

Minutes

Village Board of Trustees

July 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:

<u>Village Board and Staff</u>	
Mayor Louise McIntosh	Village Manager Brad Lytle
Trustee Skroskznik	Clerk-Treasurer Donna Dawson
Trustee Pat Gross	
Trustee Bill Goodwin	
Trustee Rob Maloney	
<u>Others Present.</u>	
Dave Padgett, W. Franklin St.	Elizabeth Fares, W. Broad St.

Swearing-In of Clerk-Treasurer Donna Dawson - At this time Mayor McIntosh conducted the swearing-in of newly appointed Clerk-Treasurer Donna Dawson.

Resolution by Trustee Goodwin, seconded by Trustee Skroskznik

BE IT RESOLVED, that the reading of the minutes of the Board of Trustees Meeting of June 22, 2017 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 Reports

Manager Lytle reviewed the financial reports with the Board:

- So far we have collected about 65% of the property taxes

- Sales Tax - last year we budgeted \$1,200,000, fell short by \$60,000. This year we budgeted \$1,035,000. As long as sales tax revenue does not go down. There is a downward trend recently.
- Under utilities, 50K is what we budgeted. Last year it was \$135K. Our first monthly bill this year is way under.
- Recreation expenses and income up. Lots of activities.
- Street Maintenance repairs - already used 50% of what was budgeted. Manager to check on that. Could be from pothole repairs.
- Workers Comp - last year budgeted \$60K. Charged a lot more. Under 100K. This year we budgeted \$102K, and NYS gave us wrong estimates. It went over. But we are charged only one time.
- Won't have to touch any of the \$599 budgeted for last year to balance budget, we went underbudget by \$620K. And we reduced this year's budget by \$260K.
- Mayor McIntosh - would like to get a one sheet total of what our expenses were last year. Just a total. So we can see comparison. Donna will take care of it.

Resolution by Trustee Skroskznik, seconded by Trustee Mayor McIntosh

BE IT RESOLVED, that the Clerk-Treasurer is hereby authorized to transfer the funds listed on the attached sheets.

Roll Call Vote:

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

Resolution by Trustee Gross, seconded by Mayor McIntosh

WHEREAS, the Village of Horseheads owns and operates a public water supply and distribution system, servicing the Village of Horseheads and parts of the Town of Horseheads, and

WHEREAS, the Village was awarded a Permissive Service Area by New York State to provide water service outside of the municipal limits of the Village on October 27, 1942, and

WHEREAS, the Village has been approached by Fagan Engineers and Land Surveyors PC on behalf Mosso Realty, LLC to supply municipal water service to a proposed housing project known as Fairport Ridge to be constructed on the east side of Prospect Hill Road, northerly of its intersection with Hickory Grove Road, and

WHEREAS, Village staff have reviewed site plan drawings for the project, known as Fairport Ridge Planned Unit Development, drawings C1 through C16 dated May 16, 2016 last revised June 9, 2017, and have caused the water system design of same to be modified so as to be consistent with regulations and policies of the Village of Horseheads Water Department, and

WHEREAS, Village staff has reviewed the Village's existing water supply and distribution system and have determined that the Village has sufficient capacity and the ability to serve this project, and

WHEREAS, Village Manager Brad Lytle has consulted with Village staff regarding the merit and ability of the Village to supply water to this project and to accept dedication of ownership in the future maintenance responsibilities associated with the water system, and has recommended to this Board that the Village be the source of water supply to this project and assume future maintenance and repair responsibility following dedication and acceptance of the water system.

NOW THEREFORE BE IT RESOLVED, that the Village of Horseheads Board of Trustees does hereby authorize commitment of the Village of Horseheads to supply water to the above project and further to assume maintenance and repair responsibility for the water system once constructed subject to the condition that same be constructed in accordance with Village approved plans and specifications with respect to the water distribution system, and that the offer of dedication of same be compliant with all Village Water Department rules and regulations at the time of offer of dedication, and further that the Village be provided with such easements, rights-of-way or other privileges as will allow it to maintain the system and connect same with the existing Village of Horseheads water system.

Trustee Goodwin - why are we supplying water to property in the Town.

Mayor McIntosh - we have supplied water to many Town properties for many years.

Trustee Goodwin - that property is going to be worth a lot more because I now have Village water. If they had to put wells onsite, the properties would be worth less. We could have said to the developer yes, but you give us something in return, like money.

Mayor McIntosh - they will be paying the increased water rate for Town residents.

Trustee Goodwin - but it will take a while for the Village to recoup monies.

