

**VESTAL TOWN BOARD WORK SESSION AGENDA**  
**MONDAY, FEBRUARY 22, 2016**

**WORK SESSION**

**6 PM** – Fire District Admin. Secretary Sue Bowen: 2015 LOSAP re-certification and past credit.

**COMMITTEES**

**7.1 PUBLIC WORKS (FITZGERALD/Majewski)**

1. Request from Highway Superintendent Rocco Turdo to allow Jeff Tomczyk to use a Town vehicle on February 27, 2016 for his Class A license road test. He and another employee will not be paid for the day.

2. Request from Parks Department Mechanic Kevin Hiller to sell through International Auction the items listed on memo dated February 19, 2016.

**7.2 FINANCE (AGNESHWAR/Fitzgerald)**

1. Warrants: 2016- 06, 2016-06A, 2016-06E, 2016-07, 2016-07E, 2016-07L

2. Request for transfer a 2007 Chevy Impala (asset tag#12151) from the Police Department to IT Department, and a 1983 Snowco Trailer (asset tag#10778) from the Parks Department to the Fire District.

3. Request to pay \$2,800.00 to Ken Frommer for appraisal of UHS Hospital Extension.

4. Request to hold a 6 hour Defensive Driving Course on March 16, 2016 at the Town Hall. Employees will pay \$12.50 each (Town will pay other half); free to volunteer firefighters and \$25.00 for all others, including retirees. Registration is required.

5. Request from Water Superintendent Scott Groats to dispose of and remove from the asset record the pumps referenced in a memo dated 12/31/2015. The pumps have been replaced.

6. Request from Town Comptroller Laura McKane to transfer \$15,398.00 from budget line A3120.1010 to line A1355.1010 (transfer of typist from Police to Assessor effective 2/8/16.)

**7.3 PERSONNEL (MESSINA/Majewski)**

**7.4 PLANNING & ZONING (MESSINA/Agneshwar)**

1. Request from Community Electronic Informational Signage (CEIS) to install gateway sign at 2401 Vestal Parkway East (Eastbound Sign # 1).

2. Request from Community Electronic Informational Signage (CEIS) to install gateway sign at 2401 Vestal Parkway East (Westbound Sign #2).

3. Request from Matt Huyck, manager of Harbor Freight, located at 124 Sycamore Road, for a Special Permit to use a “seabox” type of trailer for storage of merchandise until January 31, 2017 to be located as noted in the attached plan.

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4. Request from Vestal Band Aides to use the Vestal Public Library parking lot on May 29, 2016 for their annual Brook's BBQ Fundraiser.

5. Request from The Vestal High School 50 PLUS Club to waive the regular \$300.00 fee for rental of Arnold Park on Saturday, August 13, 2016.

### 7.5 PUBLIC SAFETY (FITZGERALD/Messina)

### 7.6 ADMINISTRATION (MAJEWSKI/Messina)

1. Request from Museum Director Ramona Kacyvenski to look into upgrading and/or changing the level of security for the Museum.

2. Request from Museum Director Ramona Kacyvenski to be refunded \$29.99 from donation funds (CMO308) for the purchase of a train tent for children in back room.

### 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 from the washing of vehicles. **Update on 02/8/16:** Town Engineer Vern Myers is working with the Highway Department on various options and will keep the Board updated.

#### 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:** The Board and plans to resume discussion of the topic at the Work Session on Feb. 22<sup>nd</sup>.

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

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 2/6/16:** Town Comptroller Laura McKane is working to prepare the bid specifications but other priorities have slowed down her progress. Town Engineer Vern Myers was asked to assist in the preparation of the RFP.

#### 4. **Employee Performance Evaluations**

Human Resource Officer Nancy Olmstead will proceed with the preparation and updates of job descriptions and will work with the Board to develop the program.

5. **Appointment of Court Clerk** - Supervisor Schaffer will speak with Judge Joseph Meagher concerning the start date for the new court clerk.

### **SUPERVISOR ANNOUNCEMENTS:**

**Citizens Police Academy:** March 24<sup>th</sup>-May 26<sup>th</sup>, on Thursday nights from 6:30 pm-8:30 pm, in the Town Board room. Email [skintner@vestalny.com](mailto:skintner@vestalny.com) to sign up.

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

### **ADJOURNMENT**