects under consideration.

7.2 FINANCE (MESSINA /Fletcher)

1. Warrants: 2018- 43, 2018-43B, 2018-43E, 2018-44, 2018-44E

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

2. Request to pay Town Attorney David Berger \$587.50 for October 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 amend pay amounts for Rob Zetsche and Cheyne Teed effective October 9, 2018, to \$11.75 an hour. The original request gave the incorrect amount.

In a memo to the Town Board, Recreation Planner Sue Jastran notes that these employees were already approved in September but there was a typo on the pay rate.

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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7.4 PLANNING & ZONING (FLETCHER/Fitzgerald) – no items were brought for consideration.

7.5 PUBLIC SAFETY (MESSINA/Majewski)

1. Request from Fire Chief David Harington to approve Vestal Station 2 Ladies Auxiliary Bake sale to be held on Tuesday November 6, 2018, from 6 am to 6 pm. 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.

7.6 ADMINISTRATION (MAJEWSKI/Messina)

1. Request from IT Director Dan Williams for authorization to sign the Verizon NASPO Value Point agreement.

In a memo to the Town Board, IT Director Dan Williams explains that this will give us access to different service levels with higher priority for Public Safety members along with Police Mobile WiFi units and will also remove any speed cap limitations along with the ability to provide service in emergency situations when circuits may be busy due to heavy area usage.

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

Supervisor Schaffer asked Councilman Fletcher to attend the next ZBA meeting citing some concerns that have surfaced with attendance and conduct at the meetings.

EXECUTIVE SESSION

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

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

Resolved the Board enter into Executive Session to discuss negotiations with health insurance carriers. The time was 6:56 PM.

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

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

Resolved the Board leave the Executive Session and **adjourn the meeting. The time was 7:45 PM.**

Respectfully submitted,
Emil Bielecki, Town Clerk