

VILLAGE OF BARKER BOARD OF TRUSTEES

Annual Organizational Meeting Minutes

April 1, 2024 7:00PM

Barker Fire Hall



Mayor Seanna Corwin-Bradley
Trustee Aaron Davis
Trustee Melanie Hirschman
Trustee Val DiTommaso
Trustee Zander Detschner

In **Attendance:** DPW Superintendent Mark Remington, Deputy Clerk-Treasurer Laurel Cantella, Thomas Detschner, Madilyn Detschner, Adler Detschner, Jon Hotaling, Rachel Sutter, Keira Dalton, Natalie Brandel, Keith & Darlene Hurtgam, Abby Socie, Jessica Monaco

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

Clerk-Treasurer Detschner **administered the oath of Office** to Trustee DiTommaso and Trustee Detschner.

Mayoral Appointments:

Code Enforcement Officer: Mark Remington
Official Newspaper: Union Sun & Journal
Village Attorney: Daniel Seaman, Seaman & Norris LLP
Alternate Village Attorney: Thomas Caserta
Village Engineer: Barton & Loguidice
Planning Board- Julie Hunter (exp. 3/31/2028)
Zoning Board-Dale Corwin (exp. 3/31/2027)
Zoning Board- (exp. 3/31/2027)

A **motion to accept the above mayoral appointments** was made by Trustee Hirschman and seconded by Trustee DiTommaso.

The previous was ADOPTED. AYES-5-Corwin-Bradley,Davis,Detschner,DiTommaso,Hirschman NAYS-0/None Motion Carried.

Mayoral Assignments for the Board of Trustees:

Deputy Mayor: Aaron Davis
Trustee Detschner-Property Maintenance and Improvements
Mayor Corwin-Bradley-Grant, Research, Policies and Procedures
Deputy Mayor Davis/Trustee DiTommaso- Fleet Equipment Maintenance and procurement
Trustee Hirschman-Parks, Recreation & Main Street Beautification

PUBLIC HEARING FOR THE TENTATIVE BUDGET FY June 1, 2024-May 31, 2025

The public hearing for the FY 2024-2025 budget was opened at 7:03pm by Mayor Corwin-Bradley.

General Fund-\$570,617 Tax Rate at \$7.90 /M

Water Fund- \$101,258

TOTAL \$ 671,875

The public hearing was closed at 7:05pm with no public comment offered during the hearing on a motion from Deputy Mayor Davis and seconded by Trustee Detschner.

The previous was ADOPTED. AYES-5-Corwin-Bradley,Davis,Detschner,DiTommaso,Hirschman NAYS-0/None Motion Carried.

Resolution # 4-2024- Adoption of the FY 2024-2025 Budget and Set the Tax Rate

WHEREAS, the tentative budget for the fiscal year 2024-2025 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 2024-2025

THEREFORE BE IT FURTHER RESOLVED that the tax rate for the fiscal year 2024-2025 budget be set at \$7.90 per thousand.

A motion to ADOPT Resolution #4-2024 was made by Trustee DiTommaso and seconded by Trustee Hirschman.

The previous was ADOPTED. AYES-5-Corwin-Bradley,Davis,Detschner,DiTommaso,Hirschman NAYS-0/None Motion Carried.

The **Sales tax** received for March 2024 was \$14,766.00 an increase of \$229.24 from March 2023.

The **Approval of Minutes** for the Monthly Board Meeting March 11, 2024 was motioned for approval by Trustee Hirschman and seconded by Deputy Mayor Davis.

The previous was ADOPTED. AYES-5-Corwin-Bradley,Davis,Detschner,DiTommaso,Hirschman NAYS-0/None Motion Carried.

Election Results: A total of 29 ballots were cast on Tuesday, March 19, 2024

Trustee: 2 year term-2 seats

Val DiTommaso 19

Alexander Detschner 22

Write In: None

Resolution # 5-2024- Investment Policy

This policy is on file with the Village Clerk-Treasurer

A **motion to ADOPT Resolution #5-2024** was made by Trustee Detschner and seconded by Trustee DiTommaso.

The previous was ADOPTED. AYES-5-Corwin-Bradley,Davis,Detschner,DiTommaso,Hirschman NAYS-0/None Motion Carried.

Resolution # 6-2024- Procurement Policy

This policy is on file with the Village Clerk-Treasurer

A **motion to ADOPT Resolution #6-2024** was made by Trustee Detschner and seconded by Trustee DiTommaso.

The previous was ADOPTED. AYES-5-Corwin-Bradley,Davis,Detschner,DiTommaso,Hirschman NAYS-0/None Motion Carried.

