Village of Sherman –Regular Board Meeting Village Office-111 Mill St May 30th, 2018

Members: Mayor Meeder Trustees: Higginbotham, Reyda and Ayers Others Present: Clerk Ramm, Peter Clark, Michelle Swabik and Carol Hay.

Apologies: Trustee Gratto

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

NEW BUSINESS:

- VILLAGE ATTORNEY: Mayor Meeder explained that due to increased obligations as the City of Jamestown's Clerk, Mr. Todd Thomas no longer had the time available to give the Village of Sherman the legal counsel it needed and therefore resigned from his position as Village Attorney. Mayor Meeder introduced Peter Clark, Attorney at Law from Fredonia. Mr. Clark gave a brief summation of his work experience and services and answered some questions from the trustees.
- **HISTORICAL SOCIETY:** Carol Hay, representing the Sherman Historical Society (SHS), explained that the family of the late John Fiet had given the society a number of his paintings. Since Mr. Fiet hailed from Sherman, and the SHS had no suitable venue to hang the paintings, they decided to donate the works of this talented local artist to various Sherman organizations, including the Village. The Village Board was very appreciative of the generosity of the Sherman Historical Society.
- **RURAL CENTER:** Michelle Swabik shared how the Rural Center had become a finalist as a recipient for a park grant. The first stage of the grant's deadline is June 15th, 2018 but she needed the Village Board's approval as she planned to put together a skate park and more, near Edmund's Park. She proposed this venue because of its proximity to the Rural Center. Although the park proposal was well received, there were other issues including responsibility for the park and equipment, and general liability.

ORGANIZATIONAL ITEMS:

Deputy Mayor: Isaac Gratto

Code Enforcement Officers: Jeff Messenger & Lane Chase

Attorney: Peter Clark
Clerk/Treasurer/RMO/Tax Collector: Jeanette Ramm
Crossing Guard: Geraldine Robson
Official Newspaper: Post Journal

Official Depository: Community Bank NA

• Mayor and Clerk co-sign payroll/voucher checks

- Mayor and Clerk co-sign T&A Checks
- Clerk electronic transfer of T&A funds from general checking
- Clerk electronic payment of T&A taxes and expenditures

- Clerk will renew all CD's with no changes
- Board will approve all CD deposits and withdrawals
- Clerk has advanced approval for utility payments, postage and other regular payments due before the regular meeting.
- Clerk-Treasurer authorized to pay salaries, the mayor will approve each payroll roster.
- Re-establishment of the uniform system of accounts, and receipt practices, for 2018-2019.
- Mayor is given the authority to send employees to conferences, meetings, etc. with expenses in accordance with Board Policy and budgets.
- Mayor is given the authority to make budget transfers with details made available to the trustees at each monthly meeting.
- Continuance of public official liability coverage in the amount of \$1,000,000 with provider WNY Insurance Agency.
- Re-establish the financial committee consisting of the mayor and the board of trustees.

Mileage reimbursement rate: Set at current federal rate (currently is 54.5 cents per mile). Clerk's office hours: Monday–Friday from 8:00am–4pm (except summer hours

during June – August).

Regular Board meetings: First Wednesday of each month (except July which will be

the second Wednesday) starting at 6pm.

Petty Cash Set at \$150

RES 2018-05-30.1: Motion to approve the annual organizational items as presented.

Moved: Trustee Reyda Seconded: Trustee Ayers

AYES: 3 Reyda, Ayers, Higginbotham

NAYES: 0

RES 2018-05-30.2: Motion to approve the resolution stating that the deputy mayor will act on behalf of the mayor in her absence.

Moved: Trustee Higginbotham Seconded: Trustee Reyda

AYES: 4 Higginbotham, Reyda, Ayers, Meeder

NAYES: 0

RES 2018-05-30.3: Motion to approve carrying over the clerk-treasure's unpaid time-off and compensation hours totaling 187.75 hours of comp time and 66 hours of paid time off (including personal time and vacation).

Moved: Trustee Reyda Seconded: Trustee Higginbotham

AYES: 4 Reyda, Higginbotham, Ayers, Meeder

NAYES: 0

RES 2018-05-30.4: Motion to approve increasing the crossing guard's hourly rate to \$15 per hour.

Moved: Trustee Higginbotham Seconded: Trustee Reyda

AYES: 4 Higginbotham, Reyda, Ayers, Meeder

NAYES: 0

RES 2018-05-30.5: Motion to approve increasing the code enforcement officers' hourly rate to

\$15/hour.

Moved: Trustee Higginbotham Seconded: Trustee Reyda

AYES: 4 Higginbotham, Reyda, Ayers, Meeder

NAYES: 0

RES 2018-05-30.6: Motion to approve the monthly cell phone reimbursement amounts as follows: department heads \$75/month, clerk-treasurer \$40/month, other full-time employees \$25/month.

Moved: Trustee Higginbotham Seconded: Trustee Reyda

4 Higginbotham, Reyda, Ayers, Meeder AYES:

NAYES: 0

RES 2018-05-30.7: Motion to approve the monthly reimbursement of \$30/month for the use of personal vehicle for work for the chief operator.

Moved: Trustee Ayers Seconded: Trustee Meeder

AYES: 3 Ayers, Meeder, Reyda

NAYES: 0

Trustee Higginbotham abstained from voting.

RES 2018-05-30.8: Motion to approve the firm Barton & Loguidice to assist in two grant funding applications for a Community Development Block Grant (CDBG) for evaluating the drinking water and storm water systems; and a Climate Smart Communities Grant (CSCG) for a Village Comprehensive Plan, not to exceed \$2,500.

Moved: Trustee Reyda Seconded: Trustee Higginbotham

AYES: 4 Reyda, Higginbotham, Ayers, Meeder

NAYES: 0

RES 2018-05-30.9: Motion to authorize the mayor to enter into a contract with Barton & Loguidice to amend the Village of Sherman Comprehensive Sewer Assessment Study to include the Town of Mina, Town of Sherman, and Chautauqua County into the scope of the sewer needs assessment (as per agreement 2056.001.001) from Barton & Loguidice at the estimated cost of \$9,000, upon a signed memorandum of understanding between the Village of Sherman, Town of Mina, and Chautauqua County, whereas the Chautauqua County is to reimburse the Village of Sherman the cost of the amendment.

Moved: Trustee Reyda Seconded: Trustee Ayers

AYES: 4 Reyda, Ayers, Higginbotham, Meeder

NAYES: 0

RES 2018-05-30.10: Motion to approve holding a public hearing for local code violations on June 19th, 2018 at 6pm in the Village Office.

Moved: Trustee Higginbotham Seconded: Trustee Ayers

AYES: 4 Higginbotham, Ayers, Reyda, Meeder

NAYES: 0

RES 2018-05-30.11: Motion to approve moving \$16,000 from the general fund into the CD designated to fire protection.

Moved: Trustee Higginbotham Seconded: Trustee Reyda

AYES: 3 Higginbotham, Reyda, Ayers

NAYES: 0

RES 2018-05-30.12: Motion to adjourn the meeting at 8:25pm.

Moved: Trustee Higginbotham Seconded: Trustee Ayers

AYES: 3 Higginbotham, Ayers, Reyda

NAYES: 0

Respectfully submitted, Jeanette Ramm Clerk-Treasurer