

VESTAL TOWN BOARD WORK SESSION MINUTES
MONDAY, JULY 21, 2014

In Attendance: Supervisor Schaffer, Board Members Fitzgerald, Majewski and Messina.

Also Attending: Town Attorney David Berger, Town Engineer Gary Campo, Human Resource Officer Nancy Olmstead, Town Clerk Emil Bielecki, and approximately 10 members of the community.

Supervisor Schaffer convened the Work Session at 6:00 PM.

6:00 Town Engineer Gary Campo to discuss NYSDOT review on the request to surplus the land next to the Library for the possible new Emergency Squad Building.

Town Engineer Campo along with the Vestal Emergency Squad Officers Mark Tomko (President), Jerry Schultz (Chief) and Todd Allis (Assistant Chief) highlighted the following points concerning the proposal to acquire the land next to the Library:

- The State is willing to surplus the land and make it available to the Town with 3 conditions: no access allowed on Route 26 ramp; right-of way fence to be moved to ensure no encroachment; all ingress/egress would only be allowed through current library driveway.
- The construction of a new Emergency Squad building would be paid through NY Rising funds. There would be no bonding for the project.
- The land and the building would be owned by the Town.
- The site is more accessible than the current location and is out of the flood zone.
- Egress out of the site will not be a problem and traffic light preemption would be used on the Parkway.

Town Attorney David Berger inquired about the possibility of transferring the land directly to the Emergency Squad. Town Engineer Campo indicated that to the best of his knowledge, the NY Rising funds would be available only to the Town.

Several Board members asked about potential safety issues with the traffic flow in the Library parking lot area but were reassured by the presenters that there is more than adequate space to design a safe ingress/egress configuration.

Town Engineer Campo stated that the next step that needs to be taken is for the Board to adopt a resolution stating an interest in obtaining the land with the conditions as set forth by NYSDOT. The Board agreed to proceed as requested.

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

6:15 IT Director Dan Williams to discuss request for contract with Eastern360.

IT Director Williams stated that going with an outside firm to manage our network printing needs will result in improved efficiency and reduce costs. He secured a number of quotes and Eastern was the most competitive. The managed print services from Eastern360 will automate the process of replacing toner/ink for the Town's network printers. It will service the printers as needed and if a printer is broken, they will replace the printer with another printer of equal or greater capacity. The cost of the printing will be allocated and charged back to the individual departments. The contractor will give the Town credit for unused cartridges currently in the Town's inventory.

The Board agreed to authorize IT Director Dan Williams to sign an agreement with Eastern360 to provide managed print services for network printers.

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

Update on Kopernik Tower Agreement

IT Director Dan Williams informed the Board that he participated in a conference call with Broome County Fire Coordinator Brett Chellis and other emergency services personnel. From that call, he feels that the County is moving ahead with its plan to construct a 180 foot cell tower at the Kopernik Observatory location. They are working with Kopernik to work out a contract. Once it is clear that the County will build the tower at the Kopernik site, the Town can proceed to upgrade its Andrews Road tower.

Town Engineer Gary Campo noted that the contract for the Andrew Road tower construction would have to be rebid.

COMMITTEES

7.1 PUBLIC WORKS

1. Request from Town Engineer Gary Campo to advertise for bids with regards to the widening of Dodd Road and guide rail replacements on July 30, 2014 with opening on August 11, 2014.

Town Engineer Campo noted that this project will improve vehicular safety. The project will use CHIPS funding.

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

2. Request from Town Engineer Gary Campo to auction 1996 Generator. This is the old Town Hall generator. It has overheating problems is not worth repairing.

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

3. Request from Water Superintendent Scott Groats to award HD Supply, as the low bidder, for water appurtenances with the bid price of \$78,246.00. Bid is for one year from date of contract and it is not anticipated that the whole amount will be used.

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

4. Request from Water Superintendent Scott Groats to award to Carus Corporation the bid for Liquid Polymeric Phosphate at \$8.32 per gallon. The bid will be for one year from the date of the contract with an additional 2 one year extensions if requested.

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

7.2 FINANCE

1. Warrants – 2014-28, 2014-28E, 2014-29, 2014-29L, 2014-29E

OK - This item will be placed on the Agenda as a Receive and File item at the next Regular Meeting.

7.3 PERSONNEL

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7.4 PLANNING & ZONING

1. Request from Matthews Auto Group to hold “American Muscle Cruise In” on August 9, 2014 at 3721 Old Vestal Road.

Town Attorney Berger noted that this event was reviewed and approved by the ZBA.

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

2. Request from Mike Blasko of South Central Forest Products LLC for a permit to harvest timber from 931 Cherry Lane and 498 Skyline Drive.

Town Attorney David Berger noted that this request is coming to the Board because the permit applicant is asking to harvest within the required 300 foot setback. In response, Mr. Blasko stated that the request is not unreasonable or problematic because the nearest homes are still a couple of hundred feet away from the boundary.

