

**VILLAGE OF SHERMAN**  
**AGENDA – ANNUAL REORG MEETING**  
**AGENDA – MUNICIPAL ZONING BOARD**  
**AGENDA – REGULAR BOARD MEETING**  
**Wednesday, May 20<sup>th</sup>, 2026 at 6pm**

**PRESENT:**

Officials: Mayor Meeder \_\_\_\_\_ Trustees: Sanders \_\_\_\_\_ Emory \_\_\_\_\_ Crane \_\_\_\_\_ Watson \_\_\_\_\_  
Clerk-Treasurer Ramm \_\_\_\_\_ DPW Director Irwin \_\_\_\_\_ Press Prenatt \_\_\_\_\_ and Public \_\_\_\_\_

**PLEDGE OF ALLEGIANCE**

**ANNUAL REORGANIZATIONAL AGENDA**

**MAYORAL ANNOUNCEMENTS**

Memorial Day Parade:	Parade begins at 10am, followed by service at monument
Spring Clean Up:	TBD – (Begins the 3 <sup>rd</sup> Monday of April)
Sherman Days:	First weekend of August, ( <i>weekend of 1<sup>st</sup> Saturday in August</i> )
Music Festival:	2 <sup>nd</sup> Saturday in September
Night at the Museum:	Thursday, September 24 <sup>th</sup> , 2026
Halloween:	“Trick or Treat” hours from 5pm until 7pm on October 31st
Tractor Parade:	2 <sup>nd</sup> Saturday in December

**ORGANIZATIONAL ITEMS**

Deputy Mayor:	Ryan Sanders
Trustee Annual Salary:	\$1,300
Code Enforcement Officers:	Greg Gormley, CEO, Enforcement Officer (Zoning & Code) Dave Heckman, CEO, Inspection Officer – Consulting Basis Jeff Messenger, CEO, Building & Safety Inspector (BSI)
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:	VDE - Square Engineering, and Barton & Loguidice as needed
Clerk/Treasurer/RMO/Tax Collector:	Jeanette Ramm
CPA Firm:	Johnson, Mackowiak and Assoc LLP
Primary Crossing Guard:	Geraldine Robson
Additional Crossing Guard:	Village DPW Personnel
Official Newspaper:	Post Journal
Official Depository:	Community Bank NA
Additional Banking Securities:	NYCLASS RES 2023-12-13.3 <ul style="list-style-type: none"><li>• General Account</li><li>• Capital Project Account</li><li>• Debt Service Account</li><li>• Reserve Account</li></ul>
CBNA, Checking Accounts:	General Checking – Operating Payroll Checking – Operating / Trust & Agency Parks & Recreation Checking – Operating / Trust & Agency Stormwater – Capital NYS Special Fund – secure receipt for NYS Program Funds Climate Smart / Environmental – i.e. EV Special Project CLOSED CBNA Accounts RES 2025-05-20.25

<del>Water Checking – Capital</del>	<i>Closed – Project Completed</i>
CLOSED CBNA Accounts	RES 2025-03-12.9
<del>Sewer Checking – Capital</del>	<i>Closed – Project Completed</i>
<del>Debt Service Checking</del>	<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
- Re-establish the financial committee consisting of the mayor and the board of trustees.

Insurance Summarized:

- Annual Certificates of Insurance: Sherman Central School District (for Sheldon Park / Harry Brosius Field), Stanley Hose Company (re: Village Fire Department contract), Sherman Historical Society (for management of the Yorker Museum), The Sherman Days Committee and