

**AGENDA
BOARD OF TRUSTEES
ANNUAL ORGANIZATIONAL MEETING
APRIL 1, 2024**

1. Call meeting to order at 7:00 p.m.
2. Pledge of Allegiance led by _____.
3. Swearing in of Elected Officials.
4. Appointments to be made by Mayor Dodge:

- 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) _____
- Ethics Committee - 4 members (1-year term) _____
- _____
- _____
- _____
- _____

Motion to accept above appointments by Trustee _____ second by Trustee _____.

5. Reappoint Historian Christa Lutz and Deputy Village Clerk Sarah Quackenbush to one-year terms. Motion by Trustee _____, second by Trustee _____.
6. **WHEREAS** the Board of Trustees has determined that Village Law § 4-412(3)(2) requires the designation of banks or trust companies for the deposit of all village monies;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees designates the following institution as depository of all moneys received by the Village Clerk Treasurer, and receiver of taxes: Tompkins Community Bank, Medina branch.

Section 2. That this resolution is effective immediately.

7. Authorization of the preceding resolution to designate Tompkins Community Bank as the Bank Depository. Motion by Trustee _____, second by Trustee _____.
8. 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 _____.
9. Authorize the Clerk-Treasurer to deposit excess funds from all accounts in Time Open Agreements at Tompkins Community Bank, KeyBank, Five Star Bank, Generations Bank, and M & T Bank. Motion by Trustee _____, second by Trustee _____.
10. Authorize the renewal of the Investment Policy as adopted by the Village Board on April 4, 1994, to include the following banks: Tompkins Community Bank, KeyBank, Five Star Bank, Generations Bank, and M & T Bank. Motion by Trustee _____, second by Trustee _____.
11. **WHEREAS** the Board of Trustees has determined to pay a fixed rate for mileage as reimbursement to village officers and employees who use their personal automobiles while performing their official village duties;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees will approve reimbursement to such officers and employees at the rate of \$.67 per mile.

Section 2. That this resolution is effective immediately.

12. Authorization of the preceding resolution for mileage reimbursement at the IRS standard mileage rate as noted in the resolution. Motion by Trustee _____, second by Trustee _____.
13. **WHEREAS** the Board of Trustees has determined to authorize payment in advance of audit of claims for public utility services, postage, freight and express charges; and

WHEREAS all such claims must be presented at the next regular meeting for audit; and

WHEREAS the claimant and the officer incurring or approving the claim are jointly and severally liable for any amount the Board of Trustees disallows;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Board of Trustees authorizes payment in advance of audit of claims for public utility services, postage, freight and express charges. All such claims must be presented at the next regular meeting for audit and the claimant and the officer incurring or approving the claims are jointly and severally liable for any amount the Board of Trustees disallows.

Section 2. That this resolution is effective immediately.

14. Authorization of the preceding resolution for allowing the Clerk-Treasurer to submit payment in advance of audit of claims prior to the monthly Board Meeting. Motion by Trustee _____, and second by Trustee _____.
15. 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 monthly Niagara County Police Chiefs meeting and the quarterly Western New York 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 _____.
16. 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 \$2,500, Board Approval is necessary per the Village's procurement policy. Motion by Trustee _____, second by Trustee _____.
17. Authorize Coordinator Bobbitt to Bid on equipment from other municipalities using funds from the American Rescue Plan Act (ARPA) to replace outdated Village equipment. The maximum amount he is allowed to bid is _____. Motion by Trustee _____, second by Trustee _____.
18. Regularly scheduled Board of Trustees meetings to be held the third Monday of each month at 7:00 p.m., with the following exceptions: the September 2024 meeting will be held on **Monday, September 23rd**, and due to federal holidays, the January and February 2025 meetings will be held on the **Wednesday** following the holiday. The 2025 Reorganization meeting will be held on Monday, April 7, 2025. Motion by Trustee _____, second by Trustee _____.
19. Designate the Union Sun & Journal as the official newspaper. Motion by Trustee _____, second by Trustee _____.
20. Review the tentative revenues for the 2024-2025 Fiscal year in the Water Fund, Sewer Fund, and General Fund.
21. Approve the preliminary revenues as presented for the 2024-2025 Budget. Motion by Trustee _____, second by Trustee _____.
22. Review the projected expenditures for the 2024-2025 Fiscal Year in the Water Fund, Sewer Fund, and General Fund.
23. Approve the preliminary expenditures as presented for the 2024-2025 Budget. Motion by Trustee _____, second by Trustee _____.
24. Discuss the Tax Levy & Rate for the 2024-2025 Fiscal Year.
25. Approve the preliminary tax levy for the 2024-2025 Budget year as \$_____ with a full value tax rate of \$_____ per thousand and an actual tax rate of \$_____ per thousand. Motion by Trustee _____, second by Trustee _____.

26. Set the Public Hearing for the 2024-2025 Budget to be held at the monthly meeting on Monday, April 15, 2024, at 7:00 p.m. Motion by Trustee _____, second by Trustee _____.
27. Next regular Board Meeting - Monday, April 15, 2024, at 7:00 p.m.
28. Adjournment. Motion by Trustee _____, second by Trustee _____.

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