

Minutes

Village Board of Trustees

June 14th, 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 Bill Goodwin Trustee Pat Gross Trustee Rob Maloney Village Manager Brad Lytle	Clerk-Treasurer Donna Dawson Manager's Asst. Rachel Baer Deputy Clerk Kari Wheeler Police Chief Tom Stickler
<u>Others Present.</u>	
Paul Rossi, Corning Tom Rupp, Tiff Ave. Marilyn Mullaney, Gardner Rd. Marge Butler, Grand Central Ave. Don Zeigler, Watkins Rd.	Ron Swartz, Renwick Lane Louise, Harry Audinwood, Elmira Kelly Benjamin, Ridge Road Kelley Maloney, Westlake St.

At this time Mayor McIntosh conducted the swearing in of new Village Police Officer Patrick Audinwood.

Resolution by Trustee Gross, seconded by Trustee Goodwin

BE IT RESOLVED, that the reading of the minutes of the Board of Trustees Meeting of May 24th, 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

Resolution by Trustee Gross, seconded by Trustee Goodwin

BE IT RESOLVED, that Clerk-Treasurer Donna Dawson is hereby authorized and directed to transfer the funds indicated on the attached sheet.

Clerk-Treasurer Donna Dawson noted that these transfers are the final ones from the last budget year - 2017-18.

Roll Call Vote:

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

Financial Reports

Clerk-Treasurer Donna Dawson presented the financial report as of May 31, 2018:

- Compared to last year expenses are down 2.9% due to cemetery and snow plowing were over budgeted
- Medical insurance was a big savings
- General revenue is up 160K 4%
- Water - expenses down compared to last year 19%
- Water revenues up 144K
- Total for the budget year ended with a surplus of 519,468.00.
- Year prior to that closed at a loss
- Sales tax revenue closed out at 109% of what we budgeted
- HRA (Health Reimbursement Account) doing really well - only used 16% of total for the year.

Mayor McIntosh commended the Manager and Dept. Heads on budget this year. Saved a lot of money

- Audit should be done by September
- Donna distributed the new budgets
- More of a summary version - in line with state AUD reports

Clerk-Treasurer Dawson presented some recommended policy changes going forward:

Water Rates - haven't increased the minimum bill charge since 2014. I propose to increase min bill by \$1.00/quarter, and a 2% increase on the rest, and we should increase regularly. This will give us 32K more rev in Water Dept. State scored us for financial stress, gave us a 10, for operating water budget in the negative. Because of 200K depreciation it does show up on financial statement. We should do slow increases.

Trustee Gross - we should have a workshop on this. In the past we have used water money for things other than Water Dept. And who is being paid out of the water fund.

All agreed to have a workshop before we decide to raise rates.

Cemetery Rates -

Clerk-Treasurer Dawson - we are selling lots for \$600 (300 for cemetery perpetual care, and 300 for general fund). We have \$660K in perp care right now, and we can only touch interest earned. We should change the breakdown of the charge to only put 100 into perpetual care and 500 into lot price. Total price would stay 600. Then we could use the funds for sidewalks in the cemetery, fencing, etc.

Discussion. Board agreed another workshop is needed.

Trustee Gross - can we get info on interest earned before the workshops.

Manager Lytle - existing perpetual care fund, a portion of that is interest earned. But nobody kept records on how much was interest, etc. Now we are doing reports on interest earned.

Donna Dawson - since we've joined NYCLASS for investment, year-to-date we've earned \$600 dollars in interest in just that fund.

** Trustees to bring their calendars to August 9th meeting so we can schedule workshops for September.

Firetruck Purchase -

Clerk-Treasurer Dawson - with surplus monies from last budget I talked to Rick McNeilly, we should have a resolution to take excess funds from last budget and put into a reserve fund. If we don't the excess funds roll into general fund. If we move to capital reserve it won't be unreserved funds, like we used to do.

Manager Lytle - Has to be in an official reserve fund.

Discussion.

Mayor McIntosh - let's have John put together a resolution to send to the Board for the next meeting.

