

VESTAL TOWN BOARD WORK SESSION AGENDA
MONDAY, JANUARY 25, 2016

WORK SESSION

6:00 PM Town Justices Joe Meagher and Mike Sherwood - discuss part-time clerk position.

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

Discuss court clerk vacancy

6:30 PM IT Director Dan Williams - discuss the construction of a new radio tower at Andrews Road.

COMMITTEES

7.1 PUBLIC WORKS (FITZGERALD/Majewski)

1. Request to publish advertisement for Uniform Bids for Operating Engineers on February 10, 2016 to be opened on March 14, 2016.

7.2 FINANCE (AGNESHWAR/Fitzgerald)

1. Warrants: 2016- 01, 2016-01A, 2016-1EA, 2016-02, 2016-02A, 2016-2EA, 2016-03, 2016-03A, 2016-03E, 2016-03L, 2016-3LA

2. Request to publish Notice of Public Hearing on Feb 10, 2016 with the Public Hearing on February 24, 2016 for Local Law A - A local law to amend the Code of the Town of Vestal by amending Vestal Code Motor Vehicle and Traffic Section 14-82 Article II "Penalties for Offenses."

3. Request from Town Comptroller Laura McKane to close completed Capital Projects per memo dated January 13, 2016 and transfer these projects unexpended fund balances to General Fund Cash and to approve the budget transfers necessary to transfer unexpended funds into the Interfund Expense line where it will be paid out to the General Fund.

4. Request from Water Superintendent Scott Groats to refund Paul Salamy the credit balance of \$116.09 remaining in his closed water/sewer account at 804 Sequoia Lane.

5. Request to pay \$400.00 for the annual membership renewal to the Upstate New York Towns Association Inc.

6. Request authorization for Supervisor Schaffer to sign an agreement with Broome County for Snow and Ice Removal on certain County roads (CA 11-80-1) for the year 2016.

7. Request to pay \$12,000 to Kenneth G. Frommer for the appraisal of the NYSEG Facility located on Murray Hill Road, TM # 159.14-1-12.1

8. Request for Business Office to issue expense checks for Thomas Smallcomb, Joseph Meagher and John Schaffer as noted in memo dated January 19, 2016 to attend the Association of Towns Conference, February 14-17, 2016.

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9. Request to approve Sewer District Bond Resolution after the public hearing is held on January 27 at 6pm.

BOND RESOLUTION DATED JANUARY 27, 2016.

A RESOLUTION AUTHORIZING THE ISSUANCE OF \$500,000 BONDS OF THE TOWN OF VESTAL, BROOME COUNTY, NEW YORK, TO PAY THE COST OF THE INCREASE AND IMPROVEMENT OF THE CONSOLIDATED SEWER DISTRICT, IN THE TOWN OF VESTAL, BROOME COUNTY, NEW YORK.

10. Request to approve Water District Bond Resolution after the public hearing is held on January 27, 2016 at 6pm

BOND RESOLUTION DATED JANUARY 27, 2016.

A RESOLUTION AUTHORIZING THE ISSUANCE OF \$1,100,000 BONDS OF THE TOWN OF VESTAL, BROOME COUNTY, NEW YORK, TO PAY THE COST OF THE INCREASE AND IMPROVEMENT OF THE CONSOLIDATED WATER DISTRICT, IN THE TOWN OF VESTAL, BROOME COUNTY, NEW YORK.

11. Discuss Resolution R286-15 Bond for Purchase of Police Cars - \$82,000

A RESOLUTION AUTHORIZING THE COST OF THE PURCHASE OF POLICE CARS, FOR THE TOWN OF VESTAL, BROOME COUNTY, NEW YORK, AT A MAXIMUM ESTIMATED COST OF \$82,000, AND AUTHORIZING THE ISSUANCE OF UP TO \$82,000 BONDS OF SAID TOWN TO PAY THE COST THEREOF.

12. Discuss vehicle fleet needs for the Code Department and IT Department.

7.3 PERSONNEL (MESSINA/Majewski)

1. Discuss request from Highway Superintendent Rocco Turdo for a pay increase for the positions of Highway Superintendent and the Deputy Highway Superintendent.

