

Minutes

Village Board of Trustees

February 8th, 2018

A meeting of the Village of Horseheads Board of Trustees was held on the above date at 7:00 p.m.

Present were:

<u>Village Board and Staff</u>	
Mayor Louise McIntosh Trustee Mike Skroskznik Trustee Pat Gross Trustee Bill Goodwin Trustee Rob Maloney Village Manager Brad Lytle	Clerk-Treasurer Donna Dawson Village Atty. John Groff Manager's Asst. Rachel Baer Fire Chief Arthur Sullivan
<u>Others Present.</u>	
Carol Gonzalez, Bush Ave.	

Resolution by Trustee Skroskznik, seconded by Trustee Gross

BE IT RESOLVED, that the reading of the minutes of the Board of Trustees Meeting of January 25, 2018 be dispensed with and the same stand approved as entered by the Clerk.

Roll Call Vote:

Mayor McIntosh: Aye
Trustee Skroskznik: Aye
Trustee Gross: Aye
Trustee Goodwin: Aye
Trustee Maloney: Aye

Financial Report:

Clerk-Treasurer Donna Dawson briefed the Board on the current financial situation:

- Updates on tracking HRA submitted
- General expenses down 4%

- General revenues up 3%
- Water expenses down 26%
- Water revenues up 10%
- \$131% diff between last year and this year figures
- Sales tax up too

Resolution by Trustee Skroskznik, seconded by Trustee Goodwin

BE IT RESOLVED, that the Justice Reports for December 2017 are hereby received, and same is to be filed with the Village Clerk-Treasurer.

Roll Call Vote:

Mayor McIntosh:	Aye
Trustee Skroskznik:	Aye
Trustee Gross:	Aye
Trustee Goodwin:	Aye
Trustee Maloney:	Aye

Resolution by Trustee Gross, seconded by Trustee Goodwin

BE IT RESOLVED, that a proposed Local Law regarding Prior Notice of Defects is hereby received, and a public hearing regarding same is hereby scheduled for Thursday, February 22, 2018 at 7:00 p.m.

Roll Call Vote:

Mayor McIntosh:	Aye
Trustee Skroskznik:	Aye
Trustee Gross:	Aye
Trustee Goodwin:	Aye
Trustee Maloney:	Aye

Traffic Commission Recommendations - To Be Tabled

Village Manager Lytle - in your packet is a diagram of what the parking is right now down on Center St.

Atty. Groff - Traffic Commission looked at no parking, no standing, no stopping on a short section of Center between Fletcher and Sayre. Then the Police Chief said he thinks those limitations should be extended. So we started to look at what the laws are down there now. This needs to go back to the Traffic Comm. to look at all of this and get it streamlined and consistent.

Resolution by Trustee Maloney, seconded by Trustee Goodwin

WHEREAS, the Village of Horseheads and the Town of Elmira entered into an Inter-Municipal Agreement for Public Works Supervisor and Mechanic in 2010 and the Agreement has been extended by Addendums to same, and

WHEREAS, Village Manager Brad Lytle has reported to this Board that he is satisfied with the

arrangement and recommends continuation of same, and

WHEREAS, the Village and Town of Elmira wish to continue the contractual arrangement for three years at a cost of \$44,125 per year, to be paid in equal monthly installments, and

WHEREAS, the Town requires a modification to the Agreement allowing for its cancellation in the event of change in the employment of Matt Mustico and Greg Mann.

NOW THEREFORE BE IT RESOLVED, that the Village Board hereby agrees to amend said Agreement to continue at the increased amount, and subject to staffing changes, and be it further

RESOLVED, that Village Manager Lytle is hereby authorized to sign an Addendum to the agreement as noted above, effective April 1, 2018.

Trustee Goodwin stated that he feels this should be for just one year.

Atty. Groff noted that the contract does provide for 90 day cancellation by either party.

Manager Lytle - Should state that it increases by 3% on second and third year too.

Trustee Gross - we should have more facts on the percentage of time that Matt is here. What is his salary from the Town.

Discussion ensued.

Manager Lytle - what questions do you want answered. His salary from the Town is not relevant.

Mayor McIntosh - We don't just get his time, it's the equipment as well. Between the 3 municipalities he managers, the equipment gets moved around, and that saves us a lot of money too. Plus his truck. He uses the Town of Elmira truck.

Trustee Gross - I would like to just see a one year contract. I don't want the Town of Elmira making a profit on what we're paying for his services.

Trustee Skroskznik - they probably are, but that's part of shared services.

Trustee Goodwin - we could actually farm everyone out for shared services and we would make money. But we're not going to do that. At 44K we are getting a bargain. My concern was just the 3 year, but if we have the 90 day cancellation I'm happy with that.

Atty. Groff - should amend resolution - "cost of 44,125 per year crossed out, 44,125 first year, then 3% escalation in years two and three".

