

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, April 11, 2022 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
Trustee Francis T. Hogenkamp
Trustee Lauren A. Kaczor

Others present:

Clerk-Treasurer Mary Beth Jensen
Manager of Public Works Wittmeyer
Code Enforcement Officer John Gullo

Members excused:

Trustee Matthew J. Hartung
Trustee Dale T. Pyne

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.”

Mayor Clinton opened the organizational meeting and makes the following designations:
Village Board duties:

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

- Zoning Board Liaison
- Building Department Liaison
- Village Code Review
- Website Review
- Youth Court / Youth Liaison

Moved by Trustee Hogenkamp, seconded by Trustee Kaczor that the Mayor's Trustee Duty Designations be approved.

On the question: 3 voting "Aye" 0 voting "Nay" Carried
 Mayor Clinton
 Trustee Hogenkamp
 Trustee Kaczor

Mayor Clinton made the following five-year appointment:

Member of the Planning Board – Myrna Woodard

Moved by Trustee Kaczor, seconded by Trustee Hogenkamp that the Mayor's five-year appointment be approved.

On the question: 3 voting "Aye" 0 voting "Nay" Carried
 Mayor Clinton
 Trustee Hogenkamp
 Trustee Kaczor

Mayor Clinton made the following five-year appointment:

Member of the Zoning Board of Appeals – William Riter

Moved by Trustee Kaczor, seconded by Trustee Hogenkamp that the Mayor's five-year appointment be approved.

On the question: 3 voting "Aye" 0 voting "Nay" Carried
 Mayor Clinton
 Trustee Hogenkamp
 Trustee Kaczor

Mayor Clinton made the following one-year appointment:

Village Administrator – Mary Beth Jensen

Moved by Trustee Hogenkamp, seconded by Trustee Kaczor that the Mayor's one-year appointment be approved.

On the question: 3 voting "Aye" 0 voting "Nay" Carried
 Mayor Clinton
 Trustee Hogenkamp
 Trustee Kaczor

Mayor Clinton made the following one-year appointment:

Deputy Clerk Treasurer – Marcia Nickerson

Moved by Trustee Hogenkamp, seconded by Trustee Kaczor that the Mayor's one-year appointment be approved.

On the question: 3 voting "Aye" 0 voting "Nay" Carried
 Mayor Clinton
 Trustee Hogenkamp
 Trustee Kaczor

Mayor Clinton made the following one-year appointment:

Attorney – Philip M. Marshall

Moved by Trustee Hogenkamp, seconded by Trustee Kaczor that the Mayor's one-year appointment be approved.

On the question: 3 voting "Aye" 0 voting "Nay" Carried
Mayor Clinton
Trustee Hogenkamp
Trustee Kaczor

Mayor Clinton made the following one-year appointment:

Prosecutor – Charles Messina

Moved by Trustee Hogenkamp, seconded by Trustee Kaczor that the Mayor's one-year appointment be approved.

On the question: 3 voting "Aye" 0 voting "Nay" Carried
Mayor Clinton
Trustee Hogenkamp
Trustee Kaczor

Mayor Clinton made the following one-year appointment:

Village Justice – James Cosgrove

Moved by Trustee Hogenkamp, seconded by Trustee Kaczor that the Mayor's one-year appointment be approved.

On the question: 3 voting "Aye" 0 voting "Nay" Carried
Mayor Clinton
Trustee Hogenkamp
Trustee Kaczor

Mayor Clinton made the following one-year appointment:

Village Trustee – Dale Pyne

Moved by Trustee Hogenkamp, seconded by Trustee Kaczor that the Mayor's one-year appointment be approved.

On the question: 3 voting "Aye" 0 voting "Nay" Carried
Mayor Clinton
Trustee Hogenkamp
Trustee Kaczor

Mayor Clinton made the following one-year appointment:

Code Enforcement Officer – John Gullo

Moved by Trustee Hogenkamp, seconded by Trustee Kaczor that the Mayor's one-year appointment be approved.

On the question: 3 voting "Aye" 0 voting "Nay" Carried
Mayor Clinton
Trustee Hogenkamp
Trustee Kaczor

Mayor Clinton made the following one-year appointment:

Chairman - Zoning Board of Appeals – Steve Snyder

Moved by Trustee Hogenkamp, seconded by Trustee Kaczor that the Mayor's one-year appointment be approved.

On the question: 3 voting "Aye" 0 voting "Nay" Carried
Mayor Clinton
Trustee Hogenkamp
Trustee Kaczor

Mayor Clinton made the following one-year appointment:

Chairman - Planning Board – Ronald "Gunner" Tronolone

Moved by Trustee Hogenkamp, seconded by Trustee Kaczor that the Mayor's one-year appointment be approved.

On the question: 3 voting "Aye" 0 voting "Nay" Carried
Mayor Clinton

Trustee Hogenkamp
Trustee Kaczor

Mayor Clinton made the following one-year appointment:

Secretary - Zoning Board of Appeals - Christine Hanavan

Moved by Trustee Hogenkamp, seconded by Trustee Kaczor that the Mayor's one-year appointment be approved.

On the question: 3 voting "Aye" 0 voting "Nay" Carried
Mayor Clinton
Trustee Hogenkamp
Trustee Kaczor

Mayor Clinton made the following one-year appointment:

Alternate member of the Planning Board - Monica Bruce

Moved by Trustee Hogenkamp, seconded by Trustee Kaczor that the Mayor's one-year appointment be approved.

On the question: 3 voting "Aye" 0 voting "Nay" Carried
Mayor Clinton
Trustee Hogenkamp
Trustee Kaczor

Mayor Clinton made the following one-year appointment:

Alternate member of the Planning Board - Mariely Downey

Moved by Trustee Hogenkamp, seconded by Trustee Kaczor that the Mayor's one-year appointment be approved.

On the question: 3 voting "Aye" 0 voting "Nay" Carried
Mayor Clinton
Trustee Hogenkamp
Trustee Kaczor

Mayor Clinton made the following one-year appointment:

Alternate member of the Zoning Board of Appeals - Mark Gerwitz

Moved by Trustee Hogenkamp, seconded by Trustee Kaczor that the Mayor's one-year appointment be approved.

On the question: 3 voting "Aye" 0 voting "Nay" Carried
Mayor Clinton
Trustee Hogenkamp
Trustee Kaczor

Mayor Clinton made the following one-year appointment:

Alternate member of the Zoning Board of Appeals - Scott Shular

Moved by Trustee Hogenkamp, seconded by Trustee Kaczor that the Mayor's one-year appointment be approved.

On the question: 3 voting "Aye" 0 voting "Nay" Carried
Mayor Clinton
Trustee Hogenkamp
Trustee Kaczor

Mayor Clinton made the following one-year appointment:

Dog Control Officer -Kevin Masterson

Moved by Trustee Hogenkamp, seconded by Trustee Kaczor that the Mayor's one-year appointment be approved.

On the question: 3 voting "Aye" 0 voting "Nay" Carried
Mayor Clinton
Trustee Hogenkamp
Trustee Kaczor

Mayor Clinton made the following one-year appointment:

Dog Control Officer - Thomas McCarthy

Moved by Trustee Hogenkamp, seconded by Trustee Kaczor that the Mayor's one-year appointment be approved.

On the question:	3 voting "Aye"	0 voting "Nay"	Carried
	Mayor Clinton		
	Trustee Hogenkamp		
	Trustee Kaczor		

Mayor Clinton made the following one-year appointment:

Registrar - Remy Orffeo

Moved by Trustee Hogenkamp, seconded by Trustee Kaczor that the Mayor's one-year appointment be approved.

On the question:	3 voting "Aye"	0 voting "Nay"	Carried
	Mayor Clinton		
	Trustee Hogenkamp		
	Trustee Kaczor		

Mayor Clinton made the following one-year appointment:

Deputy Registrar - Jennifer Brady

Moved by Trustee Hogenkamp, seconded by Trustee Kaczor that the Mayor's one-year appointment be approved.

On the question:	3 voting "Aye"	0 voting "Nay"	Carried
	Mayor Clinton		
	Trustee Hogenkamp		
	Trustee Kaczor		

Mayor Clinton made the following one-year appointment:

Associate Village Justice - Sean O'Brien

Moved by Trustee Hogenkamp, seconded by Trustee Kaczor that the Mayor's one-year appointment be approved.

On the question:	3 voting "Aye"	0 voting "Nay"	Carried
	Mayor Clinton		
	Trustee Hogenkamp		
	Trustee Kaczor		

Mayor Clinton made the following one-year appointment:

Clerk to Village Justice - Marie Falzone

Moved by Trustee Hogenkamp, seconded by Trustee Kaczor that the Mayor's one-year appointment be approved.

On the question:	3 voting "Aye"	0 voting "Nay"	Carried
	Mayor Clinton		
	Trustee Hogenkamp		
	Trustee Kaczor		

Mayor Clinton made the following one-year appointment:

Clerk (Court) - Elaine Yingling

Moved by Trustee Hogenkamp, seconded by Trustee Kaczor that the Mayor's one-year appointment be approved.

On the question:	3 voting "Aye"	0 voting "Nay"	Carried
	Mayor Clinton		
	Trustee Hogenkamp		
	Trustee Kaczor		

Mayor Clinton made the following one-year appointment:

Disaster Coordinator – Rich Mrugalski

Moved by Trustee Hogenkamp, seconded by Trustee Kaczor that the Mayor's one-year appointment be approved.

On the question: 3 voting "Aye" 0 voting "Nay" Carried
Mayor Clinton
Trustee Hogenkamp
Trustee Kaczor

Mayor Clinton made the following one-year appointment:

Assistant Disaster Coordinator – John Gullo

Moved by Trustee Hogenkamp, seconded by Trustee Kaczor that the Mayor's one-year appointment be approved.

On the question: 3 voting "Aye" 0 voting "Nay" Carried
Mayor Clinton
Trustee Hogenkamp
Trustee Kaczor

Mayor Clinton made the following one-year appointment:

Economic Development Committee member – John Capriotto

Moved by Trustee Hogenkamp, seconded by Trustee Kaczor that the Mayor's one-year appointment be approved.

On the question: 3 voting "Aye" 0 voting "Nay" Carried
Mayor Clinton
Trustee Hogenkamp
Trustee Kaczor

Moved by Trustee Kaczor, seconded by Trustee Hogenkamp that the regular Village Board meeting for the fiscal year 2022-2023 be scheduled for 7:00 PM on the second and fourth Monday of each month, with the following exceptions:

- July, August & December 2022 the Village Board will only meet on the second Monday.

Be it further moved that a work session for the Board of Trustees be scheduled on each Monday of the month as needed.

On the question: 3 voting "Aye" 0 voting "Nay" Carried
Mayor Clinton
Trustee Hogenkamp
Trustee Kaczor

Moved by Trustee Hogenkamp, seconded by Trustee Kaczor that the Planning Board Meetings be scheduled the first Tuesday of each month at 7:00 PM.

On the question: 3 voting "Aye" 0 voting "Nay" Carried
Mayor Clinton
Trustee Hogenkamp
Trustee Kaczor

Moved by Trustee Kaczor, seconded by Trustee Hogenkamp that the Zoning Board Meetings be scheduled for the fourth Wednesday after the first Tuesday of the month at 7:00 p.m. The meeting times and dates can also be found on the Village Website calendar.

On the question: 3 voting "Aye" 0 voting "Nay" Carried
Mayor Clinton

Trustee Hogenkamp
Trustee Kaczor

Moved by Trustee Hogenkamp, seconded by Trustee Kaczor that Community Bank be designated as the official depository for the Village of Orchard Park for the fiscal year 2022-2023.

On the question: 3 voting "Aye" 0 voting "Nay" Carried
Mayor Clinton
Trustee Hogenkamp
Trustee Kaczor

Moved by Trustee Kaczor, seconded by Trustee Hogenkamp that the Orchard Park Bee be named the official newspaper for the Village of Orchard Park for the fiscal year 2022-2023.

On the question: 3 voting "Aye" 0 voting "Nay" Carried
Mayor Clinton
Trustee Hogenkamp
Trustee Kaczor

Moved by Trustee Hogenkamp, seconded by Trustee Kaczor that Mayor Clinton be authorized to sign a one-year agreement with FISHER ASSOCIATES, retaining their engineering services on an "as needed" basis.

On the question: 3 voting "Aye" 0 voting "Nay" Carried
Mayor Clinton
Trustee Hogenkamp
Trustee Kaczor

Moved by Trustee Hogenkamp, seconded by Trustee Kaczor that the mileage rate be set for the fiscal year 2022-2023 at 58.5 cents per mile.

On the question: 3 voting "Aye" 0 voting "Nay" Carried
Mayor Clinton
Trustee Hogenkamp
Trustee Kaczor

Moved by Trustee Hogenkamp, seconded by Trustee Kaczor that representatives of the Village be authorized to attend Erie County Village Officials meetings and the Erie County Governments meetings, with all expenses incidental to the meetings to be paid by the Village.

On the question: 3 voting "Aye" 0 voting "Nay" Carried
Mayor Clinton
Trustee Hogenkamp
Trustee Kaczor

Moved by Trustee Kaczor, seconded by Trustee Hogenkamp that the Administrator and Deputy Clerk be authorized to attend Erie County Municipal Administrative Officers Association meetings and the NYCOM and OSC Fall Training School with all expenses incidental to the meetings to be paid by the Village.

On the question: 3 voting "Aye" 0 voting "Nay" Carried
Mayor Clinton
Trustee Hogenkamp
Trustee Kaczor

Moved by Trustee Hogenkamp, seconded by Trustee Kaczor that an employee of the Village Department of Public Works be authorized to attend the Erie County Town Highway Superintendents Association meetings and the Village Public Works and Streets

Superintendents meetings with all expenses incidental to the meetings and schools to be paid by the Village.

On the question: 3 voting "Aye" 0 voting "Nay" Carried
Mayor Clinton
Trustee Hogenkamp
Trustee Kaczor

Moved by Trustee Kaczor, seconded by Trustee Hogenkamp that two Department of Public Works employees be authorized to attend NYCOM Public Works School to be held in the fall, the Western New York Stormwater Conference and the N.Y.S. Rural Water School with all expenses incidental to the schools to be paid by the Village.

On the question: 3 voting "Aye" 0 voting "Nay" Carried
Mayor Clinton
Trustee Hogenkamp
Trustee Kaczor

Moved by Trustee Hogenkamp, seconded by Trustee Kaczor that the Code Enforcement Officer be authorized to attend the Niagara Frontier Building Officials meetings with all expenses incidental to the meeting to be paid by the Village.

On the question: 3 voting "Aye" 0 voting "Nay" Carried
Mayor Clinton
Trustee Hogenkamp
Trustee Kaczor

Moved by Trustee Kaczor, seconded by Trustee Hogenkamp that the following policies of the Village have been reviewed and there will be no revisions:

- Procurement Policy
- Investment Policy
- Time Keeping Policies
- Vehicle Policy
- Sexual Harassment Policy

On the question: 3 voting "Aye" 0 voting "Nay" Carried
Mayor Clinton
Trustee Hogenkamp
Trustee Kaczor

This concluded the Organizational Meeting.

A Tentative Budget Hearing was scheduled and advertised at this time to hear public comment on the Village Tentative Budget for the fiscal year 2022-2023.

