

**Minutes**

**Village Board of Trustees**

**July 12, 2012**

A 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 Larry Clark  
Trustee George Koliwasky  
Trustee Suzanne Peters  
Village Manager Walt Herbst

Village Attorney John Groff  
Code Enf. Off. Bob Young  
Clerk-Treasurer Sharron Cunningham  
Deputy Clerk Donna Hartsock  
Fire Chief Arthur Sullivan  
Manager's Asst. Rachel Baer

**Others Present**

Norm Stull, Marshall St.  
Dot Gebhart, Biltmore Dr.  
Rob Maloney, Westlake St.

Nicole Wright, Day St.  
Elton Shaw, Liberty St.

Resolution by Trustee Koliwasky, seconded by Trustee Swartz

BE IT RESOLVED, that the reading of the minutes of the Board of Trustees Meetings of June 11<sup>th</sup> and June 14<sup>th</sup>, 2012 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 Clark: Aye  
Trustee Peters: Aye

Resolution by Trustee Swartz, seconded by Trustee Peters

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

General -\$176,311.79  
Water - \$36,793.81  
T/A - \$819.42

AND BE IT FURTHER RESOLVED, that \$1,734.02 be transferred from the Capital Reserve Fund for the acquisition of materials and supplies for pool repairs.

Roll Call Vote:

Mayor Zeigler:	Aye
Trustee Swartz:	Aye
Trustee Koliwasky:	Aye
Trustee Clark:	Aye
Trustee Peters:	Aye

Resolution by Trustee Swartz, seconded by Trustee Peters

BE IT RESOLVED, that the Clerk-Treasurer is authorized to transfer the funds indicated on the attached sheet.

Roll Call Vote:

Mayor Zeigler:	Aye
Trustee Swartz:	Aye
Trustee Koliwasky:	Aye
Trustee Clark:	Aye
Trustee Peters:	Aye

Financial Report:

Village Manager Herbst - This was the first month of the new fiscal year. Receipts YTD in General up by 136K. YTD expenses are up 366K. The reason is in June of this year we did road paving right away, and paid our insurance premium too. On the Water side, receipts to date up 10K. Expenses are up due to larger water meter purchases for Colonial Manor and Bethany. Our auditor has been in. We have had some good initial discussions.

Resolution by Trustee Koliwasky, seconded by Trustee Peters

BE IT RESOLVED, that the minutes of the Zoning Board of Appeals Meeting of June 11, 2012 be received and placed on file in the Village Clerk's Office.

Roll Call Vote:

Mayor Zeigler:	Aye
Trustee Swartz:	Aye
Trustee Koliwasky:	Aye
Trustee Clark:	Aye
Trustee Peters:	Aye

Resolution by Trustee Swartz, seconded by Trustee Koliwasky

WHEREAS, the Chemung County Office of Fire and Emergency Management, with assistance from the Village of Horseheads as to matters relating to the Village, has gathered information and prepared the Chemung County All-Hazard Mitigation Plan, Section 1 Chemung County Comprehensive Emergency Management Plan, FEMA Approved January 2006, Five Year Update May 2012 ("Plan"), and

WHEREAS, this Board is advised that the Plan has been prepared in accordance with the Disaster Mitigation Act of 2000, and

WHEREAS, this Board has been advised that citizens have been afforded an opportunity to comment and provide input in the Plan and the actions in the Plan, and

WHEREAS, officials of the Village of Horseheads have reviewed the Plan and have been informed that the Plan will be updated no less than ever 5 years.

NOW THEREFORE BE IT RESOLVED, that the Village of Horseheads Board of Trustees does hereby adopted the Chemung County All-Hazard Mitigation Plan, Section 1 Chemung County Comprehensive Emergency Management Plan, FEMA Approved January 2006, Five Year Update May 2012 as the Village's natural hazard mitigation plan, and does further resolved to execute the actions in the Plan subject to the following:

1. The actions shall be limited to the jurisdictional boundaries of the Village of Horseheads.
2. The actions shall be subject to the appropriation or budgeting of funds to provide for all costs and expenses of the action, if any such funds or amounts are so appropriated or budgeted.

Manager Herbst - we do this every 5 yrs. The County pulls all this together to apply for grant funds relative to stormwater events. It is only contingent on grant funds being available.

Roll Call Vote:

Mayor Zeigler:	Aye
Trustee Swartz:	Aye
Trustee Koliwasky:	Aye
Trustee Clark:	Aye
Trustee Peters:	Aye

Grant Policy -

Manager Herbst - this is just to establish internal policies for department heads to follow. In the past we could have a grant applied for, and nobody knew about it. What this does is establish a policy for applying for grants, then finally for Board approval of the application.

