

December 1, 2014

An **Organizational Meeting** of the Village of Horseheads Board of Trustees was held on the above date at 7:00 p.m.

Present were:

Village Board and Staff

Mayor Donald Zeigler
Trustee Ronald Swartz
Trustee George Koliwasky
Trustee Mike Skroskznik
Trustee Brad Lytle

Clerk-Treasurer Sharron Cunningham
Village Manager Walt Herbst
Code Enf. Bob Young
Parks Dir. Nate Nagle
Justice Lou Tarantelli
Justice David Brockway
DPW Matt Mustico

Others

Dave Padgett, W. Franklin St.
Wayne Brubaker, Gardner Rd.
Judge Richard Rich, S. Main St.
Caitlin McGurgan, Hulett St.
Pat Gross, W. Broad St.

David & Mary Lou Roemer, Scenic Dr.
Sheila Tarantelli, Monroe Dr.
Bill Driscoll, Day St.
Debi Lytle, Grand Central Ave.
Elliott Blauvelt, Jr., Fletcher St.

Swearing In of Elected Officials: Trustee Brad Lytle and Justice David Brockway were sworn in as newly elected officials for the Village by Debi Lytle and Richard Rich respectively.

Resolution by Trustee Koliwasky, seconded by Trustee Swartz

WHEREAS, the members of the Board of Trustees have each been provided with a copy of the proposed resolutions to be considered for adoption at this meeting, and

WHEREAS, each of the Trustees has reviewed each of the proposed resolutions, and

WHEREAS, it has been suggested that the reading of the resolutions may be waived since each of the Trustees have reviewed each of the proposed resolutions in advance.

NOW THEREFORE BE IT RESOLVED, that the reading of the resolutions for agenda items 'a' through 'j' as set forth below is hereby waived, and the same are approved.

Roll Call Vote:

Mayor Zeigler	Aye
Trustee Swartz	Aye
Trustee Koliwasky	Aye
Trustee Skroskznik	Aye
Trustee Lytle	Aye

- a) BE IT RESOLVED, that pursuant to Village Law, the regular monthly meetings of the Village of Horseheads Board of Trustees shall be held on the second Thursday of each month at 7:00 p.m., and on the fourth Thursday of each month at 8:30 A.M. at the Village Hall, 202 S. Main St., Horseheads, New York. Special meetings may be called as provided in the Village of Horseheads Board of Trustees Rules of Procedures for Meetings. Nothing to the contrary withstanding there shall be no regular meeting of the Board on the fourth Thursdays for the months of July and August.

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b) BE IT RESOLVED, that the Clerk's Office of the Village of Horseheads will be open to the general public between the hours of 8:00 a.m. through 4:00 p.m. Monday through Friday excepting for such holidays as are established by the Village of Horseheads Board of Trustees and such other times and periods as such Board may determine from time to time.

c) BE IT RESOLVED, that the Village Clerk's Office and Village Manager's Office shall be closed on the following legal holidays:

Christmas Day	Labor Day
New Years Day	Columbus Day
Martin Luther King Day	Veterans Day
Presidents Day	Thanksgiving Day
Good Friday	Day After Thanksgiving Day
Memorial Day	
Independence Day	

d) BE IT RESOLVED, that the Elmira Star-Gazette be and hereby is designated the official newspaper of the Village of Horseheads, and be it further

RESOLVED, that all official proceedings, notices, resolutions, ordinances, and acts of the Trustees shall be published in the aforementioned newspaper or as otherwise directed by the Board of Trustees.

e) BE IT RESOLVED, that Chemung Canal Trust Company and Five Star Bank both of Horseheads, New York, and The JP Morgan Chase Bank of Elmira, New York, hereinafter referred to collectively as "Banks" be and hereby are designated a depository or official bank of this corporation for the official year commencing **December 1, 2014** and are authorized to receive for deposit, at any such office or offices, to the credit of this corporation, or for the collection for the account of this corporation, monies, checks, drafts, notes or other instruments for the payment of money (including electronic fund transfers and wire transfers), whether belonging to this corporation or otherwise, which may now be or hereafter come into their possession, and be it further

RESOLVED, that any two of the following three officials or officers of the Village of Horseheads - Mayor, Deputy Mayor or Clerk-Treasurer - be and they hereby are authorized to make, sign, draw, accept, indorse, execute and deliver any and all checks, drafts, notes, acceptances, evidences of indebtedness, or other instruments for the payment (including electronic fund transfers and wire transfers) of money of this corporation on deposit with the said Banks; and the said Banks be and they hereby are authorized to make payment from funds of this corporation on deposit with them upon and according to the terms of any such instrument when signed as above provided over the official title of such signer, and to receive the same to the credit of or in payment from the payee or any other holder, when so signed, without inquiry as to the circumstance of their issue or the disposition of their proceeds, whether drawn to the individual order of or tendered in payment of the individual obligations of any persons signing the same or of any other officer, agent or signatory of this corporation or otherwise, excepting that withdrawals from savings must be signed by one authorized signature of either the Mayor, Deputy Mayor or Clerk Treasurer, and be it further

