

Minutes

Village Board of Trustees

April 13, 2017

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

Present were:

Village Board and Staff

Mayor Louise McIntosh
Trustee Mike Skroskznik
Trustee Pat Gross
Trustee Bill Goodwin
Trustee Rob Maloney
Village Manager Brad Lytle

Clerk-Treasurer Sharron Cunningham
Parks Dir. Nate Nagle
Manager's Asst. Rachel Baer
PB Chair Mike Stenpeck
Justice Lou Tarantelli

Others Present.

Barry Sawester, Marshall St.
Dave Padgett, W. Franklin St.
Don Zeigler, Watkins Rd.
Janet, Joe Ruhmel, Gardner Rd.
Angela Mattison, Chambers Rd.
Sue Warner, Watkins Rd.

Art Ambrose, Elmira
William, Judi Driscoll, Day St.
Tom Dobrydney, Fagan Engineers
Don Temple, Bush Ave.
Charles Short, Grand Central Ave.
Fred White, Watkins Rd.

7:00 p.m. - Public Hearing: Proposed 2017-2018 Village Budget

Mayor Louise McIntosh declared open the public hearing.

At this time Manager Brad Lytle made a PowerPoint presentation on the proposed budget.

- Historical tax increase data
- 2013 County changed distribution of sales tax
- Reduced sales tax by 500k
- Settled union contracts with retro pay - this also effected the budget
- We are proposing this year a 4% tax increase
- Avg of 2.11% increase over 11 years period
- Showed tax rates of other municipalities
- We are still among the lowest communities
- Water dept. - rates going up

- Reviewed increases to water rates
- Water meter replacement project
- Most of our residents won't see increases
- Most businesses and large users will see increase.
- We have the lowest water rates around
- Also have reduced spending over last year.
- Asking for .22 increase per thousand

Mayor McIntosh - Our Fund Balance is \$1.4 Million. Recommendation from state that we only have \$700K in there. We thought we would have to raise taxes 13%. But we can use tax stabilization fund.

Sue Warner, Watkins - asked how many employees are in the Water Department.

Mayor McIntosh - 2 full time, salaries from Clerk's Office is part of Water Dept.

Don Zeigler, Watkins Road - 1.4 mil, does that include cemetery funds.

Mayor McIntosh - no.

Manager Lytle - We have 431K in tax stabilization, but this is included in the 1.4 million.

Mayor McIntosh - budget workshops are public meetings. We want to hear from you. We were originally looking at cutting services, and we would really like to know what the public is thinking.

As nobody else came forward to speak, Mayor McIntosh declared the public hearing closed.

Discussion and Possible Action: Proposed 2017-2018 Village Budget

Resolution by Trustee Skroskznik, seconded by Trustee Goodwin

WHEREAS, Village Budget Officer Brad Lytle has prepared and submitted a proposed budget for the fiscal year 2017-2018, and

WHEREAS, this budget has been reviewed and critiqued by the Board of Trustees, and

WHEREAS, a public hearing was held on April 13th, 2017 relative to the proposed budget.

NOW THEREFORE BE IT RESOLVED, that the proposed 2017-2018 budget prepared by the Budget Officer which establishes anticipated revenues and appropriations in the amount of **\$5,591,010.00** with the schedule of salaries and wages and other appropriate schedules required by law is hereby adopted as the final budget for the Village of Horseheads for the fiscal year June 1, 2017 through May 31, 2018, containing a tax levy of **\$5.71** per thousand dollars of assessed valuation.

Trustee Gross - So the 1.4 million includes the tax stabilization money.

Manager Lytle - yes.

Trustee Gross - so that's everything, next year we'll be in real trouble.

Manager Lytle - we want to take 155,000 from tax stab, and 100,000 from fund balance. We can't keep doing that. That is why having a small tax increase every year is a good thing. We are in our third year of sales tax reduction.

Mayor McIntosh - when we talk about taking money out it doesn't mean that by the end of the fiscal year that we have used that money. If you looked at financial report and saw that at this point from June through March we are \$359,000 to the good in the budget. I commend the Manager and employees for cutting expenses, found a lot of savings. We need to be more financially responsible between now and next year's budget workshops. I propose that every month or two months we tackle one section of the budget and have a workshop on it.

