

Minutes  
Village of Orchard Park  
Board of Trustees  
April 8, 2013

The regular meeting of the Board of Trustees of the Village of Orchard Park was held on Monday, **April 8, 2013** in the Municipal Center, 4295 South Buffalo Street, Orchard Park, New York. Mayor Wilson called the meeting to order at 7:00 p.m. with the Pledge of Allegiance to the Flag.

Members present:

Mayor John B. Wilson  
Trustee Francis T. Hogenkamp  
Trustee David A. Rood  
Trustee Joseph R. Wales  
Trustee Jo Ann Litwin

Others present:

Dir. Of Public Works Andrew J. Slotman  
Attorney Philip Marshall  
Clerk-Treasurer Mary Beth Jensen  
Building Inspector Jeffrey Sweet

Mayor Wilson 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.”

The annual organizational meeting was scheduled at this time.

Mayor Wilson made the following Trustee duty designations:

**Trustee Rood**

Deputy Mayor  
Youth Coordinator  
Solid Waste & Recycling  
Building Department Liaison  
Finance & Budget

**Trustee Hogenkamp**

Street lights, sidewalks, signals  
Senior Projects  
Town Board Liaison  
Business Community Liaison  
Beautification

**Trustee Wales**

Revenues from outside Village  
Events & Celebrations  
State & County Liaison  
Planning Board Liaison  
Master Plan Update

**Trustee Litwin**

Public Works/Water  
Village Code Review  
Zoning Board of Appeals Liaison  
Insurance  
Franchises

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

On the question: 5 voting "Aye" 0 voting "Nay" Carried

**5 Year Appointments:**

Member of the Zoning Board of Appeals - Gary Philips  
Member of the Planning Board - Michael Borowiak

Moved by Trustee Wales, seconded by Trustee Rood that the Mayor's five year appointments be approved.

On the question: 5 voting "Aye" 0 voting "Nay" Carried

**Two Year Appointments:**

Clerk-Treasurer - Mary Beth Jensen  
Affirmative Action Officer - Jeffrey Sweet  
Records Access Officer - Mary Beth Jensen

Moved by Trustee Rood, seconded by Trustee Hogenkamp that the Mayor's two year appointments be approved.

On the question: 5 voting "Aye" 0 voting "Nay" Carried

**One Year Appointments**

Director of Public Works - Andrew J. Slotman  
Deputy Clerk-Treasurer - Kelly M. Stressinger  
Attorney - Philip M. Marshall  
Prosecutor - Nancy Hart  
Building Inspector - Jeffrey N. Sweet  
Chairman - Zoning Board of Appeals - Ted Pieczonka  
Chairman - Planning Board - Ronald G. Tronolone  
Secretary - Zoning Board of Appeals - Clara Lewis  
Historian - Suzanne Kulp  
Dog Control Officer - Dennis Buczkowski  
Deputy Dog Control Officers - Elise Able, Wende Mulawka  
Registrar - Carol Hutton  
Deputy Registrar - Kathy Swarbick  
Acting Village Justice - Philip M. Marshall  
Clerk to Village Justice - Brigid Lavelle  
Clerk (Court) - Cynthia Jondle  
Disaster Coordinator - Rich Mrugalski  
Assistant Disaster Coordinator - Ernie Matthews, Andrew Geist  
Representative to Economic Development Committee - John Bailey

Moved by Trustee Litwin, seconded by Trustee Wales that the Mayor's one year appointments be approved.

On the question: 5 voting "Aye" 0 voting "Nay" Carried

**Meeting Dates:**

Moved by Trustee Hogenkamp, seconded by Trustee Rood that the regular Village Board meeting for the fiscal year 2013-2014 be scheduled for 7:00 PM on the second and fourth Monday of each month, with the following exceptions:

- **July, August & December 2013** the Village Board will only meet on the second Monday.
- **October 2013** the Village Board will meet on Thursday, October 17<sup>th</sup> and not Monday, October 14 due to the Columbus Day holiday.
- **November 2013** the Village Board will meet on Wednesday, November 13<sup>th</sup> and not Monday, November 11<sup>th</sup>, due to the Veterans' Day holiday.
- **May 2014** the Village Board will meet on Wednesday, May 28<sup>th</sup> not Monday, May 26<sup>th</sup>, due to the Memorial Day holiday.