RESOLVED, that any check herein authorized to be drawn in the name of this corporation may be signed with the facsimile signature of Mayor Donald Zeigler and the said Banks shall be entitled to charge any such check to this corporation's account regardless of by whom or by what means the actual or purported facsimile signature thereon may have been affixed thereto if such signature corresponds with the facsimile specimen duly certified to and filed with the said Banks by the Clerk-Treasurer of this corporation, and be it further

RESOLVED, that the Mayor, Deputy Mayor, and Clerk-Treasurer be and hereby are appointed agents of the said corporation, and that any two of such agents

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shall have access to the safe or safes including safety deposit boxes, in the vaults of the said Banks, and be it further

RESOLVED, that the Clerk-Treasurer of this corporation be and she hereby is authorized and directed to certify to the said Banks the names of all officers of this corporation and other persons authorized to sign for it as herein provided and the offices respectively held by them together with specimens of their signatures, whether facsimile or otherwise, and from time to time thereafter to certify such changes as may be made, and be it further

RESOLVED, that any and all prior resolutions adopted by this corporation authorizing access to safe or safes, or safety deposit box(es), and designating its official Banks and the parties who may draw against and or withdraw its funds are revoked and canceled the effective date hereof, and be it further

RESOLVED, that the foregoing powers and authority shall continue until written notice of the revocation thereof has been received by said Banks, and be it further

RESOLVED, that the Clerk-Treasurer is hereby authorized, pursuant to Article II of the General Municipal Law, to temporarily invest during the official year **ending the first Monday in December, 2015** monies not required for the immediate expenditures under conditions and with the limitations specifically set forth herein.

- f) WHEREAS, the Village of Horseheads Board of Trustees has adopted Rules of Procedure governing the conduct of its various board and committee meetings, and

WHEREAS, such policy is to be reviewed annually, and was **last revised in November, 2013**.

NOW THEREFORE BE IT RESOLVED, that the Village of Horseheads Rules of Procedure, **revised November 2013**, be adopted. A copy of the policy shall be placed on file with the Village Clerk-Treasurer.

- g) WHEREAS, the Village of Horseheads owns and operates a cemetery known as Maple Grove Cemetery which is regulated by Article 15 of the Village Law and Chapter 113 of the Village Code, and

WHEREAS, the operation of the cemetery is vested in the Board of Cemetery Commissioners.

NOW THEREFORE BE IT RESOLVED, that the Trustees of the Village of Horseheads shall automatically be Cemetery Commissioners for the duration of their respective terms as said Trustees. The Mayor shall be the Chairperson of the Board of Cemetery Commissioners. Meetings of the Board of Cemetery Commissioners may be held as part of and during regular and special meetings of the Board

- h) WHEREAS, the Village of Horseheads owns and operates a Fire Department generally known as the Horseheads Fire Department, and

WHEREAS, Article 10 of the Village Law provides for a Board of Fire Commissioners and establishes their powers and duties.

NOW THEREFORE BE IT RESOLVED, that the Village of Horseheads Board of Trustees does hereby establish a Board of Fire Commissioners vested with all of the powers and duties of such Board as provided in Article 10 of the Village Law. The members of the Fire Commission shall be the members of the Board of Trustees. The Trustees shall automatically be Fire Commissioners for the

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duration of their respective terms as said Trustees. The Chairperson of the Board of Fire Commissioners shall be the Mayor of the Village. Meetings of the Board of Fire Commissioners may be held as part of and during regular and special meetings of the Board of Trustees.

- i) WHEREAS, the Village of Horseheads owns and operates a Water Department, and

WHEREAS, Article 11 of the Village Law provides for a Board of Water Commissioners and establishes their powers and duties.

NOW THEREFORE BE IT RESOLVED, that the Village of Horseheads Board of Trustees does hereby establish a Board of Water Commissioners vested with all of the powers and duties of such Board as provided in Article 11 of the Village Law. The members of the Water Commission shall be the members of the Board of Trustees. The Trustees shall automatically be Water Commissioners for the duration of their respective terms as said Trustees. The Chairperson of the Board of Water Commissioners shall be the Mayor of the Village. Meetings of the Board of Water Commissioners may be held as part of and during regular and special meetings of the Board of Trustees.

- j) WHEREAS, the Village of Horseheads has entered into an intermunicipal cooperation agreement with the Town of Horseheads for the latter to provide Dog Control services, and

WHEREAS, the Town of Horseheads has employed Frank Rosplock, and may hereafter from time to time employ others in the capacity of Dog Control Officer, and

WHEREAS, it is the desire of this Board that the Dog Control Officer of the Town of Horseheads be authorized and empowered to enforce Chapter 80 of the Village Code and such other animal control laws, rules, regulations and ordinances as may be enacted from time to time within the Village of Horseheads and to, among other things, issue appearance tickets in regard thereto.