Mayor McIntosh - we've already talked about sitting down and having a workshop on water in the fall. We will take a look at our policy at that time, discuss what we charge now, is it enough for outside of Village for return of investment.

Manager to ask Village Attorney to find out possibility of charging developers for access to our water.

Roll Call Vote:

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

Audience Participation

Elizabeth Fares, 654 W. Broad St. - potholes on street, fill with water then cars drive by and splash me. W. Broad St. needs to be repaved. Called several times, no response, why nothing happening? What is the procedure.

Mayor McIntosh - procedure is calling into the Manager's Office, then an email is sent to the appropriate official.

Mrs. Fares also brought up code issues, peeling paint on houses across the street parking on street, etc.

Mayor McIntosh asked for her to please write down or email all of her concerns and send to the Manager. She added that our paving program this year does not include W. Broad St.

Manager's Report

- Payroll - The County notified us that they will not be ready until mid-July or the first payroll in August. The Village pays the County \$2,500/year for the software and support. We were paying ADP \$16,600/year. The Village will save \$14,100 per year.
- Cemetery - At the Board's direction, I have spoken with about the trees and shrubs
- Investment Policy Amendments
- County-Wide Shared Services Initiative - Governor Cuomo - I attended a meeting with many other municipal representatives at the County, with County Executive Tom Santulli and Deputy County Executive Mike Krusen. They explained what the Governor and the Legislature of the State have in mind with this initiative. While the motives may be admirable, the timing is horrible. They only gave the Counties 60 days to form committees, delineate actions and report back to Albany. This is impossible. Besides, any municipality can opt out at any time! We all agreed that we wouldn't opt out at this time, but that we would participate in a study by an outside consulting firm, which the County will pay for (\$30,000). This, we hope, will satisfy Albany that we are involved and that we will likely submit in 2018, if they are still pursuing the initiative.
- Water Department -
 - As you all are well aware, our two employees in Water could retire at any time. We have no one who is pursuing a 2A license and can step up, should they retire. It is just not right that we don't have someone in training as a Water System Operator. With that in mind I have been speaking to people who are on a Civil Service list, as a result of a test held on 11/05/16 for the Elmira Water Board. I have interviewed several of those on the list...
 - We received the \$14,000+ grant money from the State for our Floridation Installation equipment.
- Fire Department - Received notice from Senator O'Mara's office that the Grant for \$30,000 for handheld radios we thought we were going to receive from Albany, through a particular agency was not funded. However, Senator O'Mara pursued the money from another agency and was successful. Thank you, Mr. O'Mara!
- Clerk's Office - Part Time Clerk - We have hired Georgianna Brennan for 20 hours per week. Please say hello when you see her and make her feel welcome.
- FEMA Grant/Wells 4&5 Interconnect, we are still waiting for final determination.

- Pathways - Dr. Edward Lukompski, President and CEO of Pathways Inc., has made a very generous contribution of two thousand dollars to the Village to help us retain our services, like Police and Fire Protection, as well as the other amenities the Village provides.
 - FEMA Grant - Spoke again with Donna Bolognino, FEMA, about the Well 4 - 5 Interconnect and our having to re-bond for the 5th time, which is very costly. Please recall that we have received notice that NYS SHPO has declared they see no need for a further Archaeology Survey. However, there are other agencies that have not weighed in with their opinions yet.
 - Now that Sharron has retired, I am grateful that we have Donna Dawson, who has been with us for 14 years and has been thoroughly trained by Sharron in all aspects of the Clerk/Treasurer's position! We will miss Sharron Cunningham in the office, but she has assured us that she will gladly help us if we have any questions. We wish Sharron all the Very best!!!
- Manager Lytle stated he would be off for several days in August for a medical issue.

7/13/17

STAFFING

Manager Lytle - Request to hire DPW Water employee as current employees are aging and need younger staff to carry on in dept. Money available in Contingency, although it wasn't planned for.

Mayor - we do have needs for specific licensed individuals.

Discussion ensued.

Trustee Gross commented on how one employee was taken out of water and put in cemetery and the issued involved in his licensing. Would like to have costs adjusted to reflect actual department staff working.

Everyone stated they received Atty. Groff's email on this topic. Discussion ensued regarding workshops, still looking at September.

Trustee Goodwin - I was going to propose a hiring freeze, but we can discuss that at the workshop.

Trustee Gross - we as Trustees should have some input in hiring.

Trustee Goodwin - I spoke to Atty. Groff. We could put hiring freeze in place, and it can be lifted if necessary.

