

**VILLAGE OF GOWANDA
BOARD MEETING
August 8, 2017
MINUTES**

The Village of Gowanda Board of Trustees meeting was called to order by Mayor David Smith at 6:00 p.m. at the Municipal Hall. The pledge of allegiance was recited. A notice was given that Trustee Markham could not attend the meeting due to work.

Present: Mayor David Smith
Trustee Carol Sheibley
Trustee Wanda Koch
Trustee Paul Zimmermann

Village Employees: Village Deputy Clerk Nancy Black, Public Works Superintendent; Jason Opferbeck, Treasurer; Traci Hopkins, Nick Crassi, Dennis Feldman, Phil Palen, Deb Chadsey

Media Present: Phil Palen, Cable Channel 22

Public Present: Jack Broyles, M. Andrew Burr, Hayley Broyles, Janet Vogtli, Cathy Walsh, Mark Grill, Jill Smith, Kaitlyn Smith, Matt Coe, Allen Nephew

Motion 8-86 Motion by Trustee Zimmermann, seconded by Trustee Sheibley to approve the agenda of the August 8, 2017 Village Board meeting.
Motion carried 4-0.

MISSION STATEMENT

Mayor Smith read the Village Mission Statement

MINUTES

Motion 8-87 Motion to approve the minutes of the July 11th 2017 meeting. Motion made by Trustee Koch, seconded by Trustee Zimmermann.
Motion Carried 4-0

PUBLIC PARTICIPATION

Cathy Walsh of The Gowanda Free Library handed out paperwork which was the last three years of the New York State annual report. Their circulation has increased both adult and juvenile. Adult increase is 20.3% and juvenile is 45.6%. Programs also increased along with attendance. The library is used as a community center. Ms. Walsh gave statistics reflecting library usage from 2014 through 2016. All programs are free. Ms. Walsh explained that current funding is \$5,500.00 from the Village of Gowanda. Ms. Walsh expressed that expenses have risen. Ms. Walsh reviewed their funding sources. Ms. Walsh requested that the Village of Gowanda consider increasing funding. Mayor Smith thanked Cathy for all that she does and that the library does. The board will consider increasing the funding.

MAYORAL UPDATES

- a. **Red rubber ball Program-** Healthy Community Alliance kicked off their red rubber ball program. It started on July 15th and has had tremendous success.
- b. **Welcome to Gowanda Community Service-** A thank you letter will be sent to the Stang Family for their community service and beautification efforts. This family landscaped the welcome to Gowanda signs throughout the village. Mayor Smith thanked the Stang Family for their time and effort.
- c. **Cathy Young Update-** On July 18th Mayor Smith met with Cathy Young in regards to the needs of Gowanda, revitalization money, and money towards the Hollywood Theater.
 1. Waterfront access
 2. Hollywood Theater
 3. Revitalization of the NY & Lake Erie Railroad.DRI Update-had good meeting today. Toured around and looked at some sites again.
- d. **Jeff Telecky-** On July 19th a meeting was held with Jeff Telecky who is one of the engineers who is working through our 3.3 million dollar sewer capital project. Consultants were recommended to enact a turnaround plan.
- e. **Assembly of God VBS-** The Mayor gave a talk to all those in attendance about what it means to be the Mayor.
- f. **HCA Bike Rodeo-** On July 22nd Mayor Smith and Deputy Mayor Sheibley as well as John Walgus attended the Healthy Community Alliance Bike Rodeo. Bike safety was discussed and bike helmets given to the kids.
- g. **BOA-** Funding update: Have applied for stage II funding.
- h. **Japanese Missionary Family-** Mayor Smith and his family hosted the family for the weekend. The family expressed that they were impressed by the beauty of the community.

- i. **Larry Green Day**- Larry is not here tonight, but in honor of August 1st being Larry Green Day the Mayor honored and thanked Larry for his service to the community.
- j. **GARC CFA**- The consolidated funding application has been submitted.
- k. **Perrysburg Fire District**- Update: Gowanda should provide service. Perrysburg will pay \$2,000.00 for 2017 then it will negotiate for 2018.
- l. **Janet Vogtli- Cameras-fire on Jamestown Street**- On July 25th there was a fire on Jamestown Street. It was determined that it was an arson. Janet Vogtli who lost a building in that fire. Janet Vogtli addressed the board and thanked all the first responders and all who helped save the rest of the buildings on Jamestown Street. Janet explained that not only did they lose a building, but we lost a business in this town and tax revenue for the village was lost, and an apartment was lost. Janet explained that the event Rediscover Gowanda has \$2,000.00 to give for cameras to be placed in the business district. Janet suggested utilizing the library more by giving more money to the library. Janet expressed a need for a place where children can go to stay out of trouble.

