



## Village of Corfu Organizational & Regular Meeting Minutes June 7, 2023

The Village of Corfu Mayor held its Organizational & Monthly Meetings at 116 East Main Street on June 7, 2023, at 6:30 p.m. Present were Mayor Sargent, Deputy Mayor Doktor, Trustee Lauer, Trustee Reisdorf, Trustee Krzemien, Village Clerk, Jennifer Eck, Officer in Charge, David Krzemien, Electrician, Norm Waff, Deputy Court Clerk, Lori Stiles and Zoning, Code Enforcement Officer, Robin Johnson and Bianca Dolac, Candidate for Police Department.

The Mayor opened the Organizational Meeting at 6:30 pm, followed by the Pledge to the Flag.

Office in Charge, Mr. Krzemien, introduced potential candidate, Ms. Dolac to the Board. Ms. Dolac completed phase I of Police Academy in Erie County and is highly recommended by her instructors. Mr. Krzemien would like to hire Ms. Dolac for the Corfu Police Department; all background checks have been completed and is ready to start as soon as possible.

Trustee Lauer made a motion to approve the hiring of Ms. Dolac; 2<sup>nd</sup> by Trustee Reisdorf.

The motion was **passed** on the following roll call vote:

VOTE	YES	NO	ABSTAIN	ABSENT
Mayor Sargent	x			
Deputy Mayor Doktor	x			
Trustee Krzemien	x			
Trustee Lauer	x			
Trustee Reisdorf	X			
<b>VOTE TOTAL</b>	<b>5</b>			

Mayor Sargent made the following appointments and oaths of office for the 2023-2024 Budget year:

Jennifer Eck	Clerk Treasurer
Jenny McMartin-Eck	Deputy Clerk Treasurer
Amy Smith	Court Clerk
Lori Stiles	Deputy Court Clerk
Carrie McMullen	Historian
Robin Johnson	Zoning and Code Enforcement

Village policies were previously emailed to the Board and reviewed for any potential changes.

Motion was made by Deputy Mayor Doktor and seconded by Trustee Krzemien to move the following Resolution:

**RESOLVED:** That the Village of Corfu hereby re-adopts the following Village policies Documents:

- Procurement Policy: As adopted March 21, 2011, and updated June 2023.
- Credit Card Policy: As adopted Feb. 28, 2011, and updated June 2023.
- Investment Policy: As adopted December 8, 2008, and updated June 2023.
- Budget Policy: As adopted April 13, 2015, and updated June 2023.
- Grievance Procedure: As adopted March 14, 2011, and updated June 2023.
- Fair Housing Policy: As adopted March 14, 2011, and updated June 2023.
- Conflict of Interest Policy: As adopted March 28, 2011, and updated June 2023.
- Shared Service Agreement: As adopted March 21, 2011.
- Breach Notification Policy: As adopted October 14, 2020.
- Fund Balance Policy: As adopted November 12, 2012.
- Code of Ethics Policy: As adopted June 8, 2022.
- Compliance Policies: which include Equal Employment Opportunity and Harassment Policy, Workplace Violence as adopted in Employee Handbook June 2023.

The motion was **passed** on the following roll call vote:

VOTE	YES	NO	ABSTAIN	ABSENT
Mayor Sargent	x			
Deputy Mayor Doktor	x			
Trustee Krzemien	x			
Trustee Lauer	x			
Trustee Reisdorf	X			
<b>VOTE TOTAL</b>	<b>5</b>			

Mayor Sargent made the following Departmental Assignments of Trustees:

- Deputy Mayor – Mike Doktor
- Budget, Finances – Trustee Lauer
- Sewer, Planning and Zoning – Trustee Reisdorf
- Beautification – Trustee Doktor
- Maintenance, Electrician – Trustee Krzemien
- Police, Budget, and Office – Mayor Sargent

Motion was made by Trustee Lauer and seconded by Deputy Mayor Doktor to move the following Resolution to make the following designations for the remainder of the Fiscal Year 2023-2024:

BE IT RESOLVED that;

- Nicole Ryan be retained as the Village Accountant for the Village and completion of the Annual Update Document; Jen Wolcott for monthly auditing.
- Whiting Law Firm be retained as Village Attorney.
- Bond, Schoeneck & King be retained as Attorney for the Police Contract and police personnel.
- MRB be retained as the Village Engineers.
- The Batavia Daily News be designated as the official newspaper.

The motion was **passed** on the following roll call vote:

VOTE	YES	NO	ABSTAIN	ABSENT
Mayor Sargent	x			
Deputy Mayor Doktor	x			
Trustee Krzemien	x			
Trustee Lauer	x			
Trustee Reisdorf	X			
<b>VOTE TOTAL</b>	<b>5</b>			

## Designation of Depositories

WHEREAS the board of trustees has determined that Village Law § 4-412(3)(2) requires the designation of banks or trust companies for the deposit of all village monies;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the board of trustees designates the following institutions as depositories of all moneys received by the village treasurer, clerk, and receiver of taxes: M & T Bank

Section 2. That this resolution is effective immediately.