Trustee Gross - we didn't get this until Tuesday night about this change. We have not met as a Board. I think it is our responsibility that we meet, do a workshop, and then we know. Hear the same questions. We have not. You gave us two days. We need to discuss where we are going next year. We have a 110 yr old water system. What if there is a breakdown of equipment. Before we pass this, we said we'd communicate this with each other. I commend that Brad and Sharron lowered taxes down to 4%. We as a Board need to know exactly what this means to everyone.

Trustee Skroskznik - any tax increase is bad, but what is unique with ours is consistent reduction of expenses. Rarely do you see a decrease in expenses. Pat I understand what you're saying. Brad showed me. We have reduced costs. With a budget that looks this good - we are still doing well in this fiscal year.

Trustee Gross - what if we lose a firetruck.

Trustee Goodwin - I feel we did go over this budget. We don't want to cut services. We talked about closing pool. I feel that 13% is too high. Its remarkable now that he's lowered to 4%. Schools do this every year. They will raise taxes and borrow from their savings.

Trustee Gross - communication is not there.

Mayor McIntosh - I disagree, but right now concern is does the Board want to have another workshop about the budget.

Trustee Maloney - I don't see a need for another workshop. I have all the information I need. I'm comfortable.

Roll Call Vote:

Mayor McIntosh:	Aye
Trustee Skroskznik:	Aye
Trustee Gross:	No
Trustee Goodwin:	Aye
Trustee Maloney:	Aye

Resolution by Trustee Gross, seconded by Mayor McIntosh

BE IT RESOLVED, that the reading of the minutes of the Board of Trustees Meeting of March 23, 2017 be dispensed with and the same stand approved as entered by the Clerk.

Roll Call Vote:

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

SEQR Review - Ambrose PUD Plan - Villas at Gardner Road

At this time, the Board reviewed and completed Part 2 of the Long Form SEQR for this application, finding there to be no significant negative environmental impacts, and making a Negative Declaration for the SEQR.

Resolution by Trustee Skroszchnik, seconded by Trustee Goodwin

WHEREAS, Barrington Associates, LLC owner of 404 Gardner Road (Tax Map Parcel Numbers 48.20-5-8.11 and 48.20-5-14) located at the north end of Lynhurst Avenue in the Village of Horseheads has applied to the Village for approval of a Planned Unit Development to be constructed in two phases of a 22 lot subdivision with 20 single family dwelling units, and

WHEREAS, Fagan Engineers and Land Surveyors, PC, engineers for the applicant, have filed Part 1 of a Full Environmental Assessment Form (FEAF) with the Village regarding the project, and

WHEREAS, this Board has reviewed and considered Parts 1 and 2 of the FEAF.

NOW THEREFORE BE IT RESOLVED THAT, pursuant to and in accordance with the provisions of NYS State Environmental Quality Review regulations (6 NYCRR Part 617) Section 617.6, Initial Review of Actions and Establishing Lead Agency, the Village of Horseheads Board of Trustees hereby makes the following determinations and classifications with respect to the proposed Plan for the Planned Unit Development ("Action") as described above and on the FEAF:

1. The Action is subject to SEQR.
2. The Action does not involve a federal or state agency.
3. The Action is preliminarily classified as an Unlisted Action.
4. The Board of Trustees is and will be the Lead Agency with respect to adoption of, approval of, the Action.
5. The Village Board finds and determines a) it has considered the Action, reviewed the Full Environmental Assessment Form, reviewed the criteria set forth in 6 NYCRR 617.7(c), thoroughly analyzed the relevant areas of potential environmental concern, and has considered all of the potential environmental impacts and their magnitude in connection with the proposed Action; b) the Action will not result in any moderate to large

- environmental impacts and therefore is one which will not have a significant impact on the environment, and c) the reasons supporting this determination are set forth on Part 3, Determination of Significance, of the Full Environmental Assessment Form with respect to this Action.
6. The Village Board, as Lead Agency, hereby:
 - a. Adopts a Negative Declaration pursuant to 6 NYCRR 617.7 with respect to the Action
 - b. Authorizes Village Manager Brad Lytle to sign a Determination of Significance finding that the Action will not result in any significant adverse environmental impacts, and
 - c. Authorizes Village Clerk-Treasurer Sharron Cunningham to forward a copy of said Determination of Significance to the Village Planning Board, the Village Code Enforcement Officer, etc.
 7. This resolution shall take effect immediately.

