

**EXECUTIVE SESSION**

Board of Trustees  
Village of Kenmore

Municipal Building  
December 7, 2021

PRESENT:	Hon. Patrick Mang	Mayor
	Hon. Katherine Bestine	Trustee
	Hon. Paul Catalano	Trustee
	Hon. Joseph DeCecco	Trustee
	Hon. Katie Burd	Trustee

**EXECUTIVE SESSION TO DISCUSS TWO (2) LITIGATION AND ONE (1) FINANCIAL MATTER.**

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Trustee Burd moved to go into Executive Session to discuss two (2) litigation matters and one (1) financial matter.

Seconded by Trustee Bestine and adopted by a full vote in the affirmative.

Trustee Burd moved to end the Executive Session.

Seconded by Trustee DeCecco and adopted by a full vote of all members present.

Kathleen P. Johnson  
Village Clerk/Treasurer

## CORPORATION PROCEEDINGS

Board of Trustees  
Village of Kenmore

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PRESENT:	Hon. Patrick Mang	Mayor
	Hon. Katherine Bestine	Trustee
	Hon. Paul Catalano	Trustee
	Hon. Joseph DeCecco	Trustee
	Hon. Katie Burd	Trustee

The meeting was called to order at 7:30 p.m. by Mayor Mang. The Mayor led the Pledge of Allegiance.

### **BOARD APPROVED THE VILLAGE BOARD RULES OF PROCEDURE.**

Trustee Bestine offered the following resolution covering Village Board Rules of Procedure and moved its adoption:

#### **RULES FOR PREPARATION OF AGENDAS FOR PUBLIC BOARD MEETINGS AND FOR AUDITING VOUCHERS**

1. Meeting Agendas will be delivered to the homes of Board Members late afternoon on the Friday prior to the regular public Board Meeting.
2. Trustees and Department Heads wishing to have items included on such agendas must submit them to the Village Clerk-Treasurer no later than 2:00 p.m. on the Friday prior to the regular public Board Meeting.
3. Additional agenda items not submitted in accordance with No. 2 above may be added on the meeting day with the approval of three members of the Board of Trustees.
4. (a) Each Trustee is obligated to audit the vouchers at his or her own leisure prior to the public Board Meeting at which they are to be approved for payment.  
  
(b) The Village Clerk-Treasurer will have such vouchers available for audit by Board Members in the Mayor's Office no later than 4:00 p.m. of the day of the public Board Meeting.

**PUBLIC BOARD MEETING RULES OF PROCEDURE**

1. Trustees or audience members will be permitted to speak when recognized by the Mayor, or in his absence, the Deputy Mayor.
2. Discussion or debate of Agenda items will begin only after a motion has been made and seconded. The Order of Recognition for speaking on a "question" for Trustees shall be in the same order of roll call voting, except that the Trustee who introduces the motion shall be given the first privilege of the floor. No Trustee shall be permitted to speak on a "question" after it has been voted on except to change his or her vote prior to the vote result being announced.
3. The Order of Roll Call voting shall be as follows:  
  
Trustee Katherine Bestine  
Trustee Paul Catalano  
Trustee Katie Burd  
Trustee Joseph DeCecco
4. Constructive audience input will continue to be invited prior to submitting the motion to a vote by the Board of Trustees. Questions, for clarification purposes, will also be permitted from audience members prior to such vote being taken. Upon conclusion of audience comments and discussion, the Board of Trustees will proceed with final disposition. The Mayor, at his sole discretion, may initiate a time limit for audience comment, and/or limit audience participation to one comment per audience member.

**PROCEDURES FOR CONVENING AND CONDUCTING  
NON-REGULARLY SCHEDULED VILLAGE BOARD MEETINGS**

Special non-regularly scheduled meetings of the Board of Trustees may be called by the Mayor or by any three Trustees by causing a written notice specifying the time and place thereof to be served upon each member of the Board personally at least two hours in advance, or by leaving a notice at his residence or place of business with some person of suitable age and discretion at least 24 hours before the time of the meeting or by making such notice at least 72 hours before such meeting, and that all such meetings shall be in conformance with the requirements of New York State's Open Meeting Law, Rules and Regulations.

Seconded by Trustee DeCecco and adopted by a full vote of all members present

**BOARD APPROVED THE MAYORAL APPOINTMENT OF KATHLEEN P. JOHNSON AS CLERK TREASURER FOR A TWO-YEAR TERM.**

Trustee Burd moved to approve the Mayoral appointment of Kathleen P. Johnson as Clerk/Treasurer for a two-year term to expire at the first Board meeting in December 2023.

Seconded by Trustee Catalano and adopted by a full vote of all members present.

**BOARD APPROVED MAYORAL APPOINTMENTS TO VARIOUS POSITIONS FOR**

Trustee DeCecco moved to approve the Mayoral one-year appointments of the following persons, to expire at the first Board meeting in December, 2023:

Prosecuting/Deputy Attorney	Eugene P. Adams, Esq.
Legal Liaison	Kathleen P. Johnson, Esq.
Acting Justice	Parker MacKay, Esq.
Registrar	Kathleen P. Johnson, Esq.
Deputy Registrar	Gail T. Higgins
Deputy Clerk	Gail T. Higgins
Village Historian	Edward Adamczyk

Seconded by Trustee Bestine and adopted by a full vote of all members present.

**BOARD APPROVED THE MAYORAL APPOINTMENTS OF TRUSTEES TO VARIOUS POSITIONS.**

Trustee Catalano moved to approve the following Mayoral appointments of Trustees:

Deputy Mayor	Trustee Catalano
Water & Sanitation/Sewer Commissioner	Trustee Bestine
Public Works & Public Utilities Commissioner	Trustee Bestine
Commissioner of Administration & Finance	Trustee Burd
Deputy Police/Juvenile Aid Bureau Commissioner	Trustee Catalano
Deputy Fire Commissioner	Trustee DeCecco
Community Development Commissioner	Trustee Burd
Commissioner of Kenmore Community Center	Trustee Catalano

Building Department Commissioner

Trustee Burd

Housing Authority Liaison

Trustee Bestine

Seconded by Trustee Burd and adopted by a full vote of all members present.

**BOARD APPROVED THE MAYORAL APPOINTMENTS OF TRUSTEES TO VILLAGE BOARD COMMITTEES.**

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Trustee Bestine moved to approve the following Mayoral appointments of Trustees to various Village Board committees:

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|-----------------------|------------------------------------|
| Insurance             | Trustee Burd & Trustee DeCecco     |
| Tax & Property        | All Board Members                  |
| Grievance Committee   | Trustee Burd & Trustee DeCecco     |
| Capital Expenditures  | Trustee Bestine & Trustee DeCecco  |
| Negotiating Committee | Trustee Catalano & Trustee Bestine |

Seconded by Trustee DeCecco and adopted by a full vote of all members present.

**BOARD APPROVED THE DESIGNATION OF TIME AND PLACE OF BOARD MEETINGS.**

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Trustee Burd moved to approve the designation of the time and place of Village Board Meetings as the first and third Tuesday of each month, with the exception of meetings which fall on holidays where Village offices are closed, in which case the meeting will be cancelled. The meetings will be held at 7:30 p.m. in the Council Chambers, in the Municipal Building.

Seconded by Trustee Catalano and adopted by a full vote of all members present.

**BOARD APPROVED THE DESIGNATION OF THE OFFICIAL DEPOSITORY FOR THE VILLAGE OF KENMORE.**

Trustee DeCecco moved to approve Key Bank as the official depository for the Village of Kenmore for the remainder of Fiscal Year 2021-2022, and for Fiscal Year 2022-2023 through December 1, 2022.

Seconded by Trustee Bestine and adopted by a full vote of all members present.

