

VILLAGE OF SHERMAN
MINUTES OF THE ANNUAL REORG MEETING,
MUNICIPAL ZONING BOARD & REGULAR BOARD MEETING
Wednesday, May 14th, 2025 at 6pm

Mayor Meeder called the meeting to order at 6:00pm and lead everyone in the Pledge of Allegiance. Board members Mayor Colleen Meeder, Deputy Mayor Ryan Sanders, Trustee Dennis Watson, Trustee Gary Emory, and Trustee Danielle Crane; Clerk-Treasurer Jeanette Ramm; Property owner Christine McKay and the press were in attendance.

ANNUAL REORGANIZATIONAL AGENDA

MAYORAL ANNOUNCEMENTS

Memorial Day Parade:	Parade begins at 10am, followed by service at monument
Spring Clean Up:	Begins the 3 rd Monday of April
Sherman Days:	First weekend of August, (<i>weekend of 1st Saturday in August</i>)
Music Festival:	2 nd Saturday in September
Paint CHQ Festival:	Sunday, September 7 th – Saturday, September 13 th , 2025
Night at the Museum:	Thursday, September 25 th , 2025
Halloween:	“Trick or Treat” hours from 5pm until 7pm on October 31st
Tractor Parade:	2 nd Saturday in December

ORGANIZATIONAL ITEMS

Deputy Mayor:	Ryan Sanders
Trustee Annual Salary:	\$1,300
Code Enforcement Officers:	Greg Gormley, Enforcement Officer (Zoning & Code) Dave Heckman, Inspection Officer – Consulting Basis <i>Jeff Messenger, Building & Safety Inspector (BSI)</i>
Clerk’s office hours:	Monday – Thursday from 9:00am – 4:00pm
Regular Board meetings:	Second Wednesday of each month, starting at 6pm
Electronic Delivery:	Authority to deliver proposed local laws, notice of public hearings, scheduled meetings, and board materials by electronic means RES 2021-06-02.12
Village Attorney:	Peter Clark
Engineers:	Barton & Loguidice and Square Engineering
Clerk/Treasurer/RMO/Tax Collector:	Jeanette Ramm
CPA Firm:	Johnson, Mackowiak and Assoc LLP
Primary Crossing Guard:	Geraldine Robson
Additional Crossing Guard:	Greg Gormley
Official Newspaper:	Post Journal
Official Depository:	Community Bank NA
Additional Banking Securities:	NYCLASS RES 2023-12-13.3 • General Account • Capital Project Account • Debt Service Account • Reserve Account
CBNA, Checking Accounts:	General Checking – Operating Payroll Checking – Operating / Trust & Agency Parks & Recreation Checking – Operating / Trust & Agency Water Checking – Capital Stormwater – Capital NYS Special Fund – secure receipt of NYS Program Funds Climate Smart / Environmental – i.e. EV Special Project

CLOSED CBNA Accounts	RES 2025-03-12.9
Sewer Checking – Capital	<i>Closed – Project Completed</i>
Debt Service Checking	<i>Closed – Funds held in NYCLASS</i>
Reserve Checking	<i>Closed – Funds held in NYCLASS</i>

Reaffirm the Procurement Policy RES 2017-09-15, revised RES 2021-09-08.8

- Mayor and Clerk co-sign payroll and voucher checks
- Clerk is authorized to make electronic transfers of T&A funds from general checking
- Clerk is authorized to make EFT for utilities, legals, & credit card sites RES 2022-09-14.4
- Clerk is authorized to make electronic payments for T&A taxes and expenditures
 - T&A – Trust and Agency funds
- Clerk maintains NYS Special checking acct, *having no other electronic payments or receipts*
- Clerk will renew all CD's (cash in time deposits) with no changes
- Board will approve all CD deposits and withdrawals
- Clerk has advanced approval for utility payments, postage and other regular payments due before the regular meeting.
- Clerk-Treasurer authorized to pay salaries, the mayor shall approve each payroll roster.
- Re-establish the uniform system of accounts, and receipt practices, for this Fiscal Year
- Mayor is given the authority to send employees to conferences, meetings, etc. with expenses in accordance with Board Policy and budgets.
- Mayor is given the authority to make budget transfers with details made available to the trustees at regular meeting
- Certificates of Insurance with Sherman Central School District (for Sheldon Park / Harry Brosius Field), Stanley Hose Fire Company (for Fire Dept agreement), Sherman Historical Society (for management of the Yorker Museum), The Sherman Days Committee and Sherman Area Chamber of Commerce (for the community celebration events), and Duane Woods & Joseph Bittinger (for volleyball easement)
- Workers Compensation covers all Village employees including Stanley Hose Co members
- Continuance of disability coverage for the Village of Sherman employees
- FMLA – decision not to opt-in to the FMLA's paid family leave (PFL): RES 2018-03-07.4
- Re-establish the financial committee consisting of the mayor and the board of trustees.

Post Issuance Tax Compliance: Reaffirm Post-Issuance Tax Compliance and Continuing Disclosure Policy and Procedures for Tax-Exempt Notes & Bonds RES 2024-03-13.7

Investment Policy: Reaffirm Investment Policy adopted by RES 2019-05-01.21

Governance Policy: Reaffirm Governance Policy adopted by RES 2018-05-02.5 and revised by RES 2019-05-01.9

Insurance provider: WNY Insurance Agency: Policy expires May 1, 2026
 Liability Coverage: \$1,000,000 / \$3,000,000 aggregate
 Clerk/Treasurer & Mayor Positions: \$200,000 / \$200,000
 Public Employee Dishonesty: \$300,000 (Letters of Conditions USDA RD, etc.)

