

# VILLAGE OF BARKER BOARD OF TRUSTEES

## Annual Organizational Meeting Minutes

April 5, 2021 7:00PM

Barker Fire Hall



Mayor Aaron Nellist  
Deputy Mayor Seanna Corwin-Bradley  
Trustee Aaron Davis  
Trustee Jordan Gow- *Via Telephone*  
Trustee Melanie Hirschman

*COVID-19 Precautions in Place: Masks worn at all times, frequent hand sanitizing and social distancing*

In **Attendance:** DPW Superintendent Mark Remington, Deputy Clerk-Treasurer Jennifer Mason, Willard Nellist, Carla Stoloski, Kent Wakefield, Juli Wilson, Jon Hotaling, Lauritz Dent. Trustee Gow attended via teleconference.

At 7:15pm meeting was called to order by Mayor Nellist by administering the Pledge of Allegiance.

Clerk-Treasurer Amanda Detschner **administers the oath of Office** to Mayor Nellist, Trustee Aaron Davis and Trustee Melanie Hirschman.

### Mayoral Appointments:

**Clerk-Treasurer:** Amanda M. Detschner  
**Deputy Clerk-Treasurer:** Jennifer Mason  
**Code Enforcement Officer:** Mark Remington  
**Village Historian:** Pete Devereaux  
**Official Newspaper:** Union Sun & Journal  
**Registrar:** Tracy Carmer  
**Village Attorney:** Daniel Seaman, Seaman & Norris LLP  
**Alternate Village Attorney:** Thomas Caserta  
**Village Engineer:** Barton & Loguidice  
**Planning Board:** Grace Bodine Term Expires 2026  
**Planning Board:** Phyllis Hildebrant Term Expires 2025  
**Planning Board:** Art Harris Term Expires 2025  
**Planning Board:** Term Expires 2023  
**Planning Board:** Term Expires 2024  
**Zoning Board:** Robert Wendler Term Expires 2022  
**Zoning Board:** Dale Corwin Term Expires 2023  
**Zoning Board:** Joseph Naish Term Expires 2023

**Oath of Office** for the above Mayoral Appointments was given by Mayor Nellist to Clerk-Treasurer Amanda Detschner, Deputy Clerk-Treasurer Jennifer Mason, and Code Enforcement Officer Mark Remington.

### Mayoral Assignments for the Board of Trustees:

**Trustee Gow**-Property Maintenance and Improvements  
**Trustee Davis**-Grant, Research, Policies and Procedures  
**Deputy Mayor Corwin-Bradley**- Fleet Equipment Maintenance and procurement & Police Liaison  
**Trustee Hirschman**-Parks, Recreation & Main Street Beautification

**PUBLIC HEARING FOR THE TENTATIVE BUDGET FY June 1, 2021-May 31, 2022 was opened at 7:19pm by Mayor Nellist.** A brief overview was given and due to the current fiscal constraints of the pandemic this budget is lean.

General Fund-\$375,645 Tax Rate at \$7.70

Water Fund- \$83,866

**TOTAL \$ 459,511**

**No public offered comment during the public hearing and Mayor Nellist closed the public hearing at 7:21pm.**

### Resolution # 12-2021- Adoption of the FY 2021-2022 Budget and Set the Tax Rate

WHEREAS, the tentative budget for the fiscal year 2021-2022 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 2021-2022.

THEREFORE BE IT FURTHER RESOLVED that the tax rate for the fiscal year 2021-2022 budget be set at \$7.70 per thousand.

A **motion to ADOPT Resolution #12-2021** was made by Trustee Davis and was seconded by Deputy Mayor Corwin-Bradley. AYES-Nellist, Corwin-Bradley, Davis, Hirschman NAY-0/None ABSENT-1-Gow Motion Carried. Resolution adopted.

The **Sales tax** received for March 2021 was \$9,480.13 a decrease of \$230.48 from March 2020. A year to date decrease of \$1,736.26.

The **Approval of Minutes** for the monthly board meeting/budget session March 8, 2021  
Emergency Meeting held March 29, 2021  
A **motion to approve the above minutes** was made by Deputy Mayor Corwin-Bradley and was seconded by Trustee Hirschman.  
AYES-Nellist, Corwin-Bradley, Davis, Hirschman    NAY-0/None    ABSENT-1-Gow    Motion Carried.

