

**Village of Sherman –Regular Board Meeting**  
**Village Office-111 Mill St**  
**January 3rd, 2018**

Members: Mayor Meeder Trustees: Gratto, Higginbotham, Reyda and Ayers  
 Others Present: Doug Crane, Jay Irwin, Dennis Watson, Greg Rater, Clerk Ramm, David and Deb Prenatt.

Mayor Meeder called the meeting to order at 6:00 pm and lead everyone in the pledge of allegiance.

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

AYES: 4 Gratto, Higginbotham, Reyda, Ayers

NAYES: 0

**PUBLIC PARTICIPATION:**

Greg Rater introduced himself and explained in detail a personal grievance he was trying to resolve. He hoped the Board could mediate or recommend a course of action since he had received no support from any of the county and state officials he had approached. Although the Board empathized with the unfairness of the situation, they felt they could not in good conscious get involved.

**MAYOR MEEDER:**

- **EMPLOYEE HANDBOOK:** Mayor Meeder stated that she'd been working on the handbook, but wanted to meet with the department heads to go over it in detail before presenting it to the Trustees for approval.
- **ACCOLADES:** Mayor Meeder read a letter from the president of Rails to Trails, James Fincher, thanking Doug Crane for his assistance on various projects along the trail. Mr. Crane in turn thanked the other staff members for their contribution which allows him to be available in this way. Clerk Ramm added that Carol Chase had called to commend the Village staff for doing such an excellent job plowing the roads and driveways. There'd been excessive snowfall and Mr. Crane had cleared more than just the road making residents feel safer and she just wanted to let us all know what a good job they were doing and how much it is appreciated.
- **CHAMBER OF COMMERCE:** Mayor Meeder shared that she'd attended her first Sherman Chamber of Commerce meeting. She reported that the Chamber were very pleased with all the activity over the Christmas weekend and they planned to build on the "Christmas in Whoville" theme over the next few years. It was also wonderful to see all the different Sherman organizations getting involved and working together to make the weekend a success.
- **CDBG GRANT:** The Village was awarded the \$50,000 Community Development Block Grant to do the comprehensive engineering study for the wastewater treatment plant.

**WASTEWATER:**

- **DIP SYSTEM:** Mr. Irwin stated that they planned to install the Direct In-Line Pumping System on January 10th. He thanked the Village of Westfield and North Chautauqua Lake Sewer District for the use of their equipment to clear out the old wet well and their assistance with the upcoming installation. Koester Associates will also be available for help and extra parts during the installation.
- **REQUEST FOR PROPOSAL(RFP):** The Clerk went over the request for proposal, legal notices, selection committee, deadlines, etc. as per the grant's instructions. Further decisions would be made under new business.

**DEPARTMENT OF PUBLIC WORKS:**

- **STREETS:** Mr. Crane explained how busy he and Mr. Meeder have been due to equipment failures and repairs. The street plow is up and running again but the sidewalk plow is still not working. Fortunately, we are using the School's snow blower which works well but is slower thus adding to our overall time plowing.
- **WATER:** With the expected weather, as well as the upcoming installation, Mr. Crane was not certain there would be enough time to read the water meters. It was likely that estimations would have to be done this quarter to prevent late billing.
- **PLOWING:** Discussion turned to cars being illegally parked in the Village and subsequently being plowed in. Mr. Crane mentioned that he gives grace to first time offenders, or those with justified circumstances, but frequent law breakers get a warning and are then plowed in. Mayor Meeder added that a list of the rules relevant to this will be in next week's newsletter.
- **TIME KEEPING:** Mr. Crane clarified that he has a time book in which he logs (in fifteen-minute increments) everything he does in a day, including refueling a vehicle or going home to pick up a tool he needs. Even if Mr. Crane is assisting a MVA or changing a tire on the garbage truck, it is always logged. Mr. Crane maintains a flexible schedule with the required duties as Superintendent of Department of Public Works.

**RESOLUTION #2:** On motion made by Trustee Higginbotham and seconded by Trustee Gratto to approve Voucher #8 submitted for \$6,146.09 for December 2017.