Mayor McIntosh - how can we manage Village staff with a hiring freeze. And if the Manager has to come to the Board with every HR decision.

Trustee Goodwin - I think we should hire a person for Water Dept. right now. But I think we should have a say in who is hired.

Discussion continued.

Trustee Skroskznik - Chemung County Exec - they use a form to authorize to hire someone. We should look at how they use it. Its available online. We should look at other municipalities too.

Code Enforcement -

Manager Lytle - what we've done in the Code Dept. with two part-time officers is working well. I'd like to see them out of the office more. I've been working with the Police Chief on a new plan. In order to get them out in the field more, we need to get them some administrative help in the office. We'd like to hire someone for 9 hrs. per week to take care of paperwork, so they can spend more time out in the field. Especially this time of the year its important they are out - high grass, etc. Plus they could have more time to do fire inspection follow ups. Which means more revenue to the Village.

Manager Lytle continued by saying that he would like the Code Enforcement personnel to be managed by the Police Chief. I will still be involved in everything they are doing, but I think this

makes sense and I'd like the Board to consider it. It's not making Code part of Police Dept. - it's just for the management:

- Hire part time person for admin work in Code Dept.
- Have Police Chief oversee Code employees

Mayor McIntosh - our code guys are doing a great job, and I think they just need a little help. We could try it and if down the road it doesn't work, then we can change it. When we were talking to the Town about code enforcement they were going to hire someone 30 hrs. a week for just the paperwork alone.

MOTION by Mayor McIntosh, seconded by Trustee Maloney: To allow the Chief of Police to supervise the Code Enforcement Department. It would stay in the budget the same as it is now.

Trustee Skroskznik - I have two issues. One is we should do our due diligence before we act on this. I want to at least look into this and research it. Part time police chief is doing an outstanding job. I'd hate to burden him with extra duties supervising another department - a department which we have had several issues with over the years. I'd really hate to not take our time and look more into this.

Trustee Gross - we should make a list of what the responsibilities would be. And where would the complaints go to - Code or Police.

Mayor McIntosh - it would work similar to our Cemetery - which is part of DPW. Cemetery issues go to the Cemetery.

Discussion continued.

Manager Lytle - our DPW supervisor is part time. He supervises DPW and Cemetery.

Trustee Goodwin - I don't feel the departments should be combined. We do need help for Code Enf. But I would rather hire someone else for their dept.

It was agreed to have a workshop on this, in September.

MOTION by Trustee Gross to table the motion on the floor, seconded by Mayor McIntosh.

Manager Lytle - so your ok with us hiring some clerical help for the Code Dept. All agreed. It's already in the budget.

Roll Call Vote to Table original motion:

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

BOT, Department Head UpdatesTrustee Skroskznik:

- Transfer lists - I don't see the \$372 going into the one line. Its hand written. Discussion - this is to clean up last year's budget.

Donna Dawson - that was a police personal services line.

- We need to address policy on documenting complaints. Has to be in writing. I would like to have the Manager investigate the policy on our documenting complaints.

Trustee Goodwin - I'd like to use the 3-part form - for paper trail.

Trustee Maloney:

- Fire Dept. electronic sign is up and running. Still waiting for training on how to program it.

Trustee Gross:

- Should set up September workshops.

After brief discussion, the Board scheduled the following September workshops:

- September 14th, 6:00 pm: Complaint Policy and Hiring Practices
- September 28th, 6:00 pm: Parking, Cemetery

Trustee Goodwin:

- Possible audit after former Clerk-Treasurer left. Where are we with this.

Manager Lytle - outside audit which is not a typical annual audit. This is done after a change of fiduciary responsibility.

MOTION by Mayor McIntosh, seconded by Trustee Skroskznik, that the Manager make arrangements to have an outside audit of the Clerk-Treasurer's office.

Trustee Skroskznik - they should have municipal experience.

Roll Call Vote:

Mayor McIntosh: Aye

Trustee Skroskznik: Aye
Trustee Gross: Aye
Trustee Goodwin: Aye
Trustee Maloney: Aye

- MEGA Energy - where are we at with that.

Manager Lytle - we received a form from MEGA asking us to consider them. I need to run it by Atty. Groff.

Manager Lytle, rec'd form asking us to consider it run by Atty Groff

Trustee Goodwin - I think the Manager is doing a great job, maybe we should give him a raise.

Manager Lytle thanked Goodwin, but declined saying he is satisfied with what he is making now.

As there was nothing further to come before the Board, the meeting was adjourned at 8:40 p.m.

/rmb