**Election Results: A total of 28 ballots were cast on Tuesday, March 16, 2021**

<u><b>Mayor: 2 year term</b></u>	<u><b>Trustee: 2 year term-2 seats</b></u>
<b>Aaron Nellist- 26</b>	<b>Aaron Davis 26</b>
Write-In: Karen Corwin-1	<b>Melanie Hirschman 28</b>
	Write In: Philip Bradley 1

**Resolution # 13-2021- Investment Policy**  
This policy is on file with the Village Clerk-Treasurer  
A **motion to ADOPT Resolution #13-2021** was made by Trustee Davis and was seconded by Trustee Hirschman.  
AYES-Nellist, Corwin-Bradley, Davis, Hirschman    NAY-0/None    ABSENT-1-Gow    Motion Carried.  
Resolution adopted.

**Resolution # 14-2021- Procurement Policy**  
This policy is on file with the Village Clerk-Treasurer  
A **motion to ADOPT Resolution #14-2021** was made by Deputy Mayor Corwin-Bradley and was seconded by Trustee Hirschman. AYES-Nellist, Corwin-Bradley, Davis, Hirschman    NAY-0/None    ABSENT-1-Gow    Motion Carried.  
Resolution adopted.

**Resolution # 15-2021- Ethics Policy**  
This policy is on file with the Village Clerk-Treasurer  
A **motion to ADOPT Resolution #15-2021** was made by Trustee Davis and was seconded by Deputy Mayor Corwin-Bradley. AYES-Nellist, Corwin-Bradley, Davis, Hirschman    NAY-0/None    ABSENT-1-Gow    Motion Carried.  
Resolution adopted.

**Resolution # 16-2021- Fund Balance Policy**  
This policy is on file with the Village Clerk-Treasurer  
A **motion to ADOPT Resolution #16-2021** was made by Trustee Hirschman and was seconded Trustee Davis.  
AYES-Nellist, Corwin-Bradley, Davis, Hirschman    NAY-0/None    ABSENT-1-Gow    Motion Carried.  
Resolution adopted.

**Resolution # 17-2021- Work Place Violence Prevention Policy**  
This policy is on file with the Village Clerk-Treasurer  
A **motion to ADOPT Resolution #17-2021** was made by Trustee Davis and was seconded by Deputy Mayor Corwin-Bradley. AYES-Nellist, Corwin-Bradley, Davis, Hirschman    NAY-0/None    ABSENT-1-Gow    Motion Carried.  
Resolution adopted.

**Resolution # 18-2021- Sexual Harassment Policy**  
This policy is on file with the Village Clerk-Treasurer  
A **motion to ADOPT Resolution #18-2021** was made by Deputy Mayor Corwin-Bradley and was seconded by Trustee Hirschman. AYES-Nellist, Corwin-Bradley, Davis, Hirschman    NAY-0/None    ABSENT-1-Gow    Motion Carried.  
Resolution adopted.

**Resolution # 19-2021- 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 0.56 cents per mile.  
Section 2. That this resolution takes effect immediately.  
A **motion to ADOPT Resolution #19-2021** was made by Trustee Davis and was seconded by Trustee Hirschman.  
AYES-Nellist, Corwin-Bradley, Davis, Hirschman    NAY-0/None    ABSENT-1-Gow    Motion Carried.  
Resolution adopted.

**Resolution # 20-2021- 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 #20-2021** was made by Trustee Hirschman and was seconded by Deputy Mayor Corwin-Bradley.  
AYES-Nellist, Corwin-Bradley, Davis, Hirschman    NAY-0/None    ABSENT-1-Gow    Motion Carried.  
Resolution adopted.

**Resolution #21-2021- 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 #21-2021** was made by Trustee Davis and was seconded by Trustee Hirschman.

AYES-Nellist, Corwin-Bradley, Davis, Hirschman NAY-0/None ABSENT-1-Gow Motion Carried.

Resolution adopted.

**Resolution # 22-2021- 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 at ADAOPT Resolution #22-2021** was made by Deputy Mayor Corwin-Bradley and was seconded by Trustee Davis. AYES-Nellist, Corwin-Bradley, Davis, Hirschman NAY-0/None ABSENT-1-Gow Motion Carried.

Resolution adopted.

**Resolution # 23-2021- 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 at the Barker Fire Hall 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 #23-2021** was made by Trustee Davis and was seconded by Deputy Mayor Corwin-Bradley. AYES-Nellist, Corwin-Bradley, Davis, Hirschman NAY-0/None ABSENT-1-Gow Motion Carried.

Resolution adopted.

**Resolution # 24-2021- 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 #24-2021** was made by Trustee Hirschman and was seconded by Deputy Mayor Corwin Bradley. AYES-Nellist, Corwin-Bradley, Davis, Hirschman NAY-0/None ABSENT-1-Gow Motion Carried. Resolution adopted.

