

VESTAL TOWN BOARD WORK SESSION AGENDA
MONDAY, MARCH 21, 2016

WORK SESSION

6:00 PM Insurance Consultant Doug Bulman and Comptroller McKane to discuss health insurance renewal and stop loss renewal.

COMMITTEES

7.1 PUBLIC WORKS (FITZGERALD/Majewski)

1. Request from Highway Superintendent Rocco Turdo for approval to advertise for Highway Materials on April 6, 2016 with the bids to be opened on April 20, 2016.

2. Request from Water & Wastewater Superintendent Scott Groats for approval to advertise the West Hill & Carnegie storage tank repainting on Wednesday March 30, 2016 with the bids to be opened on Wednesday April 20, 2016 at 2:00 PM.

7.2 FINANCE (AGNESHWAR/Fitzgerald)

1. Warrants: 2016-10, 2016-10E, 2016-11, 2016-11E, 2016-11L

2. Request for Town Supervisor John Schaffer to sign agreement with Vestal Central Schools for the rental space at Central Junior High for the Senior Citizens Center from March 1, 2016 – February 28, 2017 at the cost of \$783.00 per month.

3. Request to pay Michael J. Heenan \$1,125.00 for services rendered as the Town's expert in the Hicks vs. Town of Vestal litigation.

4. Request to pay Greene, Hershdorfer & Sharpe \$1,420.00 for legal services rendered in the Hicks vs. Town of Vestal litigation.

5. Request from Deputy Comptroller Nick Angeline to approve budget transfers dated 12/31/2015 to cover 2015 year-end budget and budget transfers dated 2/29/15 – 3/14/16 as attached to his memo dated March 16, 2016.

6. Comptroller McKane to discuss time keeping software.

7.3 PERSONNEL (MESSINA/Majewski)

7.4 PLANNING & ZONING (MESSINA/Agneshwar)

1. Request from Dick's Sporting Goods to use three "sea box" type trailers and one tractor trailer for merchandise storage for an indefinite period of time.

7.5 PUBLIC SAFETY (FITZGERALD/Messina)

7.6 ADMINISTRATION (MAJEWSKI/Messina)

1. Request from Museum Director Ramona Kacyvenski to approve the following event at the Vestal Museum on April 9, 2016: Grand Army of the Republic, a Commemorative Exercise in remembrance of the April 6, 1866 beginning of the national organization for the Civil War Veterans at Decatur, Illinois.

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2. Request from Museum Director Ramona Kacyvenski to use \$50.00 from the CM0308 donation funds to pay an honorarium to speaker presenter Allen Mesch in April.

3. Request from Museum Director Ramona Kacyvenski to approve Fangyuan Ji, a Binghamton University student, as unpaid intern at the Vestal Museum, starting March 31, 2016.

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 03/07/16:** Town Engineer Vern Myers 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 03/07/16:** Supervisor Schaffer stated that he is reviewing the comments from the Board and expects to have a draft policy within a few weeks.

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

Town Engineer Vern Myers stated that he is working with the Comptroller on an RFP for such a service. However, he also expressed concern about the logistics of fueling the many pieces of equipment that cannot be driven or taken to a distant fueling station. In the end, the Board will need to weigh the potential costs of the switchover vs. the liability inherent in maintaining its fueling operations and underground fuel tanks. Supervisor Schaffer directed the Town Engineer to prepare a cost benefit analysis of upgrading our system vs. going with an outside fuel vendor.

4. Employee Performance Evaluations

Human Resource Officer Nancy Olmstead is preparing and updating job descriptions and will work with the Board to develop the program. **Update on 03/07/16:** The job descriptions are almost complete.

5. Update on Museum Safety Concerns

SUPERVISOR ANNOUNCEMENTS:

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

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

ADJOURNMENT