

REGULAR MEETING  
MAY 16, 2018

Board Members Present: Mayor Richard Frost  
Trustee Bryan Woleben  
Trustee Craig Miller  
Trustee Carol Horlacher  
Trustee Art Miller 6:32

Board Member Absent:

Present: Scott Jagoda, Village Clerk/Treasurer  
Peter D. Clark, Village Attorney  
Phil Gerace, Fire Chief  
Nancy Furman, Deputy Clerk  
Ann Belcher, Observer  
Ken Becker, Town of Portland  
Clarence Grover, Dog Control Officer  
Seth Krull, Clark Patterson Lee

Mayor Frost opened the regular meeting with the pledge to the flag at 6:30 p.m.

**Public Comments:** No Public Comments

**Seth Krull, Clark Patterson Lee** – Seth introduced the latest pay applications for the NCCWD project. A motion was made by Trustee Carol Horlacher to pay Kandey Co. \$25,609.14 for Contract 1 Bid A Route 5 Water Main and \$446,295.30 for Contract 1 Bid B Route 5 Water Main totaling \$471,904.44 and pay DN Tanks \$23,770.00 for Contract 2 Storage Tank, and also pay STC Construction \$105,844.25 for Contract 3 Pump Station seconded by Trustee Bryan Woleben, vote was unanimous, motion carried.

**Department Reports:**

**Scott Jagoda, Village Clerk/Treasurer** – The Clerk introduced a letter from the Manzella family regarding the annual Darren Manzella-Lapeira Run. A motion was made by Trustee Art Miller with a second by Trustee Bryan Woleben to allow the use of Village property for the run. Vote was unanimous, motion carried.

The Clerk introduced the April 2018 dog control report on behalf of Clarence Grover. Clarence Grover requested permission to hold this year's rabies clinic and licensing. A motion was made by Trustee Craig Miller to allow Clarence Grover to hold a rabies clinic and licensing on June 28, 2018 from 4:30-7:30 with a second by Trustee Carol Horlacher, vote was unanimous, motion carried.

The Clerk introduced a card received from Peggy Szczukowski and Joann Ransom thanking Joe, Frank, and staff for their efforts in restoring power prior to their families calling hours at the funeral home.

**Village Attorney Peter D. Clark** – Peter noted that he had sufficient easements completed to construct and continue moving forward on the water project.

**Ken Becker, Streets Dept.** – Ken noted that it is time to look for summer help for the streets department, ideally by June.

Ken brought up the heavy brush pickup that had taken place at the beginning of May and wanted to look at the possibility of updating or creating a new brush policy. A new brush policy will be created with restrictions being neatly stacked in one direction a maximum length of 4 feet and thickness of 4 inches.

Ken stated that the brush pile is getting excessive and will have to be dealt with soon at a costly price and suggested that in the future we strike a deal with Ron Cunningham to dump brush on his property.

Ken and Board members will look at the pricing of a chipper as another possibility for handling brush.

**Alan Gustafson, Code Enforcement Officer** – No report.

**Ryan Hazelton - Wastewater Treatment Plant** – No report.

**Fire Department – Phil Gerace, Fire Chief** – The Chief introduced the monthly activity report for the Fire Dept. and noted that it had been another busy month. He also noted that one of the fire calls this month was due to a meth lab.

10 members attended Amtrak training.

The Chief stated that next Monday May 21, 2018 will be the annual bridge washing.

**Electric Department – Joe Majkowski, Electric Lineman** – No report.

#### **Committee Reports:**

**Trustee Bryan Woleben** – No report.

**Trustee Art Miller** – No report.

**Trustee Craig Miller** – No report.

**Trustee Carol Horlacher** – No report.

**Mayor Report:** - The Mayor recognized Brocton Central School grades 3-6 for being 1 of 3 schools in the National Educational Foundation to show student growth as it pertains to STEM (Science, Technology, Engineering, Math) education software. Much of the success is due to Jodi Huber as a great Director of the program.

The Mayor and Clerk noted that they had spoken with someone from the Chautauqua County Watershed Conservancy regarding the potential possibilities of the reservoir property once the plant is decommissioned. This will be an ongoing discussion as it is just the first step towards any potential selling of the property.

The Mayor asked the board for approval of all employees receiving a 2% raise in the upcoming fiscal year. A motion was made by Trustee Carol Horlacher to approve a 2% raise with a second by Trustee Art Miller, vote was unanimous, motion carried.

