

## Minutes

### Village Board of Trustees

June 28, 2007

A meeting of the Village of Horseheads Board of Trustees was held on the above date at 7:00 p.m. Present were Mayor Patricia Gross, Trustees Earle Catlin, Ronald Swartz, Howard Miller and Walter Herbst, Village Attorney John Groff, Clerk-Treasurer Sharron Cunningham, Deputy Clerk Michele Accavallo, DPW Chris Lawrick, Fire Chief Arthur Sullivan, Police Chief Mike Barton, Planning Board Member Mike Stenpeck, Comp. Planning Co-Chair Dave Radin, Village Police Officers Burgess, Ruhmel, Murray, Zelko, and Zawko. Also present were: Brad and Christy Davies, 206 Tift Ave.; Elliott Blauvelt, Jr., Fletcher St.; Martha Hauser, 407 W. Broad St., Jean Quinn, 555 Gardner Rd., Carl Lewis, 304 Eisenhart Pl., Todd Adams, 216 Timothy Lane, Joe Romanick, 259 Prospect Hill, and several members of Chief Barton's family.

At this time, Mayor Gross conducted the swearing-in of Police Chief Michael Barton.

Resolution by Trustee Miller , seconded by Trustee Catlin

BE IT RESOLVED, that the reading of the minutes of the Board of Trustees Meeting of June 14<sup>th</sup> and 18<sup>th</sup>, 2007 be dispensed with and the same stand approved as entered by the Clerk.

Roll Call Vote:

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

Resolution by Trustee Miller, seconded by Trustee Swartz

BE IT RESOLVED, that the Clerk-Treasurer is authorized to make the final May transfer of funds as indicated on the attached list.

Roll Call Vote:

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

Resolution by Trustee Swartz, seconded by Trustee Miller

BE IT RESOLVED, that the minutes of the Traffic Commission Meeting of June 13, 2007 be received and placed on file in the Village Clerk's Office.

Roll Call Vote:

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

Resolution by Trustee Swartz, seconded by Trustee Miller

WHEREAS, Horseheads Family Night 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, 2007, 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, 2) Village Mayor Pat Gross and other Village personnel are authorized to execute the Permit and an agreement with Fireworks Productions, Inc. providing for a fireworks display in Thorne Street Park on July 14, 2007.

Roll Call Vote:

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

Resolution by Trustee Herbst , seconded by Trustee Miller

BE IT RESOLVED, that the following Police vehicles be declared surplus, and that Village staff are authorized to dispose of same either by sale or scrap if same have no value.

- 1994 Ford Explorer (VIN#.....16532)
- 1993 Plymouth Voyager (VIN#.....501243)

Roll Call Vote:

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

Resolution by Trustee Miller, seconded by Trustee Herbst

WHEREAS, the Village of Horseheads Board of Trustees heretofore established the Village of Horseheads Comprehensive Planning Committee comprised of a broad cross section of residents and non-residents of the Village having various different backgrounds and persuasions, and

WHEREAS, the Committee was entrusted with the task of assisting this Board in reviewing and updating its Comprehensive Plan as provided in Article 7 of the Village Law, and in particular Section 7-722, and

WHEREAS, the Committee has vigorously embraced the task assigned to it and has taken preliminary steps for the development of the Plan by conducting, among other things, a extensive community wide survey of existing and desirable land use regulations, public and private resources, etc. for immediate and long range protection, enhancement, growth and development of the Village, and

WHEREAS, the Committee has consulted with LaBerge Group regarding the provision of professional services by LaBerge to facilitate the development of a Comprehensive Plan for review and approval in whole or in part by the Board of Trustees in accordance with Village Law Article 7 and other applicable laws, rules and regulations, and

WHEREAS, LaBerge has presented this Board with a draft Scope of Work relative to its role in the development of a comprehensive plan, and

WHEREAS, this Board approves the draft Scope of Work in concept, subject to revisions thereto suggested by this Board and Village Attorney John Groff.

NOW THEREFORE BE IT RESOLVED, that Mayor Patricia Gross is authorized to sign an agreement with LaBerge Group engaging said firm for professional planning services in the development of a comprehensive plan for the Village of Horseheads in an amount not to exceed \$43,166 subject to the Village Attorney's recommendation.

Roll Call Vote:

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

Motion by Trustee Swartz, seconded by Trustee Miller, that the following items be added to the agenda:

- Disc. and Possible Action - Village Hiring Policy
- Probationary Appointments to Fire Department

Roll Call Vote:

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

Atty. Groff explained that the updated hiring policy pertains to non- civil service (tested) persons. It has more in depth background check procedures.

Resolution by Trustee Herbst, seconded by Trustee Swartz

WHEREAS, this Board met on June 18, 2007 to discuss establishing a hiring policy and procedures, and

WHEREAS, this Board adopted a resolution providing for same, and

WHEREAS, this Board has considered an amendment to the June 18, 2007 policy.

NOW THEREFORE BE IT RESOLVED, that the Village of Horseheads Board of Trustees hereby adopts and establishes the attached hiring policy. Such policy shall supercede the resolution of June 18, 2007 regarding same. Further this policy shall be effective immediately and subject to change from time to time.

Roll Call Vote:

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

Resolution by Trustee Miller , seconded by Trustee Herbst

BE IT RESOLVED, that this Board hereby approves the one-year probationary appointment of Joseph M. Ponzi of Horseheads to the Village of Horseheads Fire Department.