Reserve Requirements: WWTP: \$13,643 minimum per year, RES 2023-01-11.9

CC ALL-Hazard Mitigation Plan: CC Multi-Jurisdictional Hazard Mitigation Plan RES 2024-07-10.5
Chautauqua County Mitigation Plan 6/7/2024 (to be updated every 5yrs)

Memorandum of Understanding Sherman Municipal Website Management w/ Town of Sherman
 Sherman Historical Society – Yorker Museum Preservation
 Sherman Days Committee – Annual Events
 Sherman Area Chamber of Commerce – Annual Events

Mileage reimbursement rate: Set at current federal rate (currently is 70 cents per mile)

Cell phone reimbursement: Dpt Heads \$75/m, Clerk-Treas \$75/m, Other F/T employ \$25/m
 Mayor \$75/m RES 2022-04-20.11

Petty Cash: Set at \$150

Credit Cards: Mayor, Clerk/Treasurer, DPW Director, combined \$13,000 limit

Village of Sherman - Bldg Code & Zoning Fee Schedule

Calculated by Enforcement Officer of Code & Zoning

Collected by Clerk-Treasurer

Schedule of Fees Last Revised RES:2023-07-12.5

Recodification Local Law Sec 402 Authorized

	Residential 1 & 2 Family	Rural Residential	Commercial & Multi-Dwellings
A Any work for which a permit is required but has not been issued (surcharge for prematurely commencing work) (or \$75/week, whichever amount is greater)	150.00	150.00	200.00

Churches, Library and Masonic Hall shall be deemed residential structures for purposes of this schedule:

B New construction Minimum + \$.10 /sq ft	30.00	30.00	Not applicable
New construction Minimum + \$.15 /sq ft	Not applicable	Not applicable	40.00
Remodel + \$.10 /sq ft	30.00	30.00	Not applicable
Remodel + \$.15 /sq ft	Not applicable	Not applicable	40.00
Foundation Repair (when applicable)	25.00	25.00	30.00
Roof no alteration	20.00	20.00	25.00
Roof with alteration	30.00	30.00	40.00
Universal Solar Permit	30.00	30.00	40.00
Universal Solar Permit requiring variance request	150.00	100.00	200.00
Porches & Decks	30.00	30.00	40.00
Porches & Decks requiring variance request	60.00	60.00	75.00
Garage or shed	30.00	30.00	40.00
Garage or shed with stormwater drain	45.00	45.00	60.00
Garage or shed requiring variance request	60.00	60.00	75.00
Swimming Pool	20.00	20.00	20.00
Fence	25.00	25.00	30.00
Fence requiring variance request	45.00	45.00	50.00
Demolition (all inclusive utility inspection, etc.)	100.00	50.00	250.00
Demolition (structural accessory, and other)	50.00	30.00	100.00
Solid Fuel Burning Appliance Inspection	30.00	30.00	30.00

C Final Inspection and Issuance of Occupancy (& temporary)	25.00	25.00	30.00
Certificates of Compliance (& temporary)	20.00	20.00	20.00
Renewal Extension of Permit (Half of Original Total)	***	***	***

D Sign Permit	15.00	15.00	15.00
Sign installation prior to permit issuance	30.00	30.00	40.00

E Dumpster for Temporary Construction (1st 60 days is included with building permit)	-	-	-
Dumpster Commercial Use Annual Renewal	Not applicable	25.00	25.00
Dumpster Residential Use 30 day permit	15.00	15.00	Not applicable
Dumpster Residential Annual Special Use Permit	20.00		
Dumpster discovered without permit issued	60.00	60.00	75.00

F Fire Prevention Inspection		30.00	40.00
Safety Inspection		30.00	40.00
Combined Fire & Safety		50.00	60.00
Water or Sewer Inspection	20.00	20.00	25.00
Public Assembly Buildings inspections are charged in accordance with commercial in this part F.			

	Residential 1 & 2 Family	Rural Residential	Commercial & Multi-Dwellings
G Initial Special Use Request	50.00	50.00	50.00
Special Use Requiring Annual Renewal (G&H - RES 2023-07-12.5)	30.00	30.00	30.00

Request heard before the Zoning Board of Appeals - ZBA (These amounts are in addition to other required permit fees.)

If both a special use permit and a variance is required, a variance must be sought first, and the combined fee is the greater of the two.

H Special Use Requests heard by the ZBA	50.00	50.00	50.00
Appeals, Requests for Interpretation and Determination	30.00	30.00	100.00
Area Variance - Sec 616 Fence, Wall, Hedges & Sec 640 Accessory Structure	30.00	30.00	45.00
Area Variance Request	150.00	150.00	200.00
Use Variance Request will also require an additional escrow amount to...	250.00	250.00	250.00
...cover review costs associated with legal, environmental, engineering, and related studies, i.e. traffic analysis			

I Mobile Food Vendor - Special Use Permit (RES 2023-02-22.1)			40.00
Mobile Food Vendor - Annual Vendor Permit (RES 2023-02-22.1)			100.00
Mobile Food Vendor - Single Event Vendor Permit (RES 2023-02-22.1)			10.00
Mobile Food Vendor - Penalty Fee per Violation (RES 2023-02-22.1)			150.00

At-large Cat permit fee (one time for life of one cat) 10.00
 At-large Cat Special Use Permit fee (exceeding the limit of cats) 50.00
 In addition to repaying the Village for the cost of seizure, treatment, and impoundment:
 Penalty Fee for non-permitted At-large Cat - 1st Offense 25.00
 Penalty Fee for non-permitted At-large Cat - 2nd Offense 40.00
 Penalty Fee for non-permitted At-large Cat - 3rd Offense 60.00
 Penalty Fee for non-permitted At-large Cat - 4th Offense* 100.00
 *and a fine of \$500 or confinement in jail not exceeding five days, or by both fine & imprisonment.

Permanent / Semi-Permanent Covering Permit (RES 2023-03-08.7)	5.00	5.00	5.00
Permanent / Semi Covering Penalty Fee per Violation (RES 2023-03-08.7)	150.00	150.00	150.00

