

VILLAGE OF BARKER BOARD OF TRUSTEES

BRIEFING MINUTES

January 31, 2019 7:00pm



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

Meeting Location: 1697 East Avenue, Barker (Police Station)

Meeting notified to the official paper by media notice

Reason: Keep communication open and progression of the services provided positive momentum

In **Attendance:** DPW Superintendent Mark Remington, Aaron Davis, Joe Provino
Trustee Baker was absent.

Mayor Nellist opened the meeting by administering the pledge of allegiance at 7:00pm.

Mayor Nellist inquired about when the Insurance cause and origin will be out, Dave Kubiak did cancel today because of the weather. He will be out on Monday 92/4/19) at 11:30am.

The Clerk-Treasurer went through the things she has been able to accomplish:

Tuesday, January 29, 2019:

- ✓ Called WB Mason to order new official village seals
 - WB Mason did reach out to us and offer donation of supplies needed, I did send them and email with some things we need to see if they would like to donate some of them
- ✓ Emailed Verizon to get called ID added to the Police telephone number
- ✓ Emailed Verizon because the fax line was not working
- ✓ Processed water payments
- ✓ Finished up the iTax download from BAS
- ✓ Ordered needed supplies from Quill
- ✓ Ordered a drop box for outside, so residents can do business after hours
- ✓ Joe Flegal remoted in to fix my email because it wouldn't send
- ✓ Did a conference call with Quintin from Document Preprocessors to check in on progress and get update information
 - Mayor Nellist stated that in order to keep the cost in line we will be careful about what we choose to reproduce
 - Clerk-Treasurer stated that we are only one in few that carry a critical records policy and that she has shared it with other municipalities so they can purchase it as well
- ✓ Attended the Library meeting at FUMC at 6:00pm

Wednesday, January 30, 2019:

- ✓ Found the panel box report from Selective Insurance we had been asking for from United Insurance-forwarded via email to Mayor Nellist, Mark Remington and Dan Graff from NFA
- ✓ Called NC Center for Economic Development for a replacement map that I had in the office
- ✓ Called Mary Beth Sullivan from General Code about the replacement cost for the insurance company, she informed me that General Code is going to send out 15 brand new books to replace our old ones, as well as 6 months of free eCode 360 services
- ✓ Got the oath of office ready for the election inspectors
- ✓ Looked up new mileage rate for 2019 58 cents per mile
- ✓ Worked on Bruce Devereaux's 50th proclamation for the installation dinner on Saturday night
 - Mayor Nellist stated that he spoke to Frank Rider and found out it was a fireman's 50th anniversary, therefore a proclamation will need to be done at the BFD installation dinner, also Mayor Nellist will write a brief speech on behalf of the Village regarding our thanks with the Fire
- ✓ Emailed NC Civil Service about P/T Police Officer openings
- ✓ Reached out to Paychex to see if I could get a new employee folder
- ✓ Printed January and the first February payroll from Paychex
- ✓ Spent some time getting back some of the email contacts I lost

Thursday, January 31, 2019:

- ✓ Called Dan Graff from NFA about two things
 - Can we claim all the extra hours Mark and Amanda have been putting in since the Fire? The answer is yes we just need to account for them and send them into Dan
 - I asked about getting some signage to help people find our new Village Hall, he stated that he thought that was a good idea and said yes we can do that
- ✓ I met with John Syracuse this morning; he called and asked if there was anything he could do to help. He suggested getting the county to make some signage so people can find us, as well as press releases or equipment we still needed. I did ask if he could find us a safe and a shredder to use for the time being
- ✓ Called DCJS to get the form you need when you hire a new officer-form DCJS 2214-A
- ✓ Faxed the executed copier lease to Toshiba, with the certificate of insurance and tax exempt paperwork
- ✓ Spoke to Dave Kubiak our insurance cause and origin investigator many times today answering questions

- ✓ Received email from Shelly @ NC Civil Service- we do have 2 openings
- ✓ Ordered needed supplies for the Village Election Ballots and ledger book
- ✓ Spoke to Jeff Degnan from NC Center for Economic Development about sending us a replacement map-it will be mailed tomorrow
- ✓ Reported forgotten items to Chris Simmons the content specialist at NFA via email

Mayor Nellist stated that Police interviews will be on Saturday, February 2nd at 10:00am at the Police Station.

There are still a lot of street lights that are out; when Mark can get me a list I will call Tracy Sutherland from National Grid who now handles the streetlights.

Mayor Nellist explained National Grid's role the night of the fire, as it pertains to the removal of the electrical meters and stated the Village is anxiously awaiting the Fire Investigation Report.

Trustee Corwin-Bradley stated that Mark and Amanda will max out comp time in the near future, so the policy will need to be reviewed. Also, Tom Prohaska from the Buffalo news called to inquire about the meeting schedule. Connor Hoffman from the Union Sun & Journal also called to inquire. He asked Trustee Corwin-Bradley if she would write a letter to the editor from the Library perspective of the fire, Clerk-Treasurer Amanda Detschner will also write one on behalf of the Village.

Public Comment was offered by;

Joe Provino: He stated that we were doing a fine job and we have been able to accomplish a lot.

A motion for adjournment was made at 7:52pm by Deputy Mayor Kerth and was seconded by Trustee Seward. The previous was ADOPTED. AYES-5-Nellist, Kerth, Corwin-Bradley, Seward NAYS-0/None ABSENT-1-Baker Motion Carried.

Respectfully Submitted,

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