Roll Call Vote:

Mayor McIntosh:	Aye
Trustee Skroskznik:	Aye
Trustee Gross:	Aye
Trustee Goodwin:	Aye
Trustee Maloney:	Aye

Audience Participation

Carol Gonzalez, 408 Bush Ave. - what happened to the MEGA program

Manager Lytle - we found out late that NYSEG would not have to pay its gross receipts tax on this. At this point the Village is not willing to move fwd because we receive 70K in gross receipts tax from NYSEG every year. Until they resolve that in Albany the Village isn't prepared to move forward. MEGA wasn't even aware of this.

Mayor McIntosh noted that only villages and cities get this tax. Not towns. Was going to be a good deal until we found out about this.

Manager's Report

- Budget – We held our first Budget meeting on Tuesday, January 23, at 7:00 PM. The 2018 NY State Budget Calendar is as follows:
 - By February 8th – Notify Dept. Heads to prepare their estimates
 - By March 1st – Dept. Heads submit their estimates
 - By March 20th – BO prepares Tentative Budget, files with VC
 - By March 31st – VC presents Tentative Budget to BOT for review and modification
 - By April 15th – Notice of Public Hearing
 - By April 20th – Public Hearing
 - After Hearing but prior to adoption – Final Revisions
 - By May 1st – Adoption of Budget
- FEMA -- Filed with FEMA, requesting until January 31, 2019 to complete the process, which was made necessary because of the failure to conduct an Archaeological Survey of the site connecting wells 4 & 5. We are in that process and the Archaeological Institute at Binghamton University is working on an educational piece, which must be approved by the Nations, FEMA, SHPO, NYS Division of Homeland Security & Emergency Services and others.
- Conifer Vacant Property Certiorari – Conifer has asked for a Property Tax Reduction on two vacant properties next to the Rite Aid on Grand Central Ave. The property is assessed at \$1 million and is currently for sale at \$400,000. Since the Assessor is with the Town of Horseheads, we really have very little to say about this reduction, yet they are asking us for our thoughts. John Groff and I agree that the reduction is in line with what the property is worth. So, given that, and the fact that we really have no grounds to object and have little hope of achieving a different result, I recommend that we notify the Town that we would not contest a reduction.
- Emergency/Disaster Plan – Met on Tuesday, January 30, with Trustees Gross and Maloney, Chief Tom Stickler and Deputy Director of Chemung County Emergency Management, Kristin A. Card to review our Emergency Management Plan. We agreed we need to update the Plan. We also looked briefly at a Safety Manual, prepared in 2009 for the Safety Committee, at the time, by then Village Manager Marc Whitney and Deputy Clerk Dawson. The Safety Manual was never presented to the Board for acceptance. However, the manual covers a lot of very important ground and might serve as a template. We will be working on these and will meet again on Monday, February 26, at 9:00 AM.

- Tompkins County Municipal Health Insurance Consortium – Met with John and Donna to review their MUNICIPAL COOPERATION AGREEMENT and a sample resolution, should the Board decide to join the consortium. The advantage would be savings in our premium costs, which would have been \$30,000 if we had joined this year, which we couldn't have because we didn't know about them until late October.
- Courts – We were notified that we would no longer have to cover the costs for 'The CourtRoom Program' from Service Education Inc. The state purchased the company and now owns the software and their employees will become employees of the state. The savings to the Village will be \$1,855 per year.
- Software – As has been discussed, we will be moving to the County's New World software at a considerable savings. I met with County Treasurer, Joe Sartori on Friday, January 2, and he confirmed the cost to the Village for the General Ledger and Payroll software would be roughly \$5,000 per year. This would replace our ADP and Accela Softwares, which combined cost the Village over \$30,000 per year.
- Cemetery – The fence along Maple Grove Lane has been installed and it looks great!
- Chemung County Stormwater Coalition – We have been asked to renew our commitment to the Stormwater Coalition by signing a new 5 year Agreement. Our share would remain at current rate, which is not to exceed \$8,898 per year.
- Chemung County Soil and Water – Every 4 years there is additional Satellite imaging, which is an additional cost to all. This year our additional cost will be \$850.00.
- Health Insurance – We continue to research the Greater Tomkins County Health Insurance Consortium, we were told, is the only one in the State to have formed and remain. If we were with them this year, for instance, we would be saving an additional \$30,000 in premium costs. Hopefully, we can discuss this in more detail at our first Budget Meeting on Tuesday, January 23 at 7:00 PM.
- DOC Farmland – We have agreements with all of the property taxing authorities, agreeing to continue the tax-exempt status of the Farmland, once we take possession.
- Dept. of Correction Farmland – We are completing a portion of the State's SEQR. John Groff is working with their attorneys to gain us an easement for the east side of the access road, since our property line would be down the middle. John thought of this to ensure that we would have permanent use that road.

