

Minutes

Village Board of Trustees

January 25th, 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 Rob Maloney Village Manager Brad Lytle <u>Absent</u> Trustee Pat Gross Clerk-Treasurer Donna Dawson	Village Atty. John Groff Manager's Asst. Rachel Baer Fire Chief Arthur Sullivan Planning Bd. Chair Mike Stenpeck Code Enf. Bob Young
<u>Others Present.</u>	
Joshua Baker, Steuben St. David Padgett, W. Franklin St. Marge Butler, Grand Central Ave.	Stephanie Wright, Day St. Fred White, Watkins Rd.

Resolution by Trustee Goodwin, seconded by Trustee Maloney

BE IT RESOLVED, that the reading of the minutes of the Board of Trustees Meeting of January 11, 2018 be dispensed with and the same stand approved as entered by the Clerk.

Roll Call Vote:

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

Resolution by Trustee Skroskznik, seconded by Trustee Goodwin

BE IT RESOLVED, that the Justice Reports for November 2017 be received and placed on file in the

Village Clerk's Office.

Roll Call Vote:

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

Resolution by Trustee Skroskznik, seconded by Trustee Maloney

WHEREAS, the Village of Horseheads is a member of the Koppers Pond RI/FS Group, and

WHEREAS, the Group entered into a Consent Decree in USA vs. Beazer East, et al., civ. no. 17-1165, for the Remedial Design/Remedial Action (Consent Decree) for Operable Unit #4 of the Kentucky Avenue Wellfield Site, and

WHEREAS, the Group is now referred to as the Koppers Pond RD/RA Group, and

WHEREAS, to comply with the Consent Decree the Group has determined to hire a consultant to provide project management and expert technical support in the investigation and remediation of hazardous contaminant sites and has, after having reviewed proposals, determined to hire EHS Support as its consultant to act as a Project Coordinator and Fund Management Coordinator on behalf of the Group, and to assist in complying with the Consent Decree.

NOW THEREFORE BE IT RESOLVED, that Village Manager Brad Lytle is authorized to enter into a Consulting Service Agreement with EHS Support for the above-noted purposes on behalf of the Village of Horseheads. A copy of said agreement shall be placed on file with the Village Clerk-Treasurer.

Atty. Groff - the Village is still part of group of defendants, but not responsible for paying for cleanup costs. Group is hiring a consultant, not our expense, but because we are still a group we have to be part of entering into the agreement.

Roll Call Vote:

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

Resolution by Trustee Skroskznik, seconded by Trustee Goodwin

BE IT RESOLVED, that the Inter-Municipal Agreement regarding services to be provided relating to Stormwater Management and Erosion and Sediment Control be extended another for another five (5) years starting July 1, 2018 through June 30, 2023, as it is already in place and our annual contribution remains the same being \$8,898.00 per year.

Code Enf. Officer Bob Young - notified by Stormwater Coalition that every 4 years they do enhanced aerial photos. They are requesting that the money increase by \$850. We get billed every year. This year, the 4th year, they do the photos. It costs another \$850. It will be in our budget for this. Not part of

this contract though.

Roll Call Vote:

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

Sign Presentation - Mike Stenpeck

Mike Stenpeck - The past Village administration started a Sign Committee. I have the information from that, and the list of recommendations they were reviewing. I'm asking if we want to continue review of the sign law.

Stenpeck distributed a summary sheet.

It was started in 2013 by Trustee Larry Clark. Then Walt Herbst picked it up too. We reviewed sign brightness, residential zone, led signs, colors, definition of right-of-way, etc. After Larry's death, then Manager Herbst resigned, the committee kind of got put on the back burner.

Mayor McIntosh - if the Board wants, we can form a new committee, with past members, to pick this back up and study the sign law.

Discussion ensued.

Trustee Skroskznik - political signs, see them around on commercial properties. This needs addressing.

Trustee Goodwin - I'll be on the committee.

Mayor - Someone from ZBA, Planning, Village Board, Code should be on the committee. Let's have their first report back to us by the 2nd Board meeting in June. All agreed.

Audience Participation

None.

Manager's Report

Water Dept. - Another meeting took place in Big Flats on Thursday, Jan. 11, which included representatives of the Elmira Water Board, Town of Big Flats Water Dept. and the Horseheads Water Department. This time Chemung County Sewer representatives were also invited. As you will recall, we have already met several times to explore the possibilities of Sharing Services. While these meetings are still preliminary, we have identified some potential areas of sharing and saving. A Civil Engineering Firm was contacted by the EWB to get an estimate of what a total system survey and mapping would cost. This estimate, \$683,000, could be used, if the group were to decide to seek a grant from the State for the work. In the last couple of rounds of grants, which were for 100% funding of projects, there were monies left unawarded. Nothing will be instituted until we will bring the identified potential services we might share to the Board.

