

VESTAL TOWN BOARD WORK SESSION AGENDA
MONDAY, FEBRAURY 8, 2016

WORK SESSION

5:30 - Broome County Director of Emergency Services Jerry Marinich to discuss Andrews Road Communications Tower Project.

COMMITTEES

7.1 PUBLIC WORKS (FITZGERALD/Majewski)

1. Request from Water & Wastewater Superintendent Scott Groats for approval to advertise for the Campus Generator and Electric Installation on Wednesday, February 17, 2016 with the bids to be opened on Wednesday, March 2, 2016 at 2:00 PM in the Clerk's office.

2. Request from Water & Wastewater Superintendent Scott Groats to authorize the Town Supervisor to sign an agreement with Hunt Engineering, as amended on 4/4/16, for Engineering Services for Miscellaneous Water & Wastewater needs. Funding for the work orders would be out of budget line items W8310-4000 and S8110-4000 on a per hourly basis plus and disbursements.

7.2 FINANCE (AGNESHWAR/Fitzgerald)

1. Warrants: 2016- 04, 2016-04A, 2016-04E, 2016-04M, 2016-05, 2016-05A, 2016-05C, 2016-05E

2. Request for Town Supervisor John Schaffer to sign an agreement with Broome County Stop DWI. The agreement is modified to provide for a substitution of the sum of \$13,000 for \$12,000 for the term 1/1/16 through 12/31/16.

3. Request from Water & Wastewater Superintendent Scott Groats to use Capital Project Fund 5196 "Emergency Power Equipment" which is an open PO#05060048-00 to purchase a standby generator for the new Campus Water Booster Station and Fuller Hollow Lift Station upgrade and to approve the use of water fund balance to reimburse a portion of the purchase of the generator and to complete the Campus Booster Station in the amount not to exceed \$125,000.

4. Request to pay \$2042.50 to Town Attorney David Berger for billable hours for January 2016.

5. Request to pay \$540.00 to Greene, Hershdorfer & Sharpe for legal services in the Hicks vs Town of Vestal case from November 3, 2015 to January 22, 2016.

6. Request to pay Woidt Engineering \$2,398.60 for work on the Mooney Property Sediment Investigation.

7.3 PERSONNEL (MESSINA/Majewski)

1. Request from Town Justice Joseph Meagher to appoint Mary Waibel as a full-time Clerk to Justice at the rate of \$16.00 per hour effective February 22, 2016.

7.4 PLANNING & ZONING (MESSINA/Agneshwar)

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1. Request from Jack McQuiston of the Vestal Historical Society to hold a Doug's Fish Fry Fundraiser on June 10, 2016 and September 9, 2016 in the Library parking lot. The monies from these fundraisers will be used to support the ongoing exhibits at the Vestal Museum.

7.5 PUBLIC SAFETY (FITZGERALD/Messina)

1. Request from Vestal Police Sgt. Stace Kintner to hold the Second Annual 2016 Citizens Police Academy (CPA), March 24th - May 26th, on Thursday nights from 6:30 PM - 8:30 PM in the Town Board room.

7.6 ADMINISTRATION (MAJEWSKI/Messina)

1. Request from IT Director Dan Williams to scrap list of computer equipment, as noted on memo dated 2/4/16. The items have no value to the Town.

UNFINISHED BUSINESS

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

Town Engineer Vern Myers noted that the EPA is asking us to attenuate the runoff, not to build a wash bay. **Update on 01/25/16:** Town Engineer Vern Myers is looking at solutions that involve constructing a concrete slab with an oil separator and perhaps some other minor additions. He will report back to the board as he gets more information on the design and cost of construction.

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 01/25/16:** Supervisor Schaffer is compiling the information submitted by the Board and plans to resume discussion of the topic at the Work Session on Feb. 22.

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 thorough the use of a gas card system. **Update on 01/25/16:** Town Comptroller Laura McKane is reviewing other contracts and is working to prepare our own bid specifications.

4. **Employee Performance Evaluations** – Human Resource Officer Nancy Olmstead will proceed with the preparation and updates of the job descriptions and schedule a presentation of the proposed program to the Board at a later date.

5. **Sponsorship Signs for Softball League at Moore Park** – Supervisor Schaffer to get clarification on the request.

SUPERVISOR ANNOUNCEMENTS:

- **Citizens Police Academy** March 24th - May 26th, on Thursday nights from 6:30 PM - 8:30 PM, in the Town Board room. E-mail skintner@vestalny.com to sign up.

A MOTION WILL BE MADE TO ENTER INTO AN EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING: CSEA Library Negotiations; Litigation; Personnel

ADJOURNMENT