Bldg Permit & Zoning Fee Schedule:	Reaffirm the Schedule of Fees for Municipal Code, Building Code, Property Maintenance and Zoning Permits and Fees
Refuse Bags:	\$3.00 / Bag; Offsite Location Sales Disc. 15% RES 2021-05-05.24
Refuse Bag Offsite Location:	Country General RES 2022-03-09.6
WWTP Sewage Processing Services:	Accepting Septic Sewage for Processing 2,000 gal capacity = \$96 RES 2023-05-17.33
WATER – Bulk Sales:	Reaffirm Bulk Rate Schedule RES 2024-05-08.13
General Late Fee Penalty:	Reaffirm the 10% penalty fee for general account balances past due RES 2020-05-06.3
Sewer Emergency Response Plan:	Reaffirm the WWTP & Collection System ERP RES 2023-11-08.11
Water Emergency Response Plan:	Reaffirm the Drinking Water System ERP RES 2020-05-06.23 (Update every three years.) (Drafted, Currently being updated.)
Asset Management Program:	(Sewer Department – in progress)
Records Retention:	Reaffirm the Records Retention and Disposition Schedule LGS-1, adopted by RES 2020-11-04.9
Email Policy:	Adopted 2025-05-14.27
Complete Streets Policy:	Reaffirm Complete Streets Policy adopted by RES 2024-05-08.22
Pro-Housing Pledge:	Reaffirm Pro-Housing Communities Pledge RES 2024-05-08.21
Section 3 Participation Plan	Reaffirm Section 3 Participation Plan RES 2021-02-17.2
Fair Housing Policy:	Reaffirm Fair Housing Policy adopted by RES 2017-07-20.1 and revised by RES 2021-09-08.6
Fair Housing Officer:	Reaffirm CEO as Fair Housing Officer adopted RES 2021-09-08.6
Minority Business Officer:	Reaffirm Mayor as Minority Business Officer RES 2022-12-14.21
Environmental Certifying Officer:	Reaffirm Mayor at ECO adopted RES 2021-02-17.1, RES 2021-09-08.12, RES 2024-01-03.6a-c
NYS Building Code:	Reaffirm the 2020 Uniform Fire Protection & Building Code adopted by RES 2021-05-05.23
Code Administration:	LL 5-2022 Local Gov't Code Enforcement Program
Equal Employment:	Reaffirm Equal Employment Opportunity Policy adopted by RES 2017-07-20.2 and revised by RES 2021-02-17.2
Sexual Harassment:	Reaffirm Sexual Harassment Prevention Policy adopted by RES 2018-10-03.3a and revised by 2018-11-27.2
Drug Free Workplace:	Reaffirm Drug Free Workplace & Substance Free Policy adopted/revised by RES 2019-05-01.24
Employee Handbook:	Reaffirm Employee Handbook Policies as last updated by RES 2019-05-01.23 & 24 and RES 2021-05-05.9
Shared Operations Contract(s):	RES 2023-05-17.34 Town of Cherry Creek Town of Randolph
Municipal Zoning Board:	Reaffirm the Village Board of Trustees to the Municipal Zoning Board, in accordance with the Village Zoning Law
Zoning Board of Appeals:	Reaffirm the Zoning Board of Appeals members, for said terms: Jeff Lang Expiration May 31, 2028 Member Melissa Gormley Expiration May 31, 2029 Secretary Ken Labuskes Expiration May 31, 2030 Chair Madeline Card Expiration May 31, 2030 Member
Planning Board:	Reaffirm the Planning Board members, for said terms: Kelly Jo Piazza Expiration May 31, 2028 Member Bill Piazza Expiration May 31, 2027 Member Garrett Spitzer Expiration May 31, 2026 Vice Chair Brian Bates* Expiration May 31, 2030 Chair
Open & Active Committees:	Steering Committee est. RES 2019-09-04.9 Tree 'Beautification' Committee Edmunds' Park Committee

	Historical Preservation Committee est. RES 2020-05-06.24
	Other: Trail Committee, Infrastructure Committee, Economic Development Committee
Community Health Promotion:	Westfield Memorial Hospital affiliation, RES: 2022-05-11.13
Current Rental Agreements:	M3P Realty - rear 123 W Main St, for Food Pantry
Current Lease Agreements:	SL Sherman, LLC & SL Sherman II, LLC - Rt 430 Solar Arrays
	Reed Farms – rental of Titus properties
	Duane Woods - rental of 130 W Main St
Current Mortgage Agreement:	M3P Realty LLC - mortgage payments for 121 & 123 W Main St
CCVB Advertising	Chautauqua Rails to Trails
	Night at the Museum

RES 2025-05-14.1: ANNUAL ORGANIZATIONAL ITEMS

Motion to approve the annual organizational items as presented.

Moved by Trustee Emory Seconded by Trustee Watson

Ayes: 5 Nays: 0 Carried

RES 2025-05-14.2: DEPUTY MAYOR

Motion to reaffirm the authority of the deputy mayor to act on behalf of the mayor in her absence.

Moved by Trustee Emory Seconded by Trustee Watson

Ayes: 4 Nays: 0 Abstained: 1 (Sanders) Carried

RES 2025-05-14.3: CONFLICT OF INTEREST DISCLOSURE STATEMENT

Motion to accept from the Village personnel and Board members, a completed Conflict of Interest Disclosure Statement, including whether they have nothing to disclose or listing any significant financial interests, businesses, and other non-profit affiliations related to the Village of Sherman: All Village board members, clerk-treasurer, and department heads are to sign this statement annually.

Moved by Trustee Watson Seconded by Trustee Emory

Ayes: 5 Nays: 0 Carried

RES 2025-05-14.4: HCC INSURANCE

Motion to accept the insurance proposal from Joe Niezgoda, of WNY Insurance Agency, for Tokio Marine / HCC Insurance effective 05/01/2025-05/01/2026, without Terrorism Coverage; and approve the mayor to execute all related documents and authorize payment not to exceed \$30,000; with the added cyber liability coverage not to exceed \$3,000.

Moved by Trustee Crane Seconded by Trustee Emory

Ayes: 5 Nays: 0 Carried

RES 2025-05-14.5: TAX BILL NOTIFICATIONS & AWQR NOTIFICATIONS

Motion to insert notice that the Annual Water Quality Report on the website, and a printed copy from the Village Office is available upon request, into the Village Property Tax Bills and with the June water and sewer bills.

Moved by Trustee Emory Seconded by Trustee Sanders

Ayes: 5 Nays: 0 Carried

RES 2025-05-14.6: STANLEY HOSE COMPANY

Motion to record the fiscal responsibility to the Sherman Fire Department, as contracted with the Stanley Hose Fire Company under previous RES 2024-08-14.12: 2025 Village of Sherman Contract of \$25,864.95 is payable July 2025; and as of May 12, 2025, the Village has a fund balance of \$156,454.86 accounted for in a minor special fund for Fire, *before water use allocation*.

Moved by Trustee Emory Seconded by Trustee Crane

Ayes: 5 Nays: 0 Carried

RES 2025-05-14.7: STANLEY HOSE COMPANY

Motion to record the remaining balance of the unexpended budgeted \$16,000 for fire and allocate another \$15,020.32 of General Funds to the minor special fund for Fire.