Village Hall - We had the preventative maintenance done on our emergency generator, as well as two others the village owns, and all checked out well.

Cemetery - The staff has begun to remove shrubs and trees, as approved by the Board. They started at the Northeast Corner and will progress throughout the older sections in the coming months. As instructed, they are taking 'before and after' photos, so we can show any concerned citizens why we felt the need to remove these unkept shrubs.

Clerk Treasurer - Representatives from Insero & Co. began their review of our internal Accounting and Cash Handling records and processes on Tuesday, January 16. They were at Village Hall, working with various individuals through Thursday 18. This review was ordered and conducted at the request of the Board. We await Insero's report and recommendations. Thankfully, the cost estimate was revised downward from \$6,000 - \$8,000 to \$4,000 0 \$4,500. Once they began the work, they had a better idea of the time involved, which accounted for the revision.

Health Insurance - As you all know the price of Health Care has escalated drastically these past several years. We continue to seek new ways to address this, which is why we brought the idea of changing to the Bronze Plan for 2018, which the Board approved. On Thursday, January 18, Donna Dawson and I met with Don Barber- Executive Director, Greater Tompkins Health Insurance Consortium. We have been in telephone and email conversation with him since November of 2017. NY Legislation in 1993, Article 47, allowed for municipalities to form cooperatives to 'pool risks' and reduce premium costs. The Greater Tompkins County Health Insurance Consortium, we were told, is the only one in the State to have formed and remain. If we were with them this year, for instance, we would be saving an additional \$30,000 in premium costs. Hopefully, we can discuss this in more detail at our first Budget Meeting on Tuesday, January 23 at 7:00 PM.

Lynhurst Ave. Extension housing project - Art Ambrose has notified us that the contracts between himself and Kapral Builders for the construction of housing have been signed and they are looking forward to beginning site preparation in the Spring. Attorney Groff is working on the details of a Special Taxing District for Storm Water Management.

Levee Meeting - The County, the Town of Horseheads and the Village of Horseheads all drafted and sent a request to the State, asking that the State take over maintenance of the Levee, which the State rejected. The current levee will be extended and improved, as part of the project for the Connector Road Project, which will link the HOST Facility to Route 13. The Levee Improvement is necessary because the levee, which is not 'Certified,' and in its current state would not be certified, is necessary for this project. The improvements represent a \$1.3 million investment and will be funded from the original \$25 million budgeted by NY State. Once built, the levee will need some minimal maintenance. It is estimated that the yearly cost of maintenance would be less than \$20,000. The proposal is that this cost be split 3 ways. The Board would have final approval of any arrangement.

Dept. of Correction Farmland - We have spoken to several organizations and the County about possible partnering, as we are moving ahead with this purchase for \$1. John Groff is also working with the State on an easement of the road that begins on the east side of the property to ensure that we'll always be able to use the road.

Strategic Economic Development - The Committee met again with Peter Fairweather on Jan. 10. Peter Fairweather has conducted many in-person interviews with individuals, identified by the Committee as having unique insight into our area's present situation and potentialities. Our next meeting is scheduled for Tuesday, February 13, at 3:00 PM. The Committee reiterated what it is that's expected from Fairweather's research, which include the following:

1. Hanover Square: Not the roads but the streetscape, such as sidewalks, parking, crosswalks.
2. Assessment on current planning documents.
3. Economic opportunities in these 3 areas: Hanover Square, The HOST & the area south of I86.

The Committee is expecting to see reports on the following items brought to the next meeting.

1. Findings after the interviews with property & business owners.
2. Progress on the assessment of local organizational capacities.
3. Assessment of our current planning documents
4. Progress on SWOT
5. Progress on industry analysis

Village Manager Lytle added:

- Funding for connection to Southern Tier network confirmed today.
- Maple Grove Lane fence is up, will be putting up more fencing soon.
- Sidewalk replacement on Broad St. near the cemetery will begin in the spring.
- DOT removed dead trees by Reese property on Maple Grove Lane
- Town of Elmira - 3% increase on contract for Matt Mustico and mechanic too. We're going to do an amendment to the agreement, intermunicipal agreement, extend for another 4 years. I'd like to sign that, if the Board agrees, to allow me to sign it.

Resolution by Trustee Goodwin, seconded by Trustee Maloney

WHEREAS, the Village of Horseheads and the Town of Elmira entered into an Inter-Municipal Agreement for Public Works supervisor and mechanic,

WHEREAS, the Village and Town of Elmira wish to continue the contractual arrangement for a year at a cost of \$44,125 per year, to be paid in equal monthly installments.