The Mayor asked to authorize Bahgat & Laurito-Bahgat to perform any necessary budget transfers before the new fiscal year. A motion was made by Trustee Craig Miller approve any necessary transfers with a second by Trustee Bryan Woleben, vote was a roll call vote:

Trustee Bryan Woleben	AYE
Trustee Art Miller	AYE
Trustee Craig Miller	AYE
Trustee Carol Horlacher	AYE
Mayor Richard Frost	AYE

Vote was unanimous, motion carried.

New Business:                   **RESOLUTION 20 - 2018**  
**APPROVE 2018 SUMMER RECREATION PROGRAM**

WHEREAS a recommendation was made by the Recreation committee that the Brocton Portland Recreation Program to be held again at Brocton Central School and

WHEREAS on May 16, 2018 at their monthly meeting, the Brocton Central School Board approved to allow the Brocton-Portland Recreation Program be held at the school using the same facilities and services as last year. It is noted that the program will begin June 25<sup>th</sup> and extend seven weeks, until August 10<sup>th</sup>, Monday through Thursday from 8:30am to 3:30pm. Youth Recreation will be off Wednesday, July 4, 2018 for the holiday.

BE IT FURTHER RESOLVED that Brocton Central School be added to our Village Insurance, and

BE IT FURTHER RESOLVED that Brocton-Portland Summer Youth Recreation Program in conjunction with Brocton Central School will be involved in the free meal program during the 2018/2019 summer session. Chautauqua Opportunities will use this information to provide free meals and a snack.

NOW THEREFORE BE IT RESOLVED that the Brocton-Portland recreation program be held at Brocton Central School for the 2018 season.

Resolution introduced by Trustee Bryan Woleben, second by Trustee Craig Miller with vote as follows:

\_\_4\_\_ ayes

\_\_0\_\_ nays

\_\_0\_\_ absent

Dated: May 16, 2018

Scott Jagoda

Village Clerk/Treasurer

## RESOLUTION 21-2018

### APPROVE MAYOR'S APPOINTMENT

WHEREAS, Mayor Richard L. Frost has appointed the following personnel and employees as listed,

NOW THEREFORE BE IT RESOLVED, the following Appointments of Mayor Richard L. Frost are hereby approved

Village Attorney:	Peter D. Clark
Deputy Mayor:	Trustee Bryan Woleben
Clerk/Treasurer:	Scott Jagoda
Deputy Clerk/Treasurer:	Nancy Furman
Registrar of Vital Statistics:	Roxane Sobecki
Village Historian:	Daniel King
Building & Fire Code Officer:	Alan Gustafson
Acting Village Justice:	Jeff Thomas
Newspaper:	The Observer, Dunkirk NY
Fire Chief:	Philip Gerace

Resolution introduced by Trustee Art Miller, second by Trustee Carol Horlacher with vote as follows:

\_\_4\_\_ ayes

\_\_0\_\_ nays

\_\_0\_\_ absent

Dated: May 16, 2018

Scott Jagoda  
Village Clerk/Treasurer

**RESOLUTION 22-2018**  
**REHIRE SUMMER YOUTH RECREATION ATTENDANTS**

BE IT RESOLVED that Trustee Carol Horlacher, Trustee Art Miller and Cynthia Ferguson, Recreation Director, as members of the Recreation Committee have reviewed the applications, interviewed and recommend the hiring of the following applicants for the Summer Recreation Program 2018 to be held at Brocton Central School beginning June 25<sup>th</sup>.

**Staff Positions:**

Meghan Roberts, 6244 Webster Road, Portland, NY  
Returning Employee at a rate of \$10.40 per hour

Alec Chelton, 8 Harmon Ave, Brocton, NY  
Returning Employee at a rate of \$10.40 per hour

Peter Dolce, 85 West Avenue, Brocton, NY  
Returning Employee at a rate of \$10.40 per hour

NOW THEREFORE BE IT RESOLVED, the Village Board of Trustees has approved the recommendations of the Recreation Committee to hire the summer personnel for the seven-week program as stated.

