



VILLAGE OF BARKER BOARD OF TRUSTEES

Annual Organizational Meeting Minutes

April 6, 2020 7:00PM

Barker Fire Hall Parking Lot

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

COVID-19 Precautions in Place

Parked every other parking space, social distancing was practiced & a sanitized pen with a pair of disposal gloves were provided to each board member

In Attendance: All Board of Trustees members, as well as the Clerk-Treasurer & a Greater Niagara newspaper journalist

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

PUBLIC HEARING FOR THE TENTATIVE BUDGET FY June 1, 2020-May 31, 2021 was opened at 7:00pm by Mayor Nellist giving a brief synopsis of the budget process.

General Fund-\$407,969

Water Fund- \$102,919

TOTAL \$ 510,888

Tax Rate at \$7.65/thousand an increase of 5 cents totaling a revenue increase of \$3,801.24

A motion to **close the public hearing at 7:02pm** was made by Deputy Mayor Corwin-Bradley and was seconded by Trustee Davis.

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

Resolution # 2-2020- Adoption of the FY 2020-2021 Budget and Set the Tax Rate

WHEREAS, the tentative budget for the fiscal year 2020-2021 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 2020-2021.

THEREFORE BE IT FURTHER RESOLVED that the tax rate for the fiscal year 2020-2021 budget be set at \$7.65 per thousand.

A **motion to ADOPT Resolution #2-2020** was made by Trustee Baker and was seconded by Deputy Mayor Corwin-Bradley. The previous was ADOPTED. AYES-5-Nellist, Corwin-Bradley, Baker, Davis, Seward NAYS-0/None Motioned Carried.

The **Sales tax** received for March 2020 was \$9,710.60 an increase of \$631.91 from March 2019.

The **Approval of Minutes** for the monthly board meeting/budget session March 9, 2020 was motioned for approval by Trustee Davis and was seconded by Trustee Seward.

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

Resolution # 3-2020- Investment Policy

This policy is on file with the Village Clerk-Treasurer

A motion to **ADOPT Resolution #3-2020** was made by Trustee Seward and was seconded by Trustee Davis.

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

Resolution # 4-2020- Procurement Policy

This policy is on file with the Village Clerk-Treasurer

A motion to **ADOPT Resolution #4-2020** was made by Deputy Mayor Corwin-Bradley and was seconded by Trustee Baker. The previous was ADOPTED. AYES-5-Nellist, Corwin-Bradley, Baker, Davis, Seward NAYS-0/None Motioned Carried.

Resolution # 5-2020- Ethics Policy

This policy is on file with the Village Clerk-Treasurer

A motion to **ADOPT Resolution #5-2020** was made by Trustee Davis and was seconded by Trustee Seward.

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

Resolution # 6-2020- Fund Balance Policy

This policy is on file with the Village Clerk-Treasurer

A motion to **ADOPT Resolution #6-2020** was made by Trustee Seward and was seconded by Trustee Davis.

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

Resolution # 7-2020- Work Place Violence Prevention Policy

This policy is on file with the Village Clerk-Treasurer

A motion to **ADOPT Resolution #7-2020** was made by Deputy Mayor Corwin-Bradley and was seconded by Trustee Seward.

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

Resolution # 8-2020- Sexual Harassment Policy

This policy is on file with the Village Clerk-Treasurer
A motion to **ADOPT Resolution #8-2020** was made by Trustee Davis and was seconded by Deputy Mayor Corwin-Bradley. The previous was ADOPTED. AYES-5-Nellist, Corwin-Bradley, Baker, Davis, Seward NAYS-0/None Motioned Carried.

Resolution # 9-2020- 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 57.5 cents per mile.
Section 2. That this resolution takes effect immediately.

A **motion to ADOPT Resolution #9-2020** was made by Deputy Mayor Corwin-Bradley and was seconded by Trustee Baker. The previous was ADOPTED. AYES-5-Nellist, Corwin-Bradley, Baker, Davis, Seward NAYS-0/None Motioned Carried.

Resolution # 10-2020- 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 #10-2020** was made by Trustee Davis and was seconded by Deputy Mayor Corwin-Bradley. The previous was ADOPTED. AYES-5-Nellist, Corwin-Bradley, Baker, Davis, Seward NAYS-0/None Motioned Carried.

Resolution #11-2020- 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
New York Association of Local Government Records Officers
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 #11-2020** was made by Deputy Mayor Corwin-Bradley and was seconded by Trustee Seward. The previous was ADOPTED. AYES-5-Nellist, Corwin-Bradley, Baker, Davis, Seward NAYS-0/None Motioned Carried.

Resolution # 12-2020- 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 #12-2020** was made by Trustee Davis and was seconded by Deputy Mayor Corwin-Bradley. The previous was ADOPTED. AYES-4-Nellist, Corwin-Bradley, Baker, Davis NAYS-0/None ABSTAINED-1- Seward. Motioned Carried.