Roll Call Vote:

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

Brief comments made about the Farmers Market, and the community survey.

Motion by Trustee Herbst, seconded by Trustee Swartz, that this Board, the Village Attorney and

the Director of Public Works 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 7:35 p.m., the Board moved into an Executive Session, the minutes of which are attached hereto and made a part hereof.

At 8:10 p.m. the Board reconvened back into its regular meeting of this date.

Motion by Trustee Herbst, seconded by Trustee Miller

WHEREAS, the Village of Horseheads Board of Trustees has been apprized of a situation involving a Village employee and conviction of an alcohol related offense, and

WHEREAS, this conviction has a direct bearing on the employee's ability to perform all of the duties and responsibilities of the employee's position.

NOW THEREFORE BE IT RESOLVED, that appropriate Village staff and officials are authorized and directed to investigate the facts and circumstances of the employee's alleged lack of qualifications, and be it further

RESOLVED, that the Mayor or Trustee overseeing the Village Manager's office is hereby authorized to take appropriate action based upon the investigation including termination of employment if warranted due to lack of qualifications inherent to the position.

Roll Call Vote:

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

As there was nothing further to come before the Board, upon a motion by Trustee Herbst, seconded by Trustee Miller, the meeting was adjourned at 8:15p.m.

/rmb

**Executive Session**

**June 28, 2007**

The Village Board of Trustees entered into an Executive Session on this date at 7:35 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 and Director of Public Works Chris Lawrick.

The meeting was called to order. Discussion ensued regarding an individual who had recently been convicted of an alcohol related offense and its impact on employment.

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

Roll Call Vote:

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

At 8:10 p.m., the Board reconvened back into its regular meeting of this date.

**HIRING POLICY EFFECTIVE JUNE 28, 2007**

All positions within the Village of Horseheads are covered by NYS Civil Service Law (exempt, non-competitive, labor, unclassified and competitive). Reference to same is hereby made. All applicants must complete an employment application. The Village may accept as an alternative a resume and letters of reference depending upon the position for which he/she is applying. The Village will supply the employment application. An application must be completed before an applicant will be considered a candidate.

Following review of qualified applications by appropriate Village staff or officials, the Village Board, Village Manager or Department Head, as the case may be, will begin interviewing the most qualified candidates.

The Village may make conditional offers of employment to those candidates selected during the interview process. A conditional aspect of the job offer depends upon the candidate agreeing to acknowledge Village policies in writing, consenting and passing all necessary drug, background, reference and physical checks, and any other condition that should be met before the candidate may consider themselves an employee. Background checks may be performed by the Office of Court Administration, private investigator and/or other qualified individual or organization. Further, the degree or extent of the background checks will be based

upon the sensitivity of the position for which a person has applied, with the Village Manager's position requiring the most extensive background check. Medical physicals shall be conducted in compliance with the Americans with Disabilities Act.

Following an acceptance of an offer of employment, all new employees will be given a start date and location to report for an orientation session. Orientation is paid. During the orientation the new employee will be given workplace rules, policies, employee handbook and other information about the position. Appropriate authorization forms and policies must be signed at this time before actual work is performed and before they are sent for a meeting with their new department head.

This policy is subject to change from time to time.

TRANSFER LIST - 6/28/2007

FINAL MAY TRANSFER LIST

**GENERAL**

AMOUNT	FROM	TO	DESCRIPTION
\$77.71	1110.440	1110.411	COURT OFFICE SUPPLIES
\$93.23	1111.440	1111.411	COURT OFFICE SUPPLIES
\$683.11	1230.451	1230.453	MGR. TRAVEL EXPENSE
\$232.00	1990.477	1325.109	CLERK-INTERN
\$198.40	1620.440	1620.410	VIL. HALL MAT/SUPPLIES
\$5,529.65	1990.477	1621.442	GAS/OIL
\$167.70	1990.477	1650.471	COMMUNICATION
\$7,469.41	9060.860	3410.200	F.D. EQUIPMENT
\$94.22	3410.410	3410.443	F.D. REPAIRS
\$10,883.04	1990.477	5110.410	DPW MAT./SUP
\$516.23	5142.410	5110.440	DPW CONT. SERVICES
\$133.28	7310.440	7310.410	POOL MAT/SUPPLIES
\$1,803.68	1990.477	9030.830	SOCIAL SECURITY
\$2,699.19	1990.477	9040.840	WORKMEN'S
<u>\$60.17</u>	1990.477	9060.865	LIFE INSURANCE

**\$30,641.02**                      **TOTAL**

**WATER**

\$675.05	1990.477	1650.471	COMMUNICATION
\$1,172.25	1990.477	8320.440	WELLS CONT. SERV.
\$56.79	1990.477	8340.440	WATER CONT. SERV.
\$78.69	1990.477	9030.830	SOCIAL SECURITY
\$3,628.83	1990.477	9040.840	WORKER'S COMP.
<b>\$5,611.61</b>	<b>TOTAL</b>		

**INCREASE EXPENSE PER REVENUE**

\$14,279.00	1112.449	COURT
\$10,635.40	3120.443	POLICE REPAIRS
\$40.67	7141.410	CONCESSION STAND MAT/SUPPLIES
\$13.78	7180.499	RECREATION FEES
<b>\$24,968.85</b>	<b>TOTAL</b>	