Manager Lytle added the following items:

- City of Elmira applying for a grant for pedestrian crosswalks. We're being asked to sign a letter of support for that.

Motion by Trustee Goodwin, seconded by Trustee Skroskznik, that the following item be added to the agenda:

- Authorize Bid and Purchase of New Firetruck

Roll Call Vote:

Mayor McIntosh:	Aye
Trustee Skroskznik:	Aye
Trustee Gross:	Aye
Trustee Goodwin:	Aye
Trustee Maloney:	Abstain

Resolution by Trustee Gross, seconded by Trustee Goodwin

WHEREAS, Fire Chief Arthur Sullivan and other officers of the Village Fire Dept. have reported to this Board regarding the condition and functionality of a vehicle of the Department, a 1990 Pierce Engine/Pumper, and have recommended that this vehicle be replaced as soon as is practical, and

WHEREAS, they have proposed that apparatus and components of the 1990 Pierce would be removed and reinstalled on a replacement engine/pumper resulting in the 1990 Pierce being taken out of service and declared surplus, and

WHEREAS, Village Manager Brad Lytle has researched various methods to fund the acquisition of a replacement vehicle, and this Board has determined that funds are available from a number of acceptable means.

NOW THEREFORE BE IT RESOLVED, that this Board does hereby authorize Chief Arthur Sullivan to develop plans and specifications and other documents to solicit bids, not to exceed \$450,000, for supply of a new engine/pumper with a minimum of a 1000 gal water tank, pumping capacity rating at 1500 gpm or greater, and sufficient compartment space to transport equipment. Said vehicle shall be NFPA 1901 compliant, NYS DOT compliant, and with current NYS DMV heavy truck inspection. All of the foregoing including development of the plans and specifications and bid documents will be developed under the supervision of Village Manager Brad Lytle.

Roll Call Vote:

Mayor McIntosh:	Aye
Trustee Skroskznik:	Aye
Trustee Gross:	Aye
Trustee Goodwin:	Aye
Trustee Maloney:	Abstain

Trustee Gross - on the budget, are we considering replacing some water mains.

Manager Lytle - we are identifying which ones are the worst. Would need a study first. We can begin that process in July. Chris and I have been talking about it.

Trustee Maloney - thanked Donna for all the financial info. And the board for authorizing the new firetruck.

Fire Chief Sullivan:

- Thank you for moving forward with the firetruck. We are now talking to manufacturers. Hope to present a generic bid to the Manager by the end of March so it can be released.
- St. Patricks parade doing well. Four bands already. 52 units so far. Then dinner immediately after.

Mayor McIntosh - the sister city visit is coming up. You have info about it in your packets.

As there was nothing further to come before the Board, the meeting was adjourned at 8:00 p.m.

/rmb

Resolution by Trustee , seconded by Trustee

WHEREAS, the Village of Horseheads regulates vehicles, traffic and pedestrians in certain manners as more specifically identified in Chapter 235, Vehicles and Traffic, of the Village Code, and

WHEREAS, Section 235-2 C allows the regulations and schedules of Chapter 235 to be amended by local law, resolution or motion, and

WHEREAS, the Village Traffic Commission has reviewed certain parking situations and has made the following recommendations:

- the section of W. Broad St. bordering Maple Grove Cemetery be designated as No Parking at all times, and
- Center St., west side, from Steuben St. south to I86 be No Parking, 7am-6pm, on school days, and
- Center St., both sides, from Fletcher to Sayre St. be No Stopping, No Standing, 7am-6pm, on school days.

NOW THEREFORE BE IT RESOLVED, that this Board does hereby amend Chapter 235, Vehicles and Traffic, ADDING the following to Sections 235-75,79,80 and 81 as provided in the proposed amendments.

Section 235-75, Schedule XV: Parking Prohibited at All Times

Name of Street	Side	Location
W. Broad St.	South	From the south terminus of the centerline of Gardner Road easterly for a distance of 82 feet, and westerly for a distance of 293 ft

Section 235-79, Schedule XIX: Parking Prohibited Certain Hours

Name of Street	Side	Hours/Days	Location
Center Street	West	7:00am-6:00pm On School Days	Steuben St. to Fletcher St.
Center Street	West	7:00am - 6:00pm On School Days	Sayre St. to NYS Route 17 (I86)

Section 235-80, Schedule XX: No Stopping Certain Hours:

Name of Street	Side	Hours/Days	Location
Center Street	Both	7:00am - 6:00pm	Fletcher St. to Sayre St.

On School Days

Section 235-81, Schedule XXI: No Standing Certain Hours:

Name of Street	Side	Hours/Days	Location
Center Street	Both	7:00am - 6:00pm On School Days	Fletcher St. to Sayre St.

Roll Call Vote: