

VILLAGE OF GOWANDA
ORGANIZATIONAL BOARD MEETING
APRIL 4, 2017
MINUTES

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

Village Employees: Traci Hopkins, Treasurer
Jason Opferbeck, Public Works Superintendent
Nancy Black, Clerk
Nick Crassi, Disaster Coordinator
Phil Palin, Historian
Deb Chadsey, Attorney

Public Present: Andrew Burr, Finance Committee Member
John Walgus
Jack Broyles
Haley Broyles
Judge Schindler
Rick Jemison

Media Present: Phil Palen, Cable Channel 22
Andrew Kuczkowski, Observer
Rich Place, Gowanda Press

Public Hearing: 2017 – 2018 Budget

Andrew Burr, Budget Committee Member presented the 2017 – 2018 Budget. Mr. Burr covered the following points:

The Sewer Plant is stabilized.

The budget shows a 2 percent tax cut.

This budget shows a 50,000.00 contingency to help the Village become financially stable, which was recommended by the Comptroller's Office.

Mr. Burr updated those present on the history of the Village finances.

There is no borrowing budgeted this year.

The new Treasurer, Traci Hopkins, will provide better financial monitoring.

Department consolidation by sharing personnel and equipment cut operational budget.

Water department pay down is expected this year. The water department is expected to be debt free in 10 years.

Mr. Burr thanked all worked long and hard to get to this place in regards to the 2017 – 2018 Budget.

Mayor Smith thanked Andy for his service to the Village. Trustee Sheibley and Trustee Zimmermann expressed appreciation to Andrew Burr, the budget Committee and Treasurer Hopkins for their work on the budget with no cuts to public safety.

The public was given the opportunity to review the 2017 – 2018 Budget.

6:00 PM – Public Hearing was closed

ORGANIZATIONAL MEETING

1. **Pledge to the Flag**
2. **Meeting was called to Order at 6:01 PM**
3. **Swearing in of newly elected village trustees:**

Judge M. Schindler performed the swearing in of

Carol Sheibley as Trustee
Paul Zimmermann as Trustee
David Smith as Mayor

4. **Mission Statement**

Mayor Smith read the Mission Statement:

The mission of the Village of Gowanda leadership team is to open our ears, hearts and minds to the needs of our residents even though we may not always agree. To listen to one another to help us move forward together for the betterment of our Village.

5. **Official Appointments**

Mayor Smith announced the official appointments for the 2017 – 2018 Fiscal year:

| <u>OFFICE</u> | <u>TERM</u> | <u>INCUMBENT</u> | <u>APPOINTEE</u> |
|-------------------------------|-------------|------------------|------------------|
| Deputy Mayor | 1 year | Paul Zimmermann | Carol Sheibley |
| Village Clerk | 1 year | Kathleen Mohawk | To be determined |
| Deputy Clerk | 1 year | Kathleen Ellis | To be determined |
| Treasurer | 1 year | Mark Adamchick | Traci Hopkins |
| Affirmative Action Officer | 1 year | Kathleen Mohawk | To be determined |
| Registrar | 1 year | Kathleen Mohawk | Nancy Black |
| Deputy Registrar | 1 Year | Becky Kuhs | Traci Hopkins |
| Records Management | 1 year | Kathleen Mohawk | Traci Hopkins |

| <u>OFFICE</u> | <u>TERM</u> | <u>INCUMBENT</u> | <u>APPOINTEE</u> |
|----------------------|-------------|------------------|------------------------------|
| Officer in Charge | 1 year | Steve Raiport | Dennis Feldmann |
| Building Inspector | 1 year | Gary Brecker | Gary Brecker/ Larry Green |
| Historian | 1 year | Phil Palen | Phil Palen |
| Disaster Coordinator | 1 year | Nick Crassi | Nick Crassi |
| Village Engineer | 1 year | Mark Burr | Mark Burr |

| <u>OFFICE</u> | <u>TERM</u> | <u>INCUMBENT</u> | <u>APPOINTEE</u> |
|-----------------------------------|-------------|------------------|------------------|
| Village Attorney | 1 year | Deborah Chadsey | Deborah Chadsey |
| Superintendent of Public Works | 1 year | Jason Opferbeck | Jason Opferbeck |

Motion 1-17 Motion to accept the Official appointment made by Trustee Markham, second by Trustee Zimmermann. 5-0 Motion carried.