**BOARD APPROVED THE INVESTMENT/FISCAL/ADMINISTRATIVE POLICY FOR THE VILLAGE TREASURER FOR THE REMAINDER OF THE 2021-2022 FISCAL YEAR AND FOR FISCAL YEAR 2022-2023 THROUGH DECEMBER 1, 2022.**

Trustee Catalano offered the following resolution and moved its adoption:

**WHEREAS**, the Village of Kenmore in the course of the next fiscal year will have funds not immediately needed for the purposes of the Village, and

**WHEREAS**, such funds may be temporarily invested in order to obtain interest thereon, which interest can be used for the benefit of the Village of Kenmore, and

**WHEREAS**, the General Municipal Law Section 11 authorizes the Board of Trustees of the Village to authorize the Treasurer to temporarily invest such idle funds,

**NOW, THEREFORE BE IT**

**RESOLVED**, that the Treasurer of the Village of Kenmore is hereby authorized and directed to invest the funds of the Village of Kenmore which are presently on hand and which will hereafter come into her hands and which in her opinion, are not immediately needed for purposes of the Village of Kenmore in Treasury Bills, Certificates of Deposit and Money Market or other similar accounts authorized to do business in New York State, and be it further

**RESOLVED**, that all investments shall be fully secured by insurance of the Federal Deposit Insurance Corporation or by obligations of New York State or obligations of the United States or obligations of federal agencies the principal and interest of which are guaranteed by the United States, or obligations of New York State local governments. Collateral shall be delivered to the Local Government or a Custodial Bank with which the Local Government has entered into a Custodial Agreement. The market value of collateral shall at all times equal or exceed the principal amount of the certificate of deposit, and be it further

**RESOLVED**, that the Clerk/Treasurer is hereby authorized to sign any grants, agreements or other documents on behalf of the Mayor and the Village of Kenmore, and be it further

**RESOLVED**, that the Clerk-Treasurer shall, at the request of the Board of Trustees, prepare and submit a quarterly investment report which indicates new investments, the inventory of existing investments, and such other matters as the chief fiscal officer deems appropriate.

Seconded by Trustee Burd and adopted by a full vote of all members present.

**BOARD AUTHORIZED THE CLERK/TREASURER TO SELECT AND EMPOWER PAYING AGENTS TO DESTROY PAID MUNICIPAL OBLIGATIONS.**

Trustee Bestine offered the following resolution and moved its adoption:

**RESOLVED**, that the Village Clerk-Treasurer be and she hereby is authorized to select and empower various paying agents from time to time to destroy evidences of paid municipal obligations which have been duly canceled, such destruction and cancellation to be carried out pursuant to the applicable regulations of the Office of the State Comptroller.

Seconded by DeCecco and adopted by a full vote of all members present.

**BOARD TO ISSUE ADVANCE APPROVAL OF CLAIMS FOR CERTAIN RECURRING CHARGES.**

Trustee Burd offered the following resolution and moved its adoption:

**WHEREAS**, Section 5-524(6) of the Village Law provides the Board of Trustees may, by resolution, authorize payment in advance of audit of claims for certain recurring charges such as public utility services, postage, freight and express charges and obligations for contracts and agreements that have been approved by the Board,

**NOW, THEREFORE BE IT**

**RESOLVED**, that the Board of Trustees does hereby authorize payment in advance of audit of claims for certain recurring charges and empower the Clerk-Treasurer to process payment to the appropriate claimants.

Seconded by Trustee Catalano and adopted by a full vote of all members present.

**BOARD GRANTED AUTHORIZATION TO PURCHASE ON STATE AND COUNTY CONTRACTS.**

Trustee DeCecco moved that the Village Board authorize the Village of Kenmore to purchase on State and County contracts for the remainder of fiscal year 2021-2022 and for fiscal year 2022-2023, through the first Board meeting in December, 2022.

Seconded by Trustee Bestine and adopted by a full vote of all members present.

**BOARD APPROVED THE DESIGNATION OF THE KEN-TON BEE AND THE BUFFALO NEWS AS THE OFFICIAL NEWSPAPERS FOR THE VILLAGE OF KENMORE.**

Trustee Catalano moved that the Ken-Ton Bee and the Buffalo News be designated as official newspapers for the Village of Kenmore.

Seconded by Trustee Burd and adopted by a full vote of all members present.

