

Minutes

Village Board of Trustees

February 18, 2020

A meeting of the Village of Horseheads Board of Trustees was held on the above date at 7:00 p.m. in Village Hall.

Present were:

<u>Village Board and Staff</u>	
Mayor Rob Maloney Trustee Mike Skroszchnik Trustee Bill Goodwin Trustee Pat Gross Trustee Mark Cronin	Village Manager Nate Nagle Clerk-Treas. Donna Dawson DPW Dir. Matt Mustico Water Supt. Don Gaylord Water Operator Steve Smith Deputy Clerk Kelby Hollenbeck
<u>Others Present</u>	
James Lynch, E. Mill St.	

Cemetery Commissioners Report

Village Manager Nagle:

- In your packet are the rules for cemetery, cemetery rates, YTD budget, 11 year report on finances, and number of burials

DPW Dir. Matt Mustico:

- My numbers for burials are diff. I got my figures from Gary. For last year we had 59 burials, 35 cremations, 15 after hour burials, and built 40 foundations.

Trustee Skroszchnik - since we changed the funds formula how is that working out.

Manager Nagle - financially so far to date we have sold 16,400 work of graves. 6/1 through today. as far as services, 23,450. Our exp are 78,850. That was to offset the gap between rev and exp on the General side. Currently we're at 38K gap between rev and exp. However if you look at the spreadsheet is our tracking since 2009. Only one year were on plus side. Which means everything is being subsidized by the taxpayers.

Trustee Skroszchnik - so we need 38K to fill in that gap.

Manager Nagle - through the end of the year, but we're 7 months into the budget. Need to sell a lot more graves.

Matt Mustico - Forest Lawn is having the same problem, not selling graves like they used to. A lot more cremations.

Discussion ensued.

James Lynch, Lynch Funeral Home, commented that Maple Grove Cemetery is the premier cemetery in this area. Very well maintained. A lot of people outside this area want to be buried there.

Manager Nagle - we should consider building a columbarium for cremated remains.

Mayor Maloney - what location in cemetery would be good.

Manager Nagle - there are a couple of locations. We could buy them in small sections. We have more than enough land for future traditional burials as well. Plus we have the land across the street.

Disc.

The Board agreed to have the Manager look into this further, with estimated costs, possible locations, etc.

Manager Nagle - last year we started working on the Permanent Care Fund for the cemetery. It was put on hold to wrap into our reserve accounts. We'd like to take money from there at the end of this budget year to close that gap. At minimum I'd like to do that. On the more aggressive side, I'd like to transfer more money into cemetery capital fund for the purchase of equipment at the cemetery and other locations and leaving in the permanent care fund the \$200. On the columbarium we could take the money for that from capital reserve rather than the perm care.

Trustee Skroskznik - spreadsheet is for calendar year for 2019. Says 48 burials. Other sheet says 59. That is Gary's sheet.

Clerk-Treasurer Dawson - report I ran was for the calendar year. I don't know if Gary used fiscal year.

Trustee Skroskznik - that is why it was important to have Gary at this meeting. He should have been here to explain this.

Manager Nagle noted that Gary was asked several times to come to this meeting. He is retiring and his last day is Friday.

Disc.

Trustee Skroskznik - before we start moving money, etc., we should appointment someone as a department head over the cemetery. I think at the very least we should hold someone accountable on this. Also, do we have total amount of perpetual care fund monies.

Village Manager Nagle - \$638,000.

Trustee Skroskznik - so we want to take \$400,00 and split it up to reserves, but other things before that need to be in order.

Mayor Maloney - we can make those changes after we get all the facts.

Disc. ensued.

Manager Nagle - regardless of the number of burials, the financial numbers you have are correct.

Donna Dawson - and that's a cash basis. No receivables for cemetery. When someone is buried they pay up front. When someone buys a grave they pay up front. The only thing we bill out for cemetery is foundation work.

Reese Property - Mayor Maloney asked where we stand on this.

