

VESTAL TOWNBOARD WORK SESSION MINUTES

MONDAY, AUGUST 12, 2019

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

Also Attending: Town Attorney David Berger, Town Engineer Vern Myers, Human Resources Director Nancy Olmstead, 1st Deputy Town Kathie Young and there were no one from the general public.

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

6:00pm – William Safarik - Greater Binghamton Marathon – Update on upcoming race.

The *Operation and Safety Plan* for the September 22, 2019 *Greater Binghamton Marathon* was submitted. This event will begin at 7:30 am and end at 3pm at 2801 Old Vestal Road in Moore Park.

Medical and emergency support services will be provided throughout the event. *Dick's Sporting Goods* is their sponsor. The half-Marathon turnaround is just before the *Chat Awhile Restaurant* in Apalachin. The Marathon turnaround is just past the Owego Town Hall.

They will meet with the Town of Owego Town Board concerning the race entering Tioga County.

Councilman Majewski wants to make sure that Mr. Safarik has spoken or will speak to the Tioga County Sheriff and Tioga Emergency Services and the Town of Vestal Police Department.

Mr. Safarik would like permission to hang a banner across African Road as well as on the African Road side of the Rail Trail. Vern Myers noted that the Rail Trail is probably fine as long as they find a suitable place but they would need permission from NYSE&G for the African Rd. location. Should they need to dig to erect a pole the utilities will need to be marked.

They are interested in the next race being named the **2020 Vestal Marathon**. The Board has no problem with that. The insurance policies will be forwarded to the Town. They will also provide a dumpster for the garbage.

Besides proceeds going to various charities they would like to make a donation to the Vestal Parks and Recreation for the use of park. Town Engineer Vern Myers noted that it may help cover the cost of the garbage pickup expenses.

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

UPCOMING PUBLIC HEARINGS

- Public Hearing August 28, 2019 for the rezoning of 113 Brooks Ave. (BCTM# 158.13-3-25) from C-1 Commercial (general shopping) to RA-1 Residential. Applicant: DAK Property Management
- Public Hearing August 28, 2019 for the rezoning of 136 Vestal Parkway East (BCTM# 157.79-1-20) from RR Rural Residential to C-1 Commercial (general shopping). Applicant: Fishs Eddy 1, LLC

COMMITTEES

7.1 PUBLIC WORKS (FITZGERALD/Fletcher)

1. Request from Scott Groats, Water/Wastewater Superintendent for John Schaffer, Town Supervisor to sign **WIIA Grant application** for the Old Vestal Road and Bunn Hill Water Main Project and to

VESTAL TOWNBOARD WORK SESSION MINUTES
MONDAY, AUGUST 12, 2019

execute the grant contract.

Vern Myers noted that we submitted a grant application for this same project last year but we did not get the funding so we are trying again this year.

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: – 2019-30, 2019-30E, 2019-31, 2019-31E, 2019-31S, 2019-32, 2019-32C, 2019-32E

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

2. Request from Laura McKane, Town Comptroller to authorize John Schaffer, Town Supervisor to sign an agreement with **Lifetime Benefit Solutions** for administration of the Town’s self-funded Dental Plan effective October 1, 2019 to September 30, 2022 at a minimum monthly fee of \$300.

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

3. Request from Sue Jastran, to **accept a donation in the amount of \$1,000 from Vilma Byrne** to cover the entrance fee for the Town Picnic.

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

4. Request from Nick Angeline, Deputy Comptroller to approve **budget transfers** as attached to his memo to the Town Board dated 8/12/2019.

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

5. Request from Laura McKane, Comptroller to authorize John Schaffer, Town Supervisor to sign a fixed price contract for Natural gas.

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 Nancy Olmstead, Director of Human Resources to authorize Debra Wallace, Tax Receiver to hire:

- Irene Shea as Deputy Tax Receiver effective August 19, 2019 at \$11.70 per hour.
- Sarah Wallace Clerk Part Time effective August 19, 2019 at \$11.10 per hour.
- Susan Lake as Clerk Part Time effective August 19, 2019 at \$11.10 per hour.
- Ann Kachmar as Clerk Part Time effective August 19, 2019 at \$11.10 per hour.