NOW THEREFORE BE IT RESOLVED, that the Village Board hereby agrees to amend said contract to continue at the increased amount, and be it further

RESOLVED, that Village Manager Lytle is hereby authorized to sign an amendment to the agreement as noted above, effective April 1, 2018.

Roll Call Vote:

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

Motion by Trustee Goodwin, seconded by Trustee Maloney, that the following items be added to the agenda:

- Probationary Appointment to Fire Department
- Approve Fire Department Officers
- Traffic Commission Recommendations:

- No Stopping or Standing - Center St.
- No Parking - W. Broad St.

Roll Call Vote:

Mayor McIntosh: Aye
 Trustee Skroskznik: 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 Stephanie Wright, Day Street, to the Village of Horseheads Fire Department.

Roll Call Vote:

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

Resolution by Trustee Skroskznik, seconded by Trustee Goodwin

WHEREAS, due to a recent resignation of a Deputy Chief from the Horseheads Fire Department, the Village Board acting as Fire Commissioners hereby approves the following appointments as officers of the Department, to hold the office noted for a term of one year or until a successor is appointed or a vacancy otherwise occurs in such office:

<u>Office</u>	<u>Nominee for Appointment</u>
CHIEF	Arthur F. Sullivan
FIRST DEPUTY CHIEF	Robert Young
SECOND DEPUTY CHIEF	Ryan Wheeler
THIRD DEPUTY CHIEF	Vacant

Roll Call Vote:

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

Traffic Commission Recommendations

- No Stopping or Standing - Center St.
- No Parking - W. Broad St.

Discussion ensued regarding the Traffic Commission's recommendations. These changes came up just

this week, and there are still some details that need to get cleared up.

Motion by Trustee Goodwin, seconded by Trustee Maloney, that item #11, Traffic Commission recommendations, be tabled until the next Board Meeting.

Roll Call Vote:

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

BOT, Departmental Updates

Trustee Goodwin - our Village clock across the street should only be serviced every 10 years. \$825 a year for maintenance is way too much. I think we need to investigate this.

Village Manager Lytle - I will look into this and bring it back at the next meeting.

Trustee Maloney - is it necessary to wait until new budget year to get firetruck

Village Manager Lytle - I don't think so. We can take it out of fund balance now. Whether we wait, or pass a resolution now and spend the money, same effect. In June it will just be part of the budget.

Mayor McIntosh- I want to make sure our firefighters are in a safe vehicle. Another thing is if its in this budget year, I want to wait until the next board meeting to make sure all of the trustees have all of their questions answered. Trustee Gross isn't here, but I'll discuss this with her.

Manager Lytle - I don't think we'll be in a different situation in two weeks. As you saw from our budget reports, we're doing very well. Holding the line on expenses, hitting our revenue targets. No different report in two weeks from me on financial condition. Barring unforeseen events bringing us to the end of this budget year, we should be doing very well.

Chief Sullivan - at the Dept. Head Mtg. I asked if we could talk to manufacturers. So in two weeks we'll have a much better idea on the cost.

Trustee Skroskznik - thank the first responders for their service. They have been busy lately.

Atty. Groff - Revised local law in your packet regarding Prior Notice of Defects law - amending current law and updating. Provides that if there are defects in streets sidewalks etc. that the Village needs to be given notice of them and an opportunity to fix before we can be held liable for damages. It will be on next agenda for scheduling a public hearing.

Chief Sullivan - Grant available to get new SCBA (self-contained breathing apparatus). Grant application is due next Friday, through FEMA. I'd like to apply for it. Our current units will run out in 2020. The grant is for \$220K grant, with the Village contributing 7% - \$15,400.

Resolution by Trustee Goodwin, seconded by Trustee Maloney

WHEREAS, Fire Chief Arthur F. Sullivan has recommended to the Village Board that the Village apply for a grant from FEMA for the acquisition of new self-contained breathing apparatus, to assist our Fire Department in the performance of their duties, and

WHEREAS, the Village of Horseheads has a Grant Policy, and

WHEREAS, that policy does not allow for the Village Board to review and approve grant applications before the due date, and

WHEREAS, Village Manager Brad Lytle has been made aware of the terms and conditions of the application.

NOW THEREFORE BE IT RESOLVED, that Fire Chief Arthur Sullivan is authorized to pursue research of this grant and make the results available to the Village Manager, who upon his discretion is hereby authorized to direct Chief Sullivan to make application for this grant on behalf of the Fire Department with the Village commitment to be \$16,000 in total obligation.

Roll Call Vote:

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

As there was nothing further to come before the Board, the meeting was adjourned at 7:50 p.m.

/rmb