Roll Call Vote:

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

D&A: Ambrose PUD Plan - Villas at Gardner Road

Resolution by Trustee Skroskznik, seconded by Trustee Maloney

WHEREAS, Barrington Associates, LLC (“Barrington”) applied to the Village of Horseheads for approval of a Plan for development within a Planned Unit Development Zone of a two phased 22 lot subdivision with 20 single family dwelling units on premises commonly known as 404 Gardner Road, (Tax Map Parcel Numbers 48.20-5-8.11 and 48.20-5-14), located at the north end of the existing Lynhurst Avenue, and

WHEREAS, the applicant has submitted plans for the development prepared by Fagan Engineers and Land Surveyors PC entitled Villas at Gardner Road including Existing Conditions, Subdivision Plot, Overall Plat, Site Plan, Grading Plan, Utility Plan, Profiles, Civil Details, E&S Plan, and E &S Details dated July 11, 2016, last revised March 30, 2017, and

WHEREAS, such plans and specifications have been reviewed by Village staff and Jimmie Jo Carl, consulting engineer, with respect to all aspects including but not limited to road design and construction, water system design and construction, and stormwater management facilities design and construction, and

WHEREAS, the application is subject to SEQR, was classified as an Unlisted Action and a Determination of Significance was issued by the Village of Horseheads Board of Trustees finding that there will be no significant adverse environmental impacts from the project, and

WHEREAS, the project was referred to the Planning Board of the Village of Horseheads for its review and consideration and their recommendations have been received and considered, and

WHEREAS, the project was referred to the Town of Horseheads Planning Board for its review and consideration and was determined by such Board to have “no impact upon the Town of Horseheads and return for local determination”, and to the Chemung County Planning Board for its review and consideration which recommended possible development of a second roadway entrance to the project, and such recommendation, upon review, having been determined to be impractical and unavailable, and

WHEREAS, Planned Unit Developments are regulated by Chapter 245 of the Village Code, Zoning, Article XIV which requires a public hearing and same was held on October 13, 2016 at which time all interested parties were afforded an opportunity to be heard, and

WHEREAS, this Board has reviewed the application and the applicant’s supporting materials including but not limited to the above-noted plans and specifications, and has found same to be compliant with the requirements of Village Code Sections 245-78A-D, and 245-79A-F, and

WHEREAS, this Board has considered the reports, findings and recommendations of all other Boards and Agencies which have considered the application and finds that granting the application is in the public good and best interest of the Village and its residents.

NOW THEREFORE BE IT RESOLVED, that the Village of Horseheads Board of Trustees does hereby approve the plan of Barrington, designed and presented by Fagan Engineers as noted above, for the construction of a 22 lot subdivision with 20 single family dwellings in two phases subject to the following conditions:

1. The Applicant will apply to the Village of Horseheads and aid and cooperate in all material respects with the Village of Horseheads in the formation of a Special Assessment District (District) to be defined by the boundaries of the project; such district to be formed to preserve and protect the health, safety, comfort, and general welfare of the residents and property in the District. The project will be undertaken to operate, maintain, and repair stormwater management facilities designed and approved in conjunction with the project. The costs of which will be specially assessed upon each of the 20 single family dwelling lots within the District.
2. The roads, water system and stormwater management facilities will be constructed in accordance with the approved plans and specifications and, following receipt of approved inspections and certifications with respect to such construction and recommendation of appropriate Village staff, are intended to be dedicated to and accepted by the Village of Horseheads with appropriate title instruments such as deeds, easements, etc. and, following acceptance of same, shall be maintained by the Village of Horseheads.
3. This Board finds that given the size of this project, its close proximity to an existing public park on Gardner Road, and other factors, the provision of public open space required by Section 245-78 B of the Village Code may not be in the best interest of the residents and taxpayers of the Village of Horseheads. Accordingly, pursuant to Section 245-78 F and as a condition of approval of this application, this Board hereby fixes a Fee in Lieu of Open Space in the amount of \$500.00 per single family dwelling lot (20) of the 22-lot project. Said fee shall be paid to the Village in 2 installments of \$5,000 each. The installments shall be due and payable at the time of issuance of the first permit or approval by the Village for the construction of each phase and in no event later than the issuance of a