Resolution # 7-2024- Ethics Policy

This policy is on file with the Village Clerk-Treasurer

A **motion to ADOPT Resolution #7-2024** was made by Trustee Detschner and seconded by Trustee DiTommaso.

The previous was ADOPTED. AYES-5-Corwin-Bradley,Davis,Detschner,DiTommaso,Hirschman NAYS-0/None Motion Carried.

Resolution # 8-2024- Fund Balance Policy

This policy is on file with the Village Clerk-Treasurer

A **motion to ADOPT Resolution #8-2024** was made by Trustee Detschner and seconded by Trustee DiTommaso.

The previous was ADOPTED. AYES-5-Corwin-Bradley,Davis,Detschner,DiTommaso,Hirschman NAYS-0/None Motion Carried.

Resolution # 9-2024- Work Place Violence Prevention Policy

This policy is on file with the Village Clerk-Treasurer

A **motion to ADOPT Resolution #9-2024** was made by Trustee Detschner and seconded by Trustee DiTommaso.

The previous was ADOPTED. AYES-5-Corwin-Bradley,Davis,Detschner,DiTommaso,Hirschman NAYS-0/None Motion Carried.

Resolution # 10-2024- Sexual Harassment Policy

This policy is on file with the Village Clerk-Treasurer

A **motion to ADOPT Resolution #10-2024** was made by Trustee Detschner and seconded by Trustee DiTommaso.

The previous was ADOPTED. AYES-5-Corwin-Bradley,Davis,Detschner,DiTommaso,Hirschman NAYS-0/None Motion Carried.

Resolution #11-2024- 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 67 cents per mile.

Section 2. That this resolution takes effect immediately.

A **motion to ADOPT Resolution #11-2024** was made by Deputy Mayor Davis and seconded by Trustee Hirschman.

The previous was ADOPTED. AYES-5-Corwin-Bradley,Davis,Detschner,DiTommaso,Hirschman NAYS-0/None Motion Carried.

Resolution #12-2024- 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 #12-2024** was made by Trustee DiTommaso and seconded by Trustee Detschner.

The previous was ADOPTED. AYES-5-Corwin-Bradley,Davis,Detschner,DiTommaso,Hirschman NAYS-0/None Motion Carried.

Resolution #13-2024- 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 Board members and 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
New York State Association of Tax Receivers & Collectors
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 #13-2024** was made by Trustee Hirschman and seconded by Deputy Mayor Davis. The previous was ADOPTED. AYES-5-Corwin-Bradley,Davis,Detschner,DiTommaso,Hirschman NAYS-0/None Motion Carried.

Resolution #14-2024 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 #14-2024** was made by Trustee DiTommaso and seconded by Trustee Hirschman. The previous was ADOPTED. AYES-5-Corwin-Bradley,Davis,Detschner,DiTommaso,Hirschman NAYS-0/None Motion Carried.

Resolution # 15-2024- 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 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 until the new Village Hall/Library building is opened 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 #15-2024** was made by Trustee Hirschman and seconded by Trustee DiTommaso. The previous was ADOPTED. AYES-5-Corwin-Bradley,Davis,Detschner,DiTommaso,Hirschman NAYS-0/None Motion Carried.

Resolution #16-2024- 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 #16-2024** was made by Trustee Detschner and seconded by Trustee DiTommaso. The previous was ADOPTED. AYES-5-Corwin-Bradley,Davis,Detschner,DiTommaso,Hirschman NAYS-0/None Motion Carried.

Unpaid Water- A motion to authorize the Clerk-Treasurer to collect unpaid water rents, delinquent as of April 1st, 2024 by sending the outstanding amounts to Niagara County Department of Real Property for placement on the Village Tax Roll in the amount \$11,0123.87 as made by Trustee DiTommaso and was seconded by Deputy Mayor Davis.

The previous was ADOPTED. AYES-5-Corwin-Bradley,Davis,Detschner,DiTommaso,Hirschman NAYS-0/None Motion Carried.

Unpaid Extra Garbage Cart Fee- A motion to authorize the Clerk-Treasurer to collect unpaid extra garbage cart fees (additional carts requested by Village residents above and beyond the free tote provided by the Village), delinquent as of April 1st, 2024 by sending outstanding accounts to Niagara County Department of Real Property for placement on the Village Tax Roll as an miscellaneous charge in the amount of \$250.00 was made by Trustee Hirschman and was seconded by Trustee DiTommaso.

The previous was ADOPTED. AYES-5-Corwin-Bradley,Davis,Detschner,DiTommaso,Hirschman NAYS-0/None Motion Carried.

