

BOARD MEETING MINUTES  
NOVEMBER 18, 2024

A regularly scheduled meeting of the Board of Trustees was held on Monday, November 18, 2024, in the Village Hall. Mayor Dodge opened the meeting at 7:00 p.m. Also present were Trustee LePard, Trustee Barr, Deputy Mayor Blumrick, Coordinator Bobbitt, Police Chief Johnson, Fred Srock, President of the Middleport Fire Department, Clerk-Treasurer VanBuren, and Tom Seaman, attorney. Trustee Holly-Eberhard was absent.

Deputy Mayor Blumrick led the Pledge of Allegiance.

Royalton Hartland Central School District Superintendent, Jill Heck, Business Administrator, Jessica Landers, Board of Education President, Carol Blumrick, and Board of Education Vice President, Brian Sullivan, discussed the 2024 Capital Improvement Project plans for the three district buildings. The public vote is on Wednesday, December 18, 2024. The project will be fully funded by state aid and school district reserves so, there is no impact to the taxpayer.

A motion was made by Deputy Mayor Blumrick, and seconded by Trustee LePard, to approve the minutes of the October 21, 2024, Board meeting. Carried, with all present voting aye.

A motion was made by Deputy Mayor Blumrick, and seconded by Trustee Barr, to authorize the following budget transfers in the General Fund:

TO	FROM	AMT
A3120.11	A3120.15	\$34,334.56
A9015.8	A9010.8	2,528.50
A9015.8	A1990.4	3,708.50
TOTAL		\$ 40,571.56
Carried, with all present voting aye.		

A motion was made by Trustee Barr, and seconded by Trustee LePard, to authorize payment of claims submitted on Abstract No. 6-24/25 in the amount of: General: \$197,879.94; Water: \$10,032.26; and Sewer: \$18,457.53; for a Total of: \$226,369.73. This figure includes Payroll Nos. 11 and 12 and the payment to NYSLRS as noted below. Carried, with all present voting aye.

A motion was made by Deputy Mayor Blumrick, and seconded by Trustee LePard, to approve Payroll Nos. 11 and 12 for periods ending October 19, 2024, and November 2, 2024. Carried, with all present voting aye.

A motion was made by Deputy Mayor Blumrick, and seconded by Trustee LePard, to authorize payment for New York State Retirement obligations on or before December 15, 2024, as follows: Employees' Retirement System amount is \$38,665 & Police Retirement System amount is \$93,326 for a Total of \$131,991.00. Carried, with all present voting aye.

The Treasurer's report was submitted and accepted for October 2024.

- The October revenue and expenditure reports were distributed to the Board.

The Public Works report was submitted and accepted for October 2024.

The Village and Town Police reports were submitted and accepted for October 2024.

The Fire report was submitted and accepted for October 2024.

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Fred Srock, President of the Middleport Fire Department, presented a letter to the Board advising them that they voted in Kathryn Verwohlt, as a social member (non-LOSAP). They also voted in a new junior firefighter, Trinity Bauer.

Water and Sewer Billing for the quarter billed on November 1, 2024:

Water:	\$ 56,061.55
Meter Rental Charge:	\$ 2,236.50
Sewer:	\$ 57,701.67
Sewer Debt Service Charge:	\$ <u>8,175.00</u>
<b>Total:</b>	<b>\$124,174.72</b>

This cycle billing is for 8,245,000 gallons.

**PUBLIC COMMENT**

There was no public comment.

**CORRESPONDENCE**

Clerk VanBuren read a portion of the same letter from Neptune Technology Group that she presented to the Board a year ago regarding the Village’s water meter reading software.

**OLD BUSINESS**

The LSL (Lead Service Line) letters were sent out on Tuesday, November 12, 2024, to every household or business that was identified as having a lead service, galvanized service, or lead service unknown. The Village also received a letter from the NYS DOH that corrections were needed on the inventory that was submitted on Wednesday, October 16, 2024. The Village has 21 days to resubmit the inventory.

Clerk VanBuren reminded the Board and Department Heads once again that the annual Sexual Harassment training and Violence in the Workplace Training needs to be completed before the end of the year.

A motion was made by Trustee LePard, and seconded by Deputy Mayor Blumrick, to authorize the creation of the position of “Laborer” (as defined by Niagara County Civil Service) to fill such a position with Village employee Brandon Dellario at the same rate he is currently earning. Carried, with all present voting aye.