building permit for construction of the first dwelling in each of the two phases.

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 the minutes of the Planning Board Meeting of March 27, 2017 is hereby received, and same is to be placed on file with the Village Clerk.

Roll Call Vote:

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

Discussion: Planning Board Recommendation on Rezoning Fox Street Area

Planning Board Chair Mike Stenpeck - this has been an issue since that house explosion of 2006 on Fox St. Homeowner needed a variance to rebuild house because its zoned M1.

(showed zoning map)

Mr. Stenpeck - Grand Central Plaza is zoned C3 Neighborhood Commercial - should have been C1 Highway Commercial. But most of the properties in the Fox St. area are residences. In a C1 Neighborhood Comm. zone they could rebuild. There is a manufacturing use in there. On Fox St. Used to be Cadillac Aluminum. They would be grandfathered in. If they needed a variance it could be granted. So we would not be zoning them out. We would allow them to continue. Southern part where Cameron manufacturing is would remain the same. Also it should be noted that M1 zones allow for adult uses. If you had one proposal for that in this zone they could get it. I'm sure if that proposal was out there this room would be packed. So we recommend this area not be zoned M1. Should be C1 Highway Commercial.

Motion by Trustee Goodwin, seconded by Mayor McIntosh, that this Board asked the Village Attorney to pursue rezoning this area to C1 and to prepare any necessary paperwork or legislation for this Board's review.

Roll Call Vote:

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

Trustee Maloney: Aye

Resolution by Trustee Skroskznik, seconded by Mayor McIntosh

WHEREAS, there are men and women from Horseheads who have joined the United States Armed Forces to protect the fundamental freedoms that exemplify the uniqueness of the United States of America, and

WHEREAS, the Village of Horseheads wishes to recognize our current and former military personnel for their service with a banner program.

NOW THEREFORE BE IT RESOLVED, that the Village of Horseheads Board of Trustees in conjunction with the Horseheads American Legion Post #442 does hereby establish the Hometown Military Hero Banner Program. The attached program details should be placed on file with Village Clerk Treasurer Sharon Cunningham.

Mayor McIntosh - they have already sold as many for all the holders we have. Some discussion on putting in poles in Veterans Park.

Roll Call Vote:

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

Audience Participation

Sue Warner, Watkins Road - on the budget, we have 50% of retirees that live in this Village. Money in police force I think is out of whack. Jamie Burgess retired. Wouldn't it have made more sense to hire an outsider at a lower salary or hiring someone from the Heights for the code department.

Mayor McIntosh - at the time if we had brought in someone with no experience it would not have worked.

Sue Warner - where are we on the budget compared with other areas.

Mayor McIntosh - if you want to contact the Village Manager he can show you want information your asking about.

Sue Warner - how did this 13% get chopped to 4%. Where does that money come from.

Mayor McIntosh - comes from our reserved savings account.

Ms. Warner - is there any left.

Mayor - we talked about it already \$1.4 million. So far we are 389K in the good compared to the 600k that we appropriated last year.