Correspondence

- a. **Gowanda Volunteer Fire Department Letter- Fund Drive**-Trustee Sheibley explained the letter. It is an annual solicitation for funding for the volunteer fire department. The community has always been very responsive and generous.
- b. **Letter from Deb Skinner**- Mayor Smith explained that the village received a letter from Deb Skinner regarding complaints on properties on Buffalo Street. Mayor Smith will share this letter with the code enforcement officer.

BOARD ROUND TABLE

Mayor Smith discussed the topic of a purchasing policy. Mayor Smith explained that in order to keep in the black we need to watch spending. Trustee Sheibley reviewed the purpose of the policy. This policy is needed in effort to work more closely with employees on expenditures. Both Trustee Zimmermann and Trustee Koch agreed that this policy is well done.

Motion 8-88- Motion was made to approve the purchasing policy. Motion made by Trustee Koch, seconded by Trustee Zimmermann. Motion Carried 4-0.

Mayor Smith explained that the next step will be to meet with employees regarding this policy.

OFFICIAL BUSINESS

Police—Dennis Feldmann- Officer in Charge Feldmann expressed thanks for the collaborative effort in the village. We have a column in the Dunkirk Observer monthly.

Officer Feldman also explained that the police department is working on cameras for the business district. Officer Feldmann also explained that foot patrols will be instituted in the business district. Between 7/08/2017 and 8/07/2017 there were 266 calls for service, including 19 summons' issued for violations of the New York State Vehicle and Traffic Law. There were 4 reportable accidents meeting requirements for MV 104a reports to be filed with the State. Officer Feldmann provided the board with a brief summary of calls listed along with call blotter attached. Officer Feldmann reported that the police department was audited by New York State Department of Corrections at which time Juvenile and Lock-Up procedures were reviewed and physically checked. All procedures fell in compliance with state. E-Justice procedures were audited for Uniformed Crime Reports and practices with department again falling into compliance with proper procedures and policies. Officer Feldmann also provided the board with a resignation letter from Kris Booth to be approved by the board, and a letter from the police department requesting return of all property belonging to the Village of Gowanda to be sent after action by the board.

Code Enforcement/Police Officer Report- Officer Feldmann reported for Larry Green. Officer Feldmann reported that Officer Green completed his 144 hours of training required to be a certified code enforcement officer and building inspector. Seven Building permits were issued totaling \$409.60. Courtesy violation notices and orders to remedy were issued. One business permit was issued. Officer Green ordered unsafe/condemned building signs for several properties in the village. Residents have been very forthcoming in attaining the proper permits. There were very few issues regarding garbage and lawn care. Code enforcement is still having issues regarding "zombie" properties and those that are vacant due to death of owner.

Motion 8-89- Motion to accept Chris Booth's written resignation from the Gowanda Police Department. Trustee Zimmermann made the motion and Trustee Koch seconded. Motion Carried 4-0.

Disaster Coordinator Nick Crassi- DEC permit application should be forth coming. Thatcher Brook permit still waiting for Army Corp of Engineers. The DEC permit was received. Coordinator Crassi completed a heavy load of 2009 papers needed for the cost analysis for the Army Corp/Thatcher Brook project. Mayor Smith thanked Nick Crassi and Jason Opferbeck for their efforts.

Fire- Nick Crassi/ Carol Sheibley / Paul Zimmermann-

1. Yearly maintenance starts now.
2. There was damage to a fire truck and the fire hall.
3. The arson was investigated and kudos were given to the Police force for being very helpful. Special thanks was given to Officer Milks, Officer Larry Green, Officer Dennis Feldmann and Officer Hotnich. All officers were thanked. In

other matters a furnace at HiDi Hose needs to be replaced. They are waiting on estimates for a new furnace.