Resolution introduced by Trustee Craig Miller, second by Trustee Carol Horlacher with vote as follows:

\_\_4\_\_ ayes                      \_\_0\_\_ nays                      \_\_0\_\_ absent

Dated: May 16, 2018

Scott Jagoda

**RESOLUTION 23-2018**  
**HIRE SUMMER YOUTH RECREATION ATTENDANTS**

BE IT RESOLVED that Trustee Carol Horlacher and Trustee Art Miller as members of the Recreation Committee and with the help of the Cynthia Ferguson as Recreation Director have reviewed the applications, interviewed and recommend the hiring of the following applicants for the Summer Recreation Program for 2018 to be held at Brocton Central School beginning June 25<sup>th</sup>.

**Staff Positions:**

Hope A Powell, 100 Lake Ave., Brocton, NY  
New Employee at a rate of \$10.40 per hour

Jessica L. Young, 9 Oak St., Westfield, NY  
New Employee at a rate of \$10.40 per hour

Shannon L. Cruz, 6037 Rt. 5 10+14, Brocton, NY  
New Employee at a rate of \$10.40 per hour

Elise C. Miller, 6138 Dahlberg Rd., Portland, NY  
New Employee at a rate of \$10.40 per hour

NOW THEREFORE BE IT RESOLVED, the Village Board of Trustees has approved the recommendations of the Recreation Committee to hire the summer personnel for the seven-week program as stated.

Resolution introduced by Trustee Carol Horlacher, second by Trustee Craig Miller with vote as follows:

\_\_\_0\_\_\_ absent      \_\_\_4\_\_\_ ayes      \_\_\_0\_\_\_ nays

Dated:      May 16, 2018

Scott Jagoda  
Village Clerk/Treasurer

## RESOLUTION 24-2018

### BUDGET TRANSFERS

WHEREAS, the Village Board of Trustees has reviewed the recommendations from its auditors/accountants, Bahgat/Laurito-Bahgat, regarding budget transfers which are set forth in their letter dated May 14, 2018 and find said recommendations to be in order,

NOW BE IT RESOLVED, the following budget transfers as set forth in said letter are hereby approved;

#### **GENERAL FUND**

- \$ 400            From A1010.4 Legislative Board Contractual to A1110.4 Municipal Court Contractual
- \$ 600            From A1010.4 Legislative Board Contractual to A1110.12 Municipal Court Personal Services  
*For Court Clerk & Contractual overages*
- \$ 1,980          From A1990.4 Contingent Account to A1620.4 Shared Services – Buildings  
*For cost of back office re-model*

#### **WATER FUND**

- \$ 6,000          From F8330.4 Water Purification Contractual to F8330.11 Water Purification Overtime
- \$ 2,000          From F9040.8 Emp. Benefits Workers Comp. to F9030.8 Emp. Benefits Social Security  
*To cover overage of overtime wages and related social security expense*

#### **ELECTRIC FUND**

- \$ 10,000        From 198 Uncollectible Accounts to 358 Poles, Towers, Fixtures
- \$ 400            From 123 Inventory to 358 Poles, Towers, Fixtures  
*For cost of poles purchased*
- \$ 1,000          From 123 Inventory to 368 Consumer Meters  
*For cost of new meters purchased during year*

- \$ 200 From 785.2 Miscellaneous General Expenses to 387 General Tools & Implements
- \$ 25 From 785.2 Miscellaneous General Expenses to 783.1 Liability Insurance
- \$ 500 From 785.2 Miscellaneous General Expenses to 804 Transportation  
*To cover small budget overages for year*

Resolution was introduced by Trustee Bryan Woleben second by Trustee Craig Miller with vote as follows:

  4   ayes                        0   nays                        0   absent

Date: May 16, 2018

Scott Jagoda  
Village Clerk/Treasurer

## RESOLUTION 25-2018

### BUDGET TRANSFERS TO RESERVE ACCOUNTS

WHEREAS, the Village Board of Trustees has reviewed the recommendations from its auditors/accountants, Bahgat/Laurito-Bahgat, regarding budget transfers to reserve accounts which are set forth in their letter dated May 14, 2018 and find said recommendations to be in order,

NOW BE IT RESOLVED, the following budget transfers as set forth in said letter are hereby approved.

#### **RESERVE TRANSFERS**

##### **GENERAL FUND**

Authorize transfer of \$10,000 to Fire Equipment Capital Fund per 2017-2018 budget line A9501.9 and any excess funds at years end will also be transferred to Fire Equipment Capital Fund.