Moved by Trustee Crane Seconded by Trustee Watson

Ayes: 5 Nays: 0 Carried

RES 2025-05-14.8: EMPLOYEE BENEFIT BALANCES

Motion to record in the minutes the balance of employee benefits as of pay ending May 11, 2025; and approve the full roll over of any unspent “unused paid time off”, accrued vacation and personal time from fiscal year 2024-25, into the fiscal year 2025-26. Employee benefit balances as of May 11, 2025:

COMP TIME		UNUSED PAID TIME OFF
0	GG	0 hrs
86 ½	DG	<i>March was his 1st year, and he is currently taking time off.</i>
3	JR	13 hrs
5 ¼	HK	0 hrs

Moved by Trustee Crane Seconded by Trustee Sanders

Ayes: 5 Nays: 0 Carried

RES 2025-05-14.9: SEWER & WATER FEE SCHEDULE 2025-2026

Motion to approve the increase of the base sewer service charge to \$62/month per equivalent dwelling unit (EDU), effective June 1, 2025, in accordance with LL 3-2023; and approve the increase of the base water service charge to \$31/month per equivalent dwelling unit (EDU), effective June 1, 2025, in accordance with LL 2-2024; and record the following Water and Sewer Fee Schedule beginning fiscal year June 1st, 2025.

*****Water Base \$31.00/month/EDU *(increase of \$1.00/month LL 2-2024)*

(no-change) Water Use Rate \$4.60/100 CuFt

*****Sewer Base \$62/month/EDU *(increase of \$2.00/month LL 3-2023)*

(no-change) Sewer Use Rate \$4.00/100 CuFt

Moved by Trustee Emory Seconded by Trustee Crane

Ayes: 5 Nays: 0 Carried

RES 2025-05-14.10: CLOSE OF CYCLE – 10% RELEVY FEE

Motion to approve the following fee(s) to the Schedule of Other Fees for Water and Sewer:

- 10% Relevy Fee - to be charged on the total balance in arrears on April 1st to be re-levied onto the Village Tax Bill

Moved by Trustee Crane Seconded by Trustee Emory

Ayes: 5 Nays: 0 Carried

RES 2025-05-14.11: CONTRACT RATES FOR WATER & SEWER SHARED SERVICES

Motion to approve the contractual rate for shared service of water and sewer operation entered executed during the 2025-2026 fiscal year:

Chief Operator	\$63.00/hr
Operator / Maintenance	\$54.00/hr

Moved by Trustee Emory Seconded by Trustee Watson

Ayes: 5 Nays: 0 Carried

RES 2025-05-14.12: NYSLRS STANDARD WORK HOURS

BE IT RESOLVED, that the Village of Sherman (location code 40306), hereby establishes the following standard work days for these appointed and elected officials, and will report these officials to the New York State and Local Retirement System based on their record of activities: Mayor, Colleen Meeder (6 hours) Trustee, Dennis Watson (6 hours) Trustee, Danielle Crane (6 hours).

Moved by Trustee Watson Seconded by Trustee Sanders

Ayes: 5 Nays: 0 Carried

Sherman Days 2025 is Friday, August 1st – Sunday, August 3rd

RES 2025-05-14.13: SHERMAN DAYS – OPEN CONTAINERS IN PUBLIC

Motion to reaffirm RES 2024-07-10.8 approving and permitting the consumption of alcoholic beverages during “Sherman Days”, this is a temporary exception to open containers within the Village of Sherman during the community’s annual celebration.

Moved by Trustee Emory Seconded by Trustee Watson

Ayes: 4 Nays: 0 Abstained: 1 (Crane) Carried

RES 2025-05-14.14: AUGUST ROAD CLOSURES – SHERMAN DAYS

Motion to accept the closures of the following roads for the Annual Sherman Days celebration:

- Creekside Lane on Friday, August 1st, Saturday, August 2nd and Sunday, August 3rd for the festivities around Edmunds Park,
- Miller St from Park St to Main St on Saturday, August 2nd, for vendors and games, and
- *The possibility of closing* lower Church St on Saturday, August 2nd

Moved by Trustee Sanders Seconded by Trustee Watson

Ayes: 4 Nays: 0 Abstained: 1 (Crane) Carried

RES 2025-05-14.15: SEPTEMBER ROAD CLOSURES – MUSIC FESTIVAL & PAINT CHQ

Motion to approve the Village of Sherman Perm 33 application to the NYSDOT for the week-long closure of State Rt 76 from Sunday, September 7th through Saturday, September 13th; and accept the requests to close the following roads for the Annual Music and Paint CHQ Festivals from Sunday, September 7th through Saturday, September 13th, 2025:

- Franklin St (NYS Route 76) from the intersection of Mill St (before the bridge) to Main St, along The Cornerstone Restaurant for the painting of the mural awarded under the Paint CHQ initiative, and
- Creekside Lane for parking and the festivities around Edmunds Park and CR2T.

Moved by Trustee Watson Seconded by Trustee Sanders

Ayes: 5 Nays: 0 Carried

RES 2025-05-14.16: SEPTEMBER FESTIVALS – OPEN CONTAINERS IN PUBLIC

Motion to approve and permit the consumption of alcoholic beverages during the community-wide public events “Annual Sherman Music Festival” on Saturday September 13, 2025, and the “Paint CHQ Festival” Sunday, September 7 – Saturday, September 13, 2025; the festivals or celebrations include, but are not limited to, participating establishments within the Village limits, municipal parks or recreation areas and/or any other publicly owned areas; this exception to open containers within the Village of Sherman is a temporary exception for the community’s annual music festival, the Paint CHQ initiative, and the activities along the Rosie Billquist Trail in coordination with CR2T under this September schedule.

Moved by Trustee Emory Seconded by Trustee Crane

Ayes: 5 Nays: 0 Carried

Motion to close the Annual Reorganizational Meeting of the Board and enter into the meeting of the Municipal Zoning Board.

Moved by Trustee Sanders Seconded by Trustee Crane

Ayes: 5 Nays: 0 Carried

MUNICIPAL ZONING BOARD MEETING:

RES 2025-05-14.17: ANNUAL DUMPSTER SPECIAL USE PERMITS

Motion to approve the following annual dumpster permits:

- Mama's Pizza, 111 W Main St – commercial with no conditions
- Sherman Hotel & Steakhouse, 133 W Main St – commercial with no conditions

Moved by Trustee Emory Seconded by Trustee Watson

Ayes: 5 Nays: 0 Carried

RES 2025-05-14.18: FOIL REQUEST

Motion to accept and record the FOIL request by Heather Ramsey for records involving the contractor "Daniel Taylor" to which 'he was listed as the contractor on building permit applications' within the Village of Sherman. This FOIL request was made the afternoon of April 28, 2025, and the code enforcement officer responded by providing Ms. Ramsey the copies of building permit applications involving Daniel Taylor on May 1, 2025; *all to the best of our ability – as the Village records are not listed by contractor, rather by property owner.*

Moved by Trustee Watson Seconded by Trustee Sanders

Ayes: 5 Nays: 0 Carried

Motion to close the Municipal Zoning Board Meeting and resume the Regular Meeting of the Board.