**Resolution # 25-2021-Establishing a Cell Phone Stipend for the Clerk-Treasurer**

WHEREAS, it's the Village's expectation that the employees and Elected Officials designated as key personnel be accessible during duty hours, after duty hours, on weekends and on Holidays to respond to emergencies or other events/activities requiring recall; and

WHEREAS, privately owned cell phones are the primary means of communication that said key employees/elected officials utilized on a daily basis in conducting business/performing their assigned responsibilities and for recall; and  
WHEREAS, the Superintendent of Public Works and Mayor already receives a \$25.00 stipend per month towards the cost of his personal cell phone premium; and

WHEREAS, the Clerk-Treasurer will now be paid a \$25.00 stipend per month, starting June 2021; and

WHEREAS, it's the duty of the individual receiving the cell phone stipend to ensure that they maintain a properly working device at all times; and WHEREAS, in arriving at the terms and conditions in the Resolution, the Board of

Trustees and employees/elected officials covered by this resolution recognize that this Resolution may be amended in the future at any time;  
NOW THEREFORE BE IT RESOLVED, that the Village of Barker Board of Trustees hereby approves the employee phone stipend as stated above.  
A motion to ADOPT Resolution #25-2021 was made by Deputy Mayor Corwin-Bradley and was seconded by Trustee Davis. AYES-Nellist, Corwin-Bradley, Davis, Hirschman   NAY-0/None   ABSENT-1-Gow   Motion Carried.  
Resolution adopted.

**Resolution #26-2021**  
**Proposed Action: Village of Barker Municipal Building Facility Replacement Project**  
**RESOLUTION DECLARING THE INTENT OF THE VILLAGE OF BARKER**  
**VILLAGE BOARD TO ACT AS LEAD AGENCY**

**WHEREAS**, the Village of Barker (Village) is proposing the Village of Barker Municipal Building Facility Replacement Project (Project), located in the Village of Barker, Niagara County, New York; and  
**WHEREAS**, the Project has been classified as a “Type I Action” as defined by the State Environmental Quality Review Act (SEQRA) in 6 NYCRR Part 617.4; and  
**WHEREAS**, it is the intent of the Village of Barker Village Board to assume the role of “Lead Agency” for purposes of conducting a SEQRA assessment of the Project; and  
**WHEREAS**, Part I of a Full Environmental Assessment Form (FEAF) has been completed, reviewed by the Village of Barker Village Board, and will be circulated to all Interested and Involved Agencies for purposes of establishing the Village of Barker Village Board as “Lead Agency” in accordance with 6 NYCRR Part 617.6(b).  
**NOW, THEREFORE, BE IT**  
**RESOLVED AND DETERMINED**, that the Mayor of the Village of Barker hereby is authorized to sign Part I of the FEAF (page 13); and it is further  
**RESOLVED AND DETERMINED**, that the Village of Barker will send said Part I of the FEAF and associated site figure to any “Interested and Involved Agencies” under cover of a “Notice of Intent to Establish Lead Agency” letter for purposes of establishing Lead Agency status under the SEQRA; and it is further  
**RESOLVED**, that the Mayor of the Village of Barker and the Village Board, together with the Village of Barker Attorney and B&L, are hereby authorized to take all actions, serve all notices, and complete all documents required to give full force and effect to this determination.

A **motion to ADOPT Resolution #26-2021** was made by Trustee Davis and was seconded by Trustee Hirschman.

The question of the adoption of the foregoing resolution was duly put to a vote, and upon roll call, the vote was as follows:

Aaron Nellist, Mayor	AYE
Seanna Corwin-Bradley, Deputy Mayor	AYE
Melanie Hirschman, Trustee	AYE
Jordan Gow, Trustee	ABSENT
Aaron Davis, Trustee	AYE

Motion Carried. Resolution Adopted.

**Unpaid Water-** Authorize the Clerk-Treasurer to collect unpaid water rents, delinquent as of April 1<sup>st</sup>, 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 \$8,505.42.  
A **motion to authorize the Clerk-Treasurer to place \$8,505.42** in unpaid water onto the Village Tax roll for collection in June was made by Trustee Davis and was seconded by Trustee Hirschman.  
AYES-Nellist, Corwin-Bradley, Davis, Hirschman   NAY-0/None   ABSENT-1-Gow   Motion Carried.

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

- ✓ Water bills will be mailed April 9<sup>th</sup> and are due May 10<sup>th</sup> without penalty
- ✓ Need Spring Newsletter input or contributions by April 12
- ✓ The Village received their fiscal stress score from the Office of the State Comptroller for year 2020  
Fiscal Stress Score was 6.7 =No Designation  
Environmental Stress Score was 6.7=No Designation
- ✓ Another Fire King Lateral Filing Cabinet is needed because the previous one purchased is at capacity  
Safety File \$5,399.00 + Delivery & Set up \$295.00= \$5,694.00  
Amazon \$5,399.00 free delivery but to have a company put it in place would add \$700.00= \$6,099.00  
Office Furniture2go.com \$5,399.00 + \$395 for shipping +charge to move into the building \$700.00= \$6,494.00

A **motion to authorize the Clerk-Treasurer** to procure a Fire King Later Filing Cabinet was made by Deputy Mayor Corwin-Bradley and was seconded by Trustee Hirschman.  
Davis. AYES-Nellist, Corwin-Bradley, Davis, Hirschman   NAY-0/None   ABSENT-1-Gow   Motion Carried.

- ✓ The Clerk-Treasurer filled in the Board about the 9 inch bone that was brought to the Village Hall after it was found at the Lake Park, it was turned over to the Sherriff’s Dept. and determined to be a deer bone.

The **Public Works Report** was reviewed and accepted by the Board of Trustees.  
2% water loss for 1<sup>st</sup> QTR 2021 (January-March)  
Streetlights have been repaired except for one on Coleman Road, Mayor Nellist stated it’s nice to have Mark back after his illness.

The **Code Enforcement Report** was reviewed and accepted by the Board of Trustees.  
Mayor Nellist stated that several properties may need letters to remind them about Code Enforcement issues that need to be remedied.

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

**Correspondence:** 2020 NYS OSC Fiscal Stress Calculation Results= No Designation  
Walmart Account information- March 15, 2021  
BAS is now Edmunds GovTech-Upcoming changes-March 18, 2021  
Could result in large cost for Tax Software  
NYS DOT CHIPS letter- Available rollover amounts- March 26, 2021  
National Grid-upcoming changes to our Bills- March 29, 2021  
National Grid-Worker Safety pamphlet  
Charter Communications-Upcoming changes to programming-March 09, 2021  
Charter Communications-Upcoming changes to programming-March 29, 2021  
NC Gallonage Report

**Approval of Claims and Bill Payment:** Abstract 011                      Voucher #'s 329-360                      H3-Fund Voucher #44  
General Fund-\$7,559.47                      Water Fund-\$2,554.21                      T&A Fund-\$700.00                      H3-Fund-\$25,922.00  
TOTAL \$36,735.68  
A **motion to approve the above audited claims and bill payment by the entire Board of Trustees** was made by Trustee Davis and was seconded by Deputy Mayor Corwin-Bradley.  
Davis. AYES-Nellist, Corwin-Bradley, Davis, Hirschman                      NAY-0/None                      ABSENT-1-Gow                      Motion Carried.

**Budget Transfers:**                      A1325.43 Clerk-Training \$300.00 to A1325.41 Clerk-Telephone  
A1325.43 Clerk-Training \$250.00 to A1450.4 Election Contractual  
A1990.4 Contingency \$1,600.00 to A3120.43 Police Uniforms  
A3120.47 Police Building Maintenance \$25.00 to A3120.46 Police Vehicle Maintenance  
A **motion to approve the above budget transfers** was made by Trustee Hirschman and was seconded by Deputy Mayor Corwin-Bradley. Davis. AYES-Nellist, Corwin-Bradley, Davis, Hirschman                      NAY-0/None                      ABSENT-1-Gow  
Motion Carried.

**Public Comment** was offered by:  
Jon Hotaling: As commander of the Herbert W. Carr American Legion Post 425, the project of the Hometown Hero banners that honor veterans, was a great success. A total of 53 banners will line Quaker Road from Dollar General to Lake Road, as well as 6 banners along Main Street. The Legion is securing a man lift and utilizing volunteers to hang the banners before Memorial Day. A dedication ceremony will be held at Noon on Memorial Day at the gazebo in the Main Street Park. Debbie Seecrest was a huge help in scanning and cropping the photos for the banners. Mayor Nellist asked Mr. Hotaling to give the Board notice of when they would be hung because they would be happy to assist. The entire Board of Trustees expressed thanks for the coordination and execution of these wonderful banners for our community.  
Kent Wakefield: Expressed this gratitude for the quick response in getting the streetlights fixed last month.

**Board Comment** was offered by:  
Trustee Hirschman: Stated she felt blessed to be part of the Board and happy to help her community. She is eager to learn more aspects of the Village.

A **motion for Adjournment was made at 7:52pm** by Trustee Davis and was seconded by Trustee Hirschman.  
Davis. AYES-Nellist, Corwin-Bradley, Davis, Hirschman                      NAY-0/None                      ABSENT-1-Gow                      Motion Carried.

**Next work session will be Monday, May 3, 2021@ 6:00pm @ the Barker Fire Department**  
**Next regularly scheduled meeting will be Monday, May 10, 2020 @ 7:00pm at the Barker Fire Hall**

Respectfully Submitted,

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