

UNAPPROVED
VILLAGE OF MIDDLEPORT BOARD OF TRUSTEES
ANNUAL ORGANIZATIONAL MEETING MINUTES
APRIL 7, 2025

The Annual Organizational meeting of the Board of Trustees was held on Monday, April 7, 2025, in the Village Hall. Mayor Dodge opened the meeting at 7:01 p.m. Also present were Trustee LePard, Trustee Barr, Trustee Holly-Eberhard, Deputy Mayor Blumrick, Coordinator Bobbitt, Police Chief Johnson, and Clerk-Treasurer VanBuren.

Trustee Barr led the Pledge of Allegiance.

At this time, Clerk-VanBuren administered the oath of office to Mayor Dodge as he was re-elected as the mayor.

Joe D'Amore, President and CEO, and Steven Davis, Vice President and COO, from C & H P.C. discussed the proposed Master Service Agreement to support the Village's IT department needs. They outlined what would be included in the agreement and what would not. They also answered questions about the proposal.

Mayor Dodge offered the following appointments:

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

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

A motion was made by Trustee Barr, and seconded by Trustee LePard, to reappoint Lisa VanBuren to a two-year term as Clerk-Treasurer. Carried, with all present voting aye.

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

RESOLUTION No. 1 - 2025

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 Holly-Eberhard, for authorization of Resolution No. 1 - 2025 to designate Tompkins Community Bank as the Bank Depository. Carried, with all present voting aye.

RESOLUTION No. 2 - 2025 - Investment Policy

A motion was made by Deputy Mayor Blumrick, and seconded by Trustee Barr, to adopt the Investment Policy as adopted by the Village Board on April 4, 1994, and amended on May 20, 2024, to maintain a list of financial institutions designated for the deposit of monies. This policy is on file with the Village Clerk-Treasurer and can be viewed utilizing eCode360. Carried with all present voting aye.

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RESOLUTION No. 3 - 2025 – Procurement Policy

A motion was made by Deputy Mayor Blumrick, and seconded by Trust Holly-Eberhard, to adopt the Procurement Policy as adopted by the Village Board on May 15, 2023. This policy is on file with the Village Clerk-Treasurer and can be viewed utilizing eCode360. Carried, with all present voting aye.

RESOLUTION No. 4 - 2025 – Ethics Policy

A motion was made by Trustee LePard, and seconded by Deputy Mayor Blumrick, to adopt the Ethics Policy as adopted by the Village Board on October 5, 1970, and it is on file with the Village Clerk-Treasurer and can be viewed utilizing eCode360. Carried, with all present voting aye.

RESOLUTION No. 5 - 2025 – Sexual Harassment Policy

A motion was made by Deputy Mayor Blumrick, and seconded by Trustee Holly-Eberhard, to adopt the Sexual Harassment Policy as adopted by the Village Board on February 22, 2023, and it is on file with the Village Clerk-Treasurer. Carried, with all present voting aye.

RESOLUTION No. 6 - 2025 – Work Place Violence Prevention Policy

A motion was made by Deputy Mayor Blumrick, and seconded by Trustee LePard, to adopt the Work Place Violence Prevention Policy that was adopted by the Village Board on August 19, 2013. Carried, with all present voting aye.

RESOLUTION No. 7 - 2025 – Mileage Allowance

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 IRS standard mileage rate at the time reimbursement is requested. (The 2025 rate is \$.70 per mile).

Section 2. That this resolution is effective immediately.

A motion was made by Deputy Mayor Blumrick, and second by Trustee Barr, for authorization Resolution No. 7 - 2025 for mileage reimbursement at the IRS standard mileage rate. Carried, with all present voting aye.

RESOLUTION No. 8 - 2025 – Advance Approval of Claims

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 Resolution No. 8 - 2025 allowing the Clerk-Treasurer to submit payment

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in advance of audit of claims prior to the monthly Board meeting. Carried, with all present voting aye.

RESOLUTION No. 9 - 2025 – Attendance at Schools and Conferences

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, for authorization of Resolution No. 9 – 2025 allowing municipal officials and employees to attend conferences, meetings, and schools during the 2025-2026 Official Year. Carried, with all present voting aye.

A motion was made by Trustee LePard, 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.

RESOLUTION No. 10 - 2025 – Setting the Monthly Meeting Schedule and the Annual Organizational Meeting

WHEREAS, the Village of Middleport Board of Trustees meet on a monthly basis; and

WHEREAS, a regular time and day for these meetings is necessary to provide public attendance

THEREFORE, BE IT RESOLVED, that the monthly meetings of the Village of Middleport Board of Trustees shall be held on the third Wednesday of each month at 6:00 p.m., with the following exception: the March 2026 meeting will be held on ***Monday, March 16th, due to the Village election being held on Wednesday, March 18, 2026.*** Villages are not permitted to hold elections on St. Patrick’s Day.

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THEREFORE, BE IT FURTHER RESOLVED, the 2026 Annual Organizational meeting will be held on Monday, April 6, 2026, which is the start of the Village's Official Year.

A motion was made by Deputy Mayor Blumrick, and seconded by Trustee LePard, for authorization of Resolution No. 10 – 2025 setting the monthly meeting schedule and the date of the 2026 Annual Organizational meeting. Carried, with all present voting aye.

RESOLUTION No. 11 - 2025 –Procedure for Calling Special Meetings

WHEREAS, it is not uncommon for special meetings to be necessary in the addition to the regular meetings of the Village of Middleport Board of Trustees, and

WHEREAS, it is necessary, as well, to have a procedure for calling such meetings, and

WHEREAS, it is also necessary to notify the public and the media of these special meetings,

THEREFORE, BE IT RESOLVED, that these special meetings may be held at the request of the Mayor alone and/or at the request of two or more Trustees, and

THEREFORE, BE IT FURTHER RESOLVED, That the Clerk-Treasurer will notify each member individually and that in the absence of the Clerk-Treasurer, the Mayor will provide the notification, and

Section 1. That this resolution is effective immediately

A motion was made by Deputy Mayor Blumrick, and seconded by Trustee Holly-Eberhard, for authorization of Resolution No. 11 – 2025 setting the procedure for calling special meetings. Carried, with all present voting aye.

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

The next regularly scheduled meeting of the Board of Trustees will be held on Wednesday, April 16, 2025, at 6:00 p.m., in the Village Hall.

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 8:00 p.m.

Respectfully Submitted,

*Lisa M. VanBuren
Clerk-Treasurer*