



VILLAGE OF BARKER BOARD OF TRUSTEES

Annual Organizational Meeting Minutes

April 1, 2019 7:00PM

Barker Fire Hall

Mayor Aaron Nellist
Trustee R. James Baker
Trustee Seanna Corwin-Bradley
Trustee Benjamin Seward
Trustee Aaron Davis

In **Attendance:** DPW Superintendent Mark Remington, Tom Poczwiński Jr., Jon Hotaling and 3 participation in Government Students: Dominic Clemen, Alexander Israel and Kyle Kaiser

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

The Clerk-Treasurer Amanda Detschner administered the oath of Office to Mayor Nellist, Trustee Jim Baker, Trustee Aaron Davis and Trustee Benjamin Seward.

Mayoral Appointments:

Clerk-Treasurer: Amanda M. Detschner
Deputy Clerk-Treasurer: Vacant
Code Enforcement Officer: Mark Remington
Village Historian: Pete Devereaux
Official Newspaper: Union Sun & Journal
Village Attorney: Brian Seaman
Alternate Village Attorney: Tom Caserta
Village Engineer: MRG Group (formally Chatfield Engineers)

The above Mayoral Appointments was motioned for approval by Trustee Baker and was seconded by Trustee Corwin-Bradley. The previous was ADOPTED. AYES-5-Nellist, Corwin-Bradley, Baker, Seward, Davis NAYS-0/None Motioned Carried.

The Oath of Office for the above Mayoral Appointments was administered by Mayor Nellist.

Mayoral Assignments for the Board of Trustees:

Trustee Corwin-Bradley: *Deputy Mayor*, Public Relations/Community Outreach
Trustee James Baker-Property Maintenance and Improvements
Trustee Benjamin Seward- Fleet Equipment Maintenance and procurement
Trustee Aaron Davis-Streets, parks & NYPA LED Smart Street Lighting Program

The **PUBLIC HEARING FOR THE TENTATIVE BUDGET FY June 1, 2019-May 31, 2020** was opened at 7:04pm. Mayor Nellist asked for any Public Input, none was given. Therefore the **Public Hearing was closed at 7:05pm.**

General Fund-\$362,638 Tax Rate at \$7.60/thousand an increase of 20 cents totaling a revenue increase of \$3,851.27

Water Fund- \$113,318
TOTAL \$475,956

Mayor Nellist stated that the reason for the rate increase was to cover the cost of the AIM funding that was proposed to be eliminated by Governor Cuomo, the state budget was passed at the 11th hour last evening with a reinstatement of AIM funding. The exception is that the funding will come from an intercept of the County Sales tax.

Resolution # 4-2019- Adoption of the FY 2019-2020 Budget and Set the Tax Rate

WHEREAS, the tentative budget for the fiscal year 2019-2020 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 2019-2020. THEREFORE BE IT FURTHER RESOLVED that the tax rate for the fiscal year 2019-2020 budget be set at \$7.60 per thousand.

A motion to adopt the above Resolution #4-2019 was made by Deputy Mayor Corwin-Bradley and was seconded by Trustee Seward.

The previous was ADOPTED. AYES-5-Nellist, Corwin-Bradley, Baker, Seward, Davis NAYS-0/None Motioned Carried.

The **Sales tax** received for March 2019 was \$9,078.69.

The **Approval of Minutes** for the monthly board meeting/budget session March 11, 2019
& special meeting/Budget Session held March 21, 2019

A motion to approve the above minutes was made by Deputy Mayor Corwin-Bradley and was seconded by Trustee Davis.

The previous was ADOPTED. AYES-5-Nellist, Corwin-Bradley, Baker, Seward, Davis NAYS-0/None Motioned Carried.

Election Results: A total of 54 ballots were cast on Tuesday, March 19, 2019

Mayor: 2 year term

Aaron Nellist- 46

Write-In Seanna Corwin-Bradley- 2

Write-In Kathie Smith- 1

Trustee: 2 year term-2 seats

Gregory Kerth-25

R. James Baker 39

Aaron Davis 38

Trustee: 1 year term

Benjamin Seward 46

Write-In Gregory Goodlander 2

Resolution # 5-2019- Investment Policy

This policy is on file with the Village Clerk-Treasurer

A **motion to adopt Resolution #5-2019** was made by Trustee Baker and was seconded by Deputy Mayor Corwin-Bradley. The previous was ADOPTED. AYES-5-Nellist, Corwin-Bradley, Baker, Seward, Davis NAYS-0/None Motioned Carried.

