

Minutes

Village Board of Trustees

July 19th, 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 Skroszchnik Trustee Bill Goodwin Trustee Pat Gross Trustee Rob Maloney	Clerk-Treasurer Donna Dawson Manager's Asst. Rachel Baer
<u>Others Present.</u>	
Marge Butler, Grand Central Ave. September McCarthy, Millport	Kelley Maloney, Westlake St. Josh Baker, Steuben St.

Resolution by Trustee Gross, seconded by Trustee Goodwin

BE IT RESOLVED, that the reading of the minutes of the Board of Trustees Meeting of June 28th, 2018 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

Financial Report

Clerk-Treasurer Donna Dawson:

- First month of the year summary.
- Expenses down
- Revenues up 204K, receiving taxes quickly this year.
- Water expenses down
- Water revenues ahead too
- Health reimbursement account at 69K, six months into it. As the year progresses, bills come faster for people.

Resolution by Trustee Goodwin, seconded by Trustee Maloney

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

Roll Call Vote:

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

KOPPERS POND RESOLUTION - FINANCIAL ASSURANCES AND INDEMNITY

Resolution by Trustee Skroszchnik, seconded by Trustee Gross

WHEREAS, the Village of Horseheads and others entered into a Remedial Design/Remedial Action Consent Decree (USDC WDNY Civil Action #17-1165) in the matter of United States of America vs. Beazer East, Inc. et al., and

WHEREAS, the Consent Decree required that the Village and others provide financial assurance that the Work will be completed, and

WHEREAS, various means of providing the required financial assurance have been considered, and

WHEREAS, a bond has been determined to be the most efficient and cost effective means of providing such financial assurance, and

WHEREAS, the Group has engaged Aon Risk Management of Houston, Texas to secure a Surety Bond guaranteeing payment and/or performance of the Work and the surety requires indemnification from the members of the Group, and

WHEREAS, the Group has agreed to provide financial assurances using a Surety Bond and an indemnification agreement to be secured by Aon Risk Management, indemnity contingent upon all members of the Group providing indemnity.

NOW THEREFORE BE IT RESOLVED, that this Board authorizes Village Manager Brad Lytle to sign any and all documents on behalf of the Village of Horseheads necessary to secure the Surety Bond including but not limited to indemnification agreements.

Trustee Gross - what is the cost to the Village.

Mayor McIntosh - no cost to us, but we still have to complete the process because we are part of the Group.

Roll Call Vote:

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

KOPPERS POND RESOLUTION - ARCADIS AGREEMENT

Resolution by Trustee Skroskznik, seconded by Trustee Goodwin

WHEREAS, the Village of Horseheads and other members of the Koppers Pond Group (“Group”) entered into a Remedial Design/Remedial Action Consent Decree (USDC WDNY Civil Action #17-1165) in the matter of United States of America vs. Beazer East, Inc. et al., and

WHEREAS, the Consent Decree required that EPA approve of the supervising contractor for the remedial action of Koppers Pond - OU4, and

WHEREAS, the Group has reviewed several contractors for the project and found Arcadis of New York, Inc. (“Arcadis”) to be the most suitable contractor, and

WHEREAS, EPA has approved Arcadis.

NOW THEREFORE BE IT RESOLVED, that this Board authorizes Village Manager Brad Lytle or in his absence Mayor Louise McIntosh to execute a contract with other members of the Group retaining Arcadis as supervising contractor to assist the Group in complying with the Consent Decree.

Roll Call Vote:

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

Resolution by Trustee Goodwin, seconded by Trustee Gross

BE IT RESOLVED, that due to the Primary Election on September 13, 2018, the Village Board Meeting of that date is hereby cancelled, and rescheduled for Thursday, September 6, 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 Gross, seconded by Trustee

REVENUE ANTICIPATION NOTE RESOLUTION DATED JULY 19, 2018.

A RESOLUTION DELEGATING TO THE VILLAGE CLERK-TREASURER OF THE VILLAGE OF HORSEHEADS, CHEMUNG COUNTY, NEW YORK, POWER TO AUTHORIZE THE SALE AND ISSUANCE OF NOT TO EXCEED \$600,000 REVENUE ANTICIPATION NOTES OF SAID VILLAGE IN ANTICIPATION OF THE REVENUES TO BE RECEIVED IN ANTICIPATION OF STATE AND FEDERAL GRANTS IN AID BY SAID VILLAGE IN THE 2018-2019 FISCAL YEAR OF SAID VILLAGE.

