



VILLAGE OF BARKER BOARD OF TRUSTEES ANNUAL ORGANIZATIONAL MEETING AGENDA

April 2, 2018 7:00PM

Mayor Aaron Nellist
Deputy Mayor Gregory P. Kerth
Trustee James Baker
Trustee Kimberly Ruffini
Trustee Seanna Corwin-Bradley

Attendance

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

Oath of Office for Trustee Corwin-Bradley and Trustee Kimberly Ruffini administered by Clerk-Treasurer Amanda Detschner

Mayoral Appointments:

Code Enforcement Officer- Mark Remington- 1yr Term
Village Historian- Peter Devereaux- 1yr Term
Ethics Board- Matthew Rose- 5yr Term
Ethics Board-
Planning Board- Grace Bodine- 5yr Term
Planning Board-
Official Newspaper- Union Sun & Journal
Village Attorney- Daniel E. Seaman & Brian Seaman, Esq.
Alternate Village Attorney- Tom Caserta, Esq.
Village Engineer- Chatfield Engineers

Mayoral Assignments for the Board of Trustees:

Deputy Mayor- Infrastructure, Water and Property Maintenance & Police Liaison
Trustee Corwin-Bradley- Grant, Research, Policies and Procedures
Trustee Baker- Equipment and Fixed Assets
Trustee Ruffini- Parks, Recreation & Main Street Beautification

PUBLIC HEARING FOR THE TENTATIVE BUDGET FY June 1, 2018- May 31, 2019

General Fund-\$330,966 Tax Rate at \$7.40/thousand an increase of 8 cents totaling a revenue increase of \$2,409.00
Water Fund-\$109,659
TOTAL \$ 440,625

Adoption of the FY 2018-2019 Budget and set the Tax Rate-Resolution #8-2018

WHEREAS, the tentative budget for the fiscal year 2018-2019 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 2018-2019.

THEREFORE BE IT FURTHER RESOLVED, that the tax rate for the fiscal year 2018-2019 budget be set at \$7.40 per thousand.

Sales tax received for March 2018 was \$9,242.71 an increase of \$130.76 from March 2017

Approval of Minutes for the monthly board meeting held March 12, 2018

Election Results: A total of 29 ballots were cast on Tuesday, March 20, 2018- two (2) Trustee positions for two (2) year terms

TRUSTEE: **Seanna Corwin-Bradley 26**

Kimberly Ruffini 28

Investment Policy-Resolution #9-2018

This policy on file with the Village Clerk- Treasurer.

Procurement Policy-Resolution #10-2018

This policy is also on file with the Village Clerk-Treasurer.

Ethics Policy- Resolution #11-2018

This policy is also on file with the Village Clerk-Treasurer.

Fund Balance Policy- Resolution #12-2018

This policy is also on file with the Village Clerk-Treasurer.

Work Place Violence Policy- Resolution #13-2018

This policy is also on file with the Village Clerk-Treasurer.

Sexual Harassment Policy- Resolution #14-2018

This policy is also on file with the Village Clerk-Treasurer.

Mileage Allowance- Resolution #15-2018

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 .545 cents per mile.

Section 2. That this resolution takes effect immediately.

Advanced Approval of Claims- Resolution #16-2018

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

WHEREAS all such claims shall be presented to 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 of 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 this resolution shall take effect immediately.

Attendance at Schools and Conferences-Resolution #17-2018

WHEREAS there is to be held during the coming official 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

New York State Office of the State Comptroller

New York State Association of City and Village Clerks

New York State and Local Retirement System

Cornell Municipal Clerks 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 benefit 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 named meetings with the understanding that their primary responsibilities to the Village are met.

This resolution shall take effect immediately.

Designation of Official Depository- Resolution #18-2018

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

Section 2: That this resolution shall take effect immediately.

Resolution #19-2018

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 for 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

THEREFORE BE IT RESOLVED that the 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 Village 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.

Resolution #20-2018

Procedure for calling of Special meetings

WHEREAS, it is not uncommon for special meetings to be necessary in 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 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 will notify each member individually and that in the absence of the Clerk, the Mayor will provide the notification and

That this resolution shall take effect immediately.

Resolution #21-2018

Establishing a Cell Phone Stipend for the Mayor and Department of Public Works Superintendent

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 already receives a \$25.00 stipend per month towards the cost of his personal cell phone premium; and

WHEREAS, the Mayor will now be paid a \$25.00 stipend per month, starting June 2018; and

WHEREAS, it's the duty of the individual receiving the cell phone stipend to ensure that they maintain a property 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/elected official phone stipend as stated above.

Unpaid Water- Authorize the Clerk-Treasurer to collect unpaid water rents, delinquent as of April 1st, 2018 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, 2018 is \$7,914.69.

Clerks Report

- ✓ Spring Newsletter will be mailed as soon as the Annual Drinking Water Quality Report is received and completed
- ✓ Water bills will be mailed April 10th and are due May 10th without penalty
- ✓ Village's Fiscal Stress Score for 2017 was No Designation at a score of 3.3 and for the Environmental Score-Moderate Environmental Stress at 43.3
- ✓ Received a letter from NYPIRG an non-profit organization that conducts research door to door. They request a letter in response to their request, since they gave notice in 2017, I used the letter updated the information and attached the new Peddle Local Law so that they adhere to the hours listed.

Public Works Report

NC Water District Transmission Main Phase 2 Coordination Shutdown

Trial Shutdown scheduled April 5th

Shutdown scheduled to start on April 17, 2018 between 6am and 9am and the shutdown is estimated to last approximately 24 hours. You may not notice any changes, but if you do it's due to the following. The possibility of low pressure is to be expected, as well as the water could be cloudy due to air introduced in the line.

Code Enforcement Report- no report submitted

