

VILLAGE OF BARKER BOARD OF TRUSTEES ANNUAL ORGANIZATIONAL MEETING MINTUES

April 3, 2017 7:00PM



Mayor Aaron Nellist
Deputy Mayor Janice M. Rider
Trustee Gregory P. Kerth
Trustee R. James Baker
Trustee Kimberly Ruffini

In **Attendance:** Police Chief Timothy Braughler, Crissy Braughler, Deputy Clerk-Treasurer Victoria Baker, Justice Donald Martineck and one participation in government student: Craig Parfinski. DPW Superintendent Mark Remington was absent.

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

Oath of Office for Mayor Nellist, Trustee Kerth and Trustee Baker administered by Justice Martineck.

Mayoral Appointments to be approved by the Board of Trustees:

Clerk-Treasurer- Amanda Detschner- 2 yr Term
Deputy Clerk-Treasurer- Victoria Baker- 2yr Term
Code Enforcement Officer- Mark Remington- 1 yr Term
Village Historian- Peter Devereaux- 1yr Term
Registrar- Tracy Carmer- 1 yr Term
Zoning Board- Dale Corwin- 3yr Term
Zoning Board- Joe Naish- 3yr Term
Official Newspaper- Union Sun & Journal
Village Attorney- Daniel E. Seaman & Brian Seaman, Esq.
Alternate Village Attorney- Tom Caserta, Esq.
Village Engineer- Chatfield Engineers

A motion to **approve the above Mayoral appointments** was made by Deputy Mayor Rider and a second was offered by Trustee Baker. All voted in favor to carry the motion.

Oath of Office for the above listed appointees administered by Justice Martineck.

Mayor Appointment:

Deputy Mayor- Janice Rider

Mayoral Assignments for the Board of Trustees:

Deputy Mayor- Grant, Research, Policies and Procedures
Trustee Kerth- Infrastructure, Water and Property Maintenance & Police Liaison
Trustee Baker- Equipment and Fixed Assets
Trustee Ruffini- Parks, Recreation & Main Street Beautification

PUBLIC HEARING FOR THE TENTATIVE BUDGET FY June 1, 2017- May 31, 2018 was opened at 7:07pm. No public comment was offered. The Public Hearing was closed at 7:08pm.

General Fund- 309,397 Tax Rate \$7.35/M an increase of 5 cents and approx. \$955.00 in revenue

Water Fund- 99,330

TOTAL- 408,727

Adoption of the Budget- Resolution #3-2017

WHEREAS, the tentative budget for the fiscal year 2017-2018 has been duly presented to the Board of Trustees by the Budget Officer and

WHEREAS, a duly advised public hearing has been held thereon,

THEREFORE BE IT RESOLVED, pursuant to section 5-508 (4) of Village Law, that the said tentative budget as changed, altered and revised, be and hereby adopted as the Budget of the Village of Barker for the fiscal year 2017-2018.

Trustee Kerth motioned to adopt Resolution #3-2017 and a second was made by Deputy Mayor Rider. All voted aye. Resolution Adopted. Motioned Carried.

Sales Tax received for March 2017 in the amount of \$9,111.95 an increase of \$26.00 from March 2016.

The **Approval of Minutes** from the Monthly Board meeting held March 13, 2017, as well as the Budget Session Minutes from March 6th and March 13th were motioned for approval by Deputy Mayor Rider and was seconded by Trustee Ruffini. A unanimous vote followed to carry the motion.

Election Results: A total of 35 ballots were cast on Tuesday, March 21, 2017

MAYOR: Aaron Nellist-25

Herb Meyer-8-Write In

Martin Padilla-2-Write In

TRUSTEE: Gregory Kerth-27

R. James Baker-29

Gregory Goodlander-3- Write In

Investment Policy-Resolution #4-2017 This policy on file with the Village Clerk- Treasurer.

Deputy Mayor Rider motioned for the adoption of Resolution #4-2017 and was seconded by Trustee Kerth. All voted in favor to carry the motion. Resolution Adopted. Motion Carried.

Procurement Policy-Resolution #5-2017 This policy is also on file with the Village Clerk-Treasurer.
Trustee Baker motioned for the adoption of Resolution #5-2017 and a second was offered by Trustee Kerth. All voted in favor to carry the motion. Resolution Adopted. Motioned Carried.

Ethics Policy- Resolution #6-2017 This policy is also on file with the Village Clerk-Treasurer.
Deputy Mayor Rider motioned for the adoption of Resolution #6-2017 and a second was offered by Trustee Ruffini. A unanimous vote followed to carry the motion. Resolution Adopted. Motion Carried.

Fund Balance Policy- Resolution #7-2017 This policy is also on file with the Village Clerk-Treasurer.
Trustee Kerth motioned for the adoption of Resolution #7-2017 and was seconded by Trustee Ruffini. All voted aye. Resolution Adopted. Motioned Carried.

Mileage Allowance- Resolution #8-2017

WHEREAS, the Board of Trustees has determined to pay a fixed rate for mileage as reimbursement to officers and employees of the Village who use their automobiles while performing their official duties on behalf of the Village of Barker; and

WHEREAS, the rate determined by the IRS may change throughout the year, at any point shall the rate of reimbursement change it shall change the reimbursement allowed under Village policy, as well.

NOW THEREFORE BE IT RESOLVED,

Section 1. That the Board of Trustees shall approve reimbursement to such officers and employees at the rate of .535 cents per mile.

Section 2. That this resolution takes effect immediately.

A **motion to adopt Resolution #8-2017 was made by Trustee Kerth** and was seconded by Trustee Baker. All voted in favor to carry the motion. Resolution Adopted.

Advanced Approval of Claims- Resolution #9-2017

WHEREAS the Board of Trustees has determined to authorized payment in advance of audit of claims for public utility services, postage, freight and express charges, and

WHEREAS all such claims shall be presented to the next regular meeting for audit and

WHEREAS the claimant and officer incurring or approving the same shall be jointly and severally liable for any movement disallowed by the Board of Trustees,

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 and all such claims shall be presented at the next regular meeting for audit and the claimant and officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Trustees.

Section 2. That this resolution shall take effect immediately.

Deputy Mayor Rider motioned for the adoption of Resolution #9-2017 and a second was offered by Trustee Kerth. A unanimous vote followed to carry the motion. Resolution Adopted.

Attendance at Schools and Conferences-Resolution #10-2017

WHEREAS there is to be held during the coming official year

New York State Conference of Mayors and Fall Training School for Fiscal Officers and Municipal Clerks

New York State Conference of Mayors Public Works Training School

Niagara County Municipal Clerks Association meetings

Niagara County Association of Town Highway Superintendents

Western New York Water Works Association

Western New York Fire Marshall's Inspectors Association

Niagara Frontier Building Officials Association

New York State Municipal Finance Officers

New York Municipal Clerks Institute

WHEREAS it is determined by the Board of Trustees that attendance by certain municipal officials and employees at one or more of these meetings, conferences or schools benefit the municipality;

NOW THEREFORE BE IT RESOLVED:

That the Superintendent of Public Works, Clerk-Treasurer, Deputy Clerk-Treasurer and Building Inspector be authorized to attend these previously named meetings with the understanding that their primary responsibilities to the Village are met.

This resolution shall take effect immediately.

Trustee Ruffini motioned for the adoption of Resolution #10-2017 and was seconded by Trustee Baker. All voted in favor to carry the motion. Resolution Adopted.

Designation of Official Depository- Resolution #11-2017

WHEREAS the Board of Trustees of the Village of Barker 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 of the Village of Barker does hereby designate M&T Bank as the depository of all money received by the Village Clerk-Treasurer.

Section 2: That this resolution shall take effect immediately.

Trustee Kerth motioned for the adoption of Resolution #11-2017 and was seconded by Deputy Mayor Rider. All voted in favor to carry the motion. Resolution Adopted.

Resolution #12-2017

Setting the monthly meetings of the Village of Barker Board of Trustees, regular work sessions and setting the annual organizational meeting.