Resolution by Trustee Skroskznik, seconded by Trustee Maloney

BE IT RESOLVED, that due to the Fire Department equipment grant of \$30,000, the 2017-2018 Village Budget be amended as follows:

DCJS Fire Equipment Grant	3410.0202	\$30,000
Revenue Line	3088	\$30,000

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

WHEREAS, various local laws and provisions in the Village of Horseheads Code authorize the Village Board to establish fees and charges, from time to time, for certain Village services, documents and similar matters, and

WHEREAS, Village Manager Brad Lytle and Village staff have reviewed fees for certain services provided by the Code Enforcement Department relating to such matters as building permits, site plan review, signs, occupation permits, area and use variances, fire inspections, etc., and

WHEREAS, these fees and charges are necessary to achieve recovery of staff and administrative costs associated with specific municipal services requested or provided to avoid adversely impacting the Village's general fund and operational costs, and

WHEREAS, to recover these costs it is necessary to adopt new fees and modify current fees by amending the Village's fee schedule adopted April 28, 2011.

NOW THEREFORE BE IT RESOLVED, by the Village of Horseheads Board of Trustees as follows:

1. The Village hereby approves the Village of Horseheads Fee Schedule 2018 proposed by Manager Lytle attached hereto and made a part hereof.
2. Except as otherwise provided herein any fees described in the Village of Horseheads Fee Schedule adopted April 28, 2011 in conflict with the fees established by this resolution shall be void and of no force and effect.
3. This resolution shall take effect immediately.

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 Skroskznik

BE IT RESOLVED, that the regularly scheduled Board of Trustees meetings of July 26th and August 23rd, 2018 are hereby cancelled.

Roll Call Vote:

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

D&A: Health Insurance Consortium

Resolution by Trustee Gross, seconded by Trustee Maloney

WHEREAS, Village Manager Brad Lytle and staff have examined the merit of participating in the Greater Tompkins County Municipal Health Insurance Consortium (GTCMHIC) as a means of providing health insurance to Village employees and retirees and Village Manager Lytle has recommended same to the Board on the basis that it is cost saving and efficient, among other reasons, and

WHEREAS, this Board has reviewed his recommendation.

NOW THEREFORE BE IT RESOLVED, that the Village of Horseheads Board of Trustees hereby authorizes Village Manager Brad Lytle to apply to become a "Participant" in the Greater Tompkins County Municipal Health Insurance Consortium (GTCMHIC or Consortium); and be it further

RESOLVED, this authorization grants permission to the Village Manager to:

1. Submit the Village's most recent two years of State Comptroller AUD reports to GTCMHIC;
2. Submit the Village's most recent monthly premium billing statements from all health insurance carriers providing benefits to active employees and retirees to GTCMHIC.
3. Said premium billing statements should include the name of the municipality and the month for the which the billing is related. In addition, said premium bills must include the number of contracts (employee, employee + spouse, employee + child (children), and family) and monthly premium rate for each plan of benefit.
4. Seek a waiver from the GTCMHIC Board of Directors for the payment of the Surplus Reserve payment (5% of annualized premium) as required Article 47 of the New York State Insurance Law and the rules of the Consortium. If the waiver is not granted, the Village Manager is authorized to pay the Consortium the Surplus Reserve payment equal to 5% of anticipated annual premium, as determined by the GTCMHIC Board of Directors.
5. Sign the Municipal Cooperative Agreement of the GTCMIC upon notification that the GTCMHIC Board of Directors has approved the Village's application to become a Participant in the Consortium.
6. Notify the GTCMHIC's Executive Director in writing by November 1st as to which Consortium health insurance plan or plans the Village employees and retirees will be participating in upon the effective date of participation in the Consortium.
7. Notify the Consortium of the name and contact information for the person within the Village's organization for benefit administration.
8. Take the steps necessary to comply with the GTCMHIC's dependent verification and other membership eligibility rules and requirements, including the Village's commitment to utilize the Consortium's on-line enrollment process or authorize the Consortium to provide this function directly to the Village employees and retirees.

Manager Lytle - Exactly same plan as we have now - Bronze Plan - just replacing our broker.

Had we joined them last year we would have saved 32K. BCBS has already said an 8% increase for next year. Consortium says 6%. But it will be likely be less. I asked about gold and silver plans from our current broker. They didn't have rates for that. But we are good with bronze plan. We would become part of the group. This is similar to what the County had, before it was declared illegal. May cost us 5% to join, but it has to be their bylaws.