**NEW BUSINESS**

Attorney Seaman advised Mayor Dodge that he would like to discuss Wendel Companies proposal for the CMOM Implementation Year 2 in executive session.

Clerk VanBuren presented the Board with a proposal from Williamson Law Book Company for water/sewer utility billing software. The Village currently uses Williamson’s accounting software and tax collection software so they would all interface.

**VILLAGE OF MIDDLEPORT**

**PROFESSIONAL SERVICE RESOLUTION**

**UTILITY SOFTWARE AND RELATED SUPPORT**

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**WHEREAS**, on March 18, 2024, the Village Board of Trustees declared the provision of Village tax collection software and related support services to be a "professional service" as defined by New York State Law, due to the facts that such service provider is required to have specialized skills, training and expertise in the field and must also exercise the use of professional judgment and discretion, together with the fact that such provider will necessarily have access to certain confidential information of the Village and Village residents, requiring a high degree of trust, and

**WHEREAS**, in accordance with and following said "professional service" resolution, the Village Board of Trustees authorized the Village to enter into a contract with Williamson Law Book Company, 790 Canning Parkway, Victor, NY 14564 (hereinafter "Williamson"), and

**WHEREAS**, the Village now desires to update the Village water/sewer/utility billing software and the Village Clerk has explored different entities offering such software and related support and she has recommended the Village utilize Williamson for such services, now **therefore be it**

**RESOLVED**, that the Village Board of Trustees makes the following findings:

- (1) That the Village water/sewer/utility billing software and related support services should be considered a "professional service" for the same reasons considered by the Village Board when it recognized the Village's tax collection software and related support services as a professional service on March 18, 2024
- (2) The Village will see efficiencies and cost savings if it utilizes the same entity to provide software and support services for both taxes and water/sewer/utility collection.
- (3) Such efficiencies will be seen in streamlining the training of such software as well as in the software's ability to communicate and share information efficiently, in addition to expected savings related to ongoing maintenance and upgrades of such systems and software. and be it further

**RESOLVED**, that for reasons set forth herein, the Village of Middleport hereby declares the provision of software and related support for the collection of water/sewer/utility fees and taxes

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to be a “professional service” as such term has been defined and interpreted according to New York State Law, and as such the procurement of such a vendor is an exception from the competitive bidding requirements of General Municipal Law §§ 103 and 104, and be it further

**RESOLVED**, that the Village of Middleport is hereby authorized to enter into a contract with Williamson Law Book Company for the provision of Water Sewer Billing Software (\$10,270.00) with annual support (\$2,745.00) and Installation and Training (\$175.00 per hour) in accordance with Software Proposal dated 11/07/2024, and be it further

**RESOLVED**, that the Village Clerk is hereby authorized to execute the Software Proposal and any and all further documentation necessary to effectuate such purchase.

A motion was made by Trustee LePard, and seconded by Deputy Mayor Blumrick, to enter into an agreement with Williamson Law Book Company to provide water/sewer utility billing software and annual support for one workstation. The cost of the Water Sewer Billing Software Program is \$10,270.00 and the Annual Support Fee is \$2,745.00. There is an additional charge of \$175/hr for installation and training and \$495.00 for each additional workstation. Carried, with all present voting aye.

Clerk VanBuren presented the Board with the two dumpster quotes for 2025 that she received. The Village received one from Modern Disposal Services Inc. and Casella Waste Management.

A motion was made by Trustee Barr, and seconded by Deputy Mayor Blumrick, for the Village to accept the 2025 dumpster service proposal from Modern Disposal Services Inc. at \$139.05 per month for a 10 CY dumpster serviced weekly. Attorney Seaman approves the proposal. Carried, with all present voting aye.

Clerk VanBuren asked the Board if they have an objection to her closing the Village clerk’s office for a few hours on Friday, December 6, 2024, for the Niagara County Municipal Clerk’s Association luncheon that the Village is hosting with the Village of Barker. The Board had no problem with the office being closed for a few hours.

The Annual Tree Lighting is scheduled for Saturday, December 7, 2024, at 6 p.m.

Chief Johnson presented the Board with a quote he had received from Pro-Vision Solutions, LLC for an in-car video system that he would like to purchase for the police department. The department already uses Pro-Vision body-worn cameras.