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

On the question: 5 voting "Aye" 0 voting "Nay" Carried

Moved by Trustee Rood, seconded by Trustee Litwin that the **Planning Board Meetings** be scheduled the first Tuesday of each month at 7:00 PM; and the **Zoning Board Meetings** be scheduled for the third Wednesday after the first Tuesday of the month at 7:00 PM.

On the question: 5 voting "Aye" 0 voting "Nay" Carried

**Official Depository:**

Moved by Trustee Wales, seconded by Trustee Hogenkamp that J.P. Morgan Chase Bank be designated as the official depository for the Village of Orchard Park for the fiscal year 2013-2014.

On the question: 5 voting "Aye" 0 voting "Nay" Carried

**Official Newspaper:**

Moved by Trustee Litwin, seconded by Trustee Wales that the Orchard Park Bee be named the official newspaper and the Buffalo News be named the alternate official newspaper for the Village of Orchard Park for the fiscal year 2013-2014.

On the question: 5 voting "Aye" 0 voting "Nay" Carried

**Mileage Rate:**

Moved by Trustee Hogenkamp, seconded by Trustee Rood that the mileage rate be set for the fiscal year 2013-2014 at 55.5 cents per mile.

On the question: 5 voting "Aye" 0 voting "Nay" Carried

**Procurement Limits:**

Moved by Trustee Rood, seconded by Trustee Wales that after reviewing the Village procurement policy, it be amended to read as follows:

Estimated Amount of Purchase Contract

\$2,000 - \$3,999

\$4,000 - \$14,999

Over \$15,000

Method

2 verbal or written quotes

3 written/fax quotes

Bid (attach explanation if lowest bid is not awarded)

Estimated amount of Public Works Contract

\$2,000 - \$3,999

Method

2 verbal or written quotes

\$4,000 - \$9,999

2 written/fax quotes or RFP's (attach copies)

\$10,000 - \$19,999

3 written/fax quotations or RFP's (attach copies)

Over \$20,000

Bid (attach explanation if lowest bid is not awarded)

On the question: 5 voting "Aye" 0 voting "Nay" Carried

### **Justice Stenographer:**

Moved by Trustee Litwin, seconded by Trustee Hogenkamp that the Village Justice be authorized to hire a stenographer when necessary at a cost up to \$100.00 per hour for the fiscal year 2013-2014.

On the question: 5 voting "Aye" 0 voting "Nay" Carried

### **Meeting Attendance:**

- Moved by Trustee Wales, seconded by Trustee Litwin that representatives of the Village be authorized to attend Erie County Village Officials meetings, the Erie County Governments meetings and the N.Y.S. Conference of Mayors meetings with all expenses incidental to the meetings to be paid by the Village.

On the question: 5 voting "Aye" 0 voting "Nay" Carried

- Moved by Trustee Litwin, seconded by Trustee Hogenkamp that the Clerk and Deputy Clerk be authorized to attend Erie County Municipal Officers Association meetings, the Southern Tier West Local Government Conference and the N.Y.S. Fiscal Officers & Municipal Clerks Training School with all expenses incidental to the meetings to be paid by the Village.

On the question: 5 voting "Aye" 0 voting "Nay" Carried

- Moved by Trustee Rood, seconded by Trustee Wales that the Director of Public Works be authorized to attend the Town Highway Superintendents Association of Erie County meetings, the Village Public Works and Streets Superintendents meetings, the Cornell Highway Superintendents School, and that two Department of Public Works employees be authorized to attend NYCOM Public Works School to be held in the fall and the N.Y.S. Rural Water School with all expenses incidental to the meetings to be paid by the Village.

On the question: 5 voting "Aye" 0 voting "Nay" Carried

- Moved by Trustee Hogenkamp, seconded by Trustee Litwin that the Building Inspector and/or Acting Building Inspector 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: 5 voting "Aye" 0 voting "Nay" Carried

### **Budget Hearing:**

A public hearing was scheduled and advertised for this time to hear public input on the tentative budget.

Mayor Wilson explained that the Village's fiscal year runs from June 1 - May 31. The tentative budget has an increase in tax revenue that falls below the 2% tax cap limit, with a tax rate of 3.69 - an increase of 7.36 cents.

Trustee Wales cited that it is the lowest Village Tax rate in Erie County. Trustee Hogenkamp reported the budget is as tight as they could make it.

Mayor Wilson asked 3 times if anyone would like to speak in favor of the tentative budget. There were no comments.

Mayor Wilson asked 3 times if anyone would like to speak in opposition of the tentative budget. There were no comments.

Moved by Trustee Rood, seconded by Trustee Litwin that the budget hearing be closed at 7:17 PM.

On the question: 5 voting "Aye" 0 voting "Nay" Carried

Moved by Trustee Wales, seconded by Trustee Hogenkamp that the budget for the fiscal year 2013-2014 be approved as presented in the tentative budget hearing.

On the question: 5 voting "Aye" 0 voting "Nay" Carried

Mayor Wilson commented that State level mandates have tightened the Village budget. He thanked the board members for their hard work.

Trustee Hogenkamp commented that the Village Board held several meetings to work on the budget. The increase in State Retirement was a big issue.

Moved by Trustee Wales, seconded by Trustee Hogenkamp that the minutes of March 25, 2013 be approved as received.

On the question: 5 voting "Aye" 0 voting "Nay" Carried

Moved by Trustee Rood, seconded by Trustee Litwin that the vouchers numbering 10503 to 10534 in Abstract #17 of 2012-2013 in the amount of \$46,713.93 be paid as presented.

On the question: 5 voting "Aye" 0 voting "Nay" Carried

Comments from the floor of items not on the agenda.

Jacqueline Briggs reported a successful pancake breakfast fundraiser on Saturday.

#### Reports:

Moved by Trustee Rood, seconded by Trustee Wales that the reports of the Acting Village Justice and Water Department for the month of March 2013 be received and filed.

On the question: 5 voting "Aye" 0 voting "Nay" Carried

- Building Inspector Sweet reported
  - that he has a meeting scheduled with the owner of the building and business where Don Tequillas was.
  - that the OP Winter Guard placed first in the NE Division.
- Director of Public Works Slotman reported
  - the annual Stormwater Management program closed March 9; reporting is due to the state by mid May.
  - Spring clean up reminder - the DPW does not pick up grass clippings, the compost site does not accept them as they don't decompose to mulch. Grass clippings should be bagged and placed with regular garbage.
  - He thanked the board for his appointment.
- Trustee Wales had nothing to report.
- Trustee Rood reported that the first Electronic Recycling Event will take place on April 20 from 10-1.

- Trustee Hogenkamp had nothing to report.
- Trustee Litwin had nothing to report.
- Attorney Marshall had nothing to report.
- Clerk-Treasurer Jensen reported that the Village is planning to accept credit card and on line payments soon. She thanked the Village Board for her appointment.
- Mayor Wilson commented that he is glad the budget is behind us.

Moved by Trustee Hogenkamp, seconded by Trustee Wales that an amount not to exceed \$31,000.00 be expended from the Reserve for Equipment Fund to purchase a new 2013 F250 Pickup Truck, subject to permissive referendum.

On the question: 5 voting "Aye" 0 voting "Nay" Carried

The next regular meeting is scheduled for April 22, 2013 at 7PM.

Moved by Trustee Wales, seconded by Trustee Hogenkamp to adjourn at 7:31PM.

On the question: 5 voting "Aye" 0 voting "Nay" Carried

Respectfully submitted

Mary Beth Jensen  
Village Clerk-Treasurer