

**SPECIAL VILLAGE BOARD MEETING
DECEMBER 30, 2016**

The Village of Gowanda Board of Trustees Special meeting was called to order by Mayor Heather McKeever at 8:00 a.m. at the Municipal Hall.

Present: Mayor Heather McKeever
Trustee Carol Sheibley (arrived at 8:15 a.m.)
Trustee Aaron Markham (via telephone)
Trustee Paul Zimmermann
Trustee Wanda Koch

Village Employees: Village Clerk Kathy Mohawk, Account Clerk Kathleen Ellis (via telephone), Village Attorney Deborah Chadsey (via telephone), Traci Hopkins (via telephone)

Public Present: Janet Vogtli

Mayor McKeever advised she attempted to schedule a meeting for next week to handle some items that couldn't wait until the January meeting as Trustee Markham will not be present at the January meeting. The meeting was subsequently scheduled for today.

Mayor McKeever wanted to provide an update on the UDAG offer for 27 Jamestown Street. Mr. Cygan was the only offer received for the tavern. His original plan was to tear the building down but after further conversations with him, he plans to make improvements to the building and use it for a food venue or an expansion of his present business. Mayor McKeever reported that she attended the UDAG committee meeting earlier in the week and Mary, John, Lou and Barb all agreed to keep the building standing. The Village could sell the contents. It was determined that \$24,000 is still owed to the UDAG and Mr. Cygan wants to put more money into the building. His timeframe for completion of the project is 2017.

Village Attorney Chadsey advised that Mr. Cygan should be responsible for all closing costs, not just the initial \$5,000 offer.

Trustee Zimmermann said the Village needs to understand the plan before the Village relinquishes all rights. Village Attorney Chadsey advised that for this to happen it would need to be a very tight contract.

Janet Vogtli said the building is in bad shape.

Mayor McKeever indicated the other option is to rebid the property. Trustee Zimmermann feels that maybe others would bid on the contents prior to selling to maximize the Village's return.

The Village Board agreed to continue discussions with Mr. Cygan. Village Attorney Chadsey advised the Village to ask for a plan a timeframe so she can prepare a contract. She indicated the Village only has the building as collateral.

Mayor McKeever then advised she is forming a police commission. She wants the members to review the Standard Operating Procedures, the budget and code enforcement. The police commission will be made up of Board members and she asked them each to decide which section they would like to oversee. Trustee Koch indicated she is the code enforcement liaison and meetings were held prior but have since stopped. She stated she would like them to continue. Trustee Sheibley asked if this would include review of the Standard Operating Procedures. She indicated that some of the Village policies and procedures are in need of updating. Janet Vogtli feels someone from the community should also be involved. Mayor McKeever indicated that a preliminary review of the policies shows no clear social media policy. Mayor McKeever asked that this commission should be solidified at the January meeting and will be added to the yearly appointments in April.

Mayor McKeever spoke about forming the 2017-2018 budget committee. She indicated that Treasurer Adamchick is willing to stay through the start date for Traci Hopkins. Account Clerk Ellis has been working on the payables, health insurance, civil service, etc. The Village wants a smooth transition for the budget process. Mayor McKeever advised that Public Works Superintendent Opferbeck will be involved. Trustee Sheibley will be involved, Trustees Koch and Markham as well. Trustee Zimmermann stated it sounds like the entire Village Board should be involved. Trustee Sheibley mentioned Andy Burr as well. Traci will be at all meetings as the Board members meet with the department heads. Trustee Koch indicated she wants to focus on the police department.

Traci Hopkins indicated that she and Treasurer Adamchick met a week ago and went over a lot of budget issues.

Motion 207-16. Motion by Trustee Sheibley, seconded by Trustee Koch to extend Treasurer Adamchick's employment until January 16, 2016. Motion carried 5-0.

Mayor McKeever advised that Treasurer Adamchick and Patrolman Kris Booth no longer need health insurance through the Village.

Mayor McKeever proposed that a team of trustees meet with the department heads. Then they will meet as the entire Board in a work session.

The last item discussed was the Supervisor's contract. Trustee Sheibley and Public Works Superintendent Opferbeck feel the raises should be at 2%, 2% and 2% over the three year term of the contract. Trustee Sheibley indicated the tax cap is 2%. The Village cannot give 3% raises. The Supervisors will now be paying a portion of their health insurance coverage. This will be put into place once the contract is finalized since this is new to them.

Motion 208-16. Motion by Trustee Sheibley, seconded by Trustee Koch to adjourn the special Village Board meeting at 8:40 a.m. Motion carried 5-0.

The next Village of Gowanda board meeting is January 10, 2017 at 6:00 p.m.

Respectfully submitted,

Kathleen V. Mohawk
Village Clerk