

June 22, 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          | Clerk-Treasurer Sharron Cunningham |
| Trustee Skroskznik             | Deputy Clerk Donna Dawson          |
| Trustee Pat Gross              | Manager's Asst. Rachel Baer        |
| Trustee Bill Goodwin           | Court Clerk Kendra Griswold        |
| Trustee Rob Maloney            | Fire Chief Arthur Sullivan         |
| Village Manager Brad Lytle     | Parks Dir. Nate Nagle              |
|                                | PB Chair Mike Stenpeck             |
| <u>Others Present.</u>         |                                    |
| Steve McIntosh, Renwick Lane   | Jodi Skroskznik, Center St.        |
| Michael Maloney, Westlake St.  |                                    |

Resolution by Trustee Goodwin, seconded by Trustee Gross

BE IT RESOLVED, that the reading of the minutes of the Board of Trustees Meeting of June 8, 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 |

D&A: Cemetery Rule Changes

Brief discussion regarding possible changes to cemetery rules regarding planting of shrubs, etc. It was agreed that the Board is to review the law and bring concerns back; Village manager to research and make sure we have all info then have a workshop in September.

Resolution by Trustee Skroskznik, seconded by Trustee Gross

BE IT RESOLVED, that the Justice Reports for May 2017 are hereby received, and filed in the Village Clerk's Office.

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, Barrington Associates has offered to dedicate the water distribution system built as part of the construction of Barrington Estates West Subdivision - Phase 2E servicing Lots 83-88 as depicted on a map of Weiler Associates dated September 22, 2016, Job No. 15628, Map titled Barrington West Phase 2E, and

WHEREAS, the Chemung County Health Department has reviewed water pressure and disinfection tests for said lines and found the same to be adequate, and

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WHEREAS, Chris Lawrick and Don Gaylord, on behalf of the Village of Horseheads, inspected the water distribution system constructed as part of this phase and has found same to be adequate and satisfactory and has recommended the acceptance and dedication of same, and

WHEREAS, Village Manager Brad Lytle has reviewed the reports and recommendations of the various different involved agencies and has recommended acceptance of same, and

WHEREAS, the developer assured the Village that it will be provided evidence of lien releases relevant to the construction and installation of the water distribution system, and

WHEREAS, the developer has submitted a proposed deed transferring ownership of the water system improvements free and clear of liens and encumbrances, and

WHEREAS, Village Attorney John Groff has reviewed the title to the water system improvements.

NOW THEREFORE BE IT RESOLVED, that following receipt of the necessary lien released or waivers this Board does hereby authorize Village Manager Brad Lytle to accept the dedication of the water system improvements to Barrington West Subdivision Phase 2E, Lots 83-88, as depicted on a map of Weiler Associates dated September 22, 2016, Map title Barrington West Phase 2E, Job No. 15628, and to sign any and all documents to effectuate same on behalf of the Village, and be it further

RESOLVED, that recording of the deed subsequent to the adoption of this resolution will be adequate proof of same.

Roll Call Vote:

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

#### Proclamation for Sharron Cunningham

In recognition of the retirement of Clerk-Treasurer Sharron Cunningham, Mayor McIntosh read and presented to Sharron the following proclamation:

WHEREAS, the office of Clerk-Treasurer is a time honored and vital part of local government, and

WHEREAS, Sharron Cunningham has served the residents of the Village of Horseheads for over 30 years, initially as Confidential Secretary to the Village Manager, and for the last 28 years as Village Clerk-Treasurer, and she is now retiring after 32 years of dedicated service, and

WHEREAS, Sharron Cunningham has provided the professional link between the citizens and the departments and agencies of the Village of Horseheads, and in many ways has been the public face of the Village, and

WHEREAS, Sharron has served as the information center on functions of the Village of Horseheads and the Horseheads community at large, and in her capacity as Village Clerk-Treasurer Sharron has established lasting relationships with individuals and organizations throughout the local community, and has worked effectively with elected and appointed officials to enhance the community, and

WHEREAS, Village of Horseheads' officials and staff and Village residents have had the good fortune of having Sharron Cunningham as Village Clerk-Treasurer, and

WHEREAS, in addition to Village officials and staff, I would like to take this opportunity to express to Sharron our deepest and sincerest appreciation for her 32 years of service.

