

**Village of Sherman –Regular Board Meeting**  
**Village Office-111 Mill St**  
**October 4<sup>th</sup>, 2017**

Members: Deputy Mayor Gratto, Trustees: Higginbotham and Reyda  
 Others Present: Doug Crane, Jay Irwin, Clerk Ramm, Dennis Watson, Janet Dawley, Rick Ayers, Colleen Meeder, Kirk Ayers, Tim Short, Bill Harvey, Kevin Cole, David and Deb Prenatt.

Deputy Mayor Gratto called the meeting to order at 7:00 pm. He welcomed the guests and asked if any had issues they wanted to report.

Tim Short introduced himself, explained his intentions to become a Code Enforcement Officer and asked the Board to approve his apprenticeship under Jeff Messenger. In response to Trustee Reyda's question, Mr. Short said he lived in Lakewood but he would relocate if that was a requirement. Mr. Cole added that Mr. Short was getting his Electrical Inspector Certification, as well as his Building Code Official Certification, and would be an asset to the Village. Mr. Short had registered for the classes but required a municipal affiliation to be accepted. The Board were favorable and would discuss this further with Mr. Messenger.

Mr. Harvey wanted to know if the Board knew about the new "junk yards" in the Village. Both Code Enforcement Officers are aware of these properties on Kipp and Park Streets. The properties are on course for being cited for multiple code violations.

Rick Ayers updated the Board on his progress. He has purchased the property and signed the contracts, and is now in the design phase. Mr. Ayers hopes to start building next fall, but this depends on the USDA.

**RESOLUTION #1:** On motion made by Trustee Reyda and seconded by Trustee Higginbotham to accept the September 6th, 2017 board meeting minutes as submitted.

AYES: All

NAYES: 0

**JAY IRWIN:**

- **DIP SYSTEM:** Mr. Irwin stated that the 25% deposit was paid and the lead time for delivery is 8 weeks after payment is received. Now we need to get everything ready for the installation, which we'll do inhouse. The actual installation should be complete in one to two days.

**DOUG CRANE:**

- **DOLLAR GENERAL:** Mr. Crane has turned the water on for the Dollar General. They are still waiting for a telephone pole to be moved and for the road easements, which is dependent on the State, otherwise they are on track to open next month.
- **CCDPW BUILDING:** All their lines are in place and the water samples have been submitted. Once these have been approved, Mr. Crane wants to have everything hooked up by Friday.

- **WATER:** The water meters will be read and given to the clerk by Friday.
- **ACCOUNTS:** As discussed at the last meeting, Bob Person has two meters. The water meter for the golf cart business was incorrectly set up in 2010 and now has a total of \$931.12 which was billed on both meters. Clerk Ramm has already closed the duplicate account and set up the existing meter to correctly read both in the future.

**RESOLUTION #2:** On motion made by Trustee Reyda and seconded by Trustee Higginbotham to approve crediting the duplicate amount of \$931.12 owed to Mr. Person.

AYES: 3 Reyda, Higginbotham, Gratto

NAYES: 0

- **OTHER:** Mr. Crane and Mr. Meeder have been focused on completing all the two-person jobs, like the Dollar General and CCDPW. While Mr. Crane is on leave Mr. Meeder will take care of all the one-person jobs that have accumulated over the summer, for example, the cone in front of Bessie Endress' house. Mr. Meeder will also be helping the wastewater department get ready for the DIP installation.

**RESOLUTION #3:** On motion made by Trustee Higginbotham and seconded by Trustee Reyda to approve Voucher #5 submitted for \$56,820.99 for September 2017.

AYES: 3 Higginbotham, Reyda, Gratto

NAYES: 0

### **CLERK**

Checking Account (10/04/2017) - \$117,397.68

CD Balance (10/02/2017) - \$133,624.70

- **PRINTER:** The drum for the office printer needs to be replaced. Axiom quoted \$380 for a new drum which is good for 40,000 prints (but there is no guarantee on the life of the actual machine). They also quoted \$680 for a wireless color refurbished printer. Clerk Ramm would get two more quotes before a decision will be made.
- **AUD:** The 2017 AUD is ready for submission, it just needs the new GASB 68 report. Colleen Meeder explained that this a new requirement that is not merely a journal entry, it is a liability forecast which includes notes and schedules.
- **NEWSLETTER:** The quarterly newsletter is being reinstated and would go out with this next water and sewer bill.

### **OLD BUSINESS:**

**SCHOOL CROSSING GUARD:** Trustee Higginbotham inquired what the findings were regarding the crossing guard's employment. Clerk Ramm responded that she'd spoken to the school superintendent, Mr. Ginestre. He was under the impression that the Village was responsible since it was a village road. He added that he'd asked other schools and Ripley is the only school that has a crossing guard, and she is employed by the Town of Ripley, while the other schools either didn't have a crossing guard or the service was provided by their local police department. Mr. Crane added that a school employee doesn't have the authority to stop traffic while a village employee does. It was decided to leave the crossing guard as a village employee.

**EMPLOYEE HANDBOOK:** The Trustees each received a copy of the updated handbook to look over for discussion at the next meeting.

**NEW BUSINESS:**

**NEW SOFTWARE:** The new software was installed on Monday and things are running smoothly. Colleen Meeder presented reports from the new software of the 2018 financials. She highlighted how the capital projects have now been broken out. She clarified the balance sheet and fund balances, noting the water fund's accounts receivable and the sewer fund's capital project. The current costs have been less than \$300 for the software and installation. This system is user friendly and extremely cost effective.

**BOARD MEETING:** Trustee Higginbotham suggested starting the meeting earlier. Clerk Ramm would check the necessary procedure with NYCOM before the next meeting.

**GENERAL ELECTION:** Clerk Ramm read out the names of the candidates that will be on the November 2017 General Election ballot. It was mentioned that the Sherman Chamber of Commerce was going to host a "meet and greet" with the candidates at the end of October. The date will be advertised around the village once it is finalized. Mr. Harvey voiced his concern that if candidates weren't interested enough to come to village meetings they certainly didn't care about what they're getting into.

**ALL-HAZARD MITIGATION PLAN:** The Trustees have reviewed and accept the new Chautauqua County Multi-Jurisdictional All-Hazard Mitigation Plan which was prepared by the Chautauqua County Office of Emergency Services, with the assistance of Ecology and Environment Inc.

**RESOLUTION #3:** On motion made by Trustee Reyda and seconded by Trustee Higginbotham to adopt the new Chautauqua County Multi-Jurisdictional All-Hazard Mitigation Plan.

AYES: 3 Reyda, Higginbotham, Gratto

NAYES: 0

**RESOLUTION #4:** On motion made by Trustee Reyda and seconded by Trustee Higginbotham to adjourn the meeting at 7:58 PM.

AYES: 3 Reyda, Higginbotham, Gratto

NAYES: 0

Respectfully submitted,  
Jeanette Ramm  
Clerk/Treasurer