Authorize transfer of \$10,000 to DPW Capital Fund per 2017-2018 budget line A9506.9

Authorize transfer of \$30,000 to Unsafe Building Demolition Fund from Budget Line A350.4  
Unsafe Building Fund

**SEWER FUND**

Authorize transfer of \$10,000 to Sewer Capital Reserve per 2017-2018 budget line G9550.1

Authorize transfer of \$10,000 to Sewer Capital Reserve per 2017-2018 budget line G9550.9

**ELECTRIC FUND**

Authorize transfer of \$5,000 to Equipment Capital Fund per 2017-2018 budget line 955.8

Authorize transfer of \$35,000 to Transformer Capital Fund per 2017-2018 budget line 955.9

Resolution was introduced by Trustee Art Miller, second by Trustee Bryan Woleben with  
vote as follows:

  4   ayes

  0   nays

  0   absent

Date: May 16, 2018  
Scott Jagoda  
Village Clerk/Treasurer

**RESOLUTION 26-2018**

**DESIGNATING REGULAR MEETINGS OF THE VILLAGE OF BROCTON  
BOARD OF TRUSTEES**

BE IT RESOLVED that the Regular Meetings of the Board of Trustees of the Village of Brocton be held on the third Wednesday of each month at 6:30 pm at the Village Offices, 34 West Main Street, Brocton New York, at the discretion of the Mayor.

BE IT FURTHER RESOLVED, this resolution supersedes any previous resolution regarding meeting dates of this Board.

Resolution introduced by Trustee Craig Miller, seconded by Trustee Carol Horlacher with vote as follows:

  4   ayes                        0   nays                        0   absent

Dated: May 16, 2018

Scott Jagoda  
Village Clerk/Treasurer

## RESOLUTION 27-2018

### DESIGNATION OF DEPOSITORIES

WHEREAS, the Village Board of Trustees has determined that Village Law 4-4-12 (3) (2) requires the designation of Bank or Trust Companies for the deposit of all Village monies.

NOW THEREFORE BE IT RESOLVED, that the Village Board of Trustees does hereby designate the following institution or depositories of all monies received by the Village Treasurer/Clerk and Receiver of Taxes –

Community Bank of Westfield, New York;  
Municipal Investors Service, CLASS;

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately.

Resolution introduced by Trustee Craig Miller, seconded by Trustee Carol Horlacher with vote as follows:

  4   ayes                        0   nays                        0   absent

Dated: May 16, 2018

Scott Jagoda  
Village Clerk/Treasurer

RESOLUTION 28-2018  
MILEAGE ALLOWANCE

WHEREAS, the Village Board of Trustees has determined to pay a fixed rate for mileage, or reimbursement, to officers and employees of the Village who use their personal automobile while performing their official duties on behalf of the Village of Brocton;

NOW THEREFORE, BE IT RESOLVED, that the Board of Trustees shall approve reimbursement to such officers and employees at the rate of 54.5 cents per mile.

BE IT FURTHER RESOLVED, that this resolution shall immediately take effect.

Resolution introduced by Trustee Carol Horlacher, seconded by Trustee Bryan Woleben with vote as follows:

  4   ayes

  0   nays

  0   absent

Dated: May 16, 2018

Scott Jagoda  
Village Clerk/Treasurer

RESOLUTION 29-2018  
AUTHORIZING MAYOR AND TREASURER  
TO SIGN CHECKS & FINANCIAL INSTRUMENTS

BE IT RESOLVED, that Mayor Richard L. Frost is hereby authorized together with Village Treasurer, and in their absence the Deputy Mayor and Deputy Clerk to sign, checks and any other financial instruments on behalf of the Village of Brocton for authorized expenditures.

Resolution introduced by Trustee Bryan Woleben, seconded by Trustee Craig Miller with vote as follows:

  4   ayes                        0   nays                        0   absent

Dated: May 16, 2018

Scott Jagoda  
Village Clerk/Treasurer

## RESOLUTION 30-2018

### PROCUREMENT POLICY OF THE VILLAGE OF BROCTON

**BE IT RESOLVED THAT THE FOLLOWING PROCUREMENT POLICY REQUIRED BY GENERAL MUNICIPAL LAW SECTION 104b BE ADOPTED BY THE VILLAGE OF BROCTON:**

Goods and services, which are not required by law to be procured pursuant to competitive bidding must be procured in a manner to assure that prudent and economical use of public monies, in the best interests of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances and to guard against favoritism, improvidence, extravagance, fraud and corruption. To further these objectives, the Village of Brocton is adopting internal procedures to be made pursuant to the competitive bidding requirements of General Municipal Law, Section 103 or of any other general, special or local law.