Resolution by Trustee Koliwasky, seconded by Trustee Peters

WHEREAS, it is the policy of the Village of Horseheads to encourage seeking grants for funding

purposes, and

WHEREAS, the Village recognizes that grant funding provides significant resources to enhance the Village's ability to provide services and activities that are determined to further core Village functions, or to provide for activities which are in the best interests of Village residents/taxpayers, and

WHEREAS, grant funding requires internal procedures to ensure effective and efficient use of grants, and

WHEREAS, Village staff have been developing a Grant Administration Policy under the Village Manager's oversight. The draft policy has been circulated amongst the staff for review and comment, and

WHEREAS, the policy was submitted to the Village Board of Trustees on June 21<sup>st</sup>, 2012 for their review, and the Village Board of Trustees has given this matter due consideration, and

WHEREAS, Village Manager Walt Herbst has recommended to this Board adoption of the Grant Application and Administration Policy.

NOW THEREFORE BE IT RESOLVED, that the Village of Horseheads Board of Trustees does hereby adopt the Grant Application and Administration Policy and does further direct that the Village Manager cause a copy of this policy to be provided to all Village Department Heads as soon as practicable, and be it further

RESOLVED, that this policy shall comprise a part of the Village Employee Manual.

Roll Call Vote:

Mayor Zeigler:	Aye
Trustee Swartz:	Aye
Trustee Koliwasky:	Aye
Trustee Clark:	Aye
Trustee Peters:	Aye

Resolution by Trustee Swartz, seconded by Trustee Peters

WHEREAS, Horseheads Family Day is an event sponsored by the Village of Horseheads Recreation Department, and

WHEREAS, this event will take place in Thorne Street Park on July 14, 2012, and

WHEREAS, the Recreation Department has requested to sponsor a fireworks display in the evening at Thorne Street Park as part of the event.

NOW THEREFORE BE IT RESOLVED, that 1) the Recreation Department is authorized to apply for a Permit for Public Display of Fireworks, and 2) Village Manager Walter Herbst and other Village personnel are authorized to execute the Permit and an agreement with Young Explosives Corp., Rochester, NY, providing for a fireworks display in Thorne Street Park on July 14, 2012.

Mayor Zeigler - will the Fire Dept. inspect before they do this.

Chief Sullivan - yes we go look at it and talk to the operators.

Roll Call Vote:

Mayor Zeigler:	Aye
Trustee Swartz:	Aye
Trustee Koliwasky:	Aye
Trustee Clark:	Aye
Trustee Peters:	Aye

Resolution by Trustee Koliwasky, seconded by Trustee Peters

BE IT RESOLVED, that a public hearing is hereby scheduled for Thursday, August 9<sup>th</sup>, 2012 at 7:05 p.m. regarding a Proposed Local Law for Authorizing Credit Card Payments.

Roll Call Vote:

Resolution by Trustee Swartz, seconded by Trustee Peters

BE IT RESOLVED, that this Board hereby approves the one-year probationary appointments of:

- Robert Maloney, 205 Westlake St., and
- Nicole Wright, 341 Day St.

to the Village of Horseheads Fire Department.

Roll Call Vote:

Mayor Zeigler:	Aye
Trustee Swartz:	Aye
Trustee Koliwasky:	Aye
Trustee Clark:	Aye
Trustee Peters:	Aye

Trustee Koliwasky - any updates on Well 5?

Manager Herbst - Its now in Washington for approval or rejection. Had to pass through FEMA first.

Trustee Koliwasky read letter from Lori Spallone, thanking the Village staff for assistance in the Colon Cancer 5K. They raised \$10K in proceeds due to the race.

Village Manager Herbst reported on the following items:

- Ian Rossi got 100 on his civil service test for CSO.
- Actsoft software training underway.
- CSEA nego will resume in about a month.
- Wendell Energy working on questions we raised. Rec'd approval from NYS energy for the allowances. One of the questions was whether we can hire an electrician on staff - they said yes.
- Family Day is this Saturday.
- Jazz Fest will be 8/18/12 at Thorne St. Park.

Atty. Groff reported on the following items:

- Rental Housing Law - updated draft sent out - has one additional change, additional definition.
- Resolution getting circulated to offer sharing of code enforcement services for specific purposes.

Fire Chief Sullivan - read a news article about the Fallen Firefighters Memorial Law. It was signed into law by Gov. Cuomo. It guarantees that all firefighters killed in the line of duty will have their name added to the memorial in Albany.

Audience Participation:

Elton Shaw, 218 Liberty St. - On the jazz fest, does the Village keep money made?

Manager Herbst- Economic Opportunity Program is the organizer and sponsor of the event. We're allowing them to use the park. We don't make any money off it.

As there as nothing further to come before the Board, the meeting was adjourned at 7:44 p.m.

