



## VILLAGE OF BARKER WORK SESSION MINUTES

August 6, 2018

6:00pm

Mayor Aaron Nellist  
Deputy Mayor Gregory P. Kerth  
Trustee James Baker  
Trustee Seanna Corwin-Bradley

**In Attendance:** Mark Remington DPW Superintendent, Joe Niezgoda WNY Insurance Agency and Benjamin Seward. All Board members were present.

The **meeting was opened** with the Pledge of Allegiance at 6:02pm administered by Mayor Nellist.

- Joe Niezgoda from WNY Insurance Agency to talk about our insurance renewal for 2018-2019

Mr. Niezgoda gave a brief presentation on what the Village's Insurance policy renewal looked like for this year and explained several of the optional coverage's and what they entailed. A copy was given to all Board members to review before the meeting on Monday. With the addition of the break wall and new playground a slight increase in the premium is to be expected.

- National Grid did an inventory of street lights and found one that they were not charging us for, therefore the Village must acknowledge the increase in our monthly facility charge in the amount of \$8.84

Mayor Nellist asked the Clerk-Treasurer to compare the documentation received to the charges the Village is currently paying. A copy of the inventory provided by National Grid will be investigated by DPW Superintendent Mark Remington and Mayor Nellist.

- Annual Update Document has been completed and submitted to the Office of the State Comptroller, emailed a copy to all Board members
- Records purging has been completed and a list of records to destroy has been compiled, authorization needs to be given at next week's meeting

Mayor Nellist looked over the list and asked that the past Police and DPW reports that are set to be destroyed are scanned before doing so; this will be completed this week.

- Need to purchase a new handheld water reader, ours is very old and is cracking where the batteries go in. Price is \$475-100= \$375

The \$100 is to trade our old model in for credit.

- Review Security System and video Surveillance quotes

To date 4 quotes have been received and one more on the way.

1-Binoit Security: Surveillance Equipment \$2,995.00 Security System \$395.00 +\$29.95 monthly charge for monitoring (wants to install dummy cameras in Gazebo)

2-Linstar: Surveillance Equipment \$19,485.00 Security System \$2,559.24  
Wireless Cameras

3-Linstar: Surveillance Equipment \$10,819.12 Security System \$546.86  
Wired cameras with less of them

4-Direct Security Systems: Surveillance Equipment \$4,500.00 Security System \$649.00+\$24.99  
monthly charge for monitoring

- SAM Grant bids- we are in the process of re-bidding the project because the Engineer made the 1<sup>st</sup> round of specs so difficult that no contractors' bid-3 contractors took specs but never turned in a bid. Therefore, we are in round 2 of bidding, this time the Engineer listened to our input and changed things. So far no bid specs have been picked up. 2<sup>nd</sup> round bid openings will be on August 10, 2018 at 10:00am

Mayor Nellist expressed his feelings regarding this Bid and found out that the Clerk-Treasurer and DPW Superintendent were also unhappy about the 1<sup>st</sup> round Bid results. They expressed concerns that were not changed in the Bid documents, therefore resulting in no bid in the 1<sup>st</sup> round. A meeting maybe scheduled with Paul Chatfield to discuss this and options for Village Engineer will be explored.

- Set up an audit date and time

An audit date and time has been set for August 15, 2018 at 4:30pm

- We should push the October meeting to the 15<sup>th</sup>, because the 1<sup>st</sup> is one day after we get back from Fall Training School and the 8<sup>th</sup> is Columbus Day, as well as Cancel the work session that normally would be held on the 1<sup>st</sup>

Mayor Nellist and the Board were in agreement on the date change; this will be posted and published on the website.

No **Public Comment** was offered.

**Board Comment** was offered by:

Trustee Corwin-Bradley: Expressed interest in bringing back "Light up Barker" the Christmas decoration contest and the possibility of coordinating with the Fire Hall's Santa celebration. Details will be worked out and posted as they progress.

Deputy Mayor Kerth: Had a conversation with the Daul's and they requested that he thank Clerk-Treasurer Amanda Detschner for her helpfulness in getting them the correct information regarding the Police issued they had with the Town of Somerset constable.

Mayor Nellist: Stated that we need to start compiling the complaints we receive about the Town of Somerset Constables. Mayor Nellist also stated that he had an interview with Officer Beakman regarding the Sergeant Position.