Nancy Olmstead noted that since we are collecting both Town and School taxes we no longer will remove these employees from the payroll unless they don’t return. They are only paid for hours worked.

Councilman Majewski asked if a police presence will be in their building during tax collection. - They will be notified.

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

VESTAL TOWNBOARD WORK SESSION MINUTES

MONDAY, AUGUST 12, 2019

2. Request from Nancy Olmstead, Director of Human Resources to authorize the re-appoint of Paul Deeley and Alex Jablonski to the **Historic Preservation Commission**. Their new terms will be from January 1, 2020 to December 31, 2023.

Councilman Majewski noted that we are doing this rather early.

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

3. Request from Nancy Olmstead, Director of Human Resources to authorize the re-appoint of Curt Pueschel, Adam Flint, Cynthia Westerman and Victor Lamoureux to the **Conservation Advisory Committee**. Their new terms will be from January 1, 2020 to December 31, 2021; to appoint Pamela Sandoval as an Alternate on the Conservation Advisory Committee. She will fill a vacant term which will expire December 31, 2019; to re-appoint Pamela Sandoval as an Alternate on the Conservation Advisory Committee. Her new term will be from January 1, 2020 to December 31, 2021.

Councilman Majewski noted that, again, we are doing this rather early.

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

4. Request from Nancy Olmstead, Director of Human Resources to authorize John Butler, Police Chief to **hire Katirae A. Smith** as a **Police Officer** effective September 16, 2019 at the PBA annual rate of \$67,567. Ms. Smith will be transferring from the Cortland County Sheriff's Office. Such transfer is contingent on the passing of a pre-employment drug test.

Councilman Majewski asked if a new officer was planned in the budget.

The Supervisor noted that the school asked for another SRO Officer and an officer will be *leaving*.* Ms. Smith will not need to go to training.

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

5. Request from Sue Jastran, Recreation Planner to hire advanced soccer camp, girl's field hockey camp and baseball clinic labor as indicated on memo dated August 6, 2019.

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

6. Request from Nancy Olmstead, Director of Human Resources to authorize Scott Groats, Water/Wastewater Superintendent to **hire Sean DeGroat** as a full time Laborer effective August 26, 2019 at the Operating Engineer rate of \$15.47/hour.

He has been with the Water Department for the past two summers. Water still has another vacancy to fill.

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)

7.5 PUBLIC SAFETY (MESSINA/Fletcher)

1. Request from David Harrington, Fire Chief to authorize budget transfers as indicated on memo dated August 1, 2019 due to unplanned expenses.

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

VESTAL TOWNBOARD WORK SESSION MINUTES
MONDAY, AUGUST 12, 2019

2. Request from David Harrington, Fire Chief to approve, and sign agreement with Bradford County Fire Department for usage of the Fred Singer Training Site at the cost of \$200 a day

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

3. Request from David Harrington, Fire Chief to approve **Jamar Dimanche** and **Matthew Lipa** as a new members of station 4.

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

4. Request from David Harrington, Fire Chief to approve **Station 3 Mini Golf Tournament** to be held on August 24, 2019.

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

7.6 ADMINISTRATION (FITZGERALD/Messina)

1. Request from Margaret Hadsell, Historian to accept a grant in the amount of **\$2200.00** from the *William Pomeroy Foundation*.

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

2. Request to **advertise on August 21, 2019 for Local Law E** – “A Local Law Abolishing the Elected Office of Receiver of Taxes” with a public hearing on August 28, 2019.

Councilman Majewski – Do we know if both people are prepared to go through with this?
The Supervisor doesn’t feel the need to notify anyone.
Patty will call both people running for the Town Clerk position to advise them.

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

EXECUTIVE SESSION

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

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

Resolved the Board enter into Executive Session to discuss possible disciplinary action against a Town employee. The time was 6:13 PM.

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

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

Resolved the Board leave the Executive Session and **adjourn the meeting. The time was 6:45 PM.**

Respectfully submitted,
Kathie S. Young, 1st Deputy Town Clerk