

November 10, 2004

A Special Meeting of the Village of Horseheads Board of Trustees was held on the above date at 8:30 a.m. Present were Mayor Patricia Gross, Trustees Ronald Swartz, Howard Miller and Kevin Sullivan, Village Manager Vincent Azzarelli, DPW Supt. Chris Lawrick, Recreation Director Al Edwards, Clerk-Treasurer Sharron Cunningham, Village Justice Bill Driscoll, Fire Chief Dick Sullivan, Manager's Assistant Rachel Baer, Police Chief Dave Kole, Village Atty. John Groff.

Resolution by Trustee Miller, seconded by Trustee Sullivan

BE IT RESOLVED, that the reading of the minutes of the Board of Trustees Meeting of October 28, 2004 be dispensed with and the same stand approved as entered by the Clerk.

Roll Call Vote:

Mayor Gross:	Aye
Trustee Swartz:	Aye
Trustee Miller:	Aye
Trustee Sullivan:	Aye

Resolution by Trustee Swartz, seconded by Trustee Miller

BE IT RESOLVED, that the audit of bills as listed below be received and approved for payment when in funds:

General	\$109,465.30
Water	\$ 25,522.28
Trust & Agency	\$ 3,529.10

Roll Call Vote:

Mayor Gross:	Aye
Trustee Swartz:	Aye
Trustee Miller:	Aye
Trustee Sullivan:	Aye

Resolution by Trustee Miller, seconded by Trustee Swartz

WHEREAS, enlightened business and municipal management practices have recognized the value of uniform practices and the documentation of same, and

WHEREAS, employee manuals have become a recognized vehicle for communication of management policies and procedures in a tangible form, and

WHEREAS, the Village Manager has directed the drafting of an employee's manual for the Village applicable to its employees and officials, and

WHEREAS, the Village Department Heads have collaborated and have compiled the various Village policies effecting its employees, such policies being reflected in the form of resolutions and other administrative directives, and

WHEREAS, this Board has reviewed the proposed employee manual, and

WHEREAS, such manual it not intended and does not address terms and conditions of employment which are the prerogative of collective bargaining negotiations.

NOW THEREFORE BE IT RESOLVED, that this Board does hereby adopt and establish the Employee Manual dated November 10, 2004 as an embodiment of management and administrative practices. A copy of said manual will be given to each of the current employees and Village officials, elected or otherwise, and to all subsequent employees and officials.

Roll Call Vote:

Mayor Gross:	Aye
Trustee Swartz:	Aye
Trustee Miller:	Aye
Trustee Sullivan:	Aye

November 10, 2004 (cont'd)

GOALS AND OBJECTIVES PRESENTATIONS - At this time, the Department Heads presented their Goals and Objectives to the Board. - *SEE ATTACHED.*

As there was nothing further to bring before the Board, the meeting was adjourned at 10:50 a.m.

Respectfully submitted,

Sharron Cunningham
Clerk-Treasurer

/rmb

Recreation - Al distributed his listed goals and objectives. Administrative, physical, and programs.

Attend conference re: contemporary programming.

Discussed space needs.

Pursue grants for community center.

Youth sports - develop master plan. Use of our facilities. State guidelines for administering youth sports groups. Village needs to also adopt guidelines. Re: coaches, etc.

Reviewed special projects.

More planning with dpw staff.

Funding sources.

Physical - facilities upgrades.

Programs - maintain existing.

Growth in fee-based activity.

Older population is growing.

Research revenue generating activities.

Clerk-Treasurer

summary of activities

many phone calls

maintain high quality of customer service

message on water bills

going to debit cards/credit cards for village residents - lots of requests

purchase order program/fixed assets

GASB 34 program state law

PO - anything over \$250 - all on computer, explanation of that.

Computer replacement program, while ago. Revisit.

Credit cards - visa and mc only for now.

Credit card user fee - will advise customer of user fee, possible flat fee.

Vendor online payments, and electronic payments.

CDBG program - expand target area.

Grant writing seminar - sending donna.

Records management - records room. Court records. Running out of room. Apply for grant to scan old court records and put on cd's.

Accomplishments for the year.

Village Justice

addit'l state surcharge

bench warrants

24/7 call ins

Fire Department

reviewed upgrades to fire station - some were paid for by firefighters

sometimes hired contractor - new computer, new furniture

window replacement

south bay window

ordered John Deere Gator vehicle

Reviewed projects for the future.

November 10, 2004 (cont'd)

Police Dept.

New sg.t position.

Restructured sgts. Duties.

More clerical duties for sergeants.

Each sgt. Assigned specific shift.

Need more space for pd. - only facility open 24/7, first impression in many cases. We outgrew 10 years ago. Spread out throughout vill halll.

Grant/loan program - USDA. Rural communities. They decide if it is grant or loan.

Officers assigned to specific patrol vehicles for daily maint, etc.

New police software - up and running.

Every officer assigned new number, improves productivity tracking.

Retyped all general orders on own time.

Will give copy to all officers.

Policy and Procedures.

Pat - copy left with clerk.

Will have department meeting - general orders, policies, procedues, goals.

Patrol issues.

Speed sentry - auto radar sign.

Increased traffic on gca.

Foot patrols. Try to do as often as possible.

Training.

Multi-agency swat team.

Pat - only until they get promoted. Discussion.

Officer McGrain - grant to run out. Need to find funds to keep him. Discussion. Another SRO officer.

Grant rec'd - 2,000 - buckle up NY. Will cover for some OT.

Newsletter - put in Shopper.

STOP DWI - county offered eh and voh 50% of what the city received. We rec'd 20K. That is used for training, dwi related, patrols, etc. Wolfpacks. Might be able to get vehicle out of it.

DPW

divided goals as how it relates to budget - fiscal year.

Sidewalk program. 50/50. Only doing about 3,500 this year. People dont' want to pay.

Pat - give date to resident. Chris - we already do. This is worst year i've seen.

Still can do some sidewalk work next april and may - still in this fiscal year.

New sweeper in. Been doing a lot.

Shared services with Town.

Vil to do all maint. Town to pay for mat'ls.

discussion on budget items

ron - better economically - street light at syare st. Very expensive to replace.

Ron - crosswalk painting - chris - weather has been very bad.

Ongoing programs.

Lots of time off for employees.

Salt.

Cinders - clogs drywells.

Hydrant replacement.

/rmb