**VILLAGE OF MIDDLEPORT**  
**STANDARDIZATION RESOLUTION**  
**POLICE CAMERA VIDEO SYSTEM**

**WHEREAS**, the Village of Middleport has previously purchased and currently utilizes body-worn cameras, and related video management and access equipment and software, manufactured and distributed by Pro-Vision Solutions, LLC, 8625-B Byron Commerce Dr., Byron Center, MI 49315 (hereinafter “Pro-Vision”), and

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**WHEREAS**, the Village of Middleport Police Department now desires to purchase cameras, and related video management and access equipment and software, to equip the Village Police fleet of vehicles, and

**WHEREAS**, based on the foregoing, and after discussion with and recommendations from the Village Chief of Police, now therefore be it

**RESOLVED**, that the Village Board of Trustees makes the following findings:

- 1) That it will be cost effective as well as time and resource efficient for the Village to utilize one brand of police camera with related video management and access equipment and software.
- 2) Efficiencies will be obtained by eliminating duplicative training by the police officers, eliminating duplicative efforts toward retaining and sharing video evidence, and through expected cost savings in the future for maintenance and upgrade costs.

and be it further

**RESOLVED**, that for reasons of efficiency and economy and pursuant to the authority confirmed by General Municipal Law Section 103(5), it is determined by this Board of Trustees that there is a need for standardization in the purchase of Police cameras, and related video management and access equipment and software, and be it further

**RESOLVED**, that the Village of Middleport hereby standardizes Police cameras and related video management and access equipment to Pro-Vision Solutions, LLC Police cameras, and be it further

**RESOLVED**, that the Village of Middleport may make such purchases from Pro-Vision without advertising for sealed bids or seeking additional proposals, and be it further

**RESOLVED**, that this Standardization Resolution shall stay in effect for future purchases, and be it further

**RESOLVED**, that the Village is hereby authorized to expend \$22,680.00 for the purchase of camera equipment for four vehicles, together with a five-year software license and installation, as referenced in Quote #MASQ35882, dated 10/18/2024, and Chief of Police Johnson is authorized to execute

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the purchase order and any and all other documentation necessary to effectuate such purchase.

A motion was made by Deputy Mayor Blumrick, and seconded by Trustee LePard, to authorize Chief Johnson to purchase the following from Pro-Vision Solutions, LLC: 4 AHD In-Car Video Two Camera Base kit which includes Ranger AHD DVR, AHD Forward Facing Camera, AHD Wide-Angle Interior Camera, AHD Rear-Facing Camera Kit, 256 GB SDXC Memory Card, Lockable Cage, 5m AHD Cable, and GPS Antenna and more for \$12,920.00, a Five-Year Device License for \$350.00 each for a total of \$1,400.00, and New Vehicle Installation charge for \$2,090.00 each for a total of \$8,360.00. The grand total for the purchase of four in-car video systems is \$22,680.00. The purchase of this equipment will be funded by the NYS Law Enforcement Technology (LETECH) Program grant that was awarded to the Middleport Police Department in July 2024. Carried, with all present voting aye.

A motion was made by Deputy Mayor Blumrick, and seconded by Trustee Barr, to enter into Executive Session for the purpose of consultation with the Village's Attorney regarding a contract. Carried, with all present voting aye.

Executive Session opened at 8:14 p.m.

A motion was made by Trustee LePard, and seconded by Deputy Mayor Blumrick, to return to General Session. Carried, with all present voting aye.

General Session reconvened at 8:53 p.m.

A motion was made by Deputy Mayor Blumrick, and seconded by Trustee LePard, to authorize Mayor Dodge to enter into an agreement with Wendel Companies for Year 2 of the Capacity, Management, Operation, and Maintenance (CMOM) Program to provide the scope of work as described in the Proposal dated October 18, 2024. Carried, with all present voting aye.

The next regularly scheduled meeting of the Board of Trustees will be held on Monday, December 16, 2024, at 7:00 p.m. in the Village Hall.

There being no other business, a motion was made by Trustee Barr, and seconded by Trustee LePard, to adjourn. Carried, with all present voting aye.

Meeting adjourned at 8:54 p.m.

*Respectfully Submitted,*

*Lisa M. VanBuren  
Clerk-Treasurer*