

Minutes

Village Board of Trustees

June 25, 2007

A **Special Meeting** of the Village of Horseheads Board of Trustees was held on the above date at 5:00 p.m. Present were Mayor Patricia Gross, Trustees Earle Catlin, Ronald Swartz, Howard Miller, and Walt Herbst, Village Atty. John Groff, and the news media.

Mayor Gross called the meeting to order.

Motion by Trustee Miller, seconded by Trustee Swartz, that this Board and the Village Attorney move into Executive Session to discuss the employment history of a particular person.

Trustee Swartz seconded the motion.

Roll Call Vote:

Mayor Gross:	Aye
Trustee Catlin	Aye
Trustee Swartz:	Aye
Trustee Miller:	Aye
Trustee Herbst:	Aye

At 5:05 p.m., the Board moved into an Executive Session, the minutes of which are attached hereto and made a part hereof.

At 5:07 p.m. the Board reconvened back into its Special meeting of this date.

Discussion ensued regarding procedures for seeking candidates to fill the Village Manager's position. A number of candidates who have previously applied have withdrawn from consideration. The Mayor noted that a few unsolicited applications have been received. The Board felt that based upon the recently concluded search and the receipt of unsolicited applications, that it was appropriate to readvertise the position and seek qualified candidates. It was agreed that Trustee Herbst would compose an ad for submission to various different media relative to the position of Village Manager. That ad would be submitted to the Trustees for review and comment. Once approved it would be submitted for publication in various media.

Motion by Trustee Miller, seconded by Trustee Swartz

WHEREAS, the Village Manager's position remains vacant, and

WHEREAS, a previous search of qualified candidates has been unsuccessful.

NOW THEREFORE BE IT RESOLVED, by the Village of Horseheads Board of Trustees as follows:

1. The salary range for the Village Manager's position is hereby established at \$65,000-

\$70,000 per year depending upon the successful candidate's background and qualifications.

2. An advertising budget of \$3,000 is established. Said budget shall be utilized for placement of employment ads in the following publications listed in order of priority: Corning Leader, Rochester Democrat and Chronicle, Wilkes-Barre Scranton, Binghamton Press and Sun, Twin Tiers Help Wanted. com. The allotted budget will be dedicated and used for publication of advertisements for the Village Manager's position on weekend editions of the publications, where applicable, with the first publication to commence the weekend of June 29, 2007 if possible. If not, then July 6, 2007. Applications will be received for and will be accepted if postmarked or received no later than 4 weeks following the first publication.

Roll Call Vote:

Mayor Gross:	Aye
Trustee Catlin	Aye
Trustee Swartz:	Aye
Trustee Miller:	Aye
Trustee Herbst:	Aye

Mayor Gross discussed sharing of Village staff supervisory responsibilities on an alternating week basis. Discussion ensued. The Board members agreed to select various weeks of responsibility based on their schedules and availability.

Motion by Trustee Herbst, seconded by Trustee Swartz, that this Board and the Village Attorney move into Executive Session to discuss the employment history of a particular person.

Roll Call Vote:

Mayor Gross:	Aye
Trustee Catlin	Aye
Trustee Swartz:	Aye
Trustee Miller:	Aye
Trustee Herbst:	Aye

At 6:25 p.m., the Board moved into an Executive Session, the minutes of which are attached hereto and made a part hereof.

At 6:35 p.m. the Board reconvened back into its Special meeting of this date.

As there was nothing further to come before the Board, upon a motion by Trustee Miller, seconded by Trustee Swartz, the meeting was adjourned at 6:36 p.m.

/rmb

Executive Session #1

June 25, 2007

The Village Board of Trustees entered into an Executive Session on this date at 5:05 p.m. to discuss the employment history of a particular person. Present were Mayor Pat Gross, Trustees Earle Catlin, Howard Miller, Ronald Swartz, and Walt Herbst. Also present was Village Attorney John Groff.

The meeting was called to order. No action was taken.

Motion by Trustee Herbst, seconded by Trustee Miller, that the Executive Session be adjourned.

At 5:07 p.m., the Board reconvened back into its Special meeting of this date.

Executive Session #2

June 25, 2007

The Village Board of Trustees entered into an Executive Session on this date at 6:25 p.m. to discuss the employment history of a particular person. Present were Mayor Pat Gross, Trustees Earle Catlin, Howard Miller, Ronald Swartz, and Walt Herbst. Also present was Village Attorney John Groff.

The meeting was called to order. Discussion ensued regarding the subject of the meeting. No action was taken.

Motion by Trustee Herbst, seconded by Trustee Miller, that the Executive Session be adjourned.

At 6:35 p.m., the Board reconvened back into its Special meeting of this date.