

VESTAL TOWNBOARD WORK SESSION MINUTES

MONDAY, JANUARY 7, 2019

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

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.**

Supervisor Schaffer reviewed the 2019 organizational appointments, authorizations and calendar of Town Board Meetings and asked if the Board wished to make any changes. He encouraged Board members to attend some of the scheduled Broome County Association of Town meetings.

Councilman Majewski asked if the Board was going to waive the training requirement for the Planning Board and the Zoning Board of Appeals. Supervisor Schaffer stated that there was no plan to waive the training requirements and that compliance would be monitored more closely.

Councilman Majewski recommended that The Press & Sun Bulletin be designated as an alternate Town Newspaper. No one expressed any objection.

Upon completion of the review, the Board agreed to adopt the **2019 Organizational Appointments, Authorizations and Calendar of Town Board Meetings** at the Organizational Meeting on Wednesday, January 9, 2019 as follows:

A. Town Board Committees:

- | | |
|---|----------------------|
| PUBLIC WORKS: (Utility, Highway, Water, Parks,
Building Maintenance) | FITZGERALD /Fletcher |
| FINANCE: | MESSINA /Majewski |
| PERSONNEL: | MAJEWSKI/Fitzgerald |
| PLANNING & ZONING: (Code Department,
Planning and Zoning, Engineering) | FLETCHER/Fitzgerald |
| PUBLIC SAFETY: (Fire, Police, Emergency
Services, Courts) | MESSINA/Fletcher |
| ADMINISTRATION: (Assessment, Tax Collector
Clerk, IT, Recreation, Historian, Museum) | FITZGERALD/Messina |
| LIBRARY/SCHOOL LIASON: | MAJEWSKI/Fletcher |

B. Town Board Meeting Schedule

2019 WORK SESSIONS	2019 BOARD MEETINGS
Meetings at 6:00 p.m. <i>unless otherwise indicated</i>	Meetings at 6:00 p.m. <i>unless otherwise indicated</i>
1/7/19	1/9/19
1/21/19	1/23/19
2/11/19	2/13/19
2/25/19	2/27/19
3/11/19	3/13/19
3/25/19	3/27/19
4/8/19	4/10/19

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4/22/19	4/24/19
5/6/19	5/8/19
5/20/19	5/22/19
6/10/19	6/12/19
6/24/19	6/26/19
7/8/19	7/10/19
7/22/19	7/24/19
8/12/19	8/14/19
8/26/19	8/28/19
9/9/19	9/11/19
9/23/19	9/25/19
10/7/19 @ 5:00pm	10/9/19
10/14/19 @ 5:00pm	10/15/19 FIRE BUDGET HEARING
10/21/19 @ 5:00pm	10/23/19
10/28/19 @ 5:00pm	
11/4/19	11/6/19 TOWN BUDGET HEARING
11/18/19	11/20/19
12/2/19	12/4/19
12/16/19	12/18/19

TOV Holidays for 2019:

New Year's – TOV CLOSED 1/1/19 (Tues)	
Good Friday – TOV CLOSED 4/19/19 (Fri)	Veteran's Day – TOV CLOSED 11/11/19 (Mon)
Memorial Day – TOV CLOSED 5/27/19 (Mon)	Thanksgiving – TOV CLOSED 11/28/19 (Thur)
Independence Day – TOV CLOSED 7/4/19 (Thurs)	Day After Thanksgiving – TOV CLOSED 11/29/19 (Fri)
Labor Day – TOV CLOSED 9/2/19 (Mon)	Christmas – TOV CLOSED 12/25/19 (Wed)

C. Establish salary and wage rates for town employees as stated in the 2019 salary schedule

D. Approval of the form, manner and sufficiency of the Employee Surety Bond

E. \$100 for clothing and boot allowance for:

- Water Superintendent – Scott Groats
- Parks Superintendent – Jim Bukowski
- Highway Superintendent – Rocco Turdo
- Deputy Highway Superintendent – Craig Hiller
- Town Engineer – Vernon Myers
- Deputy Water Superintendent – Todd Hunsinger
- Code Officer – Lincoln Ellis

F. Attendance to budgeted association meetings as follows:

Monthly:

Broome County Association of Municipal Court Clerks

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Broome County Association of Towns and Villages
Broome County Municipal Clerks Association
Association of Assessors

Quarterly:

Broome County Association of Receivers and Tax Collector’s
Building Officials
NYS GFOA Board of Governors

Annual:

NYS GFOA Annual Conference
PERMA Conference
NYS Town Clerks Association Annual Conference
NYS PELRA Conference

Other Training:

NYS GFOA meetings and seminars
PERMA

Education Seminars for Building and Code

Winter/Spring STBOA One Day Seminar
Northern Adirondack BOA
Finger Lakes BOA 4 days
Summer STBOA One Day Seminar
NY Firefighters Association
Fall ICC Conference
STBOA One Day Seminar
Fire Inspectors Seminar
Spring or Fall NYS Fire Academy Sprinkler Workshop

G. Under Section 77-b of General Municipal Law the board delegates department heads to authorize training within the limits of the department budget

H. Appointment of Fire Marshall: Carl Truman
Deputy Fire Marshall: Christopher S. Lupold

I. Authorization from the Board of Fire Commissioners for Assistant Fire Chief Douglas Rose and Assistant Fire Chief John Paffie to sign vouchers in the 2019 fiscal year.

J. Authorization from the Board of Fire Commissioners to send one piece of fire apparatus and personnel to parades in 2019 as follows:

Parade	Location	Month	Station Apparatus
<i>St. Patrick’s</i>	<i>Binghamton</i>	<i>March</i>	<i>Station 4</i>
<i>Memorial Day</i>	<i>Endicott</i>	<i>May</i>	<i>Station 1</i>
<i>Memorial Day</i>	<i>Binghamton</i>	<i>May</i>	<i>Station 4</i>
<i>Owego Strawberry Festival</i>	<i>Owego</i>	<i>June</i>	<i>Station 3</i>
<i>Veteran’s Day</i>	<i>Endicott</i>	<i>November</i>	<i>Station 1</i>
<i>Veteran’s Day</i>	<i>Binghamton</i>	<i>November</i>	<i>Station 4</i>
<i>Johnson City Holiday</i>	<i>Johnson City</i>	<i>December</i>	<i>Station 4</i>
<i>Endicott Holiday</i>	<i>Endicott</i>	<i>December</i>	<i>Station 1</i>

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K. Acknowledgement and acceptance by the Board of Fire Commissioners of the following station representatives to the LOSAP committee:

Station 1 – Eugene Wagner Station 3 – Chris E. Lupold
Station 2 – Vincent Colling Station 4 – Richard Devine
Station 2 – Robert Warner (Dept. at large member)

L. Acknowledgement and acceptance by the Board of Fire Commissioners of the 2019 Station Chiefs as elected by the members of the Fire Department on December 17, 2018:

Station 1 Chief: Douglas Rose
Station 2 Chief: William Stout
Station 3 Chief: Ronald Birdsall
Station 4 Chief: John Paffie

M. Adopt Procurement Policy and list of authorized purchasers.

N. Mileage Reimbursement for the use of a personal vehicle on Town Business will be based on the Federal Government guidelines. Meal reimbursement for travel on Town business will be based on Federal Government Guidelines.

O. Designate Depositories for Town Funds:

M & T	\$25,000,000
J. P. Morgan Chase	\$20,000,000
Tioga State Bank	\$15,000,000
New York Class:	\$15,000,000

P. Designate the Delegate for Association of Town Meeting as John Schaffer with the alternative being Fran Majewski

Q. Designate the official Town newspaper as the *Vestal Town Crier* and *The Press & Sun Bulletin* as an alternate.

R. Appointment of Marriage Officer: Emil J. Bielecki

COMMITTEES

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

7.2 FINANCE (MESSINA /Fletcher)

1. Warrants: 2018-51, 2018-51E, 2018-52, 2018-52E

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

2. Request to pay \$262.50 to Town Attorney David Berger for December 2018 billable hours.

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 transfer \$26,491.00 from budget line A3120-4389 (misc. grant) to budget line A3120-2230 (new vehicle) for the purchase of a 2019 Dodge Charger to be used as a traffic enforcement vehicle.

Supervisor Schaffer noted that this is a portion of the Binghamton University funding secured in 2018. This vehicle will have an installed license reader and will be used solely for traffic enforcement.

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 staff for the VYBO Program, lifeguards for Family Swim and weight room staff as indicated in her memo to the Town Board dated 12/27/18.

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

2. Request from Director of Human Recourses Nancy Olmstead for the following appointments:

- Re-appoint Stephen Appel and Philip Grayson to the Conservation Advisory Committee (CAC) as Members effective January 1, 2019 for terms to expire December 31, 2020.
- Appoint Carl Lipo to the Conservation Advisory Committee (CAC) as a Member effective January 1, 2019 for the term to expire December 31, 2020.

Human Resources Director Nancy Olmstead noted that Mr. Lipo is currently serving as an Alternate Member on the CAC and is being appointed as a Member to fill a vacancy.

