

EXECUTIVE SESSION

Board of Trustees
Village of Kenmore

Municipal Building
December 3, 2024

PRESENT:	Hon. Patrick Mang	Mayor
	Hon. Paul Catalano	Trustee
	Hon. Andrea Czopp	Trustee
	Hon. Brittany Jones	Trustee

EXECUTIVE SESSION TO DISCUSS ONE (1) FINANCIAL AND ONE (1) INVESTIGATIVE MATTER.

Trustee Catalano moved to go into Executive Session to discuss financial and one investigative matter.

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

Trustee Czopp moved to end the Executive Session.

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

Kathleen P. Johnson
Village Clerk/Treasurer

CORPORATION PROCEEDINGS

Board of Trustees
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PRESENT:	Hon. Patrick Mang	Mayor
	Hon. Paul Catalano	Trustee
	Hon. Andrea Czopp	Trustee
	Hon. Brittany Jones	Trustee
	Hon. Donna Genesky	Trustee

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

The Honorable Katherine Bestine, Village Justice, swore in Donna Genesky as a Trustee for the Village of Kenmore. Justice Bestine commented that she has served as a Trustee on the Village Board for 23 years and that it was a very rewarding experience. She wished Trustee Genesky the best in her new position.

BOARD APPROVED THE VILLAGE BOARD RULES OF PROCEDURE.

Trustee Jones 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 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 Paul Catalano
Trustee Andrea Czopp
Trustee Brittany Jones
Trustee Donna Genesky
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 Czopp and adopted by a full vote of all members present.

BOARD APPROVED MAYORAL APPOINTMENTS TO VARIOUS POSITIONS FOR A ONE-YEAR TERM.

Trustee Czopp moved to approve the Mayoral one-year appointments of the following persons, to expire at the first Board meeting in December, 2024:

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

Seconded by Trustee Catalano 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 Czopp
Public Works & Public Utilities Commissioner	Trustee Czopp
Commissioner of Administration & Finance	Trustee Genesky
Deputy Police/Juvenile Aid Bureau Commissioner	Trustee Catalano
Deputy Fire Commissioner	Trustee Jones
Community Development Commissioner	Trustee Jones
Commissioner of Kenmore Community Center	Trustee Jones
Building Department Commissioner	Trustee Genesky
Housing Authority Liaison	Trustee Genesky

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

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

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

- | | |
|-----------------------|----------------------------------|
| Insurance | Trustee Jones & Trustee Genesky |
| Tax & Property | All Board Members |
| Grievance Committee | Trustee Catalano & Trustee Czopp |
| Capital Expenditures | Trustee Genesky & Trustee Czopp |
| Negotiating Committee | Trustee Catalano & Trustee Jones |

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

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

Trustee Czopp 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 Kenmore Municipal Building.

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

BOARD APPROVED THE DESIGNATION OF KEY BANK AS THE OFFICIAL DEPOSITORY FOR THE VILLAGE OF KENMORE.

Trustee Catalano moved to approve Key Bank as the official depository for the Village of Kenmore for the remainder of Fiscal Year 2023-2024, and for Fiscal Year 2024-2025 through the first meeting in December 2024.

Seconded by Trustee Jones 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 2024-2025 FISCAL YEAR AND FOR FISCAL YEAR 2025-2026 THROUGH DECEMBER 1, 2025.

Trustee Jones 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 Czopp 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 Czopp 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 is to be carried out pursuant to the applicable regulations of the Office of the State Comptroller.

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

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

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

BOARD GRANTED AUTHORIZATION TO PURCHASE ON STATE AND COUNTY CONTRACTS.

Trustee Jones moved that the Village Board authorize the Village of Kenmore to purchase on State and County contracts for the remainder of fiscal year 2024-2025 and for fiscal year 2025-2026, through the first Board meeting in December, 2025.

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

Seconded by Trustee Catalano 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 Catalano 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 2024-2025 and for Fiscal Year 2025-2026 through the first board meeting in December, 2025, with expenses.

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

BOARD APPROVED A RESOLUTION FOR UNPAID VILLAGE TAXES FOR INCLUSION IN THE 2024 COUNTY TAX.

Trustee Jones moved to approve a resolution authorizing the Clerk/Treasurer to forward the list of unpaid Village taxes to Erie County, to be re-levied and included on the 2025 County taxes for collection. A copy of the Resolution has been appended to these minutes for record purposes.

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

BOARD APPROVED A CHANGE ORDER WITH DWC MECHANICAL FOR THE KENMORE POLICE RENOVATION AND EXPANSION PROJECT.

Trustee Czopp moved to approve a Change Order with DWC Mechanical in the amount of \$13,518.00 for the Kenmore Police Department Renovation Project.

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

BOARD APPROVED FOUR NEW MEMBERS TO THE KENMORE VOLUNTEER FIRE DEPARTMENT.

Trustee Catalano moved to approve Asad Ali, Angel Perez, John Santaleon, and Kenneth Wagner as new members to the Kenmore Volunteer Fire Department.

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

BOARD APPROVED A RESOLUTION IN SUPPORT OF CONTINUED AND INCREASED STATE AID FOR LOCAL GOVERNMENTS.

Trustee Jones moved to approve a Resolution in support of continued and increased state aid for local governments. A copy of the Resolution has been appended to these minutes for record purposes.

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

BOARD APPROVED THE CANCELLATION AND REISSUE OF AN ACCOUNTS PAYABLE CHECK.

Trustee Czopp moved to approve the cancellation and reissue of account payable check No. 3685 to CIR Electrical in the amount of \$461,898.23 dated November 25, 2024.

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

ABSTRACT OF AUDITED VOUCHERS.

Trustee Czopp 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 3, 2024 in the amount of \$408,639.93; General Fund \$326,655.28; Water Fund \$74,814.92; and Sewer Fund \$7,169.73; Capital Fund \$480,984.20 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

The Mayor asked if anyone wished to be heard.

Joe Mecozzi of 760 Colvin Boulevard is concerned about the location of a storage box located at the corner of Allegany and Delaware Avenue. He is concerned that the box is blocking the view of those trying to enter Delaware Avenue from Allegany and also wonders if this box is even allowed.

Mayor Mang stated that the Village will look into this and asked if the Building Inspector had any information.

Building Inspector Michael Berns stated that Mr. Mecozzi's son had contacted him on November 20th. Mr. Berns stated that the Village has reached out to the owner directing him to move the box back to increase visibility. He said that the Village has reached out to legal counsel to determine whether the box is allowed at all.

Mr. Mecozzi also asked if the Village had any contract with a concrete company which would allow residents to receive a locked price to repair sidewalks. He said it would be helpful to residents if the Village had such an agreement in place showing that the Village had vetted the contractor.

The Mayor replied that the Village doesn't have such an agreement. He said that the Building Department can provide a list of contractors who do concrete work, so that residents can get quotes for concrete work.

Building Inspector Michael Berns added that there is a wide price range between these companies, so it's important to get several contractor quotes.

Trustee Catalano suggested that, if 5 – 6 residents are looking for concrete work, they can quote all projects together and generally can get a lower price.

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 17, 2024 at 7:30 p.m.

Kathleen P. Johnson
Village Clerk/Treasurer