

Minutes
Village of Orchard Park
Board of Trustees

The regular meeting of the Board of Trustees of the Village of Orchard Park was held on Monday, January 13, 2020 in the Municipal Center, 4295 South Buffalo Street, Orchard Park, New York. Mayor Clinton called the meeting to order at 7:00 p.m. with the Pledge of Allegiance to the Flag.

Members present:

Mayor Jo Ann Litwin Clinton
Deputy Mayor Matthew J. Hartung
Trustee Francis T. Hogenkamp
Trustee James C. Cosgrove
Trustee Lauren Kaczor (after appointment)

Others present:

Manager of Public Works Emery Wittmeyer
Clerk-Treasurer Mary Beth Jensen

Mayor Clinton made the following announcement:

“Fire exits are located at the rear in the Board Room and at the doorway to the lobby. In the event of a fire, you will be notified by announcement on the public address system. If notified, please move in a calm and orderly fashion to the nearest exit.”

A moment of silence was observed in memory of Michael Capriotto who died suddenly on January 29, 2020. Mr. Capriotto served as a Village Trustee in 1998, but was a dear friend of the Village, contributing and volunteering on many levels throughout the years.

A public hearing was scheduled and advertised for this time to hear public comment on proposed Local Law #1 of 2020. Mayor Clinton notified the audience that a copy of the proposed law was on the railing in the front of the room.

Mayor Clinton opened the hearing at 7:03 pm., giving a brief explanation of the Local Law, proposing a stop sign on Stonehenge Drive at Pheasant Lane. A petition was received with over 40 residents’ signatures requesting an all way stop at this intersection.

Mayor Clinton asked three times for comments in favor of the proposed local law and three times for comments opposed. There were no comments.

Moved by Trustee Hartung seconded by Trustee Cosgrove to close the hearing at 7:04 pm.

On the question:	3 voting “Aye”	0 voting “Nay”	Carried
	Trustee Hogenkamp		
	Trustee Hartung		
	Trustee Cosgrove		

Moved by Trustee Hogenkamp, seconded by Trustee Hartung that amendments to Chapter 200 “Vehicles and Traffic” Article II Section 200-4 “Stop Intersections” of the Code of the Village of Orchard Park be enacted as follows:

SECTION 1: Add to Section 200-4 “Stop Intersections”, the following to be designated a stop intersection and a stop sign shall be erected:

A STOP SIGN: on Stonehenge Drive
DIRECTION OF TRAVEL: West
AT INTERSECTION OF: Pheasant Lane

A STOP SIGN: on Stonehenge Drive
DIRECTION OF TRAVEL: East
AT INTERSECTION OF: Pheasant Lane

SECTION 2: EFFECTIVE DATE: This local law shall take effect upon filing in the Office of the Secretary of State or from the date of its service as against a person served personally with a copy thereof.

On the question: 3 voting "Aye" 1 voting "Nay" Carried
 Trustee Hogenkamp Trustee Hartung
 Trustee Cosgrove
 Mayor Clinton

Mayor Clinton appointed Lauren Kaczor as Village Trustee until the Village Elections, to fill the vacancy caused by Jonathan McNatty's resignation.
Moved by Trustee Cosgrove, seconded by Trustee Hogenkamp that the Mayor's appointment be approved.

On the question: 3 voting "Aye" 0 voting "Nay" Carried
 Trustee Hogenkamp
 Trustee Hartung
 Trustee Cosgrove

Trustee Kaczor was sworn in by Judge Jorge de Rosas, the bible held by her father, former Town Councilman David Kaczor. Afterwards Trustee Kaczor joined the Board at her seat on the dais.

Mayor Clinton appointed Krista Ehlert as a Village Planning Board member, to fill the vacancy caused by Robert Newton's resignation, to serve until the reorganizational meeting 2023.
Moved by Trustee Hartung, seconded by Trustee Kaczor that the Mayor's appointment be approved.

On the question: 4 voting "Aye" 0 voting "Nay" Carried
 Trustee Hogenkamp
 Trustee Hartung
 Trustee Cosgrove
 Trustee Kaczor

Moved by Trustee Hartung, seconded by Trustee Hogenkamp to accept the minutes of December 9, 2019 as presented.

On the question: 4 voting "Aye" 0 voting "Nay" Carried
 Trustee Hogenkamp
 Trustee Hartung
 Trustee Cosgrove
 Trustee Kaczor

Moved by Trustee Hartung, seconded by Trustee Cosgrove that the vouchers numbering 3249 to 3303 in Abstract #11 of 2019-2020 in the amount of \$118,689.94 be paid as presented.

On the question: 4 voting "Aye" 0 voting "Nay" Carried
 Trustee Hogenkamp
 Trustee Hartung
 Trustee Cosgrove
 Trustee Kaczor

There were no comments from the floor of items not on the agenda.

Reports:

Moved by Trustee Hartung, seconded by Trustee Hogenkamp that the reports of the Village Justice, Associate Village Justice, Water Department and Treasurer for the month of December 2019 be received and filed.

On the question: 4 voting "Aye" 0 voting "Nay" Carried
Trustee Hogenkamp
Trustee Hartung
Trustee Cosgrove
Trustee Kaczor

- Manager of Public Works Wittmeyer had nothing to report.
- Trustee Kaczor thanked everyone for their support and is looking forward to serving.
- Deputy Mayor Hartung reported:
 - Information to report pot holes in the Village (will post this info on website):
 - 1-800-POTHOLE for State owned roads
 - 716-858-7966 for County roads
 - 716-662-3866 for Village streets
 - Congratulated Trustee Kaczor on her appointment
 - Outlined criteria for requirement of Building Permits
- Trustee Hogenkamp suggested a note to Waste Management be taped to your garbage/recycle cart if it gets returned to the curb improperly.
- Trustee Cosgrove had nothing to report.
- Clerk Treasurer Jensen had nothing to report.
- Mayor Clinton had nothing to report.

Mayor Clinton explained that the language of the Local Law previously proposed for amending Chapter 187 was revised and asked that a public hearing be scheduled.

Moved by Trustee Cosgrove, seconded by Trustee Hogenkamp that a public hearing be scheduled and advertised for February 10, 2020 at 7:00 pm for the purpose of hearing public input on proposed Local Law #2, 2020 amending Chapter 187 of the Municipal code of the Village of Orchard Park, Streets and Sidewalks.

On the question: 4 voting "Aye" 0 voting "Nay" Carried
Trustee Hogenkamp
Trustee Hartung
Trustee Cosgrove
Trustee Kaczor

Moved by Trustee Hartung, seconded by Trustee Kaczor that the Village let bids for the collection and disposal of garbage and recycling for a period of 3 years beginning June 1, 2020, with a three year option to renew the contract. The bidding materials will be available on January 17, 2020 with the bids to be opened on February 7, 2020.

On the question: 4 voting "Aye" 0 voting "Nay" Carried
Trustee Hogenkamp
Trustee Hartung
Trustee Cosgrove
Trustee Kaczor

Moved by Trustee Cosgrove, seconded by Trustee Hogenkamp that Mayor Clinton be authorized to sign a Special Events Contract with St. John's Lutheran Church to organize the Frozen Chosen 5k on Village streets February 8, 2020 beginning at 10:00 a.m. Permission is contingent upon receipt of proper insurance certificates. The Police Department has been notified of the event and route.

On the question: 4 voting "Aye" 0 voting "Nay" Carried
Trustee Hogenkamp
Trustee Hartung
Trustee Cosgrove
Trustee Kaczor

Moved by Trustee Hartung, seconded by Trustee Hogenkamp that there will not be a Village Registration Day.

On the question: 4 voting "Aye" 0 voting "Nay" Carried
Trustee Hogenkamp
Trustee Hartung
Trustee Cosgrove
Trustee Kaczor

Moved by Trustee Hogenkamp, seconded by Trustee Hartung that the Special Village Election scheduled for Wednesday, March 18, 2020 is to elect two Village Trustees for a one (1) year term each. The election will take place at the Orchard Park Municipal Building, 4295 South Buffalo Street, from the hours of 12:00 noon to 9:00 p.m.

On the question: 4 voting "Aye" 0 voting "Nay" Carried
Trustee Hogenkamp
Trustee Hartung
Trustee Cosgrove
Trustee Kaczor

Moved by Trustee Cosgrove, seconded by Trustee Kaczor that the Municipal Building at 4295 South Buffalo Street be the polling place for the March 18, 2020 Village Elections, from noon until 9 p.m.

On the question: 4 voting "Aye" 0 voting "Nay" Carried
Trustee Hogenkamp
Trustee Hartung
Trustee Cosgrove
Trustee Kaczor

Moved by Trustee Kaczor, seconded by Trustee Cosgrove, that the residency requirements for Election Inspectors for the March 18, 2020 Village Election be expanded to allow Election Inspectors to reside within Erie County, pursuant to Village Law § 3-300(2)(a). Public Officers Law §3, requires public officers be a resident of the municipality they serve.

On the question: 4 voting "Aye" 0 voting "Nay" Carried
Trustee Hogenkamp
Trustee Hartung
Trustee Cosgrove
Trustee Kaczor

Moved by Trustee Hartung, seconded by Trustee Kaczor that the following budget adjustments be authorized for the fiscal year 2019-2020:

Increase Budget for	
interest revenue (A-41090) by	\$ 323.00
insurance expense (F-61910) by	\$ 323.00
Village Justice expense (A-61110) by	\$ 200.00
Fees and Fines revenue (A-42610) by	\$ 200.00
Central Garage Payroll expense (A-61640-100) by	\$ 6,000.00
Christmas Lights Payroll expense (A-65110-104) by	\$ 304.00
Celebrations Payroll expense (A-67550) by	\$ 1,600.00
Princeton Road Project contractual expense (H-65196) by	\$ 3,780.00
Unemployment Expense General (A-69050-800) by	\$ 1,450.00
Mortgage Tax revenue (A-43005) by	\$ 1,450.00
Unemployment expense water (F-69050-800) by	\$ 400.00
Miscellaneous Water Revenue (F-42699) by	\$ 400.00
Clerk's Office Equipment expense (A-61325-200) by	\$ 6,000.00
Offset by use of Fund Balance	

Decrease Budget for	
Street Maintenance Payroll expense (A-65110-103) by	\$6,304.00
Stonehenge Road Project contractual expense (H-65194) by	\$3,780.00
Storm Sewers Payroll expense (A-68140-100) by	\$1,600.00
Tin Barn Capital Project expense (H-65132-201) by	\$5,173.92

Create Capital Project – North East Parking lot with a budget of (H-65198-200) \$5,173.92

On the question:	4 voting "Aye"	0 voting "Nay"	Carried
	Trustee Hogenkamp		
	Trustee Hartung		
	Trustee Cosgrove		
	Trustee Kaczor		

Mayor Clinton mentioned that the Village computers were getting old (2012) and the Microsoft version on them will not be supported much longer, therefor it is necessary to replace them.

Moved by Trustee Cosgrove, seconded by Trustee Hogenkamp that the following be declared surplus and that they be properly disposed of:

- Samsung Computer model 2043SWX
- HP Compaq DC7900 Ultra-Slim Desktop Computer
- 3 Lenova "Think Center" computers
- 1 Certera Server

On the question:	4 voting "Aye"	0 voting "Nay"	Carried
	Trustee Hogenkamp		
	Trustee Hartung		
	Trustee Cosgrove		
	Trustee Kaczor		

Trustee Duty Designations

Mayor Clinton made the following Trustee/Mayoral duty designations:

- Mayor Clinton
 - Chief Fiscal Officer
 - Budget Director
 - Personnel Officer
 - Business Community Liaison
 - Insurance
 - Town Board Liaison
 - Railroad Bridge Paint Project
- Trustee Hartung
 - Deputy Mayor
 - Planning Board Liaison
 - Youth Liaison
 - Public Works
 - Street Lights, Sidewalks and Signals
 - Public Safety
- Trustee Hogenkamp
 - Beautification
 - Senior Projects
 - NYSEG
 - State & County Liaison
 - Town Tree conservancy Liaison
 - WNY Railway Restoration Project
 - Rails to Trails Liaison
- Trustee Cosgrove
 - Website Review
 - Franchises
 - Solid Waste & Recycling
 - Revenue from outside the Village
 - Policy and Procedure Review
- Trustee Kaczor
 - Master Plan Update
 - Zoning Board Liaison
 - Building Department Liaison
 - Village Code Review
 - Village Events and Celebrations
 - Youth Court

Moved by Trustee Hartung, seconded by Trustee Kaczor that the Mayors and Trustee duty designations be approved.

On the question: 4 voting "Aye" 0 voting "Nay" Carried
 Trustee Hogenkamp
 Trustee Hartung
 Trustee Cosgrove
 Trustee Kaczor

The next regular meeting is scheduled for January 27, 2020.

Moved by Trustee Hartung, seconded by Trustee Hogenkamp to adjourn at 7:24 pm.

Respectfully submitted
Mary Beth Jensen
Village Clerk-Treasurer