NOW, IT IS WITH GREAT PRIDE, that I, Louise P. McIntosh, Mayor of the Village of

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Horseheads, on behalf of the Board of Trustees and the citizens of the Village do hereby express to Sharron Cunningham our deepest appreciation for her decades of service to the residents, and do hereby proclaim Friday, June 30<sup>th</sup>, 2017 as *Sharron Cunningham Appreciation Day*, and I ask all members of this community to join me in recognizing the contributions that Sharron has made to the Village of Horseheads and the Horseheads community, and to wish her many happy years in retirement.

Resolution by Trustee Gross, seconded by Trustee Maloney

WHEREAS, Clerk-Treasurer Sharron Cunningham is retiring as Clerk-Treasurer of the Village of Horseheads effective July 1, 2017, and

WHEREAS, such retirement would create a vacancy in the office of Clerk-Treasurer, and

WHEREAS, Village Manager Brad Lytle has recommended the appointment of Donna Dawson to the position of Village Clerk-Treasurer on the basis that she is qualified, and also to avoid a vacancy in office, and

WHEREAS, pursuant to Village Law Section 3-312 and 4-400 vacancies in office caused other than by expiration of the term shall be filled by the Mayor subject to the approval of the Board of Trustees, and

WHEREAS, Mayor Louise McIntosh supports the appointment of Donna Dawson as Village Clerk-Treasurer.

NOW THEREFORE BE IT RESOLVED, that Donna Dawson is hereby appointed Village Clerk-Treasurer effective July 1, 2017 to fill the unexpired term of that position, expiring the first Monday in December 2020.

Roll Call Vote:

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

#### Audience Participation

Nobody came forward

#### Manager's Report

- Budget – The good news is that it appears that the Year End Budget Results will call for very little, if any, use of the \$599,000 budgeted from the Fund Balance and the Tax Stabilization Fund. Great Job to the Department Supervisors and the entire staff for being so frugal.
- Payroll – This will be the last payroll with ADP. Donna Dawson has completed the necessary steps to move our payroll over to the New World software. ADP has been notified that we will be cancelling our program with them, and they will be cooperating by giving us all the data we need to make an easy transition. We should be on our new Payroll in July. 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.
- Liability Insurance – Brown & Brown
  - Travelers had originally proposed a 3 – 4% increase in premiums, which would have added \$5,000. We indicated that we might is a RFQ, and they responded by decreasing our Annual Premium from last year's \$153,185 to \$138,019 for a savings of \$20,000 in consideration of us not be putting out a RFQ to other brokers this year.
  - Unfortunately, the Worker's Compensation increased from \$120,504 to \$141,303, which is an additional \$20,799 (17%), due to NY State changing the percentages for job classifications. Last year our Worker's Comp increased from \$97,520 to \$120,504, which was an additional \$22,984 (23%). So, in 2 years our Worker's Comp has increased \$43,783 (44%).

