

ANNUAL ORGANIZATIONAL MEETING MINUTES
APRIL 1, 2024

The Annual Organizational meeting of the Board of Trustees was held on Monday, April 1, 2024, in the Village Hall. Mayor Dodge opened the meeting at 7:01 p.m. Also present were Trustee Blumrick, Trustee Barr, Coordinator Bobbitt, Police Chief Swick, and Clerk-Treasurer VanBuren.

Trustee Blumrick led the Pledge of Allegiance.

At this time, Clerk-VanBuren administered the oath of office to Trustee Kellie LePard and Trustee Renee' Holly-Eberhard, the newly elected Board members.

Mayor Dodge offered the following appointments:

- Deputy Mayor: Trustee Blumrick
- Police Department: Trustee Barr
- Sewer & Sanitation Department: Trustee Blumrick
- Street Department: Trustee Holly-Eberhard
- Water Department: Trustee LePard
- Zoning Board of Appeals - 1 member (3-year term): Richard Scarborough
- Planning Board - 1 member (5-year term): Kelly Halstead
- Tree Board - 1 member (5-year term): Heather Pedini
- Ethics Committee - 4 members (1-year term): Peggy Thomas, Rebecca Schweigert, Elizabeth Storch, and Trustee Blumrick

A motion was made by Trustee LePard, and seconded by Trustee Holly-Eberhard, to approve the preceding appointments. Carried, with all present voting aye.

A motion was made by Trustee Barr, and seconded by Deputy Mayor Blumrick, to reappoint historian Christa Lutz, and Deputy Clerk Sarah Quackenbush to one-year terms. Carried, with all present voting aye.

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

A motion was made by Deputy Mayor Blumrick, and seconded by Trustee LePard to authorize Tompkins Community Bank as the Bank Depository as stated. Carried, with all present voting aye.

A motion was made by Trustee Barr, and seconded by Trustee Holly-Eberhard, to authorize the purchase of materials for street, water, and sewer departments at New York State and/or Niagara County bid prices. Carried, with all present voting aye.

A motion was made by Trustee LePard, and seconded by Deputy Mayor Blumrick, to 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. Carried, with all present voting aye.

A motion was made by Deputy Mayor Blumrick, and seconded by Trustee Barr, to 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. Carried, with all present voting aye.

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:

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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.

A motion was made by Trustee Holly-Eberhard, and second by Trustee LePard, for authorization of the above resolution as stated. Carried, with all present voting aye.

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.

A motion was made by Deputy Mayor Blumrick, and seconded by Trustee Barr, for authorization of the preceding resolution to allow the Clerk-Treasurer to submit payment in advance of audit of claims prior to the monthly Board meeting as stated. Carried, with all present voting aye.

WHEREAS there is to be held during the coming official year the following schools, conferences and meetings:

New York State Conference of Mayors (NYCOM) and Fall Training School
New York State Conference of Mayors (NYCOM) Public Works Training School
NYCOM Annual Meeting and Training School
Niagara County Municipal Clerks Association meetings
Niagara County MuSIP Ad Hoc Advisory Committee
Niagara County Police Chiefs meetings
Western New York Chiefs of Police meetings
Niagara County Association of Town Highway Superintendents
Western New York Water Works Association
WNY Village Superintendents Association
New York State Office of the State Comptroller
New York State and Local Retirement System

WHEREAS attendance by certain municipal officials and employees at one or more of these meetings, conferences or schools benefits the municipality:

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Mayor, Police Chief, Village Coordinator, Village Clerk-Treasurer, and Deputy Clerk be authorized to attend these previously named meetings with the understanding that their primary responsibility for being at these events is to the Village.

Section 2. That this resolution is effective immediately.

A motion was made by Deputy Mayor Blumrick, and seconded by Trustee Holly-Eberhard, to authorized municipal officials and employees to attend conferences,

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meetings, and schools during the 2024-2025 Official Year. Carried, with all present voting aye.

A motion was made by Deputy Mayor Blumrick, and seconded by Trustee Barr, to 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. Carried, with all present voting aye.

A motion was made by Trustee Barr, and seconded by Deputy Mayor Blumrick, to authorize Coordinator Bobbitt to bid on equipment through online auction sites 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 \$55,000. Carried, with all present voting aye.

A motion was made by Deputy Mayor Blumrick, and seconded by Trustee LePard, to authorize 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 will be held on **Monday, September 23, 2024**, and due to federal holidays, the January and February 2025 meetings will be held on the **Wednesday** following the holiday. The 2025 Organizational Meeting will be held on Monday, April 7, 2025. Carried, with all present voting aye.

A motion was made by Trustee LePard, and seconded by Deputy Mayor Blumrick, to designate the Union Sun & Journal as the official newspaper. Carried, with all present voting aye.

The Board reviewed the tentative revenues for the 2024-2025 Fiscal year in the Water Fund, Sewer Fund, and General Fund.

A motion was made by Trustee LePard, and seconded by Deputy Mayor Blumrick, to approve the preliminary revenues as presented for the 2024-2025 Budget. Carried, with all present voting aye.

The Board reviewed the tentative expenditures for the 2024-2025 Fiscal year in the Water Fund, Sewer Fund, and General Fund.

A motion was made by Deputy Mayor Blumrick, and seconded by Trustee Holly-Eberhard, to approve the tentative appropriations as presented for the 2024-2025 Budget. Carried, with all present voting aye.

The tax levy and tax rate for the 2024-2025 fiscal year was reviewed and discussed.

A motion was made by Trustee LePard, and seconded by Trustee Holly-Eberhard, to approve the preliminary tax levy for the 2024-2025 Budget year as \$746,617.42 with a full value tax rate of \$8.54 per thousand and an actual tax rate of \$13.77 per thousand due to the equalization rate being 62 %. Carried, with all present voting aye.

A motion was made by Trustee Barr, and seconded by Deputy Mayor Blumrick, to 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.

A motion was made by Deputy Mayor Blumrick, and seconded by Trustee LePard, to set the meeting procedure for public comment to take place before the **Correspondence section** of the regularly scheduled Board meetings. Each person that would like to speak will be allowed a maximum of **five** minutes to address the Board. Carried, with all present voting aye.

The next regularly scheduled meeting of the Board of Trustees will be held on Monday, April 15, 2024, at 7:00 pm, in the Village Hall.

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There being no other business, a motion was made by Trustee Barr, and seconded by Trustee LePard, to adjourn. Carried, with all present voting aye.

Meeting adjourned at 8:08 p.m.

Respectfully Submitted,

Lisa M. VanBuren
Clerk-Treasurer