

**VESTAL TOWN BOARD WORK SESSION AGENDA**  
**MONDAY, MARCH 07, 2016**

**WORK SESSION**

**6:00 PM** – Fire Chief David Harrington to discuss Tanker Truck Purchase.

**Upcoming Bid Openings**

Uniform Bids - Opening of bids March 14, 2016.

**COMMITTEES**

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

1. Request from Water & Wastewater Superintendent Scott Groats to advertise for the Campus Pump Package on Wednesday, March 16, 2016 with bids to be opened on Tuesday, March 29, 2016

2. Request from Water & Wastewater Superintendent Scott Groats to award the following contracts:

Option #1 - \$27,900.00 for **Generator** to low bidder:  
Matco Electric  
3913 Gates Road, Vestal, NY 13850

Option #2 and #3 Combined - \$28,099.090 to low bidder:  
Turnkey Control Solutions  
101-109 East Main Street, Endicott, NY 13760

3. Request from Water & Wastewater Superintendent Scott Groats to approve a budget transfer in the amount of \$8,600.00 from line W8310-2220 (Computer Hardware) to line W8310-2230 (Vehicles). Also, discuss the transfer of a vehicle from the Water District to Engineering (General Fund). The issue of payment of fair value for this vehicle needs to be addressed.

**7.2 FINANCE (AGNESHWAR/Fitzgerald)**

1. Warrants: 2016- 08, 2016-08E, 2016-09, 2016-09A, 2016-09E

2. Request to pay Town Attorney David Berger \$587.50 for billable hours for February, 2016.

3. Request to pay \$1,887.50 (final invoice) to The Law Office of Alfred Paniccia for all services for the period September 2015 to date regarding the Tyrell v. Town of Vestal litigation.

4. Request to pay \$559.50 to U.S. Legal Support- Chicago for legal work on the Hicks vs. Town of Vestal litigation.

5. Request from Deputy Comptroller Nick Angeline for approval of budget transfers dated 10/28/15-1/14/16, as attached to his memo to the Town Board on March 7, 2016.

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### 7.3 PERSONNEL (MESSINA/Majewski)

1. Request for authorization for Water & Wastewater Superintendent Scott Groats to appoint current employee Robert Foster to the position of Water Meter Reader & Repair Person at the Operating Engineer rate of \$22.89 per hour and to appoint current employee Robert Flint to the position of Water/Wastewater Maintainer at the Operating Engineer rate of \$22.65. Both appointments are to be effective March 19, 2016.

2. Request to authorize Museum Director Ramona Kacyvenski to fill a vacancy by hiring Emily Whitaker as a Clerk Part-Time to work an average of 8 hours per week in the Museum, effective March 12, 2016 at a rate of \$9.00 per hour. This position is non-union

3. Request for the Town Board to approve the tentative agreement, dated January 26, 2016, between the Town of Vestal and the CSEA Library Union reached on January 26, 2016, and authorize the Town Supervisor to sign the resulting collective bargaining agreement.

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

1. Discuss request from Deborah Borrelli to place a "No Parking" sign adjacent to the entrance to Stair Park on Murray Hill Road to eliminate the blocking of a residential mailbox.

### 7.5 PUBLIC SAFETY (FITZGERALD/Messina)

### 7.6 ADMINISTRATION (MAJEWSKI/Messina)

## 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 02/22/16:** Town Engineer Vern Myers stated that he is working with the Highway Department on a plan to install a vehicle washing unit in the far bay of the Highway garage.

### 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 02/22/16:** Supervisor Schaffer reviewed the comments that were submitted by several Board members concerning the use of the Library parking lot by outside users for fundraising activity. Several Board members stated that they support the current policy of allowing Vestal based organizations to continue using the Library parking lot for staging fundraising events. Two Board members expressed the need to establish a more restrictive policy that reduces the number of events that are permitted and restricts the outside users to primarily student based organizations. Supervisor Schaffer stated that he will continue to gather further comments and work toward creating a consistent policy that the majority of the Board can accept.

### 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 2/22/16:** Town Engineer Vern Myers stated that he is working on the project and expects to have an RFP ready for review by the next Work Session.

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### 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. **Update on 2/22/16:** Work in progress.

### RECEIVE AND FILE:

- **February 18, 2016** – Letter from Vestal Police Officer John Burkhard stating that he is providing auto detailing services to the Vestal Police Department under the business name Jack's Auto Detailing. This notification is made to meet the disclosure obligation under section 803 of the General Municipal Law.

### 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.

### ADJOURNMENT