

# Minutes

## Village Board of Trustees

March 8<sup>th</sup>, 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	Village Atty. John Groff Clerk-Treasurer Donna Dawson Manager's Asst. Rachel Baer
<u>Others Present.</u>	
Marge Butler, Grand Central Ave.	

Resolution by Trustee Skroskznik, seconded by Trustee Goodwin

BE IT RESOLVED, that the reading of the minutes of the Board of Trustees Meeting of February 22<sup>nd</sup>, 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 financial report.

- Revenues up 9%
- Water expenses down 6%
- Water revenues up 11%
- Health reimbursement acct - if we paid all expenses it would be 317K, year to date we've paid 21K
- Receive Court Grant for 11K

D&A: Receive Tentative 2018-2019 Village Budget

Resolution by Trustee Gross, seconded by Trustee Goodwin

BE IT RESOLVED, that the Tentative 2018-2019 Village Budget presented to this Board by Budget Officer Brad Lytle is hereby received, and be it further

RESOLVED, that a public hearing regarding said tentative budget is hereby scheduled for Thursday, March 22<sup>nd</sup>, 2018 at 7:00 p.m.

Roll Call Vote:

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

Resolution by Trustee Skroskznik, seconded by Trustee Maloney

BE IT RESOLVED, that a Draft Local Law on Tax Cap Override is hereby received, and a public hearing regarding same is hereby scheduled for Thursday, March 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

Audience Participation

None

Manager's Report

- Budget – We held our third and final Budget workshop on Wednesday, February 28, at 7:00 PM. The Village Clerk will present the Tentative 2018 – 2019 Budget on March 8<sup>th</sup> to the Board.
  - The 2018 NY State Budget Calendar is as follows:
    - By February 8<sup>th</sup> – Notify Dept. Heads to prepare their estimates
    - By March 1<sup>st</sup> – Dept. Heads submit their estimates
    - By March 20<sup>th</sup> – BO prepares Tentative Budget, files with VC
    - By March 31<sup>st</sup> – VC presents Tentative Budget to BOT for review and modification
    - By April 15<sup>th</sup> – Notice of Public Hearing

- By April 20<sup>th</sup> – Public Hearing
  - After Hearing but prior to adoption – Final Revisions
  - By May 1<sup>st</sup> – Adoption of Budget
  
- Liability Insurance – I have spoken with John Condon, Brown & Brown, who told me that we are likely looking at a 3% increase in our Liability Insurance this year with Traveler’s. This is because of our potential exposure in the Joseph St. incident. We were insured by someone else then, but Traveler’s will undoubtedly be brought into the mix, when the suit goes forward or a settlement is reached. I have asked them to get an alternative to the PERMA policy we have for Worker’s Compensation, which they will do.
  
- FEMA – We had a request from Edward Kowalewski, Disaster Assistance Representative, NYS Division of Homeland Security & Emergency Services, for copies of cancelled checks for closeout of FEMA Project 1287, which was the Wells 5 Filtration Plant and then the connection of Well 4 to Well 5. As you know, we are also working with the Public Archaeological Facility @ Binghamton University to develop an educational piece regarding the history of indigenous people of our area, which will be made available to the schools, Historical Society Museum, the Library and available at Village Hall.
  
- Emergency/Disaster Plan – Our second meeting was held on Monday, February 26, at 9:00 AM. Attending were Trustees Rob Maloney and Pat Gross, Chief Tom Stickler, VM Brad Lytle and Kristin Card, Deputy Director of the Chemung County Emergency Management. We have many documents, which were provided by Kristin, that we will synthesize with our existing Emergency Response Plan, eventually producing a draft that will be brought before the Board.
  