Manager Nagle - we took \$1800 out of cemetery fund to pay for asbestos report. There is no asbestos there. However there is an oil tank. Which will need to be removed. Or we leave it as is.

Mayor Maloney - cost for remediation for oil tank?

Manager Nagle - the tank is underground.

Mayor Maloney - we need to get this tore down. Get estimate for tank remediation.

All Board Members agreed to demolish the house as soon as possible, and directed Matt Mustico to do so.

Matt Mustico - will figure out the numbers of the burials with Donna.

Discussion on making Cemetery its own department, and the Sexton would be the Department Head of Cemetery.

Water Commissioners Report

Village Manager Nagle - distributed 2019 water quality report, water rates, and rules and regs for water department.

- Annual water quality report is posted on our website, and outside Village Hall. He reviewed the report with the Board.

Discussion on water leaks and meters that don't report. Nate noted that the standard acceptable rate for unaccounted for water is 24%. We are at about 53%. Still have meters that need to be replaced back from the water meter replacement program.

Donna Dawson- we can run zero-read reports and find out who has a meter that isn't operating. Then we send one of the guys out to check it.

Don Gaylord - Kelby send out 10 letters a week to locations that need replacement. Then we have to hope for a response, etc. We are gradually getting it done.

Manager Nagle noted on page 4 regarding the citation we received on the water dept. We have to put this in the report by law. This was a situation where a pipe in the chlorinator cracked, then the chlorine dropped below the required level, but the alarm didn't go off. What we lost was contact time. Because of that there was a citation issued. We did not need a boil water advisory. Since that time

the error has been corrected in that we adjusted the minimums to a higher level. The alarm is also now active.

Don Gaylord - Health Dept. saw it on the monthly report. The chlorine level is tested every 4 hours, every day. On Dec. 16th it dropped below the level for two reads. Which made us below the hours for contact time. That is what triggered the violation. Its self-reporting. Now that we know this we changed all the parameters on all the alarms, and we now know to look at the this. And we have a better understanding of the system. The parameters were set by the engineers back in 2015. On Well #5.

Manager Nagle - on the WIIA Grant we still haven't received any paperwork from the state, etc. Still waiting. Fagan Engineers is in contact with the state often. Discussion. We should raise water rates 2% annually regardless if we get the grant. Just for maintenance of the system. We should also consider having a dedicated clerk out front just for the water department. They all have to address issues with water, streets, cemetery, etc. Sometimes they don't have time to check things out as fast as we'd like.

Motion by Trustee Skroskznik, seconded by Trustee Gross, that this Board along with the Village Manager move into an Executive Session to discuss the employment history of a particular person.

Roll Call Vote:

Mayor Maloney	Aye
Trustee Skroskznik	Aye
Trustee Goodwin	Aye
Trustee Gross	Aye
Trustee Cronin	Aye

At 8:15pm the Board and Manager moved into an Executive Session, the minutes of which are attached hereto and made a part hereof.

At 9:25 pm the Board reconvened back into its meeting of this date.

After discussion ensued, the Board directed the Village Manager to do the following:

- Collect all policies and procedures of the Police Department
- Create job description for the Cemetery Sexton position
- Arrange for demolition of Reese property house on Maple Grove Lane

As there was nothing further to come before the Board, the meeting was adjourned at 9:40pm.

/rmb

**Village Board of Trustees
EXECUTIVE SESSION
February 18, 2020**

An Executive Session of the Village of Horseheads Board of Trustees was held on the above date at 8:15pm in Village Hall. Present were Mayor Rob Maloney, Trustees Mike Skroskznik, Pat Gross, Bill Goodwin, and Mark Cronin, and also Village Manager Nathan Nagle, at which time they discussed the employment history of a particular person. No action was taken.

At 9:25pm a motion was made by Trustee Gross, seconded by Trustee Goodwin, that the executive session be adjourned, and the Board reconvene back into its meeting of this date.

Roll Call Vote:

Mayor Maloney:	Aye
Trustee Skroskznik:	Aye
Trustee Gross:	Aye
Trustee Goodwin:	Aye
Trustee Cronin:	Aye