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. Requests from Code Enforcement Officer Lincoln Ellis to allow American Freight to place 10 storage containers on the property at 1000 Front Street to be removed by 5/31/2019.

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

2. Requests from Code Enforcement Officer Lincoln Ellis to allow Triple Cities Windustrial Co. to place one storage container permanently on the property at 2300 Vestal Road.

In a memo to the Town Board, Code Officer Lincoln Ellis states that they have previously been given approval from the Planning Board to store stacked pipe parallel to Vestal Road. This fall outside of our current code and the Town Board should review this matter.

Councilman Majewski expressed concern with allowing a storage container to be placed permanently and wants to know if such a storage unit can be taxed. Supervisor Schaffer stated that he would get more details about this item prior to the meeting on Wednesday.

7.5 PUBLIC SAFETY (MESSINA/Majewski)

1. Request to approve the Vestal Fire District Length of Service Awards Program (LOSAP) 2018 Membership Certification List as submitted on January 7, 2019.

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In a memo to the Board of Fire Commissioners, Fire District Administrative Secretary Sue Bowen writes that this list will be posted for 30 days from the date of approval by the Board of Fire Commissioners during which time members who failed to achieve their points can only grieve based on specific criteria. After the 30 days, the LOSAP Committee and the Board of Directors will approve the final listing and will return to the Board of Fire Commissioners for final approval prior to sending it to Penflex Inc., the plan's actuarial consultant.

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 to dispose of desktops, laptops and printers as listed on the attachment of his memo to the Town Board dated 1/3/19. These items have been replaced and are no longer in service and not needed for operations within the Town.

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

2. Request from Town Clerk Emil Bielecki to sell the old dog control vehicle (2009 Dodge Durango, VIN #1D8HB38P19F712660) via Auctions International.

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

RECEIVE AND FILE:

- Notice Regarding Aged Exemption (Partial Tax Exemption for Real Property of Senior Citizens RP-467) for 2019

Beginning in 2019, the process to apply for and to renew the Aged Exemption (RP-467) is separate from the process to apply for or to renew the Enhanced STAR Exemption (RP-425), as follows:

- Initial (first-time) Applicants for the Aged Exemption:
 - Deadline: March 1, 2019
 - Application Forms: Aged Exemption form, Enhanced STAR Exemption form & IVP form
 - Proof of Income: both 2017 and 2018
 - Where to submit: Assessor's Office, 516 Front St., Vestal, NY (607-754-3314)
- Renewal Applicants for Aged Exemption:
 - Deadline: April 15, 2019
 - Application Forms: Aged Renewal form, Enhanced STAR Exemption form & IVP Form
 - Proof of Income: 2018
 - Where to submit: Assessor Office, 516 Front St., Vestal, NY (607-754-3314)

- Notice Regarding Assessors Office Senior Exemption Outreach Program.

- On Wednesday, February 27, 2019 from 10 a.m. to 1 p.m. and on Wednesday, March 13, 2019 from 10 a.m. to 1 p.m., a representative from the Vestal Assessor's Office will be at the Vestal Senior Citizens Center, 201 Main Street, Vestal, NY, for the purpose of assisting seniors with renewal of their Aged Exemption (Partial Tax Exemption for Real Property of Senior Citizens).
- Pre-registration is required through either the Vestal Senior Citizens Center (607-754-9596) or the Vestal Assessor's Office (607-754-3314).

NEW BUSINESS

1. Director of Human Resources Nancy Olmstead informed the Board that the Code Department is now reviewing applicants for the vacant Building & Code Inspector position and asked if the Personnel Committee would like to participate in the interview process. Personnel Committee Chairman Fran Majewski indicated that the committee would participate in the interview of the finalists.

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2. Supervisor Schaffer stated that he has been asked by the Parks Superintendent to review the status of the agreement with the Station # 2 Community Fire Hall. Under this agreement, the Town pays \$1,200 per year to lease land which abuts the Vestal Center Park. In recent years, circumstances have changed warranting a revaluation of the existing arrangement. The community hall, which at one time was to be the location for a park bathroom that was going to be constructed with a grant from NY Assemblyman Robert Warner, has been sold. Moreover, this land is subject to frequent flooding which has repeatedly destroyed the improvements made by the Town. The Board needs to decide if the Town still wants to use this land and whether the current agreement is consistent with our needs. If the Town still wants use this land, we should consider purchasing it.

Councilwoman Messina suggested that the Town make an offer to purchase the land for \$1. Town Engineer Vern Myers stated that this issue needs to be resolved because the property has significant flood damage and could be eligible for FEMA funding.

The Work Session was **adjourned at 7:02 PM.**

Respectfully submitted,
Emil Bielecki, Town Clerk