2. Request from Human Resource Officer Nancy Olmstead to discuss employee performance evaluations.

3. Discussion of retirement time keeping requirements.

4. Discussion of a part-time clerk vacancy at the Vestal Museum.

7.4 PLANNING & ZONING (MESSINA/Agneshwar)

1. Request from Vestal High School Health Teacher Sue Darpino to hold “The Running of the Bears” 5K Road Race on April 2, 2016. The race would be held partially on Town roads.

2. Request from M Squared Manager Mark Mushalla, the vendor at the Coal House, to host a Spring Time 10K event that would incorporate the entire Rail Trail. The event would be staged in the late April or May timeframe.

3. Request from Matt Policare to put up sponsorship signs at Moore Park for the upcoming softball season.

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4. Request from Traci's Hope and the Vestal Elks Club Veterans' Committee to hold the 4th Annual 5k race/walk on May 15, 2016 at 9am on Owego Road and some surrounding roads.

5. Request from Mark Barnes, Vestal Band Aides, to hold a Brooks BBQ Fundraiser on May 29, 2016, 8 AM to 4 PM, at the Vestal Library parking lot.

6. Request from Code Officer Mark Dedrick to change the permitted uses for the Transitional Neighborhood District (TN) zone. Currently the district does not allow for any residential uses. It is suggested that a line be added to read "Residential uses, including multiple residence" and make this approval contingent on a Special Permit from the Planning Board or the Zoning Board of Appeals (ZBA).

7.5 PUBLIC SAFETY (FITZGERALD/Messina)

7.6 ADMINISTRATION (MAJEWSKI/Messina)

1. Request from Museum Director Ramona Kacyvenski to accept a Travel Grant in the amount of \$653.13 for the 2016 Museum Association of NY Annual Conference in Lake Placid.

2. Request from Museum Director Ramona Kacyvenski to approve the application for the Chenango Arts Council Grant for 2016.

3. Request from Museum Director Ramona Kacyvenski to approve a grant application to the Broome County Arts Council for the Musical Memories Series at the Vestal Museum.

4. Request from the Vestal Town Court to accept a grant for \$800 from the Justice Court Assistance Program for office equipment (wireless headsets and a monitor for the Court lobby).

5. Request from Recreation Planner Sue Jastran to approve employees for the Family Swim and Youth Basketball programs as listed in her memo dated January 5, 2016.

6. Dog Control Officer to retire - discuss options for providing dog control services.

UNFINISHED BUSINESS

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

The Board is waiting for additional information from the new Town Engineer. **Update on 01/04/16:** Town Engineer Vern Myers noted that the EPA is asking us to attenuate the runoff, not to build a wash bay. He will discuss the matter with the Highway Superintendent to explore other less costly alternatives. We need to prepare for the possibility of a future directive.

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 01/04/16:** Among the submitted changes, councilwoman Messina would not allow third party food vendors to use Town property for fundraisers. Councilwoman Agneshwar suggested that perhaps the best solution would be to eliminate all use of Town facilities for fundraising activities by outside users. Councilman Majewski noted that a private business is now permitted to use a portion of a Town parking lot at no cost. Whatever policy is adopted, it is important that we treat everyone equally. The Board

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will continue its review of the policy at the next Work Session.

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 01/04/16:** 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 individual bid offers and a surveyed map of each parcel. **Update on 01/04/16:** Nothing new has been submitted.

SUPERVISOR ANNOUNCEMENTS:

- **Vestal Fire Department -DEFENSIVE DRIVING COURSE**

Station #1, Four Corners Saturday, February 02/06, 2016, 9:00 AM to 4:00 PM

You must call the Vestal Fire Administration Office, at 748-1514 x 383, or email Sue Bowen to register for this class. Fire District pays \$25 for Department Members and Auxiliary Members.

Town pays \$12.50 for current employees and employees pay \$12.50 at the time of the class.

\$30.00 fee for non-members

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

Discuss an employee contract

CSEA Library Negotiations

Negotiations re: Emergency Squad Building

ADJOURNMENT