#### **Procedures for Determining Whether Procurement is Subject to Bidding:**

##### **M/WBE:**

Purchasers (Municipal employees soliciting bids) are required to take affirmative steps to assure that minority firms, women's business enterprises, and labor surplus firms are used when possible. Purchasers shall take all the following steps to further this goal:

Ensure that small businesses, minority-owned forms, and women's business enterprises are used to the fullest extent practicable.

Make information on forthcoming opportunities available and arrange time frames for purchased and contracts to encourage and facilitate participation by small businesses, minority-owned firms, and women's business enterprises.

Consider in the contract process whether firms competing for larger contracts intend to subcontract with small businesses, minority-owned firms and women's business enterprises.

Encourage contracting with consortiums of small businesses, minority-owned firms and women's business enterprises when a contract is too large for one of these firms to handle individually.

Use the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Empire State Development's Division of Minority and Women's Business Development Agency in the solicitation and utilization of small businesses, minority-owned firms and women's business enterprises.

### **Section 3:**

Recipients shall ensure that employment and other economic opportunities generated by the expenditure of a state or federal funds available to the Village shall, to the greatest extent feasible, be directed to low and very-low income persons, particularly those who are recipients of government assistance for housing, and to business concerns that provide economic opportunities to low-and very-low income persons.

### **Bonding:**

For any activity that requires the contracting (or subcontracting) for construction or facility improvements using any state or federal funds available to the Village exceeding \$100,000, the minimum requirements shall be as follows:

i. A bid guarantee from each bidder equivalent to five percent to five percent of the bid price. The "bid guarantee" shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder shall, upon acceptance of this bid, execute such contractual documents as may be required within the time specified.

ii. A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to assure payment as required by statute of all persons supplying labor and material in the execution of the work provided for in the contract.

iii. A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by statute of all persons supplying labor and material in the execution of the work provided for in the contract.

iv. Where bonds are required in the situations described herein, the bonds shall be obtained from companies holding certificates of authority as acceptable sureties pursuant to 31 CFR part 223, "Surety Companies Doing Business with the United States."

Department Heads shall determine whether a procurement of goods and services is subject to competitive bidding and shall document the basis for this determination and review the determination with the Village Board of Trustees

prior to solicitation of bids. Bids shall be met with prior approval of the Village Board of Trustees.

**Non-Bid Procedures:**

**Purchases:**

Superintendent and Village Clerk can purchase commodities up to \$1500.00 without prior approval by the Village Board of Trustees. Purchases of commodities initiated by department heads for amounts ranging between \$1500.00 and \$9999.00 must obtain two (2) or more quotes that must be documented in the voucher package in writing. If two (2) or more quotes are not available, please include the reason quotes were not obtained in the voucher package in writing.

**Public Works Contracts:**

Departments can initiate public works contracts for amounts up to \$1500.00 without prior approval of the Village Board of Trustees. Purchases of public works contracts ranging between \$1500.00 and \$9999.00 must receive prior approval from the Village Board of Trustees. Two (2) or more quotes must be obtained and documented in the voucher package in writing. If two (2) or more quotes are not available, please include the reason quotes were not obtained in writing.

**Award of Contract to Other Than Low Quote:**

Whenever an award of contract for a purchase or public works contracts, which requires the solicitation and documentation of quotes, is made to other than the low quote, the justification for the award shall be noted in writing in the voucher package. Purchases and public works contracts more than \$9999.00 made under emergency circumstances shall require when possible, the pre-approval of the Village Board of Trustees. Obtaining quotes under emergency circumstances is encouraged, but not required.

