

VESTAL TOWN BOARD WORK SESSION AGENDA
MONDAY, JANUARY 4, 2016

WORK SESSION

6:00 PM – 6:15 PM Fire Chief Harrington and Emergency Coordinator McCartney to present update on the Joint Sewage Treatment Plant.

6:15 PM – 6:30 PM Town Engineer Vernon Myers re: appraisal of 1020 Vestal Parkway E.

ORGANIZATIONAL AGENDA

Review for approval the **2016 Organizational Appointments, Authorizations and Calendar of Town Board Meetings** as follows:

A. Town Board Committees:

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

B. Appointment of Town Attorney: David Berger (a two year appointment from January 1, 2016 – December 31, 2017)

C. Appointment of Comptroller/Director of Finance: Laura McKane (a two year appointment from January 1, 2016 – December 31, 2017)

D. Appointment of Town Engineer: Vernon Myers (a two year appointment from January 1, 2016 – December 31, 2017)

E. Town Board Meeting Schedule

2016 WORK SESSIONS	2016 BOARD MEETINGS
<i>Meetings at 6:00 p.m. unless otherwise indicated</i>	<i>Meetings at 6:00 p.m. unless otherwise indicated</i>
1/4/16	1/6/15
1/25/16	1/27/16
2/8/16	2/10/16
2/22/16	2/24/16
3/7/16	3/9/16
3/21/16	3/23/16

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4/11/16	4/13/16
4/25/16	4/27/16
5/9/16	5/11/16
5/23/16	5/25/16
6/6/16	6/8/16
6/20/16	6/22/16
7/11/16	7/13/16
7/25/16	7/27/16
8/8/16	8/10/16
8/22/16	8/24/16
9/12/16	9/14/16
9/26/16	9/28/16
10/3/16	
10/10/16	10/12/16
10/17/16	10/18/16 FIRE BUDGET HEARING
10/24/16	10/26/16
10/31/16	
11/7/16	11/9/16 TOWN BUDGET HEARING
11/14/16	11/16/16
12/5/16	12/7/16
12/19/16	12/21/16

TOV Holidays for 2016:

New Year's – TOV CLOSED 1/1/16 (Fri)	
Good Friday – TOV CLOSED 3/25/16 (Fri)	Veteran's Day – TOV CLOSED 11/11/16 (Fri)
Memorial Day – TOV CLOSED 5/30/16 (Mon)	Thanksgiving – TOV CLOSED 11/24/16 (Thur)
Independence Day – TOV CLOSED 7/4/16 (Mon)	Day After Thanksgiving – TOV CLOSED 11/25/16 (Fri)
Labor Day – TOV CLOSED 9/5/16 (Mon)	Christmas – TOV CLOSED 12/26/16 (Mon)

Library, Parks, Highway & Water holidays vary. Police Department open 24/7

F. Establish salary and wage rates for Town employees as stated in the 2016 salary schedule.

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

H. \$100 for clothing and boot allowance for:
 Water Superintendent – Scott Groats
 Parks Superintendent – Jim Bukowski

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Highway Superintendent – Rocco Turdo
Deputy Highway Superintendent – Craig Hiller
Town Engineer – Vernon Myers
Deputy Water Superintendent – Bill Peltz
Code Officer – Mark Dedrick

I. Attendance to budgeted association meetings as follows:

Monthly:

Broome County Association of Municipal Court Clerks
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

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 Seminar
Northern Adirondack BOA
NY Planning Federation
Finger Lakes BOA
Central Chapter BOA
NY Firefighters Association
Fall ICC Conference
STBOA Seminars Fall/Early Winter
Fire Marshall's & Inspectors Seminar
Spring or Fall NYS Fire Academy Misc. Workshops

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

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

L. Authorization from the Board of Fire Commissioners for Assistant Fire Chief Douglas Rose and Assistant Fire Chief John Paffie to sign vouchers in the 2016 fiscal year.

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M. Authorization from the Board of Fire Commissioners to send one piece of fire apparatus and personnel to parades in 2016 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>Apalachin Firemen's Field Day</i>	<i>Apalachin</i>	<i>June</i>	<i>Station 3</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>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>

N. 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 4 – Joseph Gallagher (Dept. at large member)

O. Acknowledgement and acceptance by the Board of Fire Commissioners of the 2016 Station Chiefs as elected by the members of the Fire Department on December 21, 2015:

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

P. Appointment of Marriage Officer: Emil J. Bielecki

Q. Adopt Procurement Policy and list of authorized purchasers, as amended.

R. Adopt Scrap Metal Policy

S. Mileage Reimbursement for the use of a personal vehicle on Town Business will be based on the Federal Government guidelines

T. Designate Depositories for Town Funds:

M & T	\$15,000,000
J. P. Morgan Chase	\$20,000,000
Tioga State Bank	\$15,000,000

U. Designate the Delegate for the NYS Association of Towns Meeting as John Schaffer with the alternative being Fran Majewski

V. Designate the official Town newspaper as the "Vestal Town Crier"

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COMMITTEES

7.1 PUBLIC WORKS (FITZGERALD/Majewski)

1. Request from Taylor Garbage for a special permit to use part of the building at 3100 Vestal Road as office space.

7.2 FINANCE (AGNESHWAR/Fitzgerald)

1. Warrants: 2015-51, 2015-51L, 2015-51E, 2015-52, 2015E

2. Request from Town Engineer Gary Campo for the Town Supervisor to sign the revised municipal agreement with regards to the Two Rivers Greenway Signage Project (PIN 9753.89). The bid price came in higher than the estimate.

