

## Minutes

### Village Board of Trustees

April 10, 2014

A regular 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 Ron Swartz  
Trustee George Koliwasky  
Trustee Caitlin McGurgan  
Village Manager Walt Herbst

Clerk-Treasurer Sharron Cunningham  
Village Atty. John Groff  
Code Enf. Officer Bob Young  
ZBA Chair - Dave Radin  
PB Chair - Mike Stenpeck

#### Absent

Trustee Mike Skroskznik

#### Others Present

Wayne Brubaker, Gardner Rd.  
Tom Rupp, Tift Ave.  
Brad Lytle, Grand Central Ave.  
Dave Padgett, W. Franklin St.  
Norm Stull, Marshall St.

Joe Ruhmel, Gardner Rd.  
Kelly & Jack Murray, Fairfield Dr.  
Jean Quinn, Gardner Rd.  
Mike Swasta, Watkins Rd.

Resolution by Trustee Swartz, seconded by Trustee Koliwasky

BE IT RESOLVED, that the reading of the minutes of the Board of Trustees Meeting of March 27, 2014 be dispensed with and the same stand approved as entered by the Clerk.

Roll Call Vote:

|                   |     |
|-------------------|-----|
| Mayor Zeigler     | Aye |
| Trustee Swartz    | Aye |
| Trustee Koliwasky | Aye |
| Trustee McGurgan  | Aye |

#### Audience Participation -

Tom Rupp, Tift Ave. - With all the recent activity at high schools in NY and PA, and with the Village removing its officer from the high school, what kind of feedback is the Village getting from the Sheriff's Dept. And could the new person start reporting information back to Chief Barton.

Village Manager Herbst - I've not heard from Sheriff's Dept., but from Ralph Marino, Supt. Excellent.

They are very happy with the retired state policeman over there. We've not had any significant events. The officer over there reports to the Sheriff's Dept.

Trustee Koliwasky - I spoke with Chief Barton about this very subject recently. I was told that besides some minor logistics matters that things are going well over there.

Mayor Zeigler said he will set up a meeting with Sheriff Moss and Chief Barton.

Financial Reports

Manager Herbst - to date we're about 55K up in General Revenue. Still waiting for the PILOT tax payments from the County. They are 58,000. Glitch in the way they are processing this. Should receive shortly. Water Dept. - reduced expenses about 32K. Have been running about 18K behind and we're catching that up now. At the moment we are about 3K behind in receipts over last year. Next billing will include the new increases in water bills. On top of that we have the energy performance bids in hand. John is reviewing. Should be ready to make recommendation on this at the next meeting. This is regarding the new water meter installation as well as other energy saving projects.

Motion by Trustee Koliwasky, seconded by Trustee Swartz, that one item be added to the agenda:

- Fire Department Elections

Roll Call Vote:

|                   |     |
|-------------------|-----|
| Mayor Zeigler     | Aye |
| Trustee Swartz    | Aye |
| Trustee Koliwasky | Aye |
| Trustee McGurgan  | Aye |

Resolution by Trustee Swartz, seconded by Trustee McGurgan

WHEREAS, at a General Convention of the Village of Horseheads Fire Department on April 1, 2014, the members of same held an election at which time the following individuals received the most votes for nomination for appointment to the respective offices:

| <u>Office</u>       | <u>Nominee for Appointment</u> |
|---------------------|--------------------------------|
| CHIEF               | Arthur F. Sullivan             |
| FIRST DEPUTY CHIEF  | Thomas Margeson                |
| SECOND DEPUTY CHIEF | Robert Young                   |

and WHEREAS, the by-laws of the Department empower the Board of Fire Commissioners to consider the nominations and appoint such persons to the offices to which they are nominated, and

WHEREAS, this Board has considered the nominees and the offices they are nominated to fill.

NOW THEREFORE BE IT RESOLVED, that the Village of Horseheads Board of Trustees, acting as Fire Commissioners of the Horseheads Fire Department does hereby appoint the above-mentioned individuals 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.

Roll Call Vote:

|                   |     |
|-------------------|-----|
| Mayor Zeigler     | Aye |
| Trustee Swartz    | Aye |
| Trustee Koliwasky | Aye |
| Trustee McGurgan  | Aye |

7:10 p.m. - Public Hearing: Tentative 2014-2015 Village Budget

Atty. Groff declared open the public hearing.

Brad Lytle, Grand Central Ave. - I see there is \$8,000 budgeted for a Parking Attendant. What is the Village planning for this.

As nobody else came forward to speak, Atty. Groff declared the public hearing closed.

Resolution by Trustee Swartz, seconded by Trustee McGurgan

WHEREAS, Village Budget Officer Walt Herbst has prepared and submitted a proposed budget for the fiscal year 2014-2015, and

WHEREAS, this budget has been reviewed and critiqued by the Board of Trustees, and

WHEREAS, a public hearing was held on April 10th, 2014 relative to the proposed budget.

NOW THEREFORE BE IT RESOLVED, that the proposed 2014-2015 budget prepared by the Budget Officer which establishes anticipated revenues and appropriations in the amount of \$5,910,454 with the schedule of salaries and wages and other appropriate schedules required by law is hereby adopted as the final budget for the Village of Horseheads for the fiscal year June 1, 2014 through May 31, 2015 containing a tax levy of \$5.22 per thousand dollars of assessed valuation, representation a 1.5% increase in property taxes.