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- We asked PERMA for further consideration and they dropped the \$141,303 to \$138,012 and an early total payment option of \$135,361, which we will exercise.
- Total Saved from last year = \$309.
- Total Saved/Cost Avoided = \$23,435.
- IT – We have been asked by Homeland Security to look at Security for our Water System IT. As part of that review, we will be segmenting our Server, so that the following are separated and much more Secure.
  - Police,
  - Water/Scada,
  - Village Offices and
  - other Server-housed applications
- Signed a two-year agreement for Internet and Intranet service with Finger Lakes Technology, which provides the Village with increased bandwidth and faster speeds (currently 5mps, moving to 30mps) and significantly reduced our monthly payment (currently \$973.00, moving to \$786.80, saving \$186.20/month or \$2,234.40)
- Cemetery – we are not able to keep up with pouring and forming our monument bases with the amount of mowing and trimming needed so we will be putting on another mower/trimmer in the Cemetery. We have had up to 3 extra workers in the Summer months in the past and this will have us at 2.
- We received the invoice for \$4,945.40 for the Phase I Archaeological Survey and are hopeful that we won't have to conduct a Phase II, which will cost \$10,000. We awaiting further news from Albany and Washington. Also, please recall that Wendel says we may recover some of this in our grant.
- Pathways - Spoke with Sr. Edward Lukomski, President and CEO of Pathways Inc., has made a very generous offer of several 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.
- Villas at Gardener Road is very near to beginning the site work. Final drawings should be fully signed next week.
- Barrington Estates - We will soon be accepting the Barrington Estates IIE, lots 83 -88, water lines
- Memorial Park – We still have a few things remaining on our 'To Do List' at Memorial Park, like getting electricity to the park to install proper lighting for the Memorials. The Legion wants to put two more Memorials there in honor of those who served in Desert Storm and Afghanistan.
- Teal Park - We contracted with Renko Tree Service to do some work in Teal Park. We raised the bottom of the canopy and did a lot of trimming to let in some light, particularly around the bandstand. The roof of the bandstand has quite a bit of moss growing on it, and the light will stop that growth. I hope you have noticed how much better it looks.
- PBA NEGOTIATIONS – We, myself, Mayor & Chief, have met several times with the PBA and several times on our own. Hopefully, we can come to terms soon and sign a contract.
- Clerk's Office – Part Time Clerk – We have received several resumes, reviewed them and have set up appointments with 3 candidates.
- Mark your calendars: We have scheduled an event to honor Sharron Cunningham for 32 years of dedicated service to the residents of the Village of Horseheads. The event will be held at Hanover Grill on Thursday, June 29, from 3:00 PM – 5:00 PM. We're really going to miss her, but she told us that she will still be around to help because she has a tremendous heart for the Village.

Manager Lytle added:

- Trustees have to record their sample work month
- Old Sunoco Station up for auction - July 27

### BOT, Department Head Updates

Trustee Gross:

- Evaluation sheets for Manager, I think they should be compiled by a third party. That is only fair.

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Then we can all review results at the same time.

- I think we should have a workshop on hiring etc. We would like more input into who we are hiring. We would like to know before it comes to a Board meeting that we are hiring somebody.

Trustee Maloney:

- Info in packet on MEGA energy. Been talking to some people who were asking about it. Perhaps down the road.

#### Investment Policy:

Trustee Skroskznik - I have looked it over - I'd like to propose we amend it to have the Clerk to require 3 written quotes from 3 different banks. That way it is in writing. Manager can show to Board, etc. I think that this is fair and practical. Policy says that the Clerk gets the quotes and makes a choice. I'd like it to go to Manager then us. Then we have it in writing.

Manager Lytle - we have 2 CDs - both are right now in 12 month investments. The last time we did it was 430K and we did get three quotes. We only have 3 banks we can deal with. We can add banks though. Currently the policy lists 3. We did get quotes from all 3 recently. Got 0.5 % which was the highest.

Trustee Goodwin - what are the location of the banks

Manager Lytle - Five Star, Chemung Canal, and Chase. Chase is not local but we have the lock box with them. So you want to see a written record of cd quotes.

Trustee Skroskznik - I'd like to have the 3 quotes from the Clerk. Clerk ultimately makes decision.

Manager Lytle - our policy did say the Clerk makes that decision, but we changed it so they must discuss with Manager first.

Trustee Skroskznik - we should make an amendment to investment policy that clerk gets 3 written quotes. And to identify what is a local bank. And the manager has to look over and they come to the board too.

Discussion ensued.

Trustee Skroskznik - I didn't see new language. So to make consistent it should go clerk, manager, board.

Village Manager Lytle - I don't approve CD's, I review. The Clerk is the Chief Financial Officer. She does the transaction. What is not in the policy but in the resolution was that consultation takes place with the Manager.

Trustee Skroskznik - so the Board should at least review after Manager does.

Trustee Goodwin - we should use banks that are in this County paying county taxes.

Change resolution too - Clerk should involve board as well as Manager.

Village Manager Lytle - on the MEGA energy issue. Just supply - not distribution. Some people like us were scammed. They are doing the same thing to our residents. One thing that MEGA does is stop that switching automatically and scamming people on the phone. Worked out to about \$10.00 savings, but there are other things involved. When American Power did that to us our rates doubled in 4 months. If they scam our residents it could be a potentially huge savings for them. They can still opt out of it. They can say I want to stay with NYSEG. Public hearings would be required, etc., public education.