Resolution # 13-2020- 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 #13-2020** was made by Trustee Seward and was seconded by Deputy Mayor Corwin-Bradley. The previous was ADOPTED. AYES-5-Nellist, Corwin-Bradley, Baker, Davis, Seward NAYS-0/None Motioned Carried.

Resolution # 14-2020- 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 #14-2020** was made by Trustee Davis and was seconded by Deputy Mayor Corwin-Bradley. The previous was ADOPTED. AYES-5-Nellist, Corwin-Bradley, Baker, Davis, Seward NAYS-0/None Motioned Carried.

Resolution # 15-2020- Amending Accruals for Full Time Village Officials and Employees

WHEREAS the Village of Barker has experienced extraordinary circumstances this past fiscal year due to the COVID-19 pandemic; 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 exception of two weeks carryover and one week of buyout pertaining to the use of accruals from the current fiscal year to be used in the next fiscal year without recourse.

Mayor Nellist gave a brief explanation as to why this resolution is necessary. Due to the Village Hall/library fire last year the full time appointed official and employee were unable to use the accrued time before the end the fiscal year, this year we've experienced a pandemic which doesn't allow these village officials and employees the opportunity to use the accruals before the end of the fiscal year, as well. After consideration this was the fairest option for both the Village and its officers & employees. After FY 2020-2021 accruals should operate like we normally would and there shouldn't be further need to allow future carryover.

A **motion to ADOPT Resolution #15-2020** was made by Deputy Mayor Corwin-Bradley and was seconded by Trustee Seward. The previous was ADOPTED. AYES-5-Nellist, Corwin-Bradley, Baker, Davis, Seward NAYS-0/None Motioned Carried.

Unpaid Water- Authorize the Clerk-Treasurer to collect unpaid water rents, delinquent as of April 1st, 2020 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, 2020 is \$9,682.46.

A **motion to authorize the Clerk-Treasurer to re-levy unpaid water rents to NC Dept. of Real Property** for collection on Village Tax Roll was made by Deputy Mayor Corwin-Bradley and was seconded by Trustee Baker.

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

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

- ✓ Water bills will be mailed April 10th and are due May 11th without penalty
- ✓ ADWQR 2019 report has been completed and needs to be mailed with Spring Newsletter
- ✓ Need Spring Newsletter input or contributions by April 17

The Mayor and Board expressed they would like to see this Spring Newsletter different than others, more getting information out about COVID-19 information and helpful links

- ✓ Unsure when Village Elections will be held due to the Governor extending them past June 1st, NYCOM is hoping to get them scheduled for June 23rd

A **Public Works Report** was not submitted.

A **Code Enforcement Report** was not submitted.

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

A **motion to hire of Jeremy Blair** as Part Time Police Officer at the rate of \$13.50 per hour was made by Trustee Davis and was seconded by Deputy Mayor Corwin-Bradley.

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

Correspondence:

NC Treasurer IN REM Foreclosure Proceeding List- Dec. 26, 2019
NYS OSC Village of Barker's Fiscal Stress Score-No Designation
M&T Bank revised Treasury Management Services Agreement Notification
Notice of Chapter 7 Bankruptcy Case
ARGO Insurance notification about COVID-19 coverage/losses
NC Gallonage Report

Approval of Claims and Bill Payment: Abstract 011 Voucher #'s 343-373

General Fund-\$4,497.88 Water Fund-\$2,598.18 T&A Fund-\$700.00 TOTAL \$7,796.06

A **motion to authorize the audited claims and bill payment by the Board of Trustees** was made by Trustee Seward and was seconded by Trustee Baker.

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

Budget Transfers:

A1910.4 Insurance \$900.00 to A1325.42 Clerk/Treasurer Supplies Contractual
A1420.4 Law Contractual \$900.00 to A1325.42 Clerk/Treasurer Supplies Contractual
A1420.4 Law Contractual \$120.00 to A1410.4 Dep. CT Contractual
A1620.42 Village Hall Heat \$75.00 to A1620.44 Village Hall Contractual Misc.

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

No **Public Comment** was offered.

Board Comment was offered by:

Aaron Davis: Inquired about if the Police Dept. has looked into the NYS Traffic & Safety Grants, Mayor Nellist stated he would get in contact with Chief Braughler this week.

Deputy Mayor Corwin-Bradley: Offered appreciation to those who supported and participated in the Community parade on Saturday, April 4th. The turnout was fantastic and a lot of positive feedback was received. An Easter parade consisting of the Easter Bunny and a Police escort will follow every bus route on Easter Sunday, along with an egg hunt. A pdf of an Easter egg can be printed out, decorated and hung in or on houses. Details are posted on the Village of Barker Facebook page.

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

Next work session will be Monday, May 4, 2020@ 6:00pm @ the Village Hall/Police Station (unsure about in person meeting maybe changed to a Zoom meeting)

Next regularly scheduled meeting will be Monday, May 11, 2020 @ 7:00pm at the Barker Fire Hall (unsure about in person meeting maybe changed to a Zoom meeting)

Respectfully Submitted,

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