**Purchases \$500 to \$1500**

WHEREAS, The Village Board of Trustees in order to better manage Village Funds desires to have at least two committee members from the Village Board approve intended purchases and/or vouchers which are more than \$500 and less than \$1500 and which are budgeted;

The request can be made by putting a formal copy of 2 proposals in the trustees' mail slot, for a timely signoff. The trustees may be contacted by telephone and informed of the request awaiting approval, now therefore

Each department member will continue to exercise caution towards their respective budgets and the current procurement policy establishing three competitive bids for work or vouchers exceeding \$1500 to continue as written with approval required by the Village Board at a Village Board meeting. The decision to initiate or suspend this resolution will be at the discretion of the Village Board and;

BE IT FURTHER RESOLVED, Departments of the Village of Brocton will notify Trustees in their respective committee of purchases in the amount more than \$500.00 but less than \$1500

**Input from Officers:**

Comments concerning the policies and procedures shall be solicited from all Officers of the Village.

**Annual Review:**

The Village Board shall review this procurement policy and obtain input from Officers and Officials each year at the April reorganization meeting of the Village Board Of Trustees.

**Failure to Comply:**

The unintentional failure to fully comply with the provisions of General Municipal Law, Section 104b shall not be grounds to void action taken or given rise to a cause of action against the Village of Brocton or any officer or employee thereof.

Resolution introduced by Trustee Art Miller, seconded by Trustee Carol Horlacher with vote as follows:

  4   ayes                        0   nays                        0   absent

Dated: May 16, 2018

Scott Jagoda  
Village Clerk/Treasurer

RESOLUTION 31-2018

SPECIAL MEETING/EMERGENCY MEETING PROCEDURE FOR THE  
VILLAGE OF BROCTON

WHEREAS, The Village of Brocton Board of Trustees sets forth the procedures for Special Meetings/Emergency Meetings as deemed necessary,

BE IT RESOLVED, the Mayor or at least Two Trustees Acting Together have the privilege of calling a Special Meeting of the Board of Trustees and said meetings will be held according to Open Meetings Law.

BE IT FURTHER RESOLVED, the Members of the Board of Trustees will be notified of the Special Meeting by the Village Clerk by telephone call, and/or email notification.

Resolution introduced by Trustee Craig Miller, seconded by Trustee Bryan Woleben with vote as follows:

  4   ayes

  0   nays

  0   absent

Dated: May 16, 2018

Scott Jagoda  
Village Clerk/Treasurer

RESOLUTION 32-2018  
APPROVE MAYOR'S COMMITTEE

WHEREAS, Mayor Richard L. Frost has appointed the following Trustees to serve on committees as listed:

Audit: (6 mos.)	April – Sept: Oct – March:	1 Carol Horlacher 2 Craig Miller	Bryan Woleben Art Miller
Electric		Carol Horlacher	Craig Miller
Fire Department		Craig Miller	Bryan Woleben
Insurance (Liability & Medical)		Art Miller	Carol Horlacher
Justice (Audit)		Bryan Woleben	Craig Miller
Law Enforcement		Craig Miller	Bryan Woleben
Office		Craig Miller	Carol Horlacher
Recreation		Carol Horlacher	Bryan Woleben
Streets		Bryan Woleben	Carol Horlacher
Tax Review		Carol Horlacher	Art Miller
Water		Craig Miller	Art Miller
Wastewater		Art Miller	Carol Horlacher
Zoning/Fire Insp Code Enforcement		Bryan Woleben	Craig Miller
Planning		Carol Horlacher	Art Miller
Grants		Art Miller	Bryan Woleben
Department Heads		Carol Horlacher	Art Miller
Shared Services		Craig Miller	Bryan Woleben

Resolution introduced by Trustee Carol Horlacher, second by Trustee Art Miller with vote as follows:

\_\_4\_\_ ayes

\_\_0\_\_ nays

\_\_0\_\_ absent

Dated: May 16, 2018

Scott Jagoda, Village Clerk/Treasurer

**Old Business:**

A motion was made by Trustee Bryan Woleben, seconded by Trustee Art Miller to authorize payment of signed and approved vouchers. Vote was unanimous, motion carried.

A motion was made by Trustee Craig Miller, seconded by Trustee Carol Horlacher to approve April 18<sup>th</sup> minutes as presented in written form. Vote was unanimous, motion carried.

A motion was made by Trustee Carol Horlacher, seconded by Trustee Bryan Woleben to approve the written reports as presented. Vote was unanimous, motion carried.

With no further business brought before the Board, a motion was made to adjourn the meeting at 8:02 p.m. by Trustee Bryan Woleben seconded by Trustee Carol Horlacher. Vote was unanimous, motion carried.

Respectfully submitted by,

Scott Jagoda  
Village Clerk/Treasurer