Moved by Trustee Emory Seconded by Trustee Crane

Ayes: 5 Nays: 0 Carried

REGULAR MEETING OF THE BOARD

RES 2025-05-14.19: MINUTES

Motion to accept the previous minutes of the Regular Board Meeting, Municipal Zoning Board Meeting and the Public Hearing of the 2025-2026 Budget held on April 9, 2025.

Moved by Trustee Emory Seconded by Trustee Watson

Ayes: 5 Nays: 0 Carried

DEPARTMENTAL REPORTS FROM DPW DIRECTOR

SEWER & WATER

- All the grinders, including Walt Covert's grinder, are connected to the system.
- We ordered 80 large decorative trees (and have already planted 40) to start some cover along the top of the hill along the sewer plant as you leave the village along Route 430. The arborvitae are evergreens and will also help with the strong winds.

STREETS

- The Main Street plant watering system has been completed along the north side of the street, and David Conrad will finish installing the south side tomorrow. Meters are being installed at the hardware and hotel for the watering system, so that water used for community beautification is metered separately and we're not being required to give businesses credits back for our water on their bill.
- Matt White (White Land Surveying) noted that not all Village properties are deeded to the center of the road. This means that some trees are our responsibility, which lead to our removal of seven dead trees along Church Street. We spent \$6,300 to have all seven trees cut down and stump ground.
- Heather Young-Deyell (Sherman Assessor) informed us that the North Haven Parking Lot (SBL 328.06-2-31) belongs to the Village. Although the Chautauqua GIS shows that it is owned by the Town of Sherman, after more investigation the assessor discovered that it is deeded to the Village, and the assessor has records showing this. The Town owned it in 1979, but the Village took over ownership in 1984. We are now responsible for this parking

area, except for the area on the right of the driveway where North Haven stores their dumpster.

- The culvert in front of Andrew Miller's house and the one on Prospect Street are done.
- The mayor sent out a survey regarding the cardboard dumpster in the alley because the businesses are growing, and the need for dumpsters as well. The empty Iron's Agency has just sold and the previously BK Wines bottle store is in the process of reopening under new ownership, which will increase the amount of cardboard. We are debating if having two identical dumpsters that are swapped out would be better or if we should have a smaller one in the alley and a larger one near the office to store the excess cardboard until Casella can collect it. Either way, we definitely need more storage space to manage the growing cardboard.

MUSEUM

- The ash tree was removed, and the stump grinding ordered.
- New sign has been commissioned, and the contracts updated. The new sign will allow for different details to be displayed depending on the season, volunteers available and hours of operation.

CAPITAL PROJECT UPDATES

STORMWATER

- \$1.25M BAN sale results: 3 bids, lowest from Greene County Commercial Bank for 4.1%
- CDBG - Main St Project – See 4/9/2025 Report.
- Upper Basins Project – See 4/9/2025 Report

NYMS AWARD – See 4/9/2025 Report

- We are considering applying for a new NYMS (New York Main Street) grant to assist with the rehabilitation of 130 West Main Street, now that our current NYMS project is wrapping up. The mayor will meet with M3P regarding the details of an anchor project.

COMPLETE STREETS – See 4/9/2025 Report

- Planned meeting with NYSDOT in June to discuss Main Street and Franklin Street.
- The last meeting included Doug Crane, Matt Zarbo and the mayor who met with Aaron Weiss (DOT) to discuss what lines we wanted, and why the bike lane is unnecessary.

FOOD PANTRY GRANT – Jeanette and Perry Douglas submitted the FeedMore WNY grant application in support of the Food Pantry's dedicated space that the Village rents at 123 West Main Street.

COMMITTEE & AGENCY UPDATES

STEERING COMMITTEE / STAKEHOLDERS COMMITTEE

- CCPEG's Paint CHQ project is moving ahead nicely. The wall along Franklin has been prepared and will now be primed.
- Village is executing a MOU with M3P committing the two parties through drafting the conditions of the official proposal for the Purchase Agreement for 130 W Main Street.

FRENCH CREEK YORKER MUSEUM & SHERMAN HISTORICAL SOCIETY

- The survey, with topographic map, and dimensions of the buildings was completed by Matt White Surveying for the Village's permanent records and any future applications.

EDMUNDS PARK COMMITTEE

- There are new projects being implemented along the French Creek Parks in coordination with the Minerva Free Library.
- Volleyball will be on Wednesday and Thursday beginning Wednesday, May 14, 2025.
- National Grid has a guidewire pole at corner of Duane's property near the volleyball courts which needs to be addressed.

MINERVA FREE LIBRARY – See 4/9/2025 Report

- **Little Library's** stand is being installed. Cindy Sears and Jasper Eschenbach are finding the best location for it.
- **StoryWalk Exhibits** to be installed along Rosie's Trail.
- Monday, August 18th, **Oliver Willcox Norton painting by Susan Wolfe**, with special speaker Jari Villanueva, known as the "Taps Bugler", who is a Taps Historian and Professional Bugler. Jari will also be speaking on Tuesday, at Chautauqua Institution.

MEMORIAL DAY OBSERVANCE – Monday, May 26, 2025, with speaker Tom Nelson. The parade will begin at 10am followed by a service at the monument at the Park Street Commons.

RESTORE NY GRANT – We are still awaiting the announcement of who was awarded.

NY FORWARD – and Downtown Revitalization funds were included in the New York State Budget, and we anticipate making a 2025 application to both.

CCPEG – The Village was awarded \$20,000 for the CR2T Southern Trailhead Improvements Project and received the funds into the special fund account, to hold for its specified purpose.

PAINT CHQ

- The 'expanded' Steering Committee met with Alex Hall via Zoom on Monday, April 28th, at 5:30. Rehabilitation of the property owned by Becky and Roy Van Valkenburg has begun.
- Next meeting of the group is Tuesday, May 27th, at 5:30pm.
- Logistics: Village coordination of the week-long festival (with speakers and demonstrators organized through the Paint CHQ initiative) that will end with the unveiling on Saturday September 13th.
- The Village is applying to NYSDOT to close Rt 76/Franklin Street, which if approved will require scissor and boom lifts.

TRAILS

- CR2T is tentatively scheduling a 'group led ride' for donations in coordination with the Saturday September 13th Annual Sherman Music Festival and the Paint CHQ Festival.
- CR2T President Bill Ward is investigating the possibility of scheduling a mile long 'Beer Stumble' as it's being nick-named featuring various breweries, (similar to the Wine Walk), in Sherman on Saturday, September 13th.
- The Nature Center Trail ultimately connecting Kendrick Street and Titus Road (CR2T Titus Trailhead) –we plan to mow and define paths for a future trail.