Mayor Clinton opened the budget hearing and highlights some of the important aspects of the tentative budget, including:

- Tax rate of \$4.52, which is under the tax cap
- ARPA funding will be used to purchase equipment and for capital projects
- Gas and oil, insurance and the general cost of goods are increasing
- A grant writer, planter boxes and tree trimming have been added to the budget
- Capital projects include road work on Hillside, Elmhurst, South Shore and West Highland; as well as a waterline project on Argyle and Allen.

Mayor Clinton asked three times for comments in support of the proposed budget. There were none.

Mayor Clinton asked three times for comments in opposition of the proposed budget. There were none.

Moved by Trustee Hogenkamp, seconded by Trustee Kaczor that the tentative budget hearing be closed at 7:13 p.m.

On the question:	3 voting "Aye"	0 voting "Nay"	Carried
	Mayor Clinton		
	Trustee Hogenkamp		
	Trustee Kaczor		

Mayor Clinton announced that there would not be a vote on the budget until next meeting when there will be more members of the board present.

Moved by Trustee Hogenkamp, seconded by Trustee Kaczor to accept the minutes of March 28, 2022 as presented.

On the question:	3 voting "Aye"	0 voting "Nay"	Carried
	Mayor Clinton		
	Trustee Hogenkamp		
	Trustee Kaczor		

Moved by Mayor Clinton, seconded by Trustee Hogenkamp that the vouchers numbering 4580 to 4600 in Abstract #145 of 2021-2022 in the amount of \$194,000.33 be paid as presented.

On the question:	3 voting "Aye"	0 voting "Nay"	Carried
	Mayor Clinton		
	Trustee Hogenkamp		
	Trustee Kaczor		

Moved by Trustee Kaczor, seconded by Trustee Hogenkamp that the reports of Village Justice, Water Department and Treasurer for the month of March be received and filed.

On the question:	3 voting "Aye"	0 voting "Nay"	Carried
	Mayor Clinton		
	Trustee Hogenkamp		
	Trustee Kaczor		

There were no comments from the floor.

Moved by Trustee Hogenkamp, seconded by Trustee Kaczor, to schedule and advertise a Public Hearing on April 25, 2022 at 7:00 p.m. to review a Special Use to establish a short-term rental at 32 South Davis St.

On the question:	3 voting "Aye"	0 voting "Nay"	Carried
	Mayor Clinton		
	Trustee Hogenkamp		
	Trustee Kaczor		

Moved by Trustee Hogenkamp, seconded by Trustee Kaczor that the Village of Orchard Park Code, Chapter A232, fees, be amended as follows:

- Food Truck Permit \$15 per calendar year

On the question:	3 voting "Aye"	0 voting "Nay"	Carried
	Mayor Clinton		
	Trustee Hogenkamp		
	Trustee Kaczor		

Moved by Trustee Kaczor, seconded by Trustee Hogenkamp to authorize Mayor Clinton to sign the Employee Memorandum of Understanding and Administrative Policy for the fiscal year 2022-2023.

On the question: 3 voting "Aye" 0 voting "Nay" Carried
Mayor Clinton
Trustee Hogenkamp
Trustee Kaczor

Moved by Trustee Hogenkamp, seconded by Trustee Kaczor authorizing the annual Newsletter and Water Quality Report to be mailed to property owners with their 2022-2023 Village Tax Bill.

On the question: 3 voting "Aye" 0 voting "Nay" Carried
Mayor Clinton
Trustee Hogenkamp
Trustee Kaczor

Trustee Kaczor congratulated First Line Brewing for winning Channel 2's contest on WNY's favorite brewery.

The next regular meeting is scheduled for April 25, 2022.

Moved by Trustee Kaczor, seconded by Trustee Hogenkamp to adjourn at 7:17 p.m.

On the question: 3 voting "Aye" 0 voting "Nay" Carried
Mayor Clinton
Trustee Hogenkamp
Trustee Kaczor

Respectfully submitted,
Mary Beth Jensen, Village Clerk-Treasurer