

VESTAL TOWNBOARD WORK SESSION MINUTES

MONDAY, OCTOBER 21, 2019

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

Continuing Review of the 2020 Tentative Town Budget

Town Comptroller Laura McKane and Deputy Comptroller Nick Angeline distributed various worksheets on the status of the 2020 Tentative Town Budget reflecting the changes that were made as of the previous budget review session. In summary, the 2020 Tentative Town Budget is now below the state mandated tax levy limit by approximately \$14,000. The Board reviewed a number of line items in the budget and will continue to make changes as new information becomes available.

Comptroller Laura McKane informed the Board that the revenue lines in the Town Court are still under review because there is considerable uncertainty due to many changes that were recently enacted by the State. Also, the election of a new Broome County District Attorney may have an impact on the Traffic Diversion Program, which is one of our more significant Court revenue sources.

During the review of the proposed 2020 pay grid for part-time elected officials, Councilman Majewski recommended reduction to the current salaries of the Town Board. No one else on the Board supported that recommendation. After some discussion, the Board reached a consensus to leave all pay for part-time elected officials at the 2019 level.

During the review of the proposed 2020 pay grid for department heads and deputies, it was noted that some of positions need additional review and special consideration to reflect a changing marketplace. It was agreed that the proposed salary study may need to be approved to address some of these issues. Comptroller McKane suggested that the Board go into Executive Session to discuss the specific employees that may be impacted.

Comptroller McKane stated that she would provide a final summary of the agreed upon changes to the 2020 Tentative Town Budget so as to incorporate those changes in the 2020 Preliminary Town Budget to be adopted by the Board at the next Regular Meeting.

EXECUTIVE SESSION

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

ADOPTED Ayes 5 Fletcher, Fitzgerald, Messina, Majewski, Schaffer
Nays 0

Resolved the Board enter into Executive Session to discuss the pay rate of specific management level employees. The time was 5:24 PM.

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

ADOPTED Ayes 5 Fletcher, Fitzgerald, Messina, Majewski, Schaffer
Nays 0

Resolved the Board leave the Executive Session and resume the open Work Session. The time was 6:05 PM.

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COMMITTEES

7.1 PUBLIC WORKS (FITZGERALD/Fletcher)

1. Request from Town Engineer Vern Myers for the Board to approve a conceptual site plan for the River's Edge Development Project submitted by JFM Real Estate.

Town Engineer Vern Myers stated that the developer is looking for general support from the Town Board for mixed use development of this area. The developer will still have to go through all of the formal review process by Engineering, Code, Planning Board and possibly the ZBA.

Town Attorney David Berger noted that a letter stating that the Town Board supports mixed use development of this area (commonly known as Rivercrest) should suffice. By consensus, the Board authorized the Town Attorney to draft a letter expressing the Board's support for the mixed use development of the parcels from 4629 to 4729 Vestal Parkway East.

2. Request from Water/Wastewater Superintendent Scott Groats to approve the emergency purchase of 2 replacement pumps for the Imperial Woods Pump Station.

In a memo to the Public Works Committee, Scott Groats stated that one of the pump motors has failed and cannot be repaired. The working spare motor that the Department had on hand was also bad. He received quotes for direct replacement or a different brand of pump and recommends a different brand because the lack of support on the original pumps. The Department will provide the removal and install. The approximate cost will be \$33,000 and will be funded by line S8120-4325. The Town Engineer supports the declaration of this emergency. Town Attorney David Berger stated that he would prepare the language for the Board's approval of this emergency purchase.

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

3. Request from Town Engineer Vern Myers to advertise on November 6, 2019 for a Public Hearing on November 20, 2019 for a Special Use Permit for 408 Commerce Road.

Town Engineer Vern Myers stated that this is a request to operate a General Office in an Industrial Development Zone. This change of use requires a Special Use Permit from the Town Board.