BE IT RESOLVED, by the Board of Trustees of the Village of Horseheads, Chemung County, New York, as follows:

Section 1. The power to authorize the sale and issuance of not to exceed \$600,000 revenue anticipation notes of the Village of Horseheads, Chemung County, New York, including renewals thereof, in anticipation of the receipt of revenues to be received by said Village as State grants in aid from the State of New York, as well as Federal grants-in-aid, during the 2018-2019 fiscal year of said Village, is hereby delegated to the Village Clerk-Treasurer, the chief fiscal officer. Such notes shall be of such terms, form and contents as may be determined by said Village Treasurer, pursuant to the provisions of the Local Finance Law. The Village Clerk-Treasurer shall consult directly with the Village Manager regarding such terms, form and contents.

Section 2. 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

WHEREAS, the NY Main Street Program, administered by the Office of Homes and Community Renewal, provides financial resources and technical assistance to municipalities to strengthen the economic viability of communities' traditional main streets, revitalizing downtowns through targeted commercial and residential improvements, and

WHEREAS, the Village was successful in receiving a Main Street Grant applied to 101-109 S. Main Street for renovation of four residential units, which program was administered on behalf of the Village by Community Progress, Inc., (CPI) and

WHEREAS, Owners of various properties in the Hanover Square area have expressed interest in pursuit by the Village of Horseheads and CPI of another Main Street Grant for façade improvements, apartment renovation and other permissible purposes, and

WHEREAS, Southern Tier Economic Growth, Inc. (STEG) is supportive of the application for the above-noted grant and CPI's administration of same, and

WHEREAS, Village Manager Brad Lytle has reviewed the Village's Grant Application and Administration Policy, and has issued a report to this Board recommending application for the above grant.

NOW THEREFORE BE IT RESOLVED, that the Village of Horseheads Board of Trustees does hereby

authorize CPI to submit an application to NYS Homes and Community Renewal for a Main Street Program Grant not to exceed \$500,000 for the above purposes to assist up to five of the following properties:

<u>West Side:</u>	<u>East Side:</u>
126 S. Main St. (Rodabaugh Optical) 118-124 S. Main St. 114-116 S. Main St. 110-112 S. Main St. 102-106 S. Main St. (Louie's bldg..)	117 S. Main St. (Village Vacuum) 111 S. Main St. 2-4 Hanover Square (Simons bldg) 6-8 Hanover Square (On a Roll bldg.) 102-108 N. Main St. 112 N. Main St. (UPS Store)

And be it further

RESOLVED, that Village Manager Lytle and Clerk-Treasurer Donna Dawson are authorized and directed to transfer the sum of \$5,000 from the Village's Contingency budget line to a budget line to be established for administrative support of this project, if the grant application is approved, to be paid as administrative support to CPI to assist in funding of the project, for two years of project administration, and five years of monitoring the project, for completion and for program requirements, and be it further

RESOLVED, that Manager Lytle, Mayor McIntosh, and other Village staff are authorized and directed to take such action as is reasonably necessary to prepare and submit the required grant application by July 27, 2018.

Trustee Goodwin - how do they pick the 5 out of the 11.

Mayor McIntosh - depends on the property owners - they have to come up with some matching funds. Our economic study said that we, the Board, wanted to focus on Hanover Square.

Roll Call Vote:

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

Audience Participation

Marge Butler, Grand Central Ave. - not many people show up for the meetings. Suggested we have an electronic sign. Very expensive. But I had this sign made up (brought sign out). "Horseheads Board Meeting Tonight at 7pm. All are welcome." Suggested we put it out every board meeting night. The Mayor said as long as we comply with our own sign ordinance its fine.

September McCarthy, Millport - Said she lives outside Village, but has 10 children and she uses the Village pool and parks. Passion and vision for this Village is missing. Don't know why. Asked park and rec people if I could help in some way. I see areas that need help. I would be willing to work with whomever to meet those needs. Willing to start a fund, work with residents, etc. I just need you to direct me and tell me how I can help you. Mayor McIntosh said we will definitely pass along her contact information to the departments.

Manager's Report

- Water – The water reservoir behind Bethany Village has been painted and we have asked for 3 quotes for a 26' diameter decal of our logo to be installed. We received back 2 quotes, one for \$7,081.29 and one for \$4,521.32 from JH Design, who also applies a 2' square test decal in an obscure location, which adhered well. We have issued the PO to JH Design, and when the weather cools a bit, so the tank isn't covered in condensation, the decal will be applied.
- Courts – The grant money was received and spent on improvements to the Court. New metal doors have been installed and we are waiting for a particular employee to return from vacation to put up the new 70" monitors for the Court.
- Empire – The agreement for a lease of 200 Sq. Ft of village property, in exchange for services, and an easement have been executed. Empire has begun their infrastructure installation in the Village already and will soon be locating the junctions to the new utility cabinet, which will be installed on our property.
- Front Office – The Chemung County Legislation finally considered and approved the 5-year agreement to provide the Village with Software and Support for our General Ledger, Accounts Payable, Cash Receipts, etc., which is in addition to the Payroll Services they already provide. The Village is conserving considerable financial resources by these agreements and we are very grateful to the County.
- Village Hall – We had several large dying black walnut trees in the grassy lot behind Village Hall mostly removed. We have left 12' high trunks in place. The plan is to have some wood carvings done on these, which would represent our history and pride and become landmarks. We are looking for skilled chainsaw artisans, who might be interested in a commission to help us create a memorable monument or two.
- Cemetery – Gary VanNordstrand, Sexton, reports that the 2 seasonal workers are doing a great job; they are given tasks and they complete them in good time, without the need of his constant supervision. The Cemetery's appearance is much improved because of the extra mowing/trimming and the beautiful new 'millings' roads.
- DPW – Crews spent part of several more days addressing the potholes around the Village. Dalrymple has committed begin paving on July 19 and complete the job on the 20th. We hope this to be the case, but they do have until July 31, and they have moved us back twice already.
The streets we are paving this year are:
 - Bentley Place (Bomack has completed their connection to our water main near the intersection of Bentley and Highland, which will add pressure to the service for the new houses in the Gardner Road Villas on the Lynhurst Extension.)
 - Presidential Drive
 - Westlake St, from Gardner Road to Union St
 - Center St, from Sayre St to I86
 - Gardner Road, between Windsor and Lynhurst
- Fire Dept. – I commend the Board on moving forward with the authorization to purchase a much-needed new truck for the Horseheads Fire Department. We in the Village are truly blessed to have such a fine Department,

staffed by dedicated volunteers, who provide a superior level of protection. It is the first duty of any government to protect the people and our Fire Department helps us do precisely that, and at a very, very low cost to the taxpayers. The Fire Department's budget is approximately 2% of our General Budget. So, of the \$5.79/thousand assessed value in real property taxes paid to the Village for all the protection and services provided, \$.11/thousand is allocated to the Fire Department. To put that into perspective, a homeowner in the Village, who has a home valued at \$100,000, is assessed approximately \$11/year for fire protection. This is an outstanding value! Residents likely get more than that back in savings on their homeowner's insurance, due to the level of protection provided in the Village. I would also like to thank the individuals who participated in the Fire Engine Research and Acquisition Committee, who did such a great job in evaluating potential trucks to replace our aging #33, which limped back to the station on several occasions. They found a nearly perfect replacement and secured a terrific price on that vehicle, by identifying an avenue to purchase the vehicle, that would satisfy all of our statutory requirements. At no cost to the Village, we joined the Houston-Galveston Area Council (H-GAC), which has a Cooperative Purchasing Program, which assists local governments in reducing costs through this government-to-government procurement service available nationwide. This program is available to local government entities and qualifying non-profit corporations. Thank you, Horseheads Fire Department and Horsehead Fire & Rescue!!!

- FEMA GRANT – Last report, we announced the completion of the brochure from the Public Archaeology Facility, Binghamton University, which became a requirement as a result of our After the Fact Consultation. (You can see the pamphlet here: <https://1drv.ms/b/s!AsAP4qrdq1mdgQyFeZMfhdKvZoOP>) Unfortunately, Our Bond Anticipation Note (BAN) is due on August 24, and, though we are advised, unofficially, that we have satisfied all our requirements, and we have requested that they accept our Scope of Work Change and complete a Large Project Final Accounting, we still do not know when the monies will be forthcoming. Therefore. In order to be prepared, should we not get the monies by August 15, we are preparing for a Revenue Anticipation Note (RAN) to cover us till we do receive the monies. There will be a Resolution prepared for the meeting on Thursday, July 19, for your consideration.
- Main Street Grant – We have been asked by Community Progress Inc., if we might be the municipal sponsor, if you will, for a Main Street Grant, not to exceed \$250,000. The improvement to Hanover Square, as a result of a previous Main Street Grant, which was utilized by Louis' and the historic Brown's Pharmacy building, cannot be precisely measured, but can be seen. We are witnessing a revitalization, which will hopefully catch on with the other building owners and commercial entities in the Square. The cost for the 2 year project of application and grant administration by CPI is \$5,000...a small investment, with a big return in pride and increased property values.
- Countywide Shared Services Initiative – I attended a meeting presented by the County on the following Shared Services Opportunities: Property Tax Assessment, Highway and Public Works and Recreational Programs.
- IT Security – I had Les Rhode, MPR Tech, attend a free seminar, endorsed by NYCOM, on IT Security. As you know, we have done extensive work in this area, prompted by a review of our procedures by the Department of Health about our Water Supply & Distribution. We expanded our project to include our entire IT System and Security and we have made significant improvements in all areas. We will be well ahead of other similar sized municipalities because of our efforts. Here are links to the presentation documents from the seminar: <https://1drv.ms/b/s!AsAP4qrdq1mdgQ9do5pMZm2jJGaQ> & https://1drv.ms/b/s!AsAP4qrdq1mdgQ4_8RWo2SoEkZvy

- Les Rhode had the following to report: “So far this organization looks to have resources pertinent to maintain proper security for the Village of Horseheads. Their bench marks and best practices go well beyond what the Department of Health expects us to complete this year. I reviewed some today and believe this was well worth the time.”

Mayor McIntosh - paving tomorrow and Monday.

Motion by Trustee Gross, seconded by Trustee Maloney, to add the following item to the agenda:

- Probationary Appointment to Fire Department

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 Goodwin

BE IT RESOLVED, that this Board hereby approves the one-year probationary appointment of Emilee Dallas, of Level Acres Drive in Horseheads, to the Village of Horseheads Fire Department.

Roll Call Vote:

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

BOT, Department Head Updates

Mayor McIntosh:

- Chemung Co. Hazard Mitigation Mtg. on 7/25 - someone from Safety Committee should go. Trustees Gross and Maloney said they would attend.
- After fatality accident on Westinghouse, I contacted Tom O'Mara. We will be meeting with them the end of August after they run some studies

Trustee Maloney:

- DEC grant available for Fire Dept. we want to apply for. Would be on agenda for August 9th for submission the next day. \$3,000 grant, for equipment.

- New firetruck has been moved to Rochester. They are installing lighting, etc. Hope to have it in September or sooner.
- I was present at fatality on Westinghouse Rd. Cooperation between agencies was amazing. NYSDOT, our own DPW, and four police agencies.

Trustee Gross:

- North St., property owned by Roys, grass is waist high. Needs to be cut.

Scheduling of Workshops

The Board discussed scheduled workshops regarding raising water rates, and raising cemetery rates.

They all agreed to combine and have on workshop on **Tuesday, Sep. 18th, 2018 at 6:00pm**

Board to receive list of all fees before workshop, along with financial reports for Water and Cemetery Departments. Matt Mustico to be present, as well as Chris Lawrick and Gary VanNordstrand.

Motion by Trustee Gross that this Board move into an Executive Session to discuss the employment history of a particular person. Seconded by Trustee Skroskznik.

Roll Call Vote:

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

At 7:50pm the Board moved into an Executive Session, the minutes of which are attached hereto and made a part hereof.

At 9:00 pm the Board reconvened back into its regular meeting of this date.

As there was nothing further to come before the Board, the meeting was adjourned at 9:00pm.

/rmb

**Village Board of Trustees
EXECUTIVE SESSION
July 19, 2018**

An Executive Session of the Village of Horseheads Board of Trustees was held on the above date at 7:55pm in Village Hall. Present were Mayor Louise McIntosh, Trustees Mike Skroskznik, Pat Gross, Bill Goodwin, and Rob Maloney. Discussion ensued regarding the employment history of a particular person. No action was taken.

At 9:00pm a motion was made by Trustee Maloney, seconded by Trustee Gross, that the executive session be adjourned, and the Board reconvene back into its regular meeting of this date.

Roll Call Vote:

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