Motion by Trustee Koliwasky, that after due consideration and dialogue with the Board regarding the tentative budget, that the following amendments be made to the tentative budget:

- \$8,000 be moved from Line Item 1619.142, Part Time Parking Attendant, to 1620.440 Village Hall Contracted Services, until such time as a recommendation and policy is submitted to the Board.
- Part Time Clerk line item 1325.109 be reduced to \$3,250.00, and the remaining balance of \$12,750.00 be moved to the Village Hall Contracted Services line item 1620.440.

Trustee Swartz seconded the motion.

Roll Call Vote on Amendments:

|                   |     |
|-------------------|-----|
| Mayor Zeigler     | Aye |
| Trustee Swartz    | Aye |
| Trustee Koliwasky | Aye |
| Trustee McGurgan  | Aye |

Trustee McGurgan stated that even though Trustee Skroskznik is not present tonight, we've all done extensive communication on this tentative budget.

Village Manager Herbst - tax increase is 1.5%. It has been quite a challenge with the policies that Gov. Cuomo has put in place with tax caps, etc. Nonetheless we are able to reduce expenses by \$141,000 over our current budget. This is due to our staff efforts on how money gets spent. We did this in spite of losing \$8.5 Million in assessed valuation. Our goal has been to maintain a balance of services, and as we look at the total picture we've reduced expenses, held the line on tax increase, and still remained below the tax cap. I'm very proud of what the staff has done.

Trustee Koliwasky - throughout this whole budget process we've worked with the Village Manager on this budget and we had a very good workshop this past week and got a lot of things resolved. It was an open workshop. We had some public in attendance.

Mayor Zeigler added that Trustee Skroskznik did come in a lot to speak with the Manager on the budget, and got all his questions answered, and he was also in favor of moving those monies into Contingency.

Trustee Swartz - regarding parking attendant, I am totally against putting meters back in Hanover Square. I don't think it's a good idea and I believe Trustees Koliwasky and Skroskznik agree. I look forward to their ideas on controlling parking in the lots, etc.

Roll Call Vote on Budget AS AMENDED:

|                   |     |
|-------------------|-----|
| Mayor Zeigler     | Aye |
| Trustee Swartz    | Aye |
| Trustee Koliwasky | Aye |
| Trustee McGurgan  | Aye |

#### NYS Retirement System - Record Keeping

Atty. Groff - the Village reports to the NYS Retirement System on compensation and hours worked by staff. Regarding appointed and elected officials we are supposed to report additional details on whether those people use timekeeping system, or if their activities are outside of Village Hall, etc. They would be self-reporting. The resolution that you passed several years ago has some inaccuracies in it. These were questioned by Audit and Control and they've asked us to look into it and we need to apply a different formula to some of the time reported. We also have to make sure that we have complete records on those individuals who are self-reporting. So we are in the process of doing that. There will be a number of resolutions we will offer to Audit and Control going forward. The initial resolution will deal with those elected and appointed personnel who report their time with the time clock,

mostly our full time staff. Those elected and appointed personnel who don't work exclusively in this building will be asked to provide us with time records. This information will be reported to the retirement system in a second resolution. There will be a third resolution dealing with Trustee McGurgan based upon her new appointment. She has to keep three months of records of time devoted to Village activities. That will be provided to the Clerk's Office who will send on to Audit and Control.

Sister City Presentation - Kelly and Jack Murray, new Presidents of the Horseheads Sister City Committee, played a short video regarding the latest visit from our Sister City in Nakagawa Japan. Jack Murray said that strong lifetime bonds are made during these exchanges. Next year marks our 25<sup>th</sup> anniversary of the Sister City relationship. It's important that we continue this program.

Trustee Koliwasky - congratulated Robert Young as elected Deputy Chief of the Fire Department. Regarding the parking policy, Trustee Clark started on this a year ago. But he got busy with the new health insurance plan. Now Trustee Skroskznik is on the committee. The parking attendant might be a little hasty before we have a policy, but we have the money in there, it doesn't mean it's going to be spent. Also I visited the well 5 filtration plant. Very impressive. State of the art.

Trustee Swartz - wondered about street patching. Manager Herbst - hot asphalt plants aren't open yet. We've used 3 times the amount of cold patch this year, but we all know it doesn't last long. Once the hot asphalt plants open we'll be on it.

Village Manager Herbst reported on the following items:

- On streets, the computer program we got from the intern last year shows a seven year rollout for our street repairs. We'll be using different products to extend the life of the streets, based on the program prepared for us. We are also in touch with NYSEG on where they will be doing gas service replacements so we don't pave a road then have NYSEG come back through and tear it up.
- Well 5 will have an open house so residents can see how it works. Substantial completion by end of April. Month of May dedicated to DOH testing, etc.
- Well 1 we expected that to be online sooner but learned that the casing needed replacement. That is being done now. When it's done we will essentially have a brand new well at Well #1.
- Union issues - We made an exchange with CSEA, and had first mediation session with PBA.

Atty. Groff reported he's been working on the following items:

- Update to our water dept. rules
- Update to our junk car law
- Update to local law on Notice of Defects, regarding the need for the Village to be notified of defects in streets and sidewalks. Liability prevention kind of thing.

PB Chair Mike Stenpeck - at our March meeting we decided to keep our meeting day the same, 4<sup>th</sup> Tuesday of each month, but changed time to 5:15pm.

Mayor Zeigler commented on the importance of the street repaving program prepared for us by the Cornell intern last year. Will save the Village time and money for years to come.

As there was nothing further to come before the Board, the meeting was adjourned at 7:45 p.m.

/rmb