Resolution # 6-2019- Procurement Policy

This policy is on file with the Village Clerk-Treasurer

A **motion to adopt Resolution #6-2019** was made by Trustee Seward and was seconded by Trustee Davis.

The previous was ADOPTED. AYES-5-Nellist, Corwin-Bradley, Baker, Seward, Davis NAYS-0/None Motioned Carried.

Resolution # 7-2019- Ethics Policy

This policy is on file with the Village Clerk-Treasurer

A **motion to adopt Resolution #7-2019** was made by Deputy Mayor Corwin-Bradley and was seconded by Trustee Baker. The previous was ADOPTED. AYES-5-Nellist, Corwin-Bradley, Baker, Seward, Davis NAYS-0/None Motioned Carried.

Resolution # 8-2019- Fund Balance Policy

This policy is on file with the Village Clerk-Treasurer

A **motion to adopt Resolution #8-2019** was made by Deputy Mayor Corwin-Bradley and was seconded by Trustee Seward. The previous was ADOPTED. AYES-5-Nellist, Corwin-Bradley, Baker, Seward, Davis NAYS-0/None Motioned Carried.

Resolution # 9-2019- Work Place Violence Prevention Policy

This policy is on file with the Village Clerk-Treasurer

A **motion to adopt Resolution #9-2019** was made by Trustee Davis and was seconded by Trustee Baker.

The previous was ADOPTED. AYES-5-Nellist, Corwin-Bradley, Baker, Seward, Davis NAYS-0/None Motioned Carried.

Resolution # 10-2019- Sexual Harassment Policy

This policy is on file with the Village Clerk-Treasurer

A **motion to adopt Resolution #10-2019** was made by Deputy Mayor Corwin-Bradley and was seconded by Trustee Davis. The previous was ADOPTED. AYES-5-Nellist, Corwin-Bradley, Baker, Seward, Davis NAYS-0/None Motioned Carried.

Resolution # 11-2019- Mileage Allowance

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 .58 cents per mile.

Section 2. That this resolution takes effect immediately.

A **motion to adopt Resolution #11-2019** was made by Trustee Baker and was seconded by Deputy Mayor Corwin-Bradley. The previous was ADOPTED. AYES-5-Nellist, Corwin-Bradley, Baker, Seward, Davis NAYS-0/None Motioned Carried.

Resolution # 12-2019- Advanced Approval of Claims

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

WHEREAS, all such claims shall be presented at 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 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 is resolution shall take effect immediately.

A **motion to adopt Resolution #12-2019** was made by Deputy Mayor Corwin-Bradley and was seconded by Trustee Davis. The previous was ADOPTED. AYES-5-Nellist, Corwin-Bradley, Baker, Seward, Davis NAYS-0/None Motioned Carried.

Resolution #13-2019- Attendance at Schools and Conferences

WHEREAS, there is to be held during the coming fiscal 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 MuSIP Ad Hoc Advisory Committee
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 Association
New York State Office of the State Comptroller
New York State Association of City and Village Clerks
New York State and Local Retirement System
International Municipal Clerks (IIMC) Approved 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 benefits 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 names meetings with the understanding that their primary responsibilities to the Village are met.

This resolution shall take effect immediately.

A **motion to adopt Resolution #13-2019** was made by Deputy Mayor Corwin-Bradley and was seconded by Trustee Seward. The previous was ADOPTED. AYES-5-Nellist, Corwin-Bradley, Baker, Seward, Davis NAYS-0/None Motioned Carried.

Resolution # 14-2019- Designation of Official Depository

WHEREAS, the Board of Trustees of the Village of Barker has determined that Village Law 4-412(3)(2) requires the designation of the 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 as the depository of all money received by the Village Clerk-Treasurer

Section 2:. That this resolution shall take effect immediately.

A **motion to adopt Resolution #14-2019** was made by Trustee Davis and was seconded by Deputy Mayor Corwin-Bradley. The previous was ADOPTED. AYES-5-Nellist, Corwin-Bradley, Baker, Seward, Davis NAYS-0/None Motioned Carried.

Resolution # 15-2019- 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 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/Police Station and

THEREORE BE IT RESOLVED that he 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 Barker Fire 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 replacing the regular Board Meeting for April.

A **motion to adopt Resolution #15-2019** was made by Trustee Baker and was seconded by Deputy Mayor Corwin-Bradley. The previous was ADOPTED. AYES-5-Nellist, Corwin-Bradley, Baker, Seward, Davis NAYS-0/None Motioned Carried.