Three septate notices have been sent to residents who currently have unpaid fees. The total unpaid amount as of April 1, 2024 is \$250.00 from three residents.

Concrete/sidewalk completion at the new Village Hall/Library building. Sidewalk along east wall of the building and wrapping around the south wall to the back entrance door of the Village Hall Office, as well as concrete for the flagpole that will be located in the northeast corner of the parking lot. 75'x5' of sidewalk, flagpole 20'x5'

Quotes received:

MJP contracting \$4,500.00

Hy-Tech Concrete \$4,100.00

A motion to approve the concrete/sidewalk at the new Village Hall/Library building by Hy-Tech Concrete in the amount of \$4,100.00 was made by Deputy Mayor Davis and was seconded by Trustee Hirschman.

The previous was ADOPTED. AYES-5-Corwin-Bradley,Davis,Detschner,DiTommaso,Hirschman NAYS-0/None Motion Carried.

A motion to Authorize custom vinyl graphics for the new Village Hall/Library building meeting room by JBR Grafx in the amount of \$2,200.00 was made by Trustee DiTommaso and seconded by Trustee Detschner. The previous was ADOPTED. AYES-5-Corwin-Bradley,Davis,Detschner,DiTommaso,Hirschman NAYS-0/None Motion Carried.

The graphics will be of the original pony engine and original train depot building.

The **Clerk-Treasurer's Financial Reports** were not submitted due to the bank statements not being released.

- ✓ Water bills will be mailed April 8th and are due May 10th without penalty
- ✓ Spring 2024 Newsletters will be prepared shortly and will be mailed when the Annual Drinking Water Quality Report is finalized after it is sent by Niagara County. Any contributing articles please by in by April 12th
- ✓ CDBG Stormwater Study grant kickoff with Barton & Loguidice will be held April 4, 2024 and they will be on site all day gathering information

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

LNR Industries and Rural Water Leak detection continue to assist the Village in locating the source of the water loss incurring. Two locations were dug on East Avenue, but no leaks were detected.

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

Permits issued: 0

Violations Sent: 2

Correspondence: Village's Fiscal Stress Report & Environmental Stress Report- No Designation

Niagara County Thank-A-Vet program information

NC Solar Eclipse Coordination Plan Executive Summary

NC Gallonage Report

Approval of Claims and Bill Payment: Abstract 011 Voucher #'s 343-368

General Fund-\$13,465.31 Water Fund-\$1077.48 T&A Fund-\$717.42 \$TOTAL \$15,260.21

A motion to approve the claims and bill payment audited by the entire Board of Trustees was made by Trustee Hirschman and seconded by Trustee Detschner.

The previous was ADOPTED. AYES-5-Corwin-Bradley,Davis,Detschner,DiTommaso,Hirschman NAYS-0/None Motion Carried.

Budget Transfers: A5410.4 Sidewalks Contractual \$15,000.00 to A1620.44 Village Hall Contractual

A motion to the above budget transfer was made by Trustee DiTommaso and seconded by Deputy Mayor Davis.

The previous was ADOPTED. AYES-5-Corwin-Bradley,Davis,Detschner,DiTommaso,Hirschman NAYS-0/None Motion Carried.

Public Comment was offered by:

Jan Hotaling: Offered congratulatory remarks to the newly elected Trustees and Thanked the Village for passing a resolution to enter into an agreement with the American Legion Post #425 to assist with the Hometown Hero banners being put up and taken down.

Board Comment was offered by:

Trustee Detschner: Thanked those who attended to witness his swearing in.

Deputy Mayor Davis: Congratulated newly elected members Detschner and DiTommaso.

Mayor Corwin-Bradley: Also congratulated newly elected members Detschner and DiTommaso.

Trustee DiTommaso: Thanked everyone and stated he's excited to serve the Village for the next two years.

Trustee Hirschman: Let's go MABA-Make Barker Great Again!

A motion for **adjournment was made at 7:20pm** by Trustee DiTommaso and seconded by Trustee Detschner.

The previous was ADOPTED. AYES-5-Corwin-Bradley,Davis,Detschner,DiTommaso,Hirschman NAYS-0/None Motion Carried.

Next work session will be Monday, May 6, 2024@ 6:00pm @ Barker Fire Dept, 1660 Quaker Road **

Next regularly scheduled meeting will be Monday, May 13, 2024 @ 7:00pm at the Barker Fire Dept., 1660 Quaker Road **

** Unless new building has been completed and is open for business

Respectfully Submitted,

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