Village Engineer Mark Burr- Mark Burr was not present, but Mayor Smith did announce that the change order is being worked on. The change order will be signed by the Mayor.

Environment- Phil Palen- Phil Palen has nothing to report. Tree trimming is being done to ensure safety.

Joint Activity / Carol Sheibley Aaron Markham

Recreation- Trustee Sheibley announced that this is the last week of Gowanda Recreation. Friday is the last day and there will be the annual talent show. Secondly the Fantasy Island trip will be tomorrow. Also 50 to 60 youngsters participated in the bike safety program. Lastly, Trustee Sheibley thanked the American Legion #409 for their \$1,000.00 donation for the football camp. Overall the program was very well attended and was a success.

Legal / Deb Chadsey

- a. Time Warner franchise agreement has been approved and is in effect.
- b. PRP agreement will be added to the next work session.

Treasurer- Traci Hopkins Report-

1. Abstract Bills to pay by fund was given with amounts. A request for approval of all the abstracts submitted was made by Treasurer Hopkins.
Motion 8-90- Motion to approve all of the abstracts submitted. Motion was made by Trustee Sheibley and seconded by Trustee Zimmermann. Motion was carried 4-0.
2. Budget Modification Approvals. The second modification as detailed in email to balance line items is not over budget. The 2016-2017 Budget Summary appears general fund increase in projected as well as the water fund. The Sewer fund is under projected. All details are written in the budget.
Motion 8-91- Motion was made to approve the budget modifications. Trustee Koch made the motion and Trustee Sheibley seconded the motion. Motion was carried 4-0.
3. An extension was submitted for the AED
4. A request was made to open a general fund savings account at Citizens Bank to get more interest.

Motion 8-92- Motion was made to open a Citizens Bank account to gain more interest. Trustee Koch made the motion and Trustee Zimmermann seconded the motion. Motion was carried 4-0.

5. BAN project fund was discussed
6. A purchasing policy meeting is set up.
7. Williamson Law Book contract renewal was discussed
8. SRTS non infrastructure- lighted signs to be installed. More information to come at the September Village of Gowanda Board Meeting.

Public Works / Jason Opferbeck

Department of Public Works- Jason Opferbeck --

1. Thanks was given for the purchasing policy.
2. Department of corrections --appointment on Thursday to discuss payment of their portion of the capital project.
3. Curbing work will close Center Street. Jason will let the fire department know.
4. In the middle of August work will be done on South Water Street to repave from the Rail Road to the red light.
5. Stop sign at Walnut and South Water was discussed
6. Ferric bids 1 Bid on 1 ton gas CL2. Jason reviewed bids and PVS Technologies.

Motion 8-93- Motion was made to approve bid from PVS Technologies and JCI Jones Chemical. Motion made by Trustee Zimmermann and seconded by Trustee Koch. Motion was carried 4-0.

7. Bid for valve for sewer department originally was \$7,000.00. Now today it is \$4150.00 Mayor Smith thanked Chief Sewer Operator Andrew Carriero for his efforts.

Motion 8-94- Motion was made to approve Center Street curbing project. Trustee Koch made the motion and Trustee Zimmermann seconded. Motion carried 4-0.

8. Change orders have been signed.

New Business

Event Applications- A wedding at Chang Hu Park is planned for August 10th.

Motion 8-95 Motion to approve was made by Trustee Sheibley and Trustee Koch seconded the motion. Motion was carried 4-0.

Barber Shop- New Business requesting to be approved.

Motion 8-96 Motion to approve the Barber Shop was made by Trustee Zimmermann and seconded by Trustee Sheibley seconded the motion. Motion was carried 4-0.

NEXT MEETING

The Village Board meeting will remain on the second Tuesday of each month schedule. The next meeting will be September 12, 2017 at 6:00 PM.

Motion 8-97 Motion to recess into executive session. Motion made by Trustee Koch and seconded by Trustee Sheibley. Motion carried 4-0.

EXECUTIVE SESSION

Mayor Smith announced that an Executive Session will be held, stating there will be no voting or actions held after the conclusion of the Executive Session. The Executive Session is for personnel matter.

ADJOURNMENT

Motion 8-98 Motion made to adjourn at 8:25 PM. Motion was made by Trustee Sheibley and seconded by Trustee Zimmermann.

Respectfully submitted,

Molly Dalimonte