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: 2019-41, 2019-41C, 2019-41E, 2019-42, 2019-42E

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

2. Discuss modifications to and approval of the 2020 Proposed Fire District Budget.

Town Comptroller Laura McKane detailed the proposed changes to the 2020 Proposed Fire District Budget. These changes will allow us to add additional money needed for seal coating driveways and still stay close to the bottom line of the adopted 2020 Proposed District Budget. The proposed changes to the 2020 Fire District Budget are as follows:

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CHANGES TO PROPOSED FIRE DISTRICT BUDGET

APPROPRIATIONS

			2020	2020	CHANGE	EXPLANATION
Fire General Fund			PROPOSED	FINAL		
F9901	9003	Transfer to TE (SAP)	\$65,000	\$64,296	-\$704	Per Actuaries Report
F9730	6452	Principal on BANS	\$141,892	\$139,592	-\$2,300	Use reserves for debt payment
F9730	6452R	BAN Principal pd.from Reserves	\$0	\$2,300	\$2,300	Use reserves for debt payment
F3410	4010	Office Exp. & Supplies	\$6,500	\$5,400	-\$1,100	Discussed with Fire Chief
F3410	4080	Bldg./Grounds Maint.& Repairs	\$54,175	\$63,279	\$9,104	Toward seal coating driveways
F3410	4111	Heat Expense	\$25,000	\$20,000	-\$5,000	Low fixed contract price
GRAND TOTAL					\$2,300	

ESTIMATED REVENUES

			2020	2020	CHANGE	EXPLANATION
Fire General Fund			PROPOSED	FINAL		
F1001	1001	Real Property Taxes	-\$1,055,722	-\$1,055,422	-\$300	Correction
F1001	1001R	Real Property Taxes Reserved	-\$442,115	-\$442,415	\$300	Correction
F1012	1012R	Approp. Fund Balance- Reserve	\$0	-\$2,300	\$2,300	Use reserves for debt payment
GRAND TOTAL					\$2,300	

The Board agreed to the proposed changes and the summary of the 2020 Fire District Budget, as amended, is as follows:

2020 FIRE DISTRICT - FINAL BUDGET

	2019 Taxes Raised	2019 Rates @ Full Value	2019 Adopted Budget	2020 Proposed Appropriations	Non-RPT Rev. Excluding Approp FB	Appropriated Fund Balance & Reserves	Real Property Taxes to be Raised	2020 Projected Tax Rates	% Change 2019Final Tax Rate to 2020 Intial	Increase per \$1,000 of Assessment
Fire Gen. Fund	\$1,413,064		\$1,423,514	\$1,550,137	\$26,000	\$2,300	\$1,521,837			
Less Foam Dist	\$17,000		\$17,000	\$24,000			\$24,000			
Fire District Wide	\$1,396,064	\$0.7350	\$1,406,514	\$1,526,137	\$26,000	\$2,300	\$1,497,837	\$0.7850	6.80%	\$0.0500
% Change in Spending 8.9% % Increase in Spending (without Foam District) 8.5%										
							% Increase in Levy without Foam District 7.3%			
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Tax Increase Home with a \$100,000 AV \$5.00 </div>										

Assessed Value 2019 for 2020 Levy = \$1,909,591,310
 Using only \$1,908,000,000 in the calculation in anticipation of revisions

If adopted as amended, the Final 2020 Fire District Budget will have total appropriations (including the Foam District) of \$1,526,137.

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

3. Request from Town Comptroller Laura McKane to authorize John Schaffer, as Chairman of the Board of Fire Commissioners, to sign agreement with Penflex Service to provide actuarial and administrative services for the Service Award Program (LOSAP) for the period of 11/1/19 – 10/31/20.

Town Comptroller Laura McKane stated that we are satisfied with the quality of the services provided by Penflex and noted that there is no increase to last year’s fee schedule.

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) – no items were brought for consideration.

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

7.5 PUBLIC SAFETY (MESSINA/Fletcher)

1. Request from Fire Chief David Harrington for the Vestal Fire Department Membership and Ladies Auxiliary Bake Sale to be held on November 5, 2019 at Fire Station # 3. Coverage time will be from 6:00 am to 6:00 pm.

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) – no items were brought for consideration.

NEW BUSINESS

- Supervisor Schaffer stated that after repeated complaints, he authorized the Town's mowing of an overgrown vacant lot on Main St. (near entrance to 4 Corners Plaza). The owner has refused to comply after several requests. The property owner was billed for the work.
- Supervisor Schaffer stated that some complaints have surfaced regarding the maintenance of the Vestal Library. Some of the complaints have no merit but seem to circulate among a small group of people who are more interested in 'stirring the pot' than actually resolving any issues. The Library leases the building from the Town under an agreement that spells out our respective responsibilities. It is important that any communication concerning the building be directed to one source so as to avoid the kind of confusion and manipulation that appears to be taking place. He asked that any communication concerning issues that fall under the agreement between the Library and the Town be directed to the Town Attorney. After a brief discussion, the Board agreed with that recommendation.

The Budget Review/Work Session was adjourned at 6:42 PM.

Respectfully submitted,
Emil Bielecki, Town Clerk