

**VESTAL TOWN BOARD WORK SESSION AGENDA**  
**MONDAY, DECEMBER 05, 2016**

**WORK SESSION**

**6:00 PM Paul Reynolds CMA (Communication Management Services)** to discuss small cell leases, options for leasing space on the Andrews Road Tower, possibly modifying the current code to require the Town Engineer's approval of poles and tower.

**COMMITTEES**

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

**7.2 FINANCE (AGNESHWAR/Fitzgerald)**

**1. Warrants:** 2016- 46, 2016-6E

**2.** Request from Comptroller Laura McKane to adopt a resolution acknowledging that the CPA firm of Ciaschi, Dietershagen, Little, Michelson & Co. LLP has audited the books and records of the Town of Vestal Justice Courts for the calendar year of 2015.

**3.** Request from Comptroller Laura McKane to enter a two year contract with PERMA to provide workers' compensation insurance coverage. In accordance with their proposal, the first year cost will be \$334,913 less a 2% discount if paid in full by January 1, 2017. The second year costs are fixed depending on the loss ratio in year 1.

**4.** Request to pay \$400 for the 2017 membership to the Upstate New York Towns Association.

**5.** Request from Comptroller Laura McKane to discuss Capital Projects.

**7.3 PERSONNEL (MESSINA/Majewski)**

**1.** Request from Parks Superintendent Jim Bukowski to hire Jeffrey Battaglini as a Laborer effective December 12, 2016 at the Operating Engineer 2016 rate of pay of \$14.43 per hour. A background check and pre-employment drug test have been successfully completed.

**2.** Request from Tax Collector Debra Wallace to hire staff for the Tax Office (as per the provided chart) for the period December 22, 2016 through April 17, 2017.

**3.** Human Resource Officer Nancy Olmstead to discuss vacation carryover requests.

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

**7.5 PUBLIC SAFETY (FITZGERALD/Messina)**

**1.** Request from Fire Chief David Harrington to accept Russell Kelly as a new member of Company Number 1 and Ethan Wilenski as a new member of Company Number 4.

**2.** Request from Fire District Administrative Secretary Susan Bowen for approval to accept \$100 from the Ulster Fire Company for usage of Fred Singer Training Site on December 4, 2016.

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**7.6 ADMINISTRATION (MAJEWSKI/Messina)**

1. Request from Human Resource Officer Nancy Olmstead to discuss the Town Board Meeting Schedule for 2017.

2. Request from Town Clerk Emil Bielecki for the Supervisor to sign a renewal agreement with the Vestal Veterinary Hospital for Dog Shelter services in 2017.

3. Request from Town Clerk Bielecki to discuss a proposal for MuniCode to publish and update the Vestal Town Code on the Town's website.

4. Request from the Kopernik Observatory to retire in place and transfer ownership of a Town owned communications pole and equipment enclosure after the emergency communication system is relocated to the Broome County radio tower next to the Kopernik Observatory. Transferring the pole and enclosure will eliminate the expense to the Town of removing and disposing of these items.

5. Request from IT Director Dan Williams to dispose of or recycle the following items:

Serial	Make	Model	Vestal Tag
6VWWYD1	Brocade	200E	
9RWWYD1	Brocade	200E	
U60712G4F908 560	Brother	intellifax 1820C	
U61639G7J6834 80	Brother	intellifax 4100e	
JXM1210L20D	Cisco	ASA 5510	
FW76JC1	Dell	745	3403
711QXR1	Dell	790	3666
715LXR1	Dell	790	3686
4HQDBK1	Dell	960	3602
4YS2VL1	Dell	960	3630
7JQDBK1	Dell	960	3485
9HQDBK1	Dell	960	3601
714PXR1	Dell	3696	3696
7CC8LB1	Dell	D520	3402
JC1P091	Dell	D610	
MLX0300NX2	Dell	HP	3611
D0MXY11	Dell	PowerConnect	

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		<b>3048</b>	
<b>6RGLLB1</b>	<b>Dell</b>	<b>PowerEdge 2850</b>	
<b>7DV1MB1</b>	<b>Dell</b>	<b>PowerEdge 2850</b>	
<b>F49KRG1</b>	<b>Dell</b>	<b>PowerEdge 2950</b>	<b>3712</b>
<b>H49KRG1</b>	<b>Dell</b>	<b>PowerEdge 2950</b>	<b>3713</b>
<b>AC47911390053 4 AC47911390009 5</b>	<b>EMC2</b>	<b>API1FS18</b>	
<b>CN026XJ06F</b>	<b>HP</b>	<b>ProCurve 2810- 48G</b>	
<b>SG636SF03M</b>	<b>HP</b>	<b>ProCurve 3400cl</b>	
<b>SG715SF01H</b>	<b>HP</b>	<b>ProCurve 3400cl</b>	
<b>2B74600080</b>	<b>Overland</b>	<b>ARCvault</b>	
<b>9502AZB020016 00109</b>	<b>Tripp-Lite</b>	<b>B020-016</b>	<b>3351</b>
<b>CN2161K2BW</b>	<b>HP</b>	<b>OfficeJet Pro 8100</b>	<b>3769</b>
<b>CN8BK5H25M</b>	<b>HP</b>	<b>DESKJET F4240</b>	
<b>SL7S108210038 8 SL7S108230014 9</b>	<b>EMC2</b>	<b>MPE</b>	
<b>2NXKJK1</b>	<b>Dell</b>	<b>E6400 ATG</b>	<b>3493</b>
<b>QD1135260275 5D1117T02813 QD1135160729</b>	<b>Symmetra LX</b>	<b>SYBFXR9 SYAFSU16 SYAXR9B9</b>	
<b>QD0653254651 QD653254778</b>	<b>Symmetra LX</b>	<b>SYAF8KT SYA8K8P</b>	

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<b>5RWSJG1</b>	<b>Dell</b>	<b>760</b>	<b>3597</b>
70XNXR1	Dell	790	3687
711KXR1	Dell	790	3694
711LXR1	Dell	790	3634
712JXR1	Dell	790	3695
712KXR1	Dell	790	3682
714KXR1	Dell	790	3689
715NXR1	Dell	790	
715PXR1	Dell	790	
8B4FDH1	Dell	E6500	3600
BB4FDH1	Dell	E6500	3434
1T2N7P1	Dell	M6500	3646
6VCBJL1	Dell	M6500	3647
714LXR1	Dell	790	3693

**UNFINISHED BUSINESS**

**1. Proposed Gas Card System for the Purchase of Fuel for Town Vehicles**

Town Engineer Vern Myers and Town Comptroller Laura McKane are evaluating service plans from the Mirabito Group as well as the WEX program, which provides payment processing and information management services for vehicle fleets. WEX has the state contract and can be implemented rapidly. **Update on 11/07/16:** Town Engineer Myers stated the Request for Quotation (RFQ) will be completed by the end of this week.

**2. Discussion Concerning a Proposed Ban on Smoking in Town Parks**

Several Board members indicated that the proposal was a good idea but that additional research needed to be done to clearly identify what products would be banned and how a ban would be enforced. **Update on 11/07/16:** Town Attorney Berger stated that he drafted a local law and distributed it to the Board for review. After a brief discussion, the Board requested that a ban on e-cigarettes and vaping should also be included in the proposed law.

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

- Litigation (to be specified)
- Applicants for appointment to the Zoning Board of Appeals (ZBA).

**ADJOURNMENT**