Manager's Report

- Budget
 - The tentative budget has been received by the Board, and the Public Hearing is scheduled for Thursday, April 13th.
- Shared Services
 - Unfortunately, New World/Tyler Software for Water Billing, through the County, is not free, as the County believed and told us. There is a cost and it is very high. The County was very apologetic and is looking for some grant money to assist us with the purchase.
 - We continue to work on the Payroll with the County and should be ready to move to the New World Software after a bit of testing.
- FEMA
 - The contract for the Phase 1 Archeological Survey of the interconnect for wells 4 & 5, has been awarded to Binghamton University's Public Archaeology Facility at a cost of \$4,995, which was less than half of the other two quotes. We held a kick-off teleconference with them and Wendel to review the scope, approach and schedule for the project.
 - We met with these folks from Binghamton University and reviewed the PHASE 1 ARCHAEOLOGICAL SURVEY DRAFT WORKPLAN. They believe they can begin the project on April 19, weather permitting.
 - We sent the schedule and work scope to FEMA to see if the project as presented will satisfy them.
 - Mike Wymer, Wendel, believes that the cost may be added to our existing grant.
- Purchasing
 - Met with GST BOCES about printing our water bills and preparing them for delivery to the Post Office. We believe this will save a lot of time in the Front Office, and the cost of printing the forms on our copier/printer.
 - LSI, Finger Lakes, Empire and perhaps the County will be submitting proposals to supply us with VOIP phones, which would reduce some of our costs.
- IT Support
 - Met with Steve Wilber, Chemung County IT Director, who said that the County is willing to provide our Police Department with software and possible connection to the Southern Tier Network for data sharing. Their personnel are more familiar with their particular systems and software than our IT Support Provider, so it only makes sense from efficiency and cost perspectives.
- Water
 - We have agreed with HD and Sensus – seeing no alternative, to go with their new cloud-based software solution, which increases our cost 300%, but it will free our servers for other uses, saving us the purchase price of a new one
 - New yearly cost is approx. \$15,000, as compared with our current cost of \$4,000 per year for software support and minimal IT assistance.

- Legal
 - Notified by a previous textile supply company that we owe them \$11,000 for a contract we cancelled because of an improper signatory to a contractual arrangement.
 - Our attorney has asked them for some further clarification and a copy of the contract.
- Development
 - Met with Buffalo Fuel Corp. about a possible operation they would like to put in the HOST facility. They wanted to know if there would be any concerns with Code.
 - NYS DOT is once again going to auction the old SUNOCO station on S. Main St. They were concerned about the existing sign and wanted to know what they would have to tell perspective bidders to expect from our Code.
- Villas at Gardner Road
 - The drawings are in the final stage after many meetings with the Developer, their engineer, our DPW, Water Dept. and Code and we have ready for the BOT's consideration 2 Resolutions, which are on the Agenda for the April 13 meeting.
 - I have tried to negotiate an amount for the "Green Space" alternative with the Developer, since his initial offer was low.
- We are putting a Doggy Dump station in the lot between the Village Hall and the old Zim Center. Many folks relieve their animals in that lot and some do not bring the means to pick up after their animals. We had an extra one, so we decided to put it to use.
- We were contacted by someone, in the form of a FOIL request, asking that we provide them with a great deal of information about our Code Department and essentially all of our documents for several years. Our attorney has contacted them to see if they would reveal the subject of their inquiry, so we can narrow the scope and the amount of work necessary to reply to them. They have yet to respond.

Manager Lytle added:

- Rec'd \$11,500 grant to look at commercial areas, etc. Its a matching grant. We will be sending this out to you.
- Will have Financial reports at the second meeting.

BOT, Department Head Updates

Trustee Maloney - Horseheads Fire Dept. raised money over the years, they have purchased an electronic sign for the front of the Fire Dept.

Mayor - it isn't public money. And the sign met all code reqmts.

Trustee Goodwin - thanked audience for coming. Thanked past mayor Don Zeigler for coming. Thanked Brad and Sharron for their work on the budget.

Nate Nagle - the Parks Dept. is receiving the Synergy Award from the Chemung County Youth Bureau.

Mayor McIntosh -

- Fire Dep elected officers for ensuing year
- Thanked code dept. - resolved issues at 110 Catalpa Drive.
- Next Neighborhood Watch mtg. is May 30th

As there was nothing more to come before the Board, the meeting was adjourned at 8:06 p.m.

/rmb