/rmb

**FINAL MAY TRANSFERS**  
**FY2011-2012**

GENERAL

<u>AMOUNT</u>	<u>FROM</u>	<u>TO</u>	<u>DESCRIPTION</u>
\$514.53	1110.109	1110.160	COURT OT
\$409.41	1110.440	1110.411	COURT OFF. SUPP
\$23.20	1110.440	1110.453	COURT TRAVEL EXP
\$304.27	1111.109	1111.160	COURT OT
\$409.41	1111.109	1111.411	COURT OFF SUP
\$79.50	1111.453	1111.440	COURT CON. SERV
\$15.30	1230.411	1650.471	COMMUNICATIONS
\$150.00	1230.411	1910.472	LIABILILTY INS.
\$5.00	1230.411	1230.415	NEWSLETTER
\$1,202.14	1420.440	1230.451	NYCOM TRAINING
\$885.00	1420.440	1325.109	CLERK PT
\$314.30	1420.440	1420.411	ATTY OFF. SUP
\$3,911.61	1619.151	1230.418	GRANTWRITER
\$463.83	1619.440	1619.410	CODE MAT/SUP
\$232.49	1620.160	1620.100	VH MAINT
\$57.50	1620.160	1620.152	VH SECURITY
\$163.22	1620.437	1620.417	PAYROLL PROCESSING
\$62.83	1620.444	1620.441	LEGAL NOTICES

\$818.19	1620.444	1620.443	VH REPAIRS
\$2,500.00	1621.508	1621.442	FUEL SERVICES
\$2,849.34	1622.421	1623.465	IT SUPPORT-VH
\$19.85	1622.422	1623.465	IT SUPPORT-VH
\$2,909.76	1622.423	1230.440	MGR CONT. SERV
\$4,411.79	1622.424	1623.465	IT SUPPORT-VH
\$750.00	1622.426	1623.461	IT SUPPORT-COURT
\$258.67	1640.445	1640.455	GARAGE MAINT
\$56.20	3120.122	3120.119	POLICE OFFICER
\$8.90	3120.122	3120.120	SERGEANT
\$1.00	3120.122	3120.121	POLICE OFFICER
\$80.52	3120.122	3120.128	POLICE OFFICER
\$636.78	3120.130	3120.134	POLICE OFFICER
\$503.52	3120.130	3120.155	CROSSING GUARDS
\$3,786.83	3120.130	3120.160	POLICE OT
\$1,364.21	3120.440	1621.442	FUEL SERVICES
\$68.88	3120.440	1623.463	IT SUPPORT-POLICE
\$5,645.58	3410.413	1620.410	VH MAT/ SUP
\$123.08	3410.440	3410.445	F.D. RADIO MAINT.
\$255.78	3410.440	3410.484	F.D. INSPECTION DINNER
\$1,589.08	5142.103	5110.114	DPW PERSONNEL

\$602.23	5142.103	5110.413	DPW CLOTHING
\$3,497.69	5142.103	8810.100	CEM. PT LABORERS
\$501.28	5142.103	8810.413	CEM. CLOTHING
\$1,800.00	5142.103	1620.410	VH MAT/SUP
\$9,741.89	7110.100	1620.440	VH CONT. SVCS
\$1,222.27	7110.410	7110.200	PARKS EQUIP
\$1,489.88	7110.410	1620.440	VH CONT. SVCS
\$64.51	7140.440	7140.410	REC MAT & SUP
\$308.03	7140.440	9060.860	HOSPITAL MEDICAL
\$3,823.93	7141.100	1623.467	NETWORK ADMIN
\$10,001.96	7180.410	9060.860	HOSPITAL/MEDICAL
\$7,855.47	7180.440	9060.860	HOSPITAL MEDICAL
\$426.99	7210.410	6410.500	SISTER CITY
\$1,269.10	7210.410	1623.456	IT SUPPORT-REC
\$115.25	7310.410	7310.413	POOL CLOTHING
\$39.84	7310.440	7310.443	POOL REPAIRS
\$270.00	7550.100	7550.440	FARMER'S MARKET
\$3,661.18	8170.443	5110.410	DPW MAT & SUP
\$103.27	8170.443	5142.410	SNOW REMOVAL
\$977.00	8170.443	8140.410	STORM SEWER EXPENSE
\$5.20	9030.830	8988.212	HANOVER CLOCK MAIN

\$9,058.04	9030.830	9040.840	WORKERS COMP
\$94,676.51	TOTAL		

WATER

<u>AMOUNT</u>	<u>FROM</u>	<u>TO</u>	<u>DESCRIPTION</u>
\$840.03	1620.200	1620.410	VH MAT & SUPP
\$48.84	1620.440	1620.160	VH MAINT OT
\$233.51	1620.443	1620.100	VH MAINT
\$2,004.50	1622.430	1623.467	IT SUPPORT
\$229.94	1622.430	1650.471	COMMUNICATIONS
\$4,573.46	1622.430	8320.410	WELL MAT & SUP
\$4,189.32	1622.430	8320.440	WELL CONT SERV
\$4,621.85	1622.430	8340.410	WATER MAT & SUP
\$1,283.75	1622.430	8340.440	WATER REPAIRS
\$1,443.51	9030.830	9060.860	HOSPITAL/MEDICAL
\$19,468.71	TOTAL		

INCREASE EXPENSE REVENUE

\$15,567.82	1112.449	NYS FINE DISBURSEMENT
\$708.43	3120.161	POLICE REIMBURSED OT
\$241.10	3189.498	K9 PROGRAM
\$250.00	6410.500	SISTER CITY