Roll Call Vote:

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

Audience Participation

Ron Swartz - 117 Renwick Lane - served on the Village Board for 22 years. My concern is the condition of the cemetery on Memorial Day weekend. Unacceptable. My wife's grave section was mowed. My parents' was not. Plus all the gates were locked except for one. I hope you will correct this. Second - in 1995 I served as chairman for restoration of Zim Bandstand in Teal Park. Sold bricks for dance floor to raise money. Rec'd grant from the state too. I would like all of you to look at the bandstand today. Moss is growing on the roof - I've talked to the Manager about this. There are lights that are missing on it. Top sphere on the top is missing. I hope you will get this fixed. Got to put some money back into this.

Tom Rupp, Tiff Ave. - last summer we talked about NYSEG inspecting poles. Some have braces on them because they need replacement. It's been 10 months. Are they going to replace them.

Mayor McIntosh - we will find out and get back to you. And we will look at your complaints.

Manager's Report

- Water – 100 gallons of paint is on site and the painting of the water tank behind Bethany Village has begun. Sean Lohmuller first pressure washed the entire tank. The color, chosen by the Board, will be 'Raider Blue.' Chris Lawrick checked the interior of the tank, since we had the equipment to do so and assures me that we have many, many years of use yet from this tank.
- Village Hall – After consulting with several Department Heads, we have decided to raze the old garage in the vacant lot between Village Hall and the old Zim Center. The building is not sound. The Police Department will still need a building for storing found bikes, etc., so we will be purchasing a pre-built shed, under \$4,000, which will be placed near the existing storage building.
- Empire Cable – Empire has begun the 'build out' in the Village of their optical fiber network for business and residents. Their network delivers speed of 100 mps, and will offer our residents another choice of cable and internet providers. Attorney Groff and I are working with

them on a Lease Agreement and Easement for a small parcel of Village property, approximately 10' x 10', for the construction of a concrete pad, which would hold a cabinet for their cable connections and ancillary equipment. In exchange the Village will receive free internet services to several of our locations that will reduce our monthly cost from \$711 to approximately \$366.

- CSEA – We have an agreement. On Wednesday, May 23, the CSEA Rep and the local President presented a Memorandum of Agreement to their rank and file for ratification. We presented this to the Board for approval at the regular meeting on May 24.
- Connector Road – John and I are continuing with work on the “Takings” of Village land in conjunction with the Connector Road. They will be taking possession of a small bit of land near Well 4, but only an Easement of property on Alex Dr., which leads to Well 5.
- Cameron – Mayor Louise McIntosh, John Groff, and I met with Chris Goll, Cameron CEO, discuss our concerns about 2 acres of land in which Cameron Manufacturing has expressed an interest. The 2 acres in question are south of Cameron’s main office building and west of Blostein Blvd. We have decided, given the history of the property, that leasing the acreage may be best for the interests of the Village due to the property’s history and any future access to the site we may need. They are receptive to a lease. We have some negotiating remaining before we bring it back to the Board for approval.
- Cameron – I met Mark Watts, Chemung County Soil & Water, and Jimmie Joe Carl, Chemung County Storm Water Coalition, at the site of the 2 acres near Cameron and the Mulching Facility. They both thought it would be a good use of the land and had great suggestions as to what would need to be done to the property to make it suitable and provide the proper drainage. They also had suggestions about equipment, fill and timing. I have spoken with Mike Krusen, Deputy County Executive and Andy Avery, Chemung County Public Works Commissioner, who both indicated a willingness to assist with this project. We will be speaking further amongst the parties involved and sending a letter to DEC notifying them of the possible use of those two acres as a parking lot.
- Street Paving – Now that we have the price of blacktop, Matt believes we will be able to also do the provisional stretch of Gardner Road, between Windsor Ave and Lynhurst Ave. So, we will do the following, beginning on June 11 with the surface milling and paving beginning during the first or second week of July, based upon weather conditions.
 - Bentley Place
 - Presidential Drive
 - Westlake St, from Gardner Road to Union St
 - Center St, from Sayre St to I86
 - Gardner Road, between Windsor and Lynhurst
- Cemetery – Matt has arranged to borrow a piece of equipment that will allow us to put down our millings from the Street Project in the Cemetery and make one of the roads much better. Matt is not sure how much of our millings will be used on this project...we’ll have to wait and see how far they go.
- Villas at Garner Road – The Storm Water Retention Basins are completed and much of the excavation and groundwork for Phase 1 has been completed, and they have attached to our

water main on Lynhurst Ave., as well as the main on Bentley Place. They are now working on the water and sewer line excavation.

