

VESTAL TOWN BOARD WORK SESSION MINUTES
MONDAY, FEBRUARY 4, 2013

In Attendance: Supervisor Schaffer, Board Members Marnicki, Fitzgerald and Milkovich and Majewski

Also Attending: Town Engineer Gary Campo, Town Attorney David Berger, Human Resource Director Nancy Olmstead, Highway Superintendent Brock Leonard, Fire Chief Pat McPherson, Assistant Fire Chief Doug Rose, Town Clerk Emil Bielecki and several members of the Fire Department and the community.

WORK SESSION – Supervisor Schaffer convened the meeting at 6:02 PM and immediately asked for a motion to go into Executive Session.

EXECUTIVE SESSION

On a motion of Councilman Majewski, seconded by Councilman Milkovich, the following motion was

ADOPTED Ayes 5 Majewski, Fitzgerald, Milkovich, Marnicki, Schaffer

Nays 0

Resolved the Board enter into Executive Session for the purpose of discussing contract negotiations with CSEA, litigation and a personnel matter in the Highway Department. The time was 6:03 PM.

On a motion of Councilman Majewski, seconded by Councilman Milkovich, the following motion was

ADOPTED Ayes 5 Majewski, Fitzgerald, Milkovich, Marnicki, Schaffer

Nays 0

Resolved the Board leave the Executive Session. The time was 7:05 PM..

The Work Session resumed at 7:06 PM

Fire Rescue Vehicle

Supervisor Schaffer expressed his support for proceeding with a referendum to purchase a new fire rescue vehicle in the range of \$800,000, as recommended by the Fire Department. The vehicle needs to be replaced and the timing is such that it will not result in a tax increase because other Fire debt is maturing.

Several Board members asked about the need for a 10 person cab. The Fire Chiefs who were present at the meeting explained that the larger cab size is needed for the type of emergencies that the Department faces today. Moreover, this vehicle will also be used for ‘auto extrication.’ Lastly, reducing the size of the cab would only amount to minimal savings.

By consensus, the Board authorized the Fire Department to work with the Comptroller in preparing the necessary paperwork for proceeding to a referendum.

Code of Ethics

Human Resource Director Nancy Olmstead stated that the current Code of Ethics was adopted in 2010. It was largely based on the State model code. At the time of adoption, several issues were addressed to avoid conflicts of interest. The Code of Ethics was adopted as a Local Law and any changes would require going through the whole local law process.

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Supervisor Schaffer asked the Board to review the Code of Ethics and to bring any suggestions for amendments to the next Work Session. In addition, he asked that copies of the Code of Ethics be redistributed to each employee with a signed confirmation of receipt.

Procurement Policy

Supervisor Schaffer stated that he is continuing to solicit suggestions from the Board on how to improve accountability in our purchasing procedures.

Councilman Milkovich suggested that **Guideline 6** of the Procurement Policy be amended to require **approval** for most of the purchasing circumstances described under this section, including the purchases of items under \$500.

Kopernik Agreement / Communications Tower

Councilman Majewski stated that the concerns that he expressed in previous meetings have been addressed.

Town Attorney Berger stated that he would forward the memorandum of understanding to Kopernik and proceed to prepare a final agreement for Board approval.

Cold Storage Facility

Town Engineer Gary Campo gave a brief description of the type of structure that could be built with the available insurance proceeds from the flood destroyed Old Emergency Squad Building. The new building would have power but would not be heated. It would be for cold storage and would largely replace the Old Squad structure.

Councilman Milkovich stated that he still wants to explore the feasibility of moving the Engineering/Code Departments back into the Old Engineering Building. He feels that we are paying too much for leasing the Front St. location. He will schedule a meeting to look into this in detail.

Several Board members questioned the feasibility of this proposal, citing inadequate space and the need to find other locations for the current occupants of the Old Engineering Building (IT, Fire Secretary, Records Center).

Town Clerk Emil Bielecki reminded the Board that if a decision is made to move the Records Center, it would need to be replaced with a temperature controlled facility with work space. A cold storage building would be totally inadequate for use as a main Records Center.

Light District

Town Engineer Gary Campo distributed a map showing areas within the Central Light District that do not have street lights but are being assessed for them. He would like to work with the Assessor to identify the properties and remove them from the district.

Councilman Marnicki stated that he favors the creation of a town-wide central light district with the costs being shared by all of the town's residents. Town Engineer Campo cautioned that such a move would be unfair and result in every street wanting lights.

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Town Attorney David Berger noted that he is working with the Comptroller to determine the proper procedure to make changes in a light district.

Supervisor Schaffer asked the Town Engineer to provide additional information about the number of properties involved and the costs associated with this issue.

Hazard Mitigation Plan (available on-line)

Town Engineer Gary Campo asked the Board to review the Hazard Mitigation Plan prepared by Broome County, particularly the Vestal annex. This plan is required to be updated every 5 years. The plan needs to be approved by the Town so as to be eligible to receive Federal disaster relief funding.

Employee Handbook amendment – Holidays

When Town Hall was being used as a polling location, Election Day was established as a holiday. Now that Town Hall is no longer being used for that purpose, Human Resource Director Nancy Olmstead is proposing that Election Day be eliminated as a designated holiday and replaced with one additional floating holiday.

Councilman Majewski, noting a difficult fiscal environment, suggested that the Election Day holiday be eliminated and not be replaced with a floating holiday.

The consensus of the Board was to accept the Human Resource Director's recommendation and to authorize the appropriate change in the Employee Handbook.

OK-This item will be placed on the Agenda for a vote at the next Regular Meeting of the Town Board.

Police Department chain of command

Human Resource Director Nancy Olmstead stated for the record that during Police Chief Butler's absence, Lieutenant Gerald Mullins is second in command and is authorized to sign vouchers on his behalf.

SUPERVISOR'S ANNOUNCEMENTS:

1. **Winter Parking Hours** – December 1st - March 31st - 2:00 AM to 6:00 AM

2. Vestal Fire Department Membership for **Station 2's Firemen Breakfasts and Station 2's Ladies Auxiliary Soup and Salad Dinners** being held on following dates at Vestal Fire Department Station #2.
 - Auxiliary Soup and Salad**
2/23, 3/16 - Time: 4:00 pm till gone
 - Firemen's Breakfast**
2/10, 4/14 - Time: 7:00 am till 11:30 am

3. Board Members are invited to attend a presentation at Station 2 on the proposed new firehouse

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EXECUTIVE SESSION

On a motion of Councilman Majewski, seconded by Councilwoman Fitzgerald, the following motion was

ADOPTED Ayes 5 Majewski, Fitzgerald, Milkovich, Marnicki, Schaffer
Nays 0

Resolved the Board enter into Executive Session for the purpose of discussing a personnel matter. The time was 8:07 PM.

On a motion of Councilman Majewski, seconded by Councilman Marnicki, the following motion was

ADOPTED Ayes 5 Majewski, Fitzgerald, Milkovich, Marnicki, Schaffer
Nays 0

Resolved the Board leave the Executive Session and adjourn the Work Session. The time was 8:27 PM.

Respectfully submitted,
Emil Bielecki, Town Clerk