**BOARD GRANTED APPROVAL FOR VILLAGE OFFICIALS TO ATTEND OFFICIAL MEETINGS OF VARIOUS ASSOCIATIONS, CONFERENCES, SEMINARS AND SCHOOLS.**

Trustee Bestine moved that Village officials be authorized to attend various official meetings in Erie County Village Officials Association, Municipal Administrative Officers Association of Erie County, Association of Erie County Governments, Niagara Frontier Building Inspectors Association, Erie County Association of Town Superintendents of Highway, NYS Conference of Mayors and NYS Government Finance Officer meetings, conferences, seminars and schools during the remainder of Fiscal Year 2021-2022 and for Fiscal Year 2022-2023 through December 1, 2022, with expenses.

Seconded by Trustee DeCecco and adopted by a full vote of all members present.



**BOARD APPROVED A REQUEST TO VOID AND REISSUE AN ACCOUNTS PAYABLE CHECK.**

Trustee Burd moved to approve a request from the Clerk/Treasurer to void and reissue accounts payable check #36853, dated October 6, 2021 to Lakeside Sod Supply in the amount of \$847.00.

Seconded by Trustee Catalano and adopted by a full vote in the affirmative.

**BOARD APPROVED LOCAL LAW #3, 2021: CANNABIS OPT OUT**

The Clerk Treasurer read the legal notice description of the Local Law and noted that the public hearing was previously held on November 16, 2021.

Trustee DeCecco moved to approve Local Law #3, 2021: Cannabis Opt Out, which opts the Village out of on-site cannabis consumption establishments within the Village of Kenmore. A copy of this local law is attached to these minutes for reference purposes.

Seconded by Trustee Bestine and adopted by a full vote in the affirmative.

A Roll Call Vote was taken as follows:

Trustee Bestine	Voting	Aye
Trustee Catalano	Voting	Aye
Trustee Burd	Voting	Aye
Trustee DeCecco	Voting	Aye

**BOARD APPROVED AND AWARDED A BID TO GROVE ROOFING SERVICE FOR REPLACEMENT OF THE FIRE DEPARTMENT ROOF.**

Trustee Catalano moved to approve and award a bid to Grove Roofing Service for the replacement of the Fire department roof in the amount of 183,510.00.

Seconded by Trustee Burd and adopted by a full vote in the affirmative.

**BOARD APPROVED A BUDGET AMENDMENT PERTAINING TO A FIRE DEPARTMENT DONATION.**

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Trustee Bestine moved to approve a budget amendment pertaining to a Fire Department Donation from the Ryan Paramedic Foundation for \$3,500.00. A copy of this resolution is attached to these Minutes for record purposes.

Seconded by Trustee DeCecco and adopted by a full vote in the affirmative.

**BOARD APPROVED AND GRANTED PERMISSION FOR A DEPARTMENT OF PUBLIC WORKS EMPLOYEE TO ATTEND A TRAINING COURSE, JANUARY 10-14, 2022.**

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Trustee DeCecco moved to approve and grant permission to Department of Public Works employee Matt Steele to attend the “ISA Certified Arborist Preparatory” course on January 10-14, 2022 in Buffalo, New York, with expenses.

Seconded by Trustee Bestine and adopted by a full vote in the affirmative

**ABSTRACT OF AUDITED VOUCHERS.**

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Trustee Burd offered the following resolution and moved for its adoption: **RESOLVED**, that the Mayor be and he hereby is authorized to sign the Abstract of Audited Vouchers dated December 7, 2021 in the amount of \$2,034,614.49; General Fund \$1,553,821.80; Water Fund \$93,933.03; and Sewer Fund \$67,270.63; Capital Fund \$319,589.03 to direct the Treasurer to pay each of the listed claimants in the amount appearing opposite his/her name.

Seconded by Trustee Catalano and adopted by a full vote in the affirmative.

**INVITATION FOR PUBLIC COMMENT/QUESTIONS**

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The Mayor asked if anyone wished to be heard.

As no one else wished to be heard, the meeting was adjourned.

The next meeting of the Board of Trustees will be held on December 21, 2021 at 7:30  
p.m.

Kathleen P. Johnson  
Village Clerk/Treasurer