- Inero & Co. CPAs, LLP – We have received a draft of Inero’s “INDEPENDENT ACCOUNTANT’S REPORT ON APPLYING AGREED-UPON PROCEDURES.” They found no significant deficiencies. They did make a few suggestions on some minor areas of concern to them and we will be making some tweaks to a few procedures, based upon their recommendations. We expect their final report will be made available very soon. Here are the tasks they completed:
  - They documented and analyzed internal control procedures over cash handling in the Clerk/Treasurer’s Office and the Parks and Recreation Department, including procedures over bank reconciliations.
  - They performed a cash receipts test of receipts accepted at the Clerk/Treasurer’s Office and Parks and Recreation Department. We judgmentally selected a sample of 25 receipts and examined documentation to determine whether they were recorded properly and in accordance with Village policy.
  - They examined the activity in the main checking account for two months during the fiscal year 2016-2017, as well as June 2017. We compared the bank account activity to the accounting records and examined copies of check facsimiles for agreement as to payee and amount.

- Traffic Commission – We have been notified by NYSDOT that our rail crossings are in violation of the law and that we will have to make some changes. We have contacted Norfolk Southern Railroad about the necessary changes to the crossings and hope to have a meeting with them very soon. In the meantime, Matt Mustico is researching some costs.
- Neighborhood Watch – Meeting was held on Friday, Feb. 23, at 6:00 PM. Guest Speaker – EMO Director Mark Cicora. Attendance was low, but participation was high and lively.
- The Town of Owego Court was the recipient of our old magnetometer, which was surplus. The new magnetometer was obtained through a grant, as was the one we just passed on to the Town of Owego. They picked it up on Monday morning, Feb. 26.
- HOST FACILITY - L&R Environmental will be moving into the HOST Facility to offer their services. Jimmy Joe Carl of Chemung County Stormwater Management and Sevon Thompson of DEC have both confirmed they have no issues with this new tenant and there are no Code concerns. There will be no residual waste water entering the environment because their process captures everything. They eventually hope to have 10 – 14 employees, which they would like to hire locally. Their employees, who make approx. \$25/hr., must be highly trained by them and certified.
  - Here is their website: <http://lnrenvironmental.com/railcar-services/>
  - Here are the services they provide:
    - NATIONWIDE MOBILE RAILCAR SERVICES
    - TANKER CAR CLEANING
    - DRY & BULK CAR CLEANING
    - GRAFFITI REMOVAL
    - CAR STENCILING
    - COMPLETE INSPECTIONS
    - LIGHT MAINTENANCE
    - WHEEL INSPECTIONS
    - WHEEL FLANGE INSPECTIONS
    - REPLACE BELLY AND MANWAY GASKETS
    - NATIONWIDE SERVICE
    - BRAKE PAD REPLACEMENT

Manager Lytle added the following:

- Insero presentation at next board meeting. They are the company that looked at our accounting practices in the Clerk's Office.
- Distributed blotter report from Police Chief. Able to be giving this monthly. All agreed to keep receiving it.

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

- Justice Reports

Roll Call Vote:

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

Resolution by Trustee Skroskznik, seconded by Trustee Gross

BE IT RESOLVED, that the Justice Reports for January 2018 are hereby received and placed on file in the Village Clerk's Office.

Roll Cal Vote:

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

### Updates

Clerk-Treasurer Dawson:

- Going live with new Williamson software for water billing

Rachel Baer:

- Sister city visit schedule is in your packets

Atty. Groff:

- Working on bid docs for new firetruck
- Working on local law on excavation of streets and village property

Manager Lytle:

- The Williamson software package is a lot easier to use, and better formatted documents
- Boces will be able to print water bills
- Sean Lohmuller replacing all drop ceiling tiles in Village Hall

Trustee Maloney:

- On the new firetruck, met with 3 dealers so far. Should have specs in a few more weeks.

Trustee Gross:

- How many bonds do we have currently
- Manager Lytle - 2 for energy project and the water, and the bond leftover waiting for money from FEMA,

Trustee Goodwin:

- Attended Neighborhood Watch meeting

Mayor McIntosh:

- Leadership Conference on April 5<sup>th</sup> at CCC, be sure to let Rachel know.
- Attended chamber economic forum. Talked about positive and not negative.

As there was nothing further to come before the Board, the meeting was adjourned at 7:33 p.m.

/rmb