Next meeting is the Monthly Board Meeting, Monday, August 13, 2018 @ 7:00pm

# VILLAGE OF BARKER BOARD OF TRUSTEES

## REGULAR MEETING MINUTES



August 13, 2018 7:00PM

Mayor Aaron Nellist  
Deputy Mayor Gregory P. Kerth  
Trustee James Baker  
Trustee Seanna Corwin-Bradley  
Trustee Benjamin Seward

In **Attendance:** Deputy Clerk-Treasurer Vicky Baker, MRB Engineer Jon Hinman, Ben Seward and Phyllis Hildebrant

At **7:00pm meeting was called to order** by Mayor Nellist by administering the Pledge of Allegiance.

The **Sales tax** received for July 2018 was \$14,500.68 an increase of \$1,822.44 from July 2017.

The **Approval of Minutes** for the monthly board meeting held July 9, 2018 was motioned for approval by Trustee Baker and seconded by Trustee Corwin-Bradley.

The previous was ADOPTED. AYES-Nellist, Kerth, Baker, Corwin-Bradley NAYS-0/None Motioned Carried.

**Appointment of Benjamin Seward as Trustee** by Mayor Nellist

Oath of Office was administered by Clerk-Treasurer Amanda Detschner. Trustee Seward took his place at the table.

**MRB Engineer Jon Hinman** to discuss SAM Bid Results-Round #1 & Round #2

Mr. Hinman gave a brief synopsis of how the 1<sup>st</sup> round of the bid process was complied and the date for the 1<sup>st</sup> round to be opened was July 20<sup>th</sup>, no bid document recipients submitted bids. Under a time crunch for the SAM Grant work to be completed by November 2018, a re-bid was complied of just paving work and was opened August 10<sup>th</sup> at 10:00am, with only one bid being received. Ruston Paving bid a base price of \$53,018.00. The time frame that the project must be completed by was in all bid documents. Various aspects of the bid documents were discussed and the Board was able to ask questions to clarify information. The Village has had a good relationship with Chatfield Engineers and would like to continue to receive exceptional service now that they have merged with MRB Group.

**Resolution #22-2018 Awarding Bid to Lowest Responsible Bidder- SAM Grant Parking Lot Improvements**

Accepting Bid received for the Village of Barker Parking Lot Improvements from Rustin Paving, Co. Inc., for the base bid of \$53,018.00 and awarding the Contract to them.

A motion to adopt resolution #22-2018 was made by Trustee Corwin-Bradley and was seconded by Deputy Mayor Kerth. The previous was ADOPTED. AYES-Nellist, Kerth, Baker, Corwin-Bradley, Seward NAYS-0/None Motioned Carried. Resolution ADOPTED.

**FY 2018-2019 Insurance renewal through Trident was presented for approval at the cost of \$10,334.00** (w/o

Terrorism coverage). A motion to approve the insurance renewal was made by Trustee Corwin-Bradley and seconded by Trustee Baker.

The previous was ADOPTED. AYES-Nellist, Kerth, Baker, Corwin-Bradley, Seward NAYS-0/None Motioned Carried.

**Destruction of Records schedule**, according to NYS Archive's MU-1 schedule, to be present to the Board of Trustees for approval. A motion to approve the Destruction of Records was made by Trustee Corwin-Bradley and was seconded by Deputy Mayor Kerth.

The previous was ADOPTED. AYES-Nellist, Kerth, Baker, Corwin-Bradley, Seward NAYS-0/None Motioned Carried.

**National Grid Street Light Inventory** results were received, notifying us that we were being undercharged for a street light on East Avenue. In the process of Mark double checking the list, he discovered that two street lights on Pallister Avenue were on the inventory but aren't actually present on the pole listed. After a phone call on Friday, August 10, 2018, I was assured that our phone call served as notice of a discrepancy and Tracy Sutherland from National Grid will be coming out this week to do a visual inspection of the discrepancies found.

A brief overview was given by Clerk-Treasurer Detschner regarding the **LED Smart Street lighting initiative** being led by NYPA.

The **Clerk-Treasurer's financial reports** were reviewed and accepted by the Board of Trustees.

- Authorization to purchase a new hand held water meter reader for \$475-\$100 (trade in)=\$375.00

A motion to approve the purchase of a new hand held water meter reader was made by Trustee Corwin-Bradley and was seconded by Trustee Seward.

The previous was ADOPTED. AYES-Nellist, Kerth, Baker, Corwin-Bradley, Seward NAYS-0/None Motioned Carried.