NOW THEREFORE BE IT RESOLVED, that such individuals as are employed by the Town of Horseheads as Dog Control Officers and assigned, pursuant to the above-noted agreement, to enforcement of Chapter 80 of the Village Code and such other animal control laws, rules, regulations and ordinances as may be enacted from time to time within the Village of Horseheads be and they hereby are designated Dog Control Officers within the Village of Horseheads and are empowered with all of the duties and responsibilities of such position including the power to issue appearance tickets, etc. Pursuant to Village Law Section 3-300 the Dog Control Officer may, in lieu of residing in the Village of Horseheads, reside within Chemung County.

Resolution by Trustee Skroskznik, seconded by Trustee Swartz

WHEREAS, the Village of Horseheads Board of Trustees has adopted a Purchasing Policy governing the acquisition of goods and services and

WHEREAS, such policy is to be reviewed annually and was last revised in January, 2013, and

WHEREAS, Atty. John Groff has proposed some minor changes in the policy, and

WHEREAS, this Board has reviewed same and found that these amendments are necessary at this time.

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NOW THEREFORE BE IT RESOLVED, that the Village of Horseheads Purchasing Policy, last revised January 2013, with current amendments dated December 2014 be adopted. A copy of the policy shall be placed on file with the Village Clerk-Treasurer.

Roll Call Vote:

Mayor Zeigler	Aye
Trustee Swartz	Aye
Trustee Koliwasky	Aye
Trustee Skroskznik	Aye
Trustee Lytle	Aye

Communication from Mayor Zeigler to the Board of Trustees:

I hereby appoint **Ronald Swartz** as **Deputy Mayor** for a term which will expire on the first Monday of December, **2015**.

(Mayor's appointment - no vote)

Resolution by Trustee Skroskznik, seconded by Trustee Koliwasky

BE IT RESOLVED, that the following appointments be made:

- **Dave Helsing**, Pine Street, **Planning Board Member**, for a term which will expire on the first Monday in **December 2019**.
- **Tom Rupp**, Tift Avenue, **Planning Board Alternate**, for a term which will expire on the first Monday in **December 2016**.
- **Tony van Dinther**, Kennedy Drive, **Zoning Board of Appeals Member** for a term which will expire on the first Monday in **December 2019**.

Roll Call Vote:

Mayor Zeigler	Aye
Trustee Swartz	Aye
Trustee Koliwasky	Aye
Trustee Skroskznik	Aye
Trustee Lytle	Aye

Communication from Village Manager Walter Herbst to the Board of Trustees:

I hereby make the following appointments:

Arthur Sullivan, Miller Street, as **Master Mechanic** of the Horseheads Fire Department;
Robert Young, Center Street, as **Fire Inspector and Code Enforcement Officer**;
John Groff, Esq., Silver Oak Drive, as **Village Attorney**;
Donna Hartsock, Greenridge Drive, as **Deputy Clerk**; and
Michele Accavallo, Easterbrook Drive, as **Deputy Treasurer**

each for terms which will expire on the first Monday in December, **2015**.

(Village Manager appointments - no vote).

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Resolution by Trustee Koliwasky, seconded by Trustee Skroskznik

BE IT RESOLVED, that the following item be added to the agenda:

- Probationary Appointment to Fire Department

Roll Call Vote:

Mayor Zeigler	Aye
Trustee Swartz	Aye
Trustee Koliwasky	Aye
Trustee Skroskznik	Aye
Trustee Lytle	Aye

Resolution by Trustee Swartz, seconded by Trustee Skroskznik

BE IT RESOLVED, that this Board hereby approves the one-year probationary appointment of Chad M. Willis, South Pine Street, Horseheads to the Village of Horseheads Fire Department.

Roll Call Vote:

Mayor Zeigler	Aye
Trustee Swartz	Aye
Trustee Koliwasky	Aye
Trustee Skroskznik	Aye
Trustee Lytle	Aye

Caitlin McGurgan - Was unable to be present at the last meeting. So I wanted to be here tonight. The opportunity to be a Trustee was presented back in March, and I considered it a great honor to serve along with everyone on this Board. I truly was welcomed by everyone, the Manager, the Mayor, and all the Village staff. I'm very sad to be departing but I hope to be working here again in a different capacity in the future. I wish everyone all the best and Happy Holidays.

Trustee Skroskznik thanked Caitlin for her service, and welcomed Brad Lytle.

Trustee Koliwasky made the same comments. He also thanked former Village Justice Bill Driscoll for his many years of service to the Village.

Trustee Swartz added congratulations to Judge Brockway.

Trustee Lytle - honor to be here. I look forward to working with everyone here to make the Village an even better place to live.

Manager Herbst welcomed Trustee Lytle and thanked Caitlin for her service. He added the Village Justices have to frequently come out for arraignments in the middle of the night. He thanked Bill Driscoll for his service.

Judge Richard Rich commented that the Village is losing a great judge in Judge Driscoll, but gaining another great one with Judge Brockway.

Mayor Zeigler welcomed Trustee Lytle to the Board.

As there was nothing further to come before the Board, the meeting was adjourned at 7:25 p.m.

/rmb

Respectfully submitted,

Sharron Cunningham
Clerk-Treasurer