

Minutes

Village Board of Trustees

August 31, 2015

A **Special Meeting** of the Village of Horseheads Board of Trustees was held on the above date at 4:00 p.m.

Present were:

Village Board and Staff

Mayor Donald Zeigler
Trustee Ron Swartz
Trustee George Koliwasky
Trustee Brad Lytle
Village Attorney John Groff
Village Manager Walt Herbst

Clerk-Treas. Sharron Cunningham
Code Enf. Bob Young
CSO Pat Hinman

Absent

Trustee Skroskznik

Others

Louise McIntosh, Renwick Lane
Pat, Ron Gulich, Marshall St.
Suzie Driscoll, Renwick Lane
Barb Skrocsewski, Franklin St.
Seth Zawko, Winding Way
Dave Murray, Horseheads PBA
Dave Ruhmel, Horseheads PBA

Debbie Hicks, Gardner Rd.
Jean Quinn, 555 Gardner Rd.
Pat Gross, W. Broad St.
Debi Lytle, Grand Central Ave.
Rose Apgar, S. Pine St.
Ken Howland, Hhds.

Employee Handbook - Receive Drafts - Overview

Atty. Groff - for several years the Village has been working on creating an employee manual. There is a predecessor document that this is based on. Most organizations now have handbooks of this nature and provide them to employees. It deals with the employment expectations and obligations, what the employer expects, and what employees can expect in terms of benefits, etc. Significant number of the village staff are represented by collective bargaining agreements. Many aspect of this document do not relate to those employment arrangements. There are village staff who are not part of bargaining groups. This agmt would address those situations specifically. It deals with things like workplace violence, ethics, use of village equipment, vehicles, travel expenses, etc. There are typical polices like sexual harassment, smoking, etc. It's a comprehensive document. We've worked with a consultant - Public Sector Consultants - in developing a large portion of it. Much of the document is taking policies previously enacted by this Board and consolidating them into a single document. It is a living document in the sense that as soon as it is adopted, its likely to become out of date due to new action taken or new policies. It is a great tool for both management and the staff and provides a great resource. It's been prepared in consultation with myself and the Manager, and shared with some Department Heads and

other Village staff. We're looking for input from Board Members. Once your review and adoption occurs it will then go back to consultant to produce a final document. Certain sections effect volunteers as well as staff.

Trustee Swartz suggested we schedule a workshop on this. Perhaps September 15th at 3:30

Trustee Lytle - Is this the reason for today's meeting?

Manager Herbst - the important issue is the transfer of funds.

Trustee Lytle - so this handbook has been in existence and this is just a few changes?

Atty. Groff - a significant number of changes, many are structural in nature, plus policies already in existence.

Trustee Lytle suggested we table this until our next regular meeting.

Further discussion ensued.

It was agreed to table this matter until the next regular meeting.

Resolution by Trustee Koliwasky, seconded by Swartz

BE IT RESOLVED, that the Clerk-Treasurer is hereby authorized to transfer the funds indicated below:

AMOUNT	FROM	TO
\$42,000	1230.440 Village Mgr. Contracted Svces.	1619.142 Code Enf. Officer, Prov.
\$ 3,000	1230.440 Village Mgr. Contracted Svces.	6410.500 Sister City Program

Manager Herbst - the importance of this is that we hired a new Code Enforcement Officer who starts tomorrow, so we need a separate line item in the budget. Moving money from contracted services. The second piece is for the Sister City program. The Mayor of Nakagawa and a contingent of 10 people will be coming over in November to celebrate the 25th anniversary of the signing of the sister city charter. The Sister City Committee is planning a welcome event for this, and a rededication of the charter. These monies are in the budget - just transferring from one line to another.

Trustee Koliwasky - why wouldn't Bob Young's line just move over.

Manager Herbst - we have to establish a separate line item for the new person. In order to accomplish the hiring of him he will be starting as part time, and we will be keeping Bob on for two major projects going on now. Also while the new code person is in training, we need to keep Bob on.

Trustee Lytle - what was the line item for Code Enf Officer in the budget - the existing.

Manager Herbst - approx. \$42,000.

Trustee Lytle - so are we paying someone part time at \$42K, and paying Bob Young?

Walt - the \$42K is so that when the new code officer is made full time, in the near future, that money is already there.

Trustee Lytle - and at that time Bob's services will no longer be needed.

Manager Herbst - yes that is correct.

Trustee Lytle - what will full time salary be for new code officer.

Manager Herbst - \$52,000.

Trustee Lytle - I want to be on record as being opposed to this. We should look at shared services for this.

Mayor Zeigler - income coming in to offset this - building permit fees including two big projects. One alone is \$34,000.00.

Manager Herbst - the Town of Hhds. pays more than this figure, and will also go up \$6K in January. We had very good qualified code applicants that would not accept the position at \$48K. The pool of code enf people is very small. Also we tried shared services with the Town years ago and it did not work well, as Bob has pointed out.

Roll Call Vote:

Mayor Zeigler	Aye
Trustee Swartz	Aye
Trustee Koliwasky	Aye
Trustee Lytle	No

D&A: Village Vacuum - Encroachment Easement

Atty. Groff - through a recent survey it was discovered that a portion of the Village Vacuum building encroaches on a Village parking lot. Approx. ½ foot of the building is on Village property. Then there is a portion of the Masonic Lodge building that encroaches onto the Village Vacuum building. This aberration kind of continues along the whole block. Mr. Quinn wants to continue to maintain the building as is. He would like an easement to stay where it is, and he will provide an insurance policy listing the Village as an additional insured. It would be binding on any new owners as well.

Resolution by Trustee Koliwasky, seconded by Swartz

WHEREAS, the Village of Horseheads is the owner of a municipal parking lot located on S. Main Street near its intersection with John Street (see Chemung County Deeds L482, P109 and L580, P706), and

WHEREAS, the Village is informed and believes that such parking lot borders property commonly known as 117 S. Main Street, Horseheads, NY, and

WHEREAS, the Village has been provided with a survey map of lands of David S. Quinn, 117-119 S. Main Street, Horseheads, NY, Twin Tiers Land Surveying Job No. 15281 dated July 28, 2015 from which it appears that a building and gravel improving 117-119 S. Main Street encroach upon the

Village's parking lot, and

WHEREAS, the Village has been requested to grant permission for the encroachments to remain in their current location, and

WHEREAS, it is the policy of the Village, when such encroachment exists, to consider granting a terminable easement for the maintenance of such encroachments if it has been determined that same do not materially impair the public safety and operations of the Village.

NOW THEREFORE BE IT RESOLVED, that Village Manager Walt Herbst will cause the existence and locating of the above-noted encroachments to be investigated by appropriate Village staff, and in the event that such staff report that they foresee no material adverse effects to the Village from the continued maintenance of such encroachments, he is authorized to sign a terminable easement and such other documents as may be necessary to permit the continued maintenance of such encroachments.

Roll Call Vote:

Mayor Zeigler	Aye
Trustee Swartz	Aye
Trustee Koliwasky	Aye
Trustee Lytle	Aye

Mayor Zeigler - regarding Code Enforcement, at the RAMS meeting we have talked about many possibilities on possibly sharing services, etc. for Code Enf. When Bob Young came on, I mentioned to the Town about possibly locating his office at the town. Where there is support staff. But that is as far as it went. Code Enf. will be looked at, but won't be one of the things that saves everybody money. In the future I don't think you'll find that there won't be anything taken off the table for shared services.

As there was nothing further to come before the Board, the meeting was adjourned at 4:25 p.m.

/rmb