- Fire Dept. – We have received the Grant monies for the radios we purchased. This was a \$30,000 grant. We are grateful to NYS Senator Tom O’Mara, who made us aware of this opportunity.
- FEMA GRANT – We are still awaiting the completion of the brochure from the Public Archaeology Facility, Binghamton University. They are having some trouble getting responses from several of the Nations of Indigenous Peoples who expressed an interest to add content. As you know, we have to complete this step before FEMA will release the Funds due the Village.
- Strategic Economic Development Grant – Now that we have completed the Study, we need to get the \$11,500 we were awarded for the study. I reached out to Sabina Mora, Project Manager, Empire State Development for assistance. She will be sending me “a set of board materials to look over/add to/sign off on and then after you get on our board agenda and are approved I can issue your grant disbursement agreement which you will use to submit your payment request. Please note that because of our board meeting schedule, the overall process (now to disbursement of funds) could take up to 6 months. Hopefully we can cut that down to 3-4 but just want to give you a sense of the timeline.”
- Health Insurance – Brown & Brown has notified us that Blue Cross Blue Shield has asked for an increase of 8.9%. They might be allowed a slightly lesser increase, but this, together with the cost savings we have already calculated had we known about the Greater Tompkins County Municipal Health Insurance Consortium (GTCMHIC), has decided the issue for Donna Dawson, Clerk-Treasurer, and I. We are recommending that we join the consortium. The GTCMHIC will save the Village valuable financial resources and provide our employees and retirees with the same coverage.

Manager Lytle:

- I talked to Ron Swartz about teal park. I agree 100%. We’ll take care of it. I talked to parks and rec about getting some spray on there for the moss. Waiting for bucket truck. It will be done very soon. The rest of it, we’ll take a look at that.
- On the cemetery we did screw up. Didn’t respond quick enough, with the weather and grass growing, I take complete responsibility for that. I wasn’t monitoring the way I should have. Was leaving it to supervisors. Condition of Village lands was so bad I stopped code from citing houses until we corrected our own areas. I wanted to talk about this. Might be asking too much of parks director to handle all of that. Our pool opens in 2 weeks. What I would like to do is bring in one of our current employees and make him foreman of the parks. Buildings and grounds foreman. He would be responsible for all these grounds. In spring/summer he would 100% parks. In winter it would be maintenance on bldgs., etc. Already talked to him and his supervisor. He would report to both dept heads. Still have to work out details with bargaining unit. Also, we really need to look at staffing in DPW. Several retirements coming up. Not a lot of younger people to move up. I propose that we hire a new employee for DPW.

Discussion ensued. All agreed to these proposals.

Roll Call Vote: AYES

Manager Lytle - water tower painting is done. Looks great. Doing that ourselves we saved a lot of money. Would like to put logo back up there. Could do it ourselves. Might cost 5K with a decal. Trees will be trimmed back so you can see it.

Discussion.

Trustee Gross:

- Millings on cemetery roads looks very nice.
- Planters in Hanover Square, 4 are missing. Don't know what happened to them. I suggest that we find a particular area to store them safely.
- Storm drains need cleaning out.

Manager Lytle - potholes are next while we wait for paving, then they can do it. I already notified matt. Have to borrow the equipment for this.

- Front of some bldgs in the square look bad. I would like to know if we can send a letter to bldg owners about this.
- Path on Broad St. needs maintenance.

Brad - work will be done, supervised by Dave Reynolds.

Trustee Maloney:

- Firetruck manufacturers are getting back to us with budgets, etc. By this time next month we will be moving ahead.

Village Manager Lytle:

- On the replacement of NYSEG poles, they are doing that. Brace is supposed to be good for 5 years. So they have already started replacing, but leaving the old ones there. NYSEG says it's the cable company, etc. etc.

Mayor McIntosh:

- Pedestrian safety grant we rec'd from the county. Within next 6 months we will see some changes. We asked for some assistance from Beverage Mart up through N. Main by fire dept.
- Another shared svces meeting again with the county. Governor mandated that every county put together a plan for shared svces. Departments on the table are assessors, dpw, equipment, etc. Continuing to have mtgs. As soon as there is a plan they will present to the Board.

- Looking into sharing a “downtown manager” with other municipalities. To help build relationships with businesses, etc.

As there was nothing further to come before the Board the meeting was adjourned at 8:15 p.m.

/rmb