6. Committee Assignments

Mayor Smith announced the 2017 – 2018 Committee assignments:

| <u>Committee</u> | <u>Member</u> | <u>Member</u> |
|------------------------------------|----------------|-----------------|
| Audit | Carol Sheibley | Wanda Koch |
| Beautification, Parks and Trees | Aaron Markham | |
| Budget Officer | David Smith | |
| Building Inspector and Ordinances | Wanda Koch | |
| Building and Sidewalk Maintenance | Carol Sheibley | |
| Cattaraugus Creek Basin Task Force | David Smith | Paul Zimmermann |
| Disaster Coordinator Liaison | Carol Sheibley | Aaron Markham |
| Employee Negotiation | David Smith | Paul Zimmermann |
| Police Commissioner | David Smith | |
| Fire Commissioner | Carol Sheibley | Paul Zimmermann |
| Gowanda Central School | David Smith | |
| Public Works Departments | David Smith | Paul Zimmermann |
| Recreation | Carol Sheibley | Aaron Markham |
| Solid Waste and Recycling | Carol Sheibley | Wanda Koch |
| Water and Waste Water Commission | Village Board | |
| Thatcher Brook Task Force | Village Board | |

Motion 2-17 Motion to accept the Committee Appointment was made by Trustee Sheibley, second by Trustee Zimmermann. 5-0 Motion carried.

7. Annual Motions

Motions A-R

- A. The regular meeting of the Board of Trustees shall be held on the second Tuesday of the month at 6:00 P.M.
- B. That the Gowanda Office of Community Bank, NA and Citizens Bank be designated as depositories of Village funds for the ensuing year.
- C. That the Village Clerk or Treasurer be authorized and directed to draw an order for the amount of the reasonable expenses of Village Officials and employees attending the regular monthly meetings of the Erie County Village Officials Association, the Cattaraugus County Village Officials Association, Southtowns Planning and Development, and Association of Erie Co. Governments.
- D. That the Department Heads of the Police, Public Works, Recreation and Clerk's Office be authorized to approve their department payrolls within the structure of the budget.
- E. That the Mayor of the Village be and hereby is authorized and empowered to execute such application and documents necessary to apply to the proper state agency regarding a youth recreation program for the Village of Gowanda.
- F. That the policy of the Village of Gowanda shall be for all Department Heads to purchase whenever practical such items as Gasoline, Tires, Blacktop, Street Oil, Chlorine and any other such items as directed by the Board, from the New York State Office of Standards and Purchase on what is commonly known as "State Bid". The authorized purchasing agents for the Village of Gowanda are attached.
- G. That the Treasurer be authorized by law to temporarily invest moneys not required for immediate expenditure in time open or day to day deposit accounts in financial institutions authorized by New York State Department of Audit and Control.
- H. That the Treasurer be authorized to pay all utilities and regular occurring operating expenses upon receipt to avoid late fees and penalties.
- I. That any non-profit Village-oriented organization be allowed use of the Village parking lots for approved special events on a no fee basis. Requests must be filed at least thirty (30) days in advance with a certificate of insurance. The organization involved shall be responsible for all clean up as directed by the Public Works Department.
- J) The official newspaper of the Village of Gowanda is hereby officially designated as the Evening Observer.
- K) That the Village departments will make all purchases in accordance with the Village Purchasing Policy and Procedures as attached.L) That all Village investments are made in accordance with the Village of Gowanda investment Policy and Guidelines as attached.
- M) The Village's Safety policy will be adhered to and remains in effect as per attached.
- N) The Drug and Alcohol Policy will be obeyed and remains in effect as per attached.
- O) The meetings will follow the Rules of Procedure for meetings.

- P) The Village's Prohibition of Sexual Harassment Policy will be adhered to and remains in effect as per attached.
- Q) The Village's Information Technology policy will be adhered to and remains in effect as per attached.
- R) The Village's Workplace Violence Prevention Policy will be adhered to and remains in effect as per attached.

Motion 3 – 17 Motion to accept the annual motions made by Trustee Sheibley, second by Trustee Koch. 5-0 motion carried.

8. Next Meeting Announcement

The next Village Board meeting will be April 25, 2017 at 6:00 PM

9. Executive Session

Before entering Executive Session Mayor Smith expressed thanks to Rick Jemison of the Seneca Nation for attending today's Board meeting.

Motion 4 -17 Motion to enter Executive Session made by Trustee Koch, second by Trustee Sheibley. 5-0 motion carried.

10. Adjournment

Meeting adjourned at 7:26 PM