AYES: 4 Higginbotham, Gratto, Ayers, Reyda

NAYES: 0

**CLERK**

Checking Account (01/02/2018) - \$19,149.03 and Book Value - \$17,495

CD (01/02/2018) - \$133,624.70

The remaining amount of \$47,868.34 for the DIP System would be due after installation on January 10<sup>th</sup>. Although the Village is still waiting for the \$13,765.23 from the State for the dissolution grant, as well as the \$33,795.16 from the County for the new DPW building, we cannot be certain when we will receive these payments. A transfer from the CD to the general checking account was discussed.

**RESOLUTION #3:** On motion made by Trustee Reyda and seconded by Trustee Higginbotham to approve the payment of the C&B Equipment invoice of \$47,868.34 for the DIP System.

AYES: 4 Reyda, Higginbotham, Gratto, Ayers

NAYES: 0

**RESOLUTION #4:** On motion made by Trustee Higginbotham and seconded by Trustee Ayers to approve the transfer of \$50,000 from the CD to the general checking account if it is needed this month.

AYES: 4 Higginbotham, Ayers, Gratto, Reyda

NAYES: 0

**OLD BUSINESS:**

**PRINTER:** Clerk Ramm said that she'd bought a new photoconductor for the printer and the machine was working well.

**SOLAR LIGHTS:** Mayor Meeder explained that the Village was going to investigate grant funding to cover the costs of solar lights, new sidewalks, water meters, and other improvement projects. She'd spoken to Mr. Irwin about researching grant opportunities for this.

**NEW BUSINESS:**

**CDBG REQUIREMENTS:** As per the requirements of the Community Development Building Grant, the Village needs to establish a Proposal Selection Committee to choose which engineering consultant will be commissioned to do the comprehensive sewer assessment study from the responses to the RFP. Secondly, the Board needs to formally accept the NYS CDBG grant, and formally publish the RFP in the local newspaper.

**RESOLUTION #5:** On motion made by Trustee Ayers and seconded by Trustee Gratto to create a Proposal Selection Committee comprising of all the Village Board members, the Village Clerk and the Chief Wastewater Operator.

AYES: 4 Ayers, Gratto, Reyda, Higginbotham

NAYES: 0

**RESOLUTION #6:** On motion made by Trustee Gratto and seconded by Trustee Ayers to accept the New York State Community Development Building Grant and authorize the Mayor to accept the terms and sign the grant agreement.

AYES: 4 Gratto, Ayers, Reyda, Higginbotham

NAYES: 0

**RESOLUTION #7:** On motion made by Trustee Higginbotham and seconded by Trustee Reyda to authorize the Clerk to publish the Request For Proposal in the local newspaper after funding agency's approval.

AYES: 4 Higginbotham, Reyda, Gratto, Ayers

NAYES: 0

**RESOLUTION #8:** On motion made by Trustee Gratto and seconded by Trustee Reyda to have a special meeting on February 15<sup>th</sup>, 2018 at 6:00pm.

AYES: 4 Gratto, Ayers, Reyda, Higginbotham

NAYES: 0

**RESOLUTION #9:** On motion made by Trustee Ayers and seconded by Trustee Gratto to authorize the Clerk to open a non-interest-bearing account, strictly for New York State Funds, with an opening balance of \$2,500.00.

AYES: 4 Ayers Gratto, Higginbotham, Reyda

NAYES: 0

**RESOLUTION #10:** On motion made by Trustee Ayers and seconded by Trustee Reyda to move into executive session at 7:24 PM.

AYES: 4 Ayers, Reyda, Higginbotham, Gratto

NAYES: 0

**RESOLUTION #11:** On motion made by Trustee Ayers and seconded by Trustee Higginbotham to exit executive session and adjourn the meeting at 8:26 PM.

AYES: 4 Ayers, Higginbotham, Gratto, Reyda

NAYES: 0

Respectfully submitted,

Jeanette Ramm

Clerk/Treasurer