

Village of Gowanda
Board Meeting Minutes
April 16, 2024

The Village of Gowanda Board of Trustees meeting was called to order by Mayor Smith at 6:00 PM.

Present: Mayor David Smith. Trustee Paul Zimmermann, Trustee Peter Sisti, Trustee Wanda Koch
Trustee Carol Sheibley

Employees: Clerk Danielle Wagner, Treasurer Traci Hopkins, OIC Ben Shields, WWTP Supervisor Andy Carriero, Water Supervisor Kirk Trumpore, Highway Supervisor Adam Reid, Steve Clareus, Colton Clareus, Eric Lemke, Code Jason Pickering

Public: Therea Girome, Jack Broyles, Brian Sibiga, Kevin Koch, Phil Palen, Penny Tivnan

The re-elected Trustees Peter Sisti and Wanda Koch were sworn in by Mayor Smith.

Agenda & Minutes

Motion 4-162-Motion by Trustee Zimmermann, seconded by Trustee Koch to approve the agenda for the April 16, 2024 board meeting. Motion carried

Motion 4-163-Motion by Trustee Sisti, seconded by Trustee Sheibley to approve the minutes from the March 12, 2024 regular board meeting and the March 26, 2024 budget public hearing. Motion carried.

Official Appointments

OFFICE	TERM	INCUMBENT	APPOINTEE
Deputy Mayor	1 year	Carol Sheibley	Carol Sheibley
Village Clerk	1 year	Danielle Wagner	Danielle Wagner
Deputy Clerk	1 year	Jackie MacDonald	Jackie MacDonald
Treasurer	1 year	Traci Hopkins	Traci Hopkins
Affirmative Action Officer	1 year	Traci Hopkins	Traci Hopkins
Registrar	1 year	Danielle Wagner	Danielle Wagner
Records Management Officer	1 year	Danielle Wagner	Danielle Wagner
Officer in Charge	1 year	Ben Shields	Ben Shields
Building Inspector	1 year	Jason Pickering/George Poff	
Historian	1 year	Phil Palen	Phil Palen
Disaster Coordinator	1 year	Nick Crassi	Nick Crassi
Village Engineer	1 year	Mark Burr	Mark Burr
Village Attorney	1 year	Deborah Chadsey	Deborah Chadsey
FOIL Access Officer	1 year	Danielle Wagner	Danielle Wagner
Recreation Director	1 year	Mark Benton	Mark Benton
Deputy Mayor	1 year	Carol Sheibley	Carol Sheibley
Village Clerk	1 year	Danielle Wagner	Danielle Wagner
Deputy Clerk	1 year	Jackie MacDonald	Jackie MacDonald
Treasurer	1 year	Traci Hopkins	Traci Hopkins
Affirmative Action Officer	1 year	Traci Hopkins	Traci Hopkins

Registrar	1 year	Danielle Wagner	Danielle Wagner
Records Management Officer	1 year	Danielle Wagner	Danielle Wagner
Officer in Charge	1 year	Ben Shields	Ben Shields
Building Inspector	1 year	Jason Pickering/George Poff	
Historian	1 year	Phil Palen	Phil Palen
Disaster Coordinator	1 year	Nick Crassi	Nick Crassi
Village Engineer	1 year	Mark Burr	Mark Burr
Village Attorney	1 year	Deborah Chadsey	Deborah Chadsey
FOIL Access Officer	1 year	Danielle Wagner	Danielle Wagner
Recreation Director	1 year	Mark Benton	Mark Benton

Motion 4-164-Motion by Trustee Koch, seconded by Trustee Sisti to approve the Official Appointments for 2024-2025. Motion carried.

Committee Appointments

Committee	Member	Member
Audit Committee	Carol Sheibley	Wanda Koch
Beautification, Parks, and Trees	Peter Sisti	---
Budget Officer	David Smith	---
Building and Sidewalk Maintenance	Carol Sheibley	---
Cattaraugus Creek Basin Task Force	David Smith	Paul Zimmermann
Employee Negotiation	David Smith	Paul Zimmermann
Fire Commissioner	Carol Sheibley	Paul Zimmermann
Gowanda Central School	David Smith	---
Police Commissioner	David Smith	---
Solid Waste and Recycling	Carol Sheibley	Wanda Koch
Water and Waste Water Commission	Village Board	---

DEPARTMENT LIAISONS:

Building Inspector/Code Enforcement Liaison	Wanda Koch
Disaster Coordinator Liaison	Carol Sheibley
Fire Department Liaison	Carol Sheibley
Highway Department Liaison	Peter Sisti
Police Department Liaison	Wanda Koch
Recreation Department Liaison	Carol Sheibley
Village Administration Liaison	David Smith
Water Department Liaison	Carol Sheibley
Waste Water Department Liaison	Paul Zimmermann

Motion 4-165-Motion by Trustee Zimmermann, seconded by Trustee Sheibley to approve the 2024-2025 Committee Appointments. Motion carried.

Annual Motions

- 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 to draw an order to reimburse for 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 using the **Expense Reimbursement** attached.
- D. That the Department Heads of the Police, Public Works, Recreation and Clerk's Office be authorized to approve their department time sheets as submitted for payroll processing 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 or their approved designee 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 is 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 Observer.
- K. That the Village departments will make all purchases in accordance with the Village **Purchasing Policy and Procedures** and **Procurement 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 **General 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** and **Violence in the Workplace Incident Report** will be adhered to and remains in effect.

Motion 4-166-Motion by Trustee Koch, seconded by Trustee Sisti to approve the A-R Annual Motions. Motion carried.

Mayor Updates

- Election Results-Congratulation's to Wanda Koch and Peter Sisti

- American Legion Post 409-105th Birthday Celebration 3/16
- NY Forward information meeting on 3/20 & 4/12
- Gowanda Middle School musical Guys and Dolls on 3/20 & 3/21
- Thatcher Brook update call on 4/15
- Village Budget 224-2025 and State of the Village 3/26
- Cattaraugus County Health Board meeting on 4/3
- Mayor out of town 3/29-4/2
- Big Trash Day 4/29
- Doolittle Raider Proclamation-Mayor Smith Proclaimed April 18, 2024 as Joseph W. Manske Doolittle Raiders Day
- Ed Palen celebrates 99 years 4/16
- Happy Belated Resurrection
- Community Clean up on April 20 from 10-12. Meet behind Jesses

Correspondence

- Tree City Designation-21 Years
- Cattaraugus County Bank request for bank depository

Official Business

Mayor/Board of Trustees

Proclaim April 26, 2024 as Arbor Day

Motion 4-167-Motion by Trustee Koch, seconded by Trustee Sheibley to approve the Arbor Day Proclamation for April 26, 2024. Motion carried.

Code-Jason Pickering

A business permit application was submitted for 255 Aldrich St. for a banquet hall.

Motion 4-168-Motion by Trustee Sisti, seconded by Trustee Zimmermann to approve the business permit for 255 Aldrich St. Motion carried.

Highway-Adam Reid

With the warmer weather approaching a request for 10-hour days was submitted to the board.

Motion 4-169-Motion by Trustee Koch, seconded by Trustee Sisti to approve the request for 10-hour days starting May 1, 2024 and ending September 30, 2024 while working 8-hour days on all holiday weeks with the possible extension based on weather. Motion carried.

Sewer-Andy Carriero

Brian Sibiga from Wendal provided the board with a Capital Project status. A kick off meeting will be on May 7th. The contractors were awarded and working on the financing and DOCCS portion.

Motion 4-170-Motion by Zimmermann, seconded by Trustee Koch to approve the WWTP Capital Project Phase I construction bidding, construction engineering and construction administration agreement with Wendal. Motion carried.

Water-Kirk Trumppore

The Point Peter Reservoir Project has started. The tree cutting is done and the reservoir is drained.

2 water hearings took place for the leak forgiveness program.

Motion 4-171-Motion by Trustee Sisti, seconded by Trustee Koch to approve the water hearing recommendation that took place on March 21. Motion carried.

Motion 4-172-Motion by Trustee Sisti, seconded by Trustee Koch to approve the water hearing recommendation that took place on April 15. Motion carried.

Clerk-Danielle Wagner

Motion 4-173-Motion by Trustee Sheibley, seconded by Trustee Zimmermann to approve the Water/Sewer relevy for Cattaraugus County \$69,347.05 and Erie County \$38,412.37. Motion Carried.

Erie County Board of Elections would like to use the Village Hall for elections.

Motion 4-174-Motion by Trustee Koch, seconded by Trustee Zimmermann to approve the polling place lease agreement with Erie County Board of Elections. Motion carried.

Police-Ben Shields

OIC Shields is making a request to have Ross Olszewski be assistant OIC to help when OIC Shields is unavailable.

Motion 4-175-Motion by Trustee Koch, seconded by Trustee Sisti to approve the request to promote Ross Olszewski to Assistant Officer in Charge. Motion carried.

Environmental-Phil Palen

Motion 4-176-Motion by Trustee Sisti, seconded by Trustee Sheibley to approve the spring tree planting plan. Motion carried.

Treasurer-Traci Hopkins

Motion 4-177-Motion by Trustee Sheibley, seconded by Trustee Koch to approve the 2024-2025 Annual Budget effective June 1, 2024. Motion carried.

The first pay app for the Point Peter Project was provided to the board for approval.

Motion 4-178-Motion by Trustee Sisti, seconded by Trustee Zimmermann to approve the Point Peter Improvement Project pay app #1. Motion carried.

The Village was asked to submit a letter to Disaster Assistance representatives for guidance to continue engineering support services during construction for Mark Burr and continue to seek his services above and beyond his regular monthly duties and stipend.

Motion 4-179-Motion by Trustee Koch, seconded by Trustee Sheibley to approve the FEMA correspondence letter re: supplemental agreement and project management costs. Motion carried.

The Village is borrowing \$3,700,000.00 for the Point Peter Reservoir. The project is FEMA reimbursable.

Motion 4-180-Motion Zimmermann, seconded by Trustee Sisti to approve the Point Peter FEMA Reservoir Project notice of sale for a 3,700,000.00 Bond Anticipation note. Motion carried.

Approval is needed for the end of the fiscal year allocations.

Motion 4-181-Motion by Trustee Sisti, seconded by Trustee Koch to approve the transfer of \$50,000 of General Fund Budget allocations to the General Fund Equipment Reserve Account. Motion carried.

Motion 4-182-Motion by Trustee Sheibley, seconded by Trustee Zimmermann to approve the transfer of \$40,000 of General Fund Budget allocations to General Fund Repair Reserve account. Motion carried.

Motion 4-183-Motion by Trustee Koch, seconded by Trustee Sisti to approve the transfer of \$5,000 of General Fund Budget allocations to the General Fund Tree Emergency Reserve. Motion carried.

Motion 4-184-Motion by Trustee Sheibley, seconded by Trustee Zimmermann to approve the transfer of \$2,500 each of General Fund Budget allocations to the General Fund Police & Fire Reserve. Motion carried.

Motion 4-185-Motion by Trustee Sheibley, seconded by Trustee Sisti to approve the transfer of \$10,000 of Water Fund Budget allocations to the Waer Equipment Reserve account. Motion carried.

Motion 4-186-Motion by Trustee Koch, seconded by Trustee Sheibley to approve the transfer of \$25,000 of Sewer Budget allocations to the Sewer Equipment Reserve account. Motion carried.

A budget modification request is being made for the General Fund Police and Water Funds.

Motion 4-187-Motion by Trustee Sisti, seconded by Trustee Zimmermann to approve the Budget Modification Request #6. Motion carried.

The abstract bills to pay #11 was provided to the board for approval.

Motion 4-188-Motion by Trustee Sheibley, seconded by Trustee Zimmermann to approve the abstract bill to pay for General \$52,249.91, Water \$5,209.65, Sewer \$84,192.00, Capital Project \$113,596.55, and Community Development Special Projects \$618.75. Motion carried.

Next Meeting

The next meeting will be May 14, 2024 with a work session to discuss water with Mark Burr.

Adjournment

Motion 4-189-Motion by Trustee Koch, seconded by Trustee Sheibley to adjourn the meeting at 7:20 PM. motion carried.

Respectfully Submitted
Danielle Wagner
Clerk