

**AGENDA
BOARD OF TRUSTEES
ANNUAL ORGANIZATIONAL MEETING
APRIL 7, 2025**

1. Call meeting to order at 7:00 p.m.
2. Pledge of Allegiance led by _____.
3. Swearing in of Elected Officials.
4. Appointments to be made by Mayor Dodge:
 - Deputy Mayor _____
 - Police Department _____
 - Sewer & Sanitation Department _____
 - Street Department _____
 - Water Department _____
 - Zoning Board of Appeals - 1 Member (3-year term) _____
 - Ethics Committee - 3 members (1-year term) _____

Motion to accept above appointments by Trustee _____ second by Trustee _____.

5. Reappoint Lisa VanBuren to a two-year term as Clerk-Treasurer. Motion by Trustee _____, second by Trustee _____.
6. Reappoint Historian Christa Lutz and Deputy Village Clerk Sarah Quackenbush to one-year terms. Motion by Trustee _____, second by Trustee _____.
7. **RESOLUTION No. 1- 2025 – Designation of Official Depository**

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 institution as depository of all moneys received by the Village Clerk Treasurer, and receiver of taxes: Tompkins Community Bank, Medina branch.

Section 2. That this resolution is effective immediately.

Authorization of Resolution No.1 - 2025 to designate Tompkins Community Bank as the Bank Depository. Motion by Trustee _____, second by Trustee _____.

8. **RESOLUTION No. 2 - 2025 – Investment Policy**
Adopt the Investment Policy as adopted by the Village Board on April 4, 1994, and amended on May 20, 2024, to maintain a list of financial institutions designated for the deposit of monies. This policy is on file with the Village Clerk-Treasurer and can be viewed utilizing eCode360. Motion by Trustee _____, second by Trustee _____.
9. **RESOLUTION No. 3 - 2025 – Procurement Policy**
Adopt the Procurement Policy as adopted by the Village Board on May 15, 2023. This policy is on file with the Village Clerk-Treasurer and can be viewed utilizing eCode360. Motion by Trustee _____, second by Trustee _____.
10. **RESOLUTION No. 4 - 2025 – Ethics Policy**
Adopt the Ethics Policy as adopted by the Village Board on October 5, 1970, and it is on file with the Village Clerk-Treasurer and can be viewed utilizing eCode360. Motion by Trustee _____, second by Trustee _____.
11. **RESOLUTION No. 5 - 2025 – Sexual Harassment Policy**
Adopt the Sexual Harassment Policy as adopted by the Village Board on February 22, 2023, and it is on file with the Village Clerk-Treasurer. Motion by Trustee _____, second by Trustee _____.
12. **RESOLUTION No. 6 - 2025 – Work Place Violence Prevention Policy**
Adopt the Work Place Violence Prevention Policy that was adopted by the Village Board on August 19, 2013. Motion by Trustee _____, second by Trustee _____.
13. **RESOLUTION No. 7 - 2025 – 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 IRS standard mileage rate at the time reimbursement is requested. (The 2025 rate is \$.70 per mile).

Section 2. That this resolution is effective immediately.

14. Authorization of Resolution No. 7 for mileage reimbursement at the IRS standard mileage rate as noted in the resolution. Motion by Trustee _____, second by Trustee _____.

15. **RESOLUTION No. 8 - 2025 – 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.

Section 2. That this resolution is effective immediately.

16. Authorization of Resolution No. 8 allowing the Clerk-Treasurer to submit payment in advance of audit of claims prior to the monthly Board Meeting. Motion by Trustee _____, and second by Trustee _____.

17. **RESOLUTION No. 9 - 2025 – Attendance at Schools and Conferences**

WHEREAS, there is to be held during the coming official year the following schools, conferences and meetings:

New York State Conference of Mayors (NYCOM) and Fall Training School
New York State Conference of Mayors (NYCOM) Public Works Training School
NYCOM Annual Meeting and Training School
Niagara County Municipal Clerks Association meetings
Niagara County MuSIP Ad Hoc Advisory Committee
Niagara County Police Chiefs meetings
Western New York Chiefs of Police meetings
Niagara County Association of Town Highway Superintendents
Western New York Water Works Association
WNY Village Superintendents Association
New York State Office of the State Comptroller
New York State and Local Retirement System

WHEREAS attendance by certain municipal officials and employees at one or more of these

meetings, conferences or schools benefits the municipality:

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Mayor, Police Chief, Village Coordinator, Village Clerk-Treasurer, and Deputy Clerk be authorized to attend these previously named meetings with the understanding that their primary responsibility for being at these events is to the Village.

Section 2. That this resolution is effective immediately.

18. Authorization of Resolution No. 9 allowing municipal officials and employees to attend conferences, meetings, and schools during the 2025-2026 Official Year. Motion by Trustee _____, second by Trustee _____.

19. Authorize Department Heads to approve necessary training at their discretion for members of their departments, including themselves, as it becomes available during the year. Should the cost be more than \$2,500, Board Approval is necessary per the Village's procurement policy. Motion by Trustee _____, second by Trustee _____.

20. **RESOLUTION No. 10 - 2025 – Setting the Monthly Meeting Schedule and the Annual Organizational Meeting**

WHEREAS, the Village of Middleport Board of Trustees meet on a monthly basis; and

WHEREAS, a regular time and day for these meetings is necessary to provide public attendance

THEREFORE, BE IT RESOLVED, that the monthly meetings of the Village of Middleport Board of Trustees shall be held on the third Wednesday of each month at 6:00 p.m., with the following exception: the March 2026 meeting will be held on **Monday, March 16th**, *due to the Village election being held on Wednesday, March 18, 2026*. Villages are not permitted to hold elections on St. Patrick's Day.

THEREFORE, BE IT FURTHER RESOLVED, the 2026 Annual Organizational meeting will be held on Monday, April 6, 2026, which is the start of the Village's Official Year.

21. Authorization of Resolution No. 10 setting the monthly meeting schedule and the date of the 2026 Annual Organizational meeting. Motion by Trustee _____, second by Trustee _____.

22. **RESOLUTION No. 11 - 2025 –Procedure for Calling Special Meetings**

WHEREAS, it is not uncommon for special meetings to be necessary in the addition to the regular meetings of the Village of Middleport Board of Trustees, and

WHEREAS, it is necessary, as well, to have a procedure for calling such meetings, and

WHEREAS, it is also necessary to notify the public and the media of these special meetings,

THEREFORE, BE IT RESOLVED, that these special meetings may be held at the request of the Mayor alone and/or at the request of two or more Trustees, and

THEREFORE, BE IT FURTHER RESOLVED, That the Clerk-Treasurer will notify each member individually and that in the absence of the Clerk-Treasurer, the Mayor will provide the notification, and

Section 1. That this resolution is effective immediately

23. Authorization of Resolution No. 11 setting the procedure for calling special meetings. Motion by Trustee _____, second by Trustee _____.
24. Authorize purchase of materials for street, water, and sewer departments at New York State and/or Niagara County bid prices. Motion by Trustee _____, second by Trustee _____.
25. Designate the Union Sun & Journal as the official newspaper. Motion by Trustee _____, second by Trustee _____.
26. Next regular Board Meeting - ***Wednesday, April 16, 2025, at 6:00 p.m.***
27. Adjournment. Motion by Trustee _____, second by Trustee _____.