Trustee Skroskznik - residents would have to opt out. A lot of residents don't even know they have it. As a government if we choose to bring residents into this I want to see a lot of communication beforehand with the residents.

Discussion ensued.

Mayor McIntosh - MEGA will be part of the public education part. In addition to several public hearings.

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Manager Lytle - prior to deregulation it was done quite often. They gave this area to NYSEG. That was only game in town. Then deregulation came. Then other companies came in.

Mayor McIntosh - Concern about the ice cream truck? A lot of people complain about music, etc. Do they need a peddlers permit.

Manager Lytle - noise does not exceed decibel level. But I too find it annoying. I do notice when it goes by its quieter. Music comes out from front of the truck. No peddlers permit needed - they aren't going door to door, etc. I've followed up and I've spoken to code and police. We could change wording to incorporate this kind of thing.

Discussion ensued.

Village Manager to look into this and talk to Village Attorney.

Manager Lytle - its not even soft ice cream. Just frozen things in a freezer.

Mayor McIntosh - Attended a meeting with the Manager - with all municipalities - on shared services. Gov. Cuomo created a law that there had to be shared services in counties. Lead is supposed to be County Exec. Timeline that governor has put on this is impossible. The comment has been that we can opt out but what will retribution be. Today the municipalities agreed that the County has an agreement with CGR who will come around to all municipalities and discussing information. We collectively are sending a letter to Governor that we cannot come up with plan and have it approved by August 1. So we all agreed that the County and CGR is being totally paid for by the County. It's a study to find out about how shared services can be implemented, etc.

Mayor McIntosh - Attended an I86 corridor mtg. Talked about job loss, work force, etc. Money state gave to Southern Tier, they rolled out plan but no rules with it. Village couldn't apply for anything. They only want big project. Group gets together again to look at how we can come up with things collectively. Housing, etc. Three Rivers Dev is lead agency on this one.

Motion by Mayor McIntosh, seconded by Trustee Skroskznik, that the following items be added to the agenda:

- Appointment to Zoning Board of Appeals
- D&A: Thorne St. Pool - Family Fees

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 Maloney

BE IT RESOLVED, that this Board hereby approves Mayor Louise McIntosh's appointment of Elliott Blauvelt, Jr., of Fletcher Street, as a **ZBA Alternate**, for a term which will expire on the first Monday in **December 2017**.

Roll Call Vote:

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

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Thorne St. Pool - Family Pass Fee

Mayor McIntosh - Nate Nagle did a presentation before on this.

Trustee Skroskznik - I apologize if I didn't catch that info. Family fee would be gone - just individual fees. After getting complaints from families I think it would be a disservice to not have a family rate. It's a family pool. I propose we change it to invite families back in. Nate's recommendation is in.

\$60 - Family of 5.  
Each addit'l would be \$12.

It just increases the \$11.25 to \$12. It would be comparable to Harris Hill. They charge \$80 for a family of 6. Then we can go ahead and increase for non-Village.

Trustee Gross - I agree. There are kids that have no pool at home. Are there any grants available out there.

Nate Nagle - not for pool fees. But there are for improvements. They are usually 50/50. So for a 200k project, we come up with 100K. And it's a reimbursement. That is what we don't have.

Mayor McIntosh - the I86 corridor group - sharing services. This could be an idea. One of the packages may be recreation in some way. There are only a handful that have pools.

Nate - Tuesday I was going to mail letter to all last years members regarding fees. We could send out letter tomorrow, but pool opens on Saturday. Outside that it would be up on website and Facebook and twitter.

Family Pass Rates:

Resident  
Family - \$60  
Each Addit'l - \$12

Non-resident  
Family - \$75  
Each Addit'l - \$12

Resident Individual Season Pass - \$25  
Non-Resident Individual Season Pass - \$50

Mayor McIntosh - we need to be more careful at workshops. It seems we make a decision then we change our minds, etc.

As there was nothing further to come before the Board, the meeting was adjourned at 8:16 p.m.

Respectfully submitted,

Sharron Cunningham  
Clerk-Treasurer

/rmb