

VESTAL TOWNBOARD WORK SESSION MINUTES

MONDAY, JUNE 26, 2019

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

Absent: Fletcher

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.**

6:00 PM - Ruth Mitchell Historical Society to discuss Vestal Museum – **Did not attend the meeting.**

COMMITTEES

7.1 PUBLIC WORKS (FITZGERALD/Fletcher)

1. Request from Water/Wastewater Superintendent Scott Groats to advertise on July 3, 2019 for Laboratory Services with the bids to be opened on July 17, 2019.

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

2. Request from Water/Wastewater Superintendent Scott Groats to award the bid for Rano Tank Rehabilitation/Repainting to Amstar of Western New York for a total price of \$445,000.00.

Town Attorney Berger noted that two bids were opened but the review by Hunt Engineering determined that the low bidder did not meet the bid specifications.

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 /Majewski)

1. Warrants: 2019-24, 2019-24C, 2019-24E, 2019-25, 2019-25E

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

2. Request to pay \$75.00 to Town Attorney David Berger for March – May 2019 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. Discussion of the Town's Background Check Policy and Hiring Policy

Human Resources Director Nancy Olmstead distributed to the Board draft copies of a new Town of Vestal Hiring Policy and a Procedure on Pre-Employment Background Checks Policy. The changes that are being proposed will more clearly define the process by which the Town hires new employees. She then reviewed the steps of the hiring process as outlined in a flow chart which was distributed to the Board. She asked the Board to review the new policies for adoption at a later date. On a separate note, Ms. Olmstead noted that Broome County has taken on a more active role in assisting the Town to find qualified candidates for job openings. For the currently open Town Court Clerk position, the County posted the announcement on their bulletin board and sent the notice to their distribution lists. As a result of our normal postings, and the County’s assistance, we received a record 32 applicants for the position.

VESTAL TOWNBOARD WORK SESSION MINUTES

MONDAY, JUNE 26, 2019

2. Request from Human Resources Director Nancy Olmstead for authorization to re-appoint Joyce Majewski to the Planning Board as the Chair effective July 8, 2019 for a term expiring July 7, 2024.

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

3. Request from Recreation Planner Sue Jastran to hire cheerleading, lacrosse, baseball and softball summer camps staff as indicated in memo to the Town Board dated June 20, 2019.

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. Authorization for the Town Supervisor to sign an amended License Agreement with VISTA748, LLC concerning the uses of the property at 121 Front Street, Vestal.

Town Attorney David Berger noted that the original agreement was reached in 2018 and is now being amended to include one additional paragraph concerning the parking of a boat and signage promoting Rossi's Pizza.

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/Fletcher)

1. Request from Fire Chief David Harrington to approve the following as new members of the Vestal Fire Department:

- Seth Smith to become a member at Company No. 3
- Andrew Norton to become a member at Company No. 4

7.6 ADMINISTRATION (FITZGERALD/Messina) – no items were brought for consideration.

NEW BUSINESS

- Supervisor Schaffer stated that there are five remaining flood damaged homes whose owners opted not to participate in the FEMA program. These structures need to be demolished. The Town Engineer will be submitting paperwork shortly to begin the process.
- Supervisor Schaffer noted that the political signs are out of control this year. While he recognizes that the sections of our Code regulating political signs are probably not enforceable, we need to rework our temporary sign regulations so as to get a handle on this problem. He urged the Town Attorney to prioritize his work with the Code Department in drafting a workable temporary sign ordinance.

The Work Session was adjourned at 6:32 PM

Respectfully submitted,
Emil Bielecki, Town Clerk