

**AGENDA**  
**BOARD OF TRUSTEES ANNUAL MEETING**  
**APRIL 4, 2022**

1. Swear in newly elected Village officers.
2. Call meeting to order at 7:00 p.m.
3. Pledge of Allegiance.
4. Joe D’Amore and Steven Davis from C & H P.C. will discuss their Cyber Security Proposal for the Village.
5. Open the Public Hearing regarding the 2022-2023 Budget at \_\_\_\_\_. Read Legal Notice.
6. Appointments to be made by Mayor Westcott:

- Deputy Mayor \_\_\_\_\_
- Sewer & Sanitation Department \_\_\_\_\_
- Street Department \_\_\_\_\_
- Water Department \_\_\_\_\_
- Zoning Board of Appeals - 1 Member (3-year term) \_\_\_\_\_
- Planning Board – 1 member (5-year term) \_\_\_\_\_
- Tree Board – 1 member (5-year term) \_\_\_\_\_
- Youth Recreation Board – 1 member (3-year term) \_\_\_\_\_
- Ethics Committee - 4 members (1-year term) \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Motion to accept above appointments by Trustee \_\_\_\_\_ second by Trustee \_\_\_\_\_.

7. Reappoint Historian Christa Lutz and Deputy Village Clerk Sarah Quackenbush to one-year terms. Motion by Trustee \_\_\_\_\_, second by Trustee \_\_\_\_\_.
8. Appoint Mike Klock to the Building Inspector/Code Enforcement Officer position. Motion by Trustee \_\_\_\_\_, second by Trustee \_\_\_\_\_.

9. Designate Tompkins Bank of Castile, Medina branch, as the Bank Depository. Motion by Trustee \_\_\_\_\_, second by Trustee \_\_\_\_\_.
10. Authorize purchase of materials for street, water, and sewer departments at New York State and/or Niagara County bid prices. Motion by Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_.
11. Authorize Seaman Norris LLP to handle all legal matters on a per diem basis. Motion by Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_.
12. Close the Public Hearing at \_\_\_\_\_.
13. Authorize the Clerk-Treasurer to deposit excess funds from all accounts in Time Open Agreements at Bank of Castile, KeyBank, 5-Star, Medina Savings & Loan, and M & T Bank. Motion by Trustee \_\_\_\_\_, second by Trustee \_\_\_\_\_.
14. Authorize the renewal of the Investment Policy as adopted by the Village Board on April 4, 1994, to include the following banks: Bank of Castile, KeyBank, 5-Star, Medina Savings & Loan, and M & T Bank. Motion by Trustee \_\_\_\_\_, second by Trustee \_\_\_\_\_.
15. Authorize mileage reimbursement at the IRS standard mileage rate at the time reimbursement is requested for officers and employees who use their personal automobiles while performing their official duties on behalf of the Village. Motion by Trustee \_\_\_\_\_, second by Trustee \_\_\_\_\_.
16. Authorize the Clerk-Treasurer to submit payment in advance of audit of claims for Public Utilities Services and postage prior to the monthly Board Meeting. Motion by Trustee \_\_\_\_\_, and second by Trustee \_\_\_\_\_.
17. Authorize the Clerk-Treasurer to attend the monthly meetings of the Niagara County Municipal Clerks Association and her deputy to attend meetings of same as deemed necessary by the Clerk-Treasurer; authorize the Police Chief to attend the quarterly Chiefs of Police meetings, and authorize the Village Coordinator to attend the monthly meetings of the Western New York Water Works Association and WNY Village Superintendents Association. Motion by Trustee \_\_\_\_\_, second by Trustee \_\_\_\_\_.
18. Authorize Department Heads to approve necessary training at their discretion for members of their departments, including themselves, as it becomes available during the year. Should the cost be more than \$1,000, Board Approval is necessary per the Village's procurement policy. Motion by Trustee \_\_\_\_\_, second by Trustee \_\_\_\_\_.
19. Authorize Pat Brown a CPA with the firm Brown & Company LLP to conduct an audit for the 2021-2022 Fiscal Year. Motion by Trustee \_\_\_\_\_, second by Trustee \_\_\_\_\_.
20. Regularly scheduled Board of Trustees meetings to be held the third Monday of each month at 7:00 p.m., with the following exceptions: due to federal holidays, the June 2022 meeting will be held on the Tuesday following the holiday, and the January and February 2023 meetings will be held on the Wednesday following the holiday. The 2023 Reorganization meeting will be held on Monday, April 3, 2023. Motion by Trustee \_\_\_\_\_, second by Trustee \_\_\_\_\_.
21. Designate the Union Sun & Journal as the official newspaper. Motion by Trustee \_\_\_\_\_, second by Trustee \_\_\_\_\_.

22. Adopt the 2022-2023 Budget for \$1,887,122.31 with the tax rate as follows: *full value tax rate* will be set at \$10.08 per thousand, with the actual tax rate at \$12.45 per thousand due to the 81 percent equalization rate for both the Town of Royalton and the Town of Hartland. Motion by Trustee \_\_\_\_\_, second by Trustee \_\_\_\_\_.
23. Authorize Mayor Westcott to execute the Fire Protection Contract with Middleport Volunteer Fire Co., No. 1, Inc., for the period April 1, 2022, to March 31, 2023, in the amount of \$102,000. Motion by Trustee \_\_\_\_\_, second by Trustee \_\_\_\_\_.
24. Next regular Board Meeting - Monday, April 18, 2022, at 7:00 p.m.
25. Adjournment. Motion by Trustee \_\_\_\_\_, second by Trustee \_\_\_\_\_.