3. Authorization to pay Town Attorney David Berger \$1,045.00 for December 2015 billable hours (6 hours and 58 min.).

4. Request to publish a notice on January 13, 2016 with a public hearing at 6:00 PM on January 27, 2016 on the question of the increase and improvement of facilities of the Consolidated Sewer District at a maximum estimated cost of \$500,000.

5. Request to publish a notice on January 13, 2016 with a public hearing at 6:00 PM on January 27, 2016 on the question of the increase and improvement of facilities of the Consolidated Water District at a maximum estimated cost of \$1,100,000.

6. Request to pay \$1,650.00 for the annual membership dues to the Association of Towns of the State of New York.

7. **Tabled on 12/16/15:** Request from Comptroller McKane to make a budget transfer of \$9,500 for the Water Department from budget line W8330 3009 to budget line W8330 4303 (chlorine and chemicals) to cover additional cost of chemicals.

8. Request from Comptroller Laura McKane to adopt a Resolution acknowledging that the CPA firm of Ciaschi, Dietershagen, Little, Michelson & Co., LLP has audited the books and records of the Town of Vestal Justice Courts for the calendar year of 2014.

7.3 PERSONNEL (MESSINA/Majewski)

1. Request authorization for IT Director Daniel Williams to appoint Francesco Pizzuti as a Network Specialist (CSEA grade 5) at the rate of \$19.66 per hour effective January 25, 2016. Background check and pre-employment drug test were completed.

7.4 PLANNING & ZONING (MESSINA/Agneshwar)

7.5 PUBLIC SAFETY (FITZGERALD/Messina)

1. Request for the Board of Fire Commissioners to accept Francis Lamphere as a member of the Vestal Fire Department at Company # 3.

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2. Request for the Board of Fire Commissioners to approve the Vestal Fire District Length of Service Awards Program (LOSAP) 2015 Membership Certification List, as submitted on January 4, 2016.

7.6 ADMINISTRATION (MAJEWSKI/Messina)

1. Request from Museum Director Ramona Kacyvenski to use donated funds (CM0308) for the reimbursement of purchased items for the *Christmas at the Museum* event in the amount of \$132.57 and for an application fee of \$100.00 for a grant received to have a *Public Scholar* event in June on “War Writing”.

2. Request authorization for the Town Supervisor to sign a Letter of Agreement from Deputy County Executive John Bernardo, dated 12/21/15, concerning the renewal of contract for the Broome County Office for Aging lease of space for Meals on Wheels (CA292-145) for the term of 1/1/16-12/31/16.

RECEIVE AND FILE

- Appraisal Report for 1020 Vestal Parkway E (former Lourdes Bldg.) from Kenneth G. Frommer.

UNFINISHED BUSINESS

1. Wash Bay at the Highway Department (in response to the EPA field audit)

The proposal is still under review and the Board is waiting for additional information from the Town Engineer about how other municipalities are handling this situation and about a revised cost estimate. **Update on 12/14/15:** The Town is continuing to explore its options and has asked the new Town Engineer Vernon Myers to review the matter.

2. Community Use of Municipal Facilities Policy

The purpose of this proposed policy is to establish the rules and regulations governing the use of Town facilities by outside users. **Update 12/14/15:** Supervisor Schaffer stated that he has received recommendations from some of the Board members and wants to address this issue early next year.

3. Gas Card System for the Purchase of Fuel for Town Vehicles

As per the discussion with the representatives from the Mirabito Fuel Group, the Town will prepare the bid specifications for a contract to purchase fuel from an outside vendor through the use of a gas card system. **Update on 12/14/15:** Town Comptroller Laura McKane is reviewing other contracts and is working to prepare our own bid specifications

4. Sale of Town Property at 310 Rayelene Drive

Request was made by James Warneck to purchase this parcel of Town owned property for \$500.00. Several residents of the area also expressed an interest in acquiring this parcel and submitted a proposal to purchase and divide this parcel among the adjoining property owners.

Update on 12/14/15: After a brief discussion, the Board agreed to allow the residents whose properties adjoin the Town owned parcel to submit a bid to purchase the parcel along with a plan to divide it among the 4 property owners. All expenses connected with this proposed transaction are to be paid by the property owners. Town Attorney Berger added that the Town will need 4

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individual bid offers and a surveyed map of each parcel.

A MOTION WILL BE MADE TO ENTER INTO AN EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING:

- Contract Negotiations: CSEA Library and a PBA matter
- Litigation: Tyrell vs Town of Vestal and a NYSEG tax case

ADJOURNMENT