WHEREAS the Village of Barker Board of Trustees meets on a monthly basis, and

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

THEREFORE BE IT RESOLVED that the first Monday of the month is hereby established as the regular work session at six o'clock PM in the Village Hall and

THEREFORE BE IT RESOLVED that the monthly meetings of the Village of Barker Board of Trustees shall be held on the second Monday of each month at seven o'clock PM in the Village Hall and

THEREFORE BE IT FURTHER RESOLVED that the annual organizational meeting of the Village of Barker Board of Trustees shall be held on the first Monday of April at seven o'clock PM.

Trustee Kerth motioned for the adoption of Resolution #12-2017 and was seconded by Trustee Baker. A unanimous vote followed to carry the motion. Resolution Adopted.

Procedure for calling of Special meetings-Resolution #13-2017

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

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

WHEREAS it is also necessary notify the public and the news 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 will notify each member individually and that in the absence of the Clerk, the Mayor will provide the notification and That this resolution shall take effect immediately.

Deputy Mayor Rider motioned for the adoption of Resolution #13-2017 and a second was offered by Trustee Kerth. All voted aye. Resolution Adopted. Motioned Carried.

Unpaid Water- Authorize the Clerk-Treasurer to collect unpaid water rents, delinquent as of April 1st, 2017 by sending the outstanding amounts to Niagara County department of real property for placement on the Village Tax roll. The total of unpaid amount as of April 1, 2017 is \$8,066.08. **A motion to authorize the Clerk-Treasurer to collect unpaid water rents by sending the outstanding amounts to Niagara County to be placed on the Village Tax Roll in June was made by Trustee Kerth and was seconded by Trustee Baker. A unanimous vote followed to carry the motion.**

The **Clerk-Treasurer's Financial Reports** were unavailable due to time constraints before the meeting. They will be finished this week and emailed to the Board. The Cash Receipts journals were presented.

- Spring Newsletter is being assembled and will be mailed out around April 10-12th, which will include the Annual Drinking Water Quality Report for 2016
- Water bills will be mailed April 7th and will be due May 10th without penalty

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

Mayor Nellist inquired about the tree that had fallen behind the DPW Garage; it was crossing the drainage ditch that the Village mows, so it needed to be removed.

The **Board of Trustees would like to extend their deepest appreciation to the DPW Laborers** that worked endlessly to ensure the Village roads were plowed during the March snow storm. A fantastic job was done by Gene Cavanaugh and Robert Verheyen. Thank you Gentleman!

The **Code Enforcement Report** was not submitted- No Permits were issued

- Violations were sent Thursday, March 30th to 13 parcels

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

- Chief Bruaghler would like to hire an Officer to fill gaps during the week, Officers Weibert and Officer Moore are on board with coming in at least 1 to 2 shifts per month, but due to their full time work schedules this is the extent to which they are available. The new Officer would allow the Village to run a car at different times throughout the month and more often in the summer months. **A motion to hire an additional Officer was made by Trustee Ruffini and was seconded by Trustee Kerth. All voted aye. Motioned Carried.**

Correspondence:

NC Legislature Resolution to partially repeal the NY secure ammunition and firearms enforcement (SAFE) Act of 2013 for areas outside of NY City

NYCOM Annual Meeting and Training School- May 7-9 Saratoga Springs

NYCOM- Reject the Governor's proposed Consolidation Mandate Information Sheet

Charter Communications-programming changes and updates – March 24, 2017

Orleans County training seminar for Planning and Zoning Boards- June 28, 2017 @ 5:00-9:30pm

IIMC Scholarship Committee- Awarding Amanda Detschner a partial Scholarship of \$400 to NYMCI

NC Gallonage Report

Approval of Claims and Bill Payment: Abstract 011 Voucher #'s 345-368

General Fund-\$3,119.65 Water Fund-\$84.52 T&A Fund-\$1,400.00 TOTAL \$4,604.17

A motion to approve the claims and bill payment was made by Deputy Mayor Rider and was seconded by Trustee Kerth. All voted aye to carry the motion.

No **Public Comment** was offered.

No **Board Comment** was offered.

A **motion for Adjournment was made at 7:38pm** by Trustee Baker and was seconded by Trustee Kerth. All voted in favor. Motion Carried.

Next work session will be May 1, 2017 @ 6:00pm.

Next regularly scheduled meeting will be May 8, 2017 at 7:00pm.

Respectfully Submitted,

Amanda Detschner, Clerk-Treasurer