

VESTAL TOWNBOARD WORK SESSION MINUTES

MONDAY, DECEMBER 03, 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 and Town Clerk Emil Bielecki

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

UPCOMING PUBLIC HEARINGS

December 5, 2018 6:00 PM - Local Law H- A Local Law Amending Sewer Rents in the Town of Vestal

COMMITTEES

7.1 PUBLIC WORKS (FITZGERALD/Majewski) – no items were brought for consideration.

7.2 FINANCE (MESSINA /Fletcher)

1. Warrants: 2018-46, 2018-46E

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

2. Request from Code Enforcement Officer Lincoln Ellis to increase petty cash by \$100 and also to begin accepting credit cards to accommodate contractors and residents.

Councilman Majewski asked if this department reviewed the fees that may be applicable with the use of credit cards. Town Clerk Bielecki noted that as all other departments they will likely use Municipay as the credit card processor and all transaction fees will be paid by the card holders.

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

3. Request to pay \$1,650.00 for 2019 Association of Town of the State of New York dues.

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 Receiver of Taxes Debra Wallace to hire employees pursuant to her memo of November 27, 2018 for the period December 22, 2018 through April 3, 2019.

Human Resource Director Nancy Olmstead noted that if the background checks have not been completed, she will amend the motion to state that the hiring would be contingent upon the successful completion of the background checks.

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. Discuss Kohl’s request for additional storage containers.

In a memo to the Board, Code Office Ellis states that his office has issued a permit for the six units that are currently on the site. The store manager is asking for one more storage unit for just one month to

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accommodate a short term merchandise overflow.

Supervisor Schaffer stated that he has e-mailed each of the Board members regarding this additional storage unit and no one objected to approving this request.

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

2. Request from Code Enforcement Officer Lincoln Ellis to approve a new Permit and Application Fee Schedule for the Building & Code Department as attached to him memo to the Town Board dated November 27, 2018.

Councilman Majewski asked for clarification as to whether the new fee structure will impose a fee for block party permits. Town Attorney Berger responded that he reviewed the Code and the proposed new fee schedule and there is no fee for a block party permit.

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

3. Request to allow the Planning Board to change their meetings dates from the second Tuesday to the first Tuesday of each month beginning January 2019.

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) – no items were brought for consideration.

7.6 **ADMINISTRATION** (MAJEWSKI/Messina)

1. Review the 2019 Town Board meeting calendar.

Supervisor Schaffer referenced the proposed 2019 calendar of Town Board meetings which was distributed earlier to all Board members. He noted that all Work Sessions scheduled for October will start at 5:00 PM rather than the 6:00 PM start applicable for all other scheduled meetings. This is being done to allow additional time for reviewing the budget. No Board member expressed any objections to the calendar as presented. The meeting calendar will be formally adopted at the Town Board Organizational Meeting scheduled for Wednesday, January 9th.

2. Request to renew the contract for dog shelter services with the Vestal Veterinary Hospital, PC effective January 1, 2019.

Supervisor Schaffer stated that we are fortunate to have this agreement because it allows us to provide a quality service at a cost that is significantly lower than what other municipalities are paying. Town Clerk Bielecki noted that the agreement is being renewed on essentially the same terms and conditions.

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

3. Request for Town Supervisor John Schaffer to sign a Memorandum of Agreement with Broome County for the design and construction of a boat launch and access road with associated amenities at Harold Moore Park. The total project amount is \$14,178.00.

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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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 performance of an employee and the services being provided under a contract. The time was 6:21 PM.

On a motion of Councilwoman Fitzgerald, 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 7:06 PM.**

Respectfully submitted,
Emil Bielecki, Town Clerk