Resolution # 16-2019- 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 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 to 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-Treasurer will notify each member individually and that in the absence of the Clerk-Treasurer, the Mayor will provide the notification and

That this resolution shall take effect immediately.

A **motion to adopt Resolution #16-2019** was made by Trustee Seward and was seconded by Trustee Davis.

The previous was ADOPTED. AYES-5-Nellist, Corwin-Bradley, Baker, Seward, Davis NAYS-0/None Motioned Carried.

Resolution # 17-2019- Amending Accruals for Full Time Village Officials and Employees

WHEREAS the Village of Barker has experienced extraordinary circumstances this past fiscal year; and

WHEREAS the Village full time Officials and Employees are subject to certain criteria pertaining to accruals that need to be used in the current fiscal year; and

WHEREAS the Village Board of Trustees understands and grants a onetime exception to the Employee Handbook policy regarding accruals

NOW THEREFORE BE IT RESOLVED that the Village of Barker Board of Trustees extends the use of accruals from the current fiscal year to be used in the next fiscal year without recourse.

A brief discussion took place regarding the accruals that will be carried over in full and this issue may have to be revisited depending on if accruals aren't able to be used fully in the next fiscal year.

A **motion to adopt Resolution #17-2019** was made by Deputy Mayor Corwin-Bradley and was seconded by Trustee Davis. The previous was ADOPTED. AYES-5-Nellist, Corwin-Bradley, Baker, Seward, Davis NAYS-0/None Motioned Carried.

Unpaid Water- Authorize the Clerk-Treasurer to collect unpaid water rents, delinquent as of April 1st, 2019 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, 2019 is \$8,939.17.

A motion to approve the Clerk-Treasurer to send outstanding water amount to the NC Treasurer was made by Trustee Davis and was seconded by Trustee Seward.

The previous was ADOPTED. AYES-5-Nellist, Corwin-Bradley, Baker, Seward, Davis NAYS-0/None Motioned Carried.

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

- ✓ Contributions to the Spring Newsletter would be greatly appreciated hoping to have it ready by April 17th
- ✓ Water bills will be mailed April 10th and are due May 10th without penalty

Mayor Nellist stated that he would like the Board of Trustees to give quarterly updates on their assignments and that they should speak to the Clerk-Treasurer on what they would like on the agenda.

The Clerk-Treasurer gave a brief update on the documents that Document Reprocessors is working on from the fire.

The **Public Works Report** was tabled on a motion from Deputy Mayor Corwin-Bradley and was seconded by Trustee Baker. The previous was ADOPTED. AYES-5-Nellist, Corwin-Bradley, Baker, Seward, Davis NAYS-0/None Motioned Carried.

Mayor Nellist stated that if anyone had questions to talk to DPW Superintendent Mark Remington.

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

2 permits: addition of a bathroom & installation of fencing

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

Correspondence: LIME energy LED light conversion flyer

Approval of Claims and Bill Payment: Abstract 011 Voucher #'s 341-360

General Fund-\$4,009.26 Water Fund-\$3,899.36 T&A Fund-\$1,400.00

H3-Village Hall Fire Abstract 011 Voucher # 16 H3-\$50,000.00 TOTAL \$59,308.62

A **motion to approve the above claims and bill payment** was made by Deputy Mayor Corwin-Bradley and was seconded by Trustee Baker. The previous was ADOPTED. AYES-5-Nellist, Corwin-Bradley, Baker, Seward, Davis NAYS-0/None Motioned Carried.

Public Comment was offered by:

Tom Poczciwinski Jr.: inquired if he could run a tree educational event in the park, educating the public on proper tree maintenance, shaping, trimming etc. Mayor Nellist stated Trustee Davis would talk with him more after the meeting.

No **Board Comment** was offered.

A motion for **Adjournment was made at 7:22pm** by Deputy Mayor Corwin-Bradley and was seconded by Trustee Baker. The previous was ADOPTED. AYES-5-Nellist, Corwin-Bradley, Baker, Seward, Davis NAYS-0/None Motioned Carried.

Next work session will be Monday, May 6, 2019 @ 6:00pm.

Next regularly scheduled meeting will be Monday, May 13, 2019 @ 7:00pm.

Respectfully Submitted,

Amanda M. Detschner, CMC, RMC, CMFO
Clerk-Treasurer