- Annual Update Document has been completed and submitted to the Office of the State Comptroller and the legal notice published in the Union Sun & Journal.
- Changing October meeting to Monday, October 15, 2018 @ 7:00pm and cancelling the work session for October 1, 2018
- Cancelling the work session for Monday, September 3, 2018 due to the Labor Day

A motion to make the above changes to the meeting schedule was made by Deputy Mayor Kerth and was seconded by Trustee Corwin-Bradley.

The previous was ADOPTED. AYES-Nellist, Kerth, Baker, Corwin-Bradley, Seward NAYS-0/None Motioned Carried.

- FY 2017-2018 Audit will take place on Wednesday, August 15, 2018 at 5:00pm with Mayor Nellist and Trustee Corwin-Bradley attending

- The Clerk-Treasurer and Deputy Clerk-Treasurer will be attending NYCOM Fall Training School Sept. 24-27, 2018, the Office will be closed these days and will re-open on Friday, September 28<sup>th</sup>. Notice will be published in the Union Sun and Journal, on the website, as well as stated in the unpaid tax letters that will be mailed in mid-September. The carpets will be cleaned while we are out of the Office.

The **Public Works Report** was reviewed and accepted by the Board of Trustees.

The **Code Enforcement Report** was reviewed and accepted by the Board of Trustees.

The **Police Report** was reviewed and accepted by the Board of Trustees.

- Appointment of Paul Beakman as Sergeant rank in the Village Police Department at a rate of \$14.50 per hour a discussion ensued and the consensus was to table the motion.

A **motion to table the hiring of Officer Beakman** was made by Deputy Mayor Kerth and was seconded by Trustee Corwin-Bradley.

The previous was ADOPTED. AYES-Nellist, Kerth, Baker, Corwin-Bradley, Seward NAYS-0/None Motioned Carried.

**Correspondence:**

Letter sent to the Town of Somerset regarding incident at Golden Hill State Park-July 3  
 NYS DOT CHIPS balance notification – Total \$12,180.75 (CHIPS, PAVENY, EWR)  
 NYS Dept. of State Local Government Innovation Conference- November 15-16, 2018-Albany, NY  
 NYS Dept. of Civil-Policy Advisory Report-World Trade Center Sick Leave Reimbursement Program  
 NC Soil & Water District-Nature News- Summer 2018  
 NC Sherriff's 2017 Annual Report  
 NC Gallonage Report

**Approval of Claims and Bill Payment:** Abstract 003 Voucher #'s 58-104

General Fund-\$18,353.71 Water Fund-\$1,388.70 T&A Fund-\$1,400.00 H2 Fund-\$25,120.00 TOTAL \$46,262.41

A motion to approve the claims and bill payment was made by Deputy Mayor Kerth and was seconded by Trustee Corwin-Bradley.

The previous was ADOPTED. AYES-Nellist, Kerth, Baker, Corwin-Bradley, Seward NAYS-0/None Motioned Carried.

**Public Comment** was offered by:

Phyllis Hildebrant: Stated that she felt that the tabling of the hiring was a good idea and that there are other factors to consider.

**Board Comment** was offered by:

Mayor Nellist: Stated that he highly recommend for other Board members to read the NYS Office of the State Comptroller audits that are published in a weekly email blast, as well as on their website. This ensures that we are being diligent in keeping up with current practices and making sure things are done correctly. Our Clerk-Treasurer and Deputy Clerk-Treasurer already keep tabs on these audits and do a great job.

Trustee Corwin-Bradley: Stated that she would really like to move ahead with the “Light Up Barker” event. She would like to see it more as an event than just a contest. She stated she would like to have multiple organizations involved so it’s an event with food, activities and a contest. Mayor Nellist stated that her ideas sound great and that she should hold a meeting with local organizations to see who is willing to participate.

A motion for **Adjournment was made at 8:18pm** by Trustee Baker and was seconded by Trustee Corwin-Bradley.

The previous was ADOPTED. AYES-Nellist, Kerth, Baker, Corwin-Bradley, Seward NAYS-0/None Motioned Carried.

**Work Session meeting for September 3, 2018 is Cancelled due to the Labor Day Holiday.**

**Next regularly scheduled meeting will be September 10, 2018 @ 7:00pm.**

**October Meeting changed to Monday, October 15, 2018 @ 7:00pm and the October work session is cancelled.**

Respectfully Submitted,

Amanda M. Detschner  
 Clerk-Treasurer