The resolution was **passed** on the following roll call vote:

VOTE	YES	NO	ABSTAIN	ABSENT
Mayor Sargent	x			
Deputy Mayor Doktor	x			
Trustee Krzemien	x			
Trustee Lauer	x			
Trustee Reisdorf	X			
<b>VOTE TOTAL</b>	<b>5</b>			

## Mileage Allowance

WHEREAS the board of trustees has determined to pay a fixed rate for mileage as reimbursement to village officers and employees who use their personal automobiles while performing their official village duties;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the board of trustees will approve reimbursement to such officers and employees at the rate of \$0.625 per mile.

Section 2. That this resolution is effective immediately.

The resolution was **passed** on the following roll call vote:

VOTE	YES	NO	ABSTAIN	ABSENT
Mayor Sargent	x			
Deputy Mayor Doktor	x			
Trustee Krzemien	x			
Trustee Lauer	x			
Trustee Reisdorf	X			
<b>VOTE TOTAL</b>	<b>5</b>			

The Board shall meet at six-thirty o'clock in the evening (6:30 pm) of the 2<sup>nd</sup> Wednesday in the month following the annual election and such meeting is known as the Organizational meeting of the Board; thereafter, regular meetings will be held the 2<sup>nd</sup> Wednesday of every month and Committee Meetings will be held on the 4<sup>th</sup> Wednesday of every month. The second meeting (Committee Meeting) in July will be cancelled at this time.

The Board shall hold other regular meetings at such times and places in the Village as it shall by resolution provide. Special meetings may be called by the Mayor or any two Trustees, by causing a written notice, specifying the time and place thereof, to be served upon each member of the Board, personally, at least one hour, or by leaving a notice at his/her residence or place of business with some person of suitable age or discretion, or by email, at least twenty-four hours before the time of the meeting, or by mailing such notice at least seventy-two hours before such meeting. Any meeting may be adjourned to a later date, but not more than three (3) weeks. (See Section 87 of Village Law)

The resolution was **passed** on the following roll call vote:

VOTE	YES	NO	ABSTAIN	ABSENT
Mayor Sargent	x			
Deputy Mayor Doktor	x			
Trustee Krzemien	x			
Trustee Lauer	x			
Trustee Reisdorf	X			
<b>VOTE TOTAL</b>	<b>5</b>			

### Advance Approval of Claims

WHEREAS the board of trustees has determined to authorize payment in advance of audit of claims for public utility services, postage, freight and express charges; and

WHEREAS all such claims must be presented at the next regular meeting for audit; and

WHEREAS the claimant and the officer incurring or approving the claim are jointly and severally liable for any amount the board of trustees disallows;

NOW THEREFORE BE IT RESOLVED:

Section 1. That the board of trustees authorizes payment in advance of audit of claims for public utility services, postage, freight, and express charges. All such claims must be presented at the next regular meeting for audit and the claimant and the officer incurring or approving the claims are jointly and severally liable for any amount the board of trustees disallows.

The resolution was **passed** on the following roll call vote:

VOTE	YES	NO	ABSTAIN	ABSENT
Mayor Sargent	x			
Deputy Mayor Doktor	x			
Trustee Krzemien	x			
Trustee Lauer	x			
Trustee Reisdorf	X			
<b>VOTE TOTAL</b>	<b>5</b>			

**Other Business:**

- MRB spoke with Mayor Sargent regarding grant writing and the need for the Village to obtain an income survey. This survey has been completed in the past and is outdated for future grants, as the criteria that needs to be met to receive funding has incorrect data for the Village residents. G&G Municipal Consulting has completed this survey in the past and has a proposed quote for \$8,400.00.

Trustee Reisdorf made a motion to approve G&G Municipal Consulting to complete this survey with a limit of \$8,400 expenditure; 2<sup>nd</sup> by Deputy Mayor Doktor.

The motion was **passed** on the following roll call vote:

VOTE	YES	NO	ABSTAIN	ABSENT
Mayor Sargent	x			
Deputy Mayor Doktor	x			
Trustee Krzemien	x			
Trustee Lauer	x			
Trustee Reisdorf	X			
<b>VOTE TOTAL</b>	<b>5</b>			

Deputy Mayor Doktor made a motion to adjourn meeting at 7:05 p.m., 2<sup>nd</sup> by Trustee Krzemien:

Respectfully Submitted,

Jenny McMartin-Eck  
Deputy Clerk