Councilman Majewski noted that the terrain on the Cherry Lane side is fairly steep and he is concerned that the additional harvesting could cause erosion and water runoff problems.

Town Attorney Berger asked the applicant to submit an Environmental Impact Statement to address the potential problems.

After a brief discussion, the Board asked the applicant submit the EIS and to provide additional information about the harvesting on the Cherry Lane side. This information will be reviewed at the next Work Session on August 11.

3. Request from Kimble Road area residents to hold a block party on August 1, 2014.

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

7.5 PUBLIC SAFETY

7.6 ADMINISTRATION

1. Request from Recreation Planner Sue Jastran to hire camp labor as outlined in a memo dated 7/17/14. All employee pay rates are budgeted items in the 2014 budget and the background checks has been completed.

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

2. Request from IT Director Dan Williams to dispose of items listed in memo dated 6/23/14. They are no longer needed for operations in the Town.

Councilman Majewski asked if any of the computer equipment has potential value and could be donated to the School District. Councilwoman Fitzgerald said that she would inquire about it and respond back to the Board.

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

NEW BUSINESS

1. Request to the Board from Town Engineer Gary Campo to award the Ross Hill Road Pipe Replacement Project to the low bidder, Allis Development of Vestal, NY in the amount of \$40,590.00. This project will be funded through CHIPS.

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

2. Request to the Board from Town Engineer Gary Campo to authorize the advertisement of a Public Hearing on July 30, 2014 regarding a Vehicle Service Station Permit for 305 Vestal Parkway East, BCTMP #157.18-1-18.1, with a Public Hearing on August 13, 2014.

Town Engineer Campo noted that this request came in too late to be included on the regular Work Session agenda. He is asking the Board to consider it on short notice because the applicant must move out of their present location by the end of July.

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

UNFINISHED BUSINESS

1. Town of Vestal FOG Control Program (Fats, Oils and Grease)

On hold for additional review and revision.

2. Kopernik Tower (as discussed above)

Awaiting County action on plan to construct 180' tower at the Kopernik Observatory location.

3. Gateway Sign Application

Applicant requested to provide the following: drawings to scale, elevation drawings and drawings showing a perspective view. Board is reviewing submissions.

4. Construction of Pavilion at Arnold Park

Councilman Majewski stated that the contractor who submitted the low bid for the project agreed to do the project over a two year period at the same price. He recommends that the contract be awarded and the work be done this year not to exceed the budgeted amount of \$50,000. The additional money needed to complete the project would be budgeted as part of the 2015 capital plan.

Councilwoman Fitzgerald stated that the Board should do this project within the budgeted amount. She feels that the project could be scaled back to a simpler and smaller design and be completed by the Parks Department. She will not support going over budget to get this project done.

Supervisor Schaffer expressed concern about the real cost to get this project done internally and agreed with Councilman Majewski that the best approach would be to hire the outside contractor to do the project over a two year period. Councilwoman Messina also agreed with this approach.

The consensus of the Board was to proceed with awarding the bid for the construction of Pavilion 1 to the lowest bidder, Procon Contracting of Vestal, NY in the amount of \$82,500.00, with a 10% contingency of \$8,250.00. The project is to be completed over 2 years with the expenditure in 2014 not

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to exceed \$50,000. (\$50,000 was budgeted in the 2014 Capital Projects). The Comptroller will be asked to advise the Board on the proper procedure to amend the financing for this project.

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

5. Replacement of Fire Station 4

A trip will be scheduled for the Board to visit a fire station in East Syracuse. This facility was identified as the most representative of the kind of station that Vestal is planning. The Board is continuing to work with the Fire Department to schedule a convenient date.

6. Replacement of existing Chase Credit Cards

Comptroller Laura McKane is doing additional research on a new contract and will report back to the Board.

7. Amendments to Employee handbook

The Board is reviewing the proposed changes that were presented by Human Resource Officer Nancy Olmstead and will discuss them at the Work Session on August 11, 2014.

8. Agreement with Eastern 360 (as discussed above)

The Board will vote to authorize the signing of the contract.

SUPERVISOR'S ANNOUNCEMENTS:

August 2, 2014 - Summer Festival at the Vestal Museum

Archaeology demonstrations & exhibits; historic games & kids crafts; folk art demonstrations: blacksmithing, pine needle, and felting. Also includes: music, barbeque, ice cream truck, bake sale, book sale, flea market and the Vestal Farmers Market.

EXECUTIVE SESSION

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

ADOPTED Ayes 4 Fitzgerald, Majewski, Messina, Schaffer
Nays 0

Resolved the Board enter into Executive Session for the purpose of discussing the following:

- Labor negotiations strategy
- A personnel matter concerning a specific employee.
- Possible settlement of an Article 7 case re: 124 Jensen Rd.

The time was 7:15 PM.

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

ADOPTED Ayes 4 Fitzgerald, Messina, Majewski, Schaffer
Nays 0

Resolved the Board leave Executive Session and **adjourn the Work Session. The time was 7:56 PM.**

Respectfully submitted,
Emil Bielecki, Town Clerk