SHERMAN CHAMBER OF COMMERCE

- Met Tuesday, May 13th, where they decided to extend the truck painting competition until the end of July and discussed schedules for watering and fertilizing the hanging baskets.
- The "alley" behind the businesses and post office was also discussed. This is all private property, and not a public alley. It is being considered to close the alley, creating more

parking, but still allowing delivery access to the businesses, especially Mama's pizza and the Food Pantry who get large truck deliveries

- Don Wagner has given permission for the Welcome to Sherman sign to be permanently fixed to the attached steel structure along his building.
- The community yard sale is set for Saturday, June 7th.
- **Annual Sherman Music Festival, Saturday, September 13th** – See 4/9/2025 Report
- Next meeting scheduled for Tuesday, June 10, at 9am at the Village Office.

SHERMAN DAYS COMMITTEE – See 4/9/2025 Report

- Met Monday, May 5th, at the Cooler Bar & Grille
- Village preparing Certificates of Insurance as needed for the event
- Miller Street closure request, proposed resolution below
- Next meeting scheduled for June 10th at 6pm at the Cooler Bar & Grille

MAYOR

- **Memorial Day Observance:** Parade starts at 10am, followed by the service at the monument, Pastor Tim Minge of the First Baptist Church of Sherman and Tom Nelson, retired History Teacher, who resides in Frewsburg, will be speaking.
- **SHERMANNY.GOV** – thank you Jeanette Ramm for successfully converting the website for the Village (and Town) compliance with this NYS requirement, ahead of most municipalities. The old shermanny.org sends you directly to shermanny.gov and will do so through 2027. Currently NYS does not require us to have .gov emails, and since there is an additional cost for each email, we will leave things as they are.
- **Cooler Creamery** is opening Friday, May 23rd!

Highlights from Fiscal Advisors Due Diligence incl. W&S Relevy

Trend Report for Village of Sherman

Tax Limit	2026 No Data	2025	2024	2023	2022	2021
Total Tax Levy	-	256,365	226,365	221,197	213,507	207,792
Total Exclusions	-	22,866	0	15,527	24,700	8,700
Total Levy Subject to Tax Limit	-	233,499	226,365	205,670	188,807	199,092
Constitutional Tax Limit	-	451,361	414,430	398,847	383,708	375,412
Percent Tax Limit Exhausted	-	51.73	54.62	51.57	49.21	53.03
Tax Margin	-	217,862	188,065	193,177	194,901	176,320

Village of Sherman Chautauqua County, New York

Taxable Assessed Valuations

Assessment Fiscal Year For the Fiscal Year End	<u>2019</u> <u>2021</u>	<u>2020</u> <u>2022</u>	<u>2021</u> <u>2023</u>	<u>2022</u> <u>2024</u>	<u>2023</u> <u>2025</u>	<u>2024</u> <u>2026</u>
Assessed Valuation	\$ 19,320,960	\$ 20,682,916	\$ 21,816,050	\$ 21,078,728	\$ 28,588,396	\$ 29,042,751
New York State Equalization Rate	100.00%	100.00%	99.00%	94.90%	100.00%	100.00%
Total Taxable Full Valuation	\$ 19,320,960	\$ 20,682,916	\$ 22,036,414	\$ 22,211,515	\$ 28,588,396	\$ 29,042,751

⁽¹⁾ Significant change from prior year due to revaluation.

⁽¹⁾ Significant change from prior year due to revaluation.

Tax Rates Per \$1,000 (Assessed)

Fiscal Year of Tax Roll:	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u> ⁽¹⁾	<u>2026</u>
	\$ 10.75	\$ 10.32	\$ 10.14	\$ 10.74	\$ 8.97	\$ 9.04

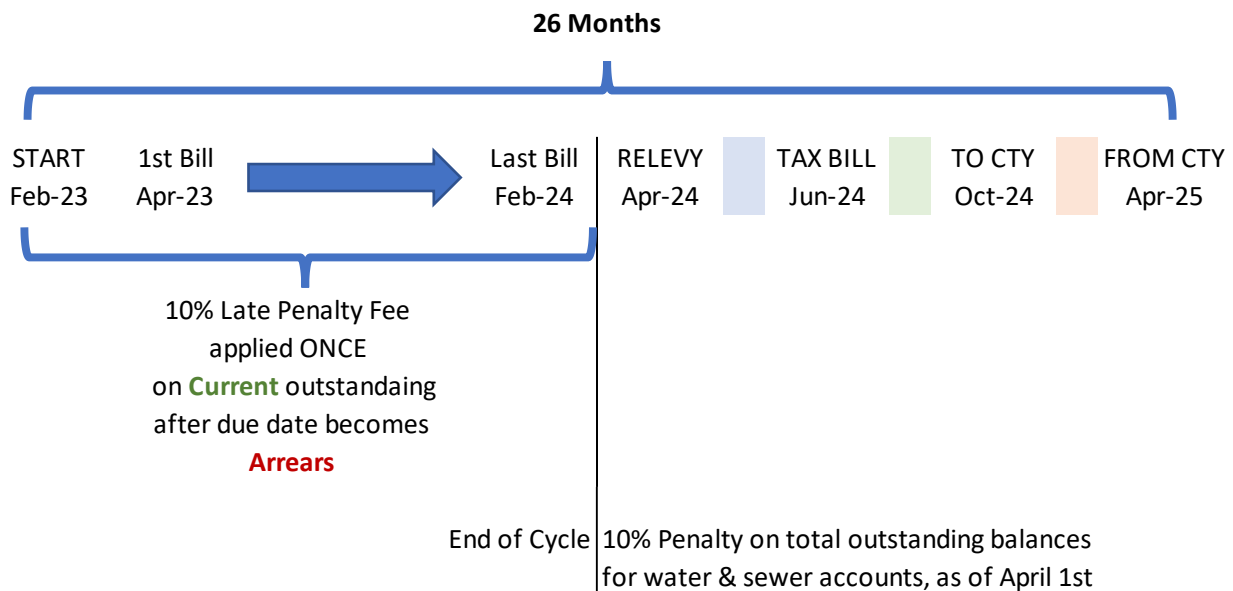
⁽¹⁾ Significant change from prior year due to revaluation.

Tax Levy and Tax Collection Record

Fiscal Year of Tax Roll:	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>
Total Tax Levy	\$ 207,792	\$ 213,507	\$ 221,197	\$ 226,365	\$ 256,365	\$ 262,489
Uncollected End of Year ⁽¹⁾	16,862	20,743	23,573	19,526	25,761	N/A
% Uncollected End of Year (Oct)	8.11	9.72	10.66	8.63	10.05	N/A

Water & Sewer Billing Cycle and Collection Period

5/14/2025



Water & Sewer Billing Cycle and Collection Period

5/14/2025

26 Months

START Feb-23	1st Bill Apr-23	Last Bill Feb-24	RELEVY Apr-24	TAX BILL Jun-24	TO CTY Oct-24	FROM CTY Apr-25
Actual Years			Relevy			
Feb 2024 - Apr 2026			71,159		37,714	53%
Feb 2023 - Apr 2025			58,438		33,253	57%
Feb 2022 - Apr 2024			43,318		24,299	56%
Feb 2021 - Apr 2023			56,508		30,205	53%
Feb 2020 - Apr 2022			31,335		18,463	59%
Feb 2019 - Apr 2021			58,357		22,776	39%

	\$1,680	% Interest	Current	% Interest	Proposed
Apr	Feb-Apr		280.00		280.00
May	May Penalty	10	28.00	10	28.00
Jun	Apr-Jun		280.00		280.00
Jul	July Penalty	10	28.00	10	28.00
Aug	Jun-Aug		280.00		280.00
Sep	Sep Penalty	10	28.00	10	28.00
Oct	Aug-Oct		280.00		280.00
Nov	Nov Penalty	10	28.00	10	28.00
Dec	Oct-Dec		280.00		280.00
Jan	Jan Penalty	10	28.00	10	28.00
Feb	Dec-Feb		280.00		280.00
Mar	Mar Penalty	10	28.00	10	28.00
Apr	Apr Relevy			*10*	184.80
May					
Jun	Jun-Tax Bill				
Jul	Jul-Tax Penalty	5	92.40	5	101.64
Aug	Aug-Tax Penalty	1	18.48	1	20.33
Sep	Sep-Tax Penalty	1	18.48	1	20.33
Oct	Oct - To Cty				
Nov					
Dec					
Jan					
Feb					
Mar					
Apr	Apr-Cty Pay		(1,977.36)		(2,175.10)

PUBLIC PARTICIPATION

Christine McKay (Antuk Development LLC) introduced herself to the board and shared her vision for the property SBL 328.15-1-7.1. She is an avid dog lover and agility sport supporter. Her plan is to create an Agility Sport center here in Sherman. Dog Agility is a fun sport where dogs, and under the guidance of their handlers, navigate an obstacle course of jumps, tunnels and obstacles in a race against time and accuracy. She did not require a special use permit for her current plans.



FINANCIAL REPORTS FROM CLERK-TREASURER:

Community Bank Accounts:

General Checking Account: Balance (05/14/2025) is \$77,369.53 & book balance \$38,987.16

NYS Fund Bank Account: Balance (05/14/2025) is \$12,198.41 & book balance \$29,748.41

Bldg/Wtr Project Bank Acct: Balance (05/14/2025) is (\$10,466.88)

Parks Fund Account: Balance (05/14/2025) is \$802.29

Stormwater Fund Account: Balance (05/14/2025) is \$2.29 & book balance (\$9,947.71)

Climate Smart Account: Balance (05/14/2025) is \$5.21

NYCLASS Account: Balance (05/14/2025) is \$273,466.88

Of which is: General Funds \$1,006.47

Capital Funds \$249,300.18

Contains Stormwater BAN proceeds and Water Proj. Balance

Debt Funds \$553.04

Repair Reserve Funds \$12,637.19

Receipts: Total \$95,867.81

RES 2025-05-14.20: VOUCHER #12 2025

Motion to accept Voucher #12 for \$56,889.00 for April 2025, of which \$2,450 is from the NYS Special Fund, \$0 is from the Water Project Fund, \$0 is from the Parks Fund, \$9,950.00 is from the Stormwater Project Fund, and \$0 is from the Climate Smart/Economic Development Fund.

Moved by Trustee Emory Seconded by Trustee Sanders

Ayes: 5 Nays: 0 Carried

RES 2025-05-14.21: TAX WARRANT

Motion to accept the Village of Sherman Tax Warrant for April 23, 2025 for \$341,592.85, including the approved budgeted General Fund Property Tax amount of \$262,489 and Unpaid Water/Sewer/Misc. amounts totaling \$79,103.85: of which the final amount of \$71,158.85 in unpaid water and sewer balances is re-levied onto the Village Tax Bill; the amount of \$1,915.00 in unpaid general fund invoices; and the amount of \$6,030 in water and sewer base charges is levied unto the Village Tax Bill for vacant and other storage properties.

Moved by Trustee Watson Seconded by Trustee Crane

Ayes: 5 Nays: 0 Carried

LAND LEASE PAYMENT UPDATES:

- **Reed Farms 2024 Season Paid in Full; 2025 Season will be billed in the future.**
- **Catalyze Solar Array 1 quarterly payments are up to date, Solar Array 2 paid in advance (currently converting from an annual construction payment to an active quarterly payment) – revenue to be apportioned at the close of 5/31/2025.**

W&S OUTSIDE SERVICE ACCOUNT BALANCES: As of 5/12/2025

\$1,714.34 in Outside Water Receivables, of which (2) delinquent accounts = \$249.30

\$ 758.55 in Outside Sewer Receivables, all accounts are current

OLD BUSINESS:

None

NEW BUSINESS:

RES 2025-05-14.22: SEQRA – STORMWATER UPPER BASINS PROJECT

Motion to approve the Negative Declaration of SEQRA for the Upper Basins Project:

Proposed Action: Village of Sherman Stormwater Pond Retrofit

RESOLUTION DETERMINING THAT THE PROPOSED VILLAGE OF SHERMAN STORMWATER POND RETROFIT PROJECT IS A TYPE 1 ACTION AND WILL NOT HAVE A SIGNIFICANT ADVERSE IMPACT ON THE ENVIRONMENT

WHEREAS, the Village of Sherman (Village) is proposing the Village of Sherman Stormwater Pond Retrofit Project (Project), located in the Village of Sherman, Chautauqua County, New York; and

WHEREAS, the Project has been classified as a “Type I Action” as defined by the State Environmental Quality Review Act (SEQRA) in 6 NYCRR Part 617.4; and

WHEREAS, the Village of Sherman Village Board sent a letter and Part 1 of a Full Environmental Assessment Form (FEAF) to other potentially “Interested Agencies” and “Involved Agencies” (as these terms are defined in the SEQRA Regulations found at 6 NYCRR Part 617.2), indicating the Village’s desire to serve as the “Lead Agency” (as this quoted term is defined in the SEQRA Regulations) and to complete a coordinated review of the Project (in accordance with 6 NYCRR Part 617.6); and

WHEREAS, responses from Interested and Involved Agencies were requested, and each of the potentially Interested and Involved Agencies has agreed to, or raised no objections to, the Village of Sherman Village Board serving as Lead Agency for the Project; and

WHEREAS, pursuant to the SEQRA Regulations, the Village of Sherman Village Board has considered the significance of the potential environmental impacts of the Project by (a) using the criteria specified in Section 617.7 of the SEQRA Regulations, and (b) examining the FEAF for the Project, including the facts and conclusions in Parts 1, 2 and 3 of the FEAF, together with other available supporting information, to identify the relevant areas of environmental concern:

NOW, THEREFORE, BE IT RESOLVED, that the Village of Sherman Village Board hereby establishes itself as Lead Agency for the Project; and

BE IT FURTHER RESOLVED, that based upon an examination of the FEAF and other available supporting information, and considering both the magnitude and importance of each relevant area of environmental concern, and based further upon the Village’s knowledge of the area surrounding the Project, the Village of Sherman Village Board makes the determination that the Project will not have a significant adverse environmental impact and that the Project will not require the preparation of a Draft Environmental Impact Statement; and

BE IT FURTHER RESOLVED, that as a consequence of such findings and declaration, and in compliance with the requirements of SEQRA/SERP, the Village of Sherman Village Board, as Lead Agency, hereby directs the Village of Sherman Mayor to sign the FEAF Part 3 – Determination of Significance indicating that a Negative Declaration has been issued for the Project; this Resolution shall take effect immediately and will be properly noticed.

On the motion of Trustee Watson, seconded by Trustee Crane, the foregoing resolution was put to a vote as follows:

Colleen Meeder, Mayor	<u>Aye</u>
Ryan Sanders, Deputy Mayor	<u>Aye</u>
Dennis Watson, Trustee	<u>Aye</u>
Gary Emory, Trustee	<u>Aye</u>
Danielle Crane, Trustee	<u>Aye</u>

The foregoing resolution was thereupon declared duly adopted.

RES 2025-05-14.23: M3P, LLC MOU – 130 W MAIN STREET

Motion to approve and authorize the mayor to execute the Memorandum of Understanding Agreement for the Proposed Sale of 130 W Main Street (“the Agreement”) which is being executed for the intended purpose of establishing the commitment of both parties through the negotiation of the final terms and conditions of a Purchase Agreement between the Village of Sherman as the intended seller and M3P Realty, LLC as the intended purchaser. RES 2025-03-12.8

Moved by Trustee Emory Seconded by Trustee Crane

Ayes: 5 Nays: 0 Carried

RES 2025-05-14.24: HERITAGE RESOURCES, LLC

Motion to accept the proposal from Heritage Resources, LLC for grant assistance in the application to NYS Homes and Community Renewal for the New York Main Street Anchor Project, for the proposed restoration and reuse of 130 W Main Street, due with the July 2025 CFA; and approve and authorize the mayor to execute the agreement for an amount not to exceed \$6,000.

Moved by Trustee Crane Seconded by Trustee Emory

Ayes: 5 Nays: 0 Carried

RES 2025-05-14.25: SHERMAN DAYS COMMITTEE AGREEMENT

Motion to approve and authorize the mayor to enter into the agreement between the Village of Sherman and the Sherman Days Committee for the cooperation and collaboration on the annual Sherman Days community event held the first weekend in August in the interest of community and economic development promoting the Village of Sherman and surrounding area.

(Similar to the Sherman Area Chamber of Commerce adoption RES 2024-08-14.13)

Moved by Trustee Emory Seconded by Trustee Watson

Ayes: 4 Nays: 0 Abstained: 1 (Crane) Carried

RES 2025-05-14.26: CPA FOR SINGLE AUDIT FYE 2024-2025 AND 2025-2026

Motion to approve and authorize the mayor to sign the proposal from Johnson, Mackowiak & Associates, LLP and related documents for accounting and auditing services for fiscal years ending May 31, 2025, thru May 31, 2026.

Moved by Trustee Crane Seconded by Trustee Sanders

Ayes: 5 Nays: 0 Carried

RES 2025-05-14.27: EMAIL POLICY – RECORDS MANAGEMENT

Motion to accept the **Village of Sherman Email Policy** wherein each official, employee, agent, or representative of the Village of Sherman acting in the commission of Village operations for the Village of Sherman acknowledges the email and all information contained within is the property of the Village of Sherman; and that at the end of the elected term, appointment, or employment the individual will surrender the email and disclose the password to the clerk/treasurer, department head, or a village official for its continued use and for records retainment **for the purpose of continuity of operations and records management**. Therefore, personal emails are not to be used for Village of Sherman operations.

Moved by Trustee Emory Seconded by Trustee Crane

Ayes: 5 Nays: 0 Carried

PRIOR ADOPTED RES 2020-05-06.3: PENALTY FEE ON GENERAL ACCOUNTS PAST DUE

Motion to establish a 10% penalty fee for general accounts past due including:

Rent - unpaid after the 25th of the month

Zoning & Property Maintenance Charges - after forty-five days from mailing

All other general charges – after thirty days from mailing

This will take effect June 25th, 2020.

RES 2025-05-14.28: AMEND PENALTY FEE ON ZONING CHARGES

Motion to amend **RES 2020-05-06.3 Penalty Fee on General Accounts Past Due** for Zoning & Property Maintenance Charges to be assessed a 10% penalty fee thirty days after the date of initial notice, effective June 1st, 2025.

Moved by Trustee Emory Seconded by Trustee Watson

Ayes: 5 Nays: 0 Carried

Motion for Executive Session to discuss contractual and legal matters, at 8:03p.m., with no action to be taken following executive session.

Moved by Trustee Sanders Seconded by Trustee Emory

Ayes: 5 Nays: 0 Carried

Motion to adjourn at 9:06 p.m.

Moved by Trustee Emory Seconded by Trustee Crane

Ayes: 5 Nays: 0 Carried

Respectfully submitted,

Jeanette Ramm

Clerk-Treasurer

Next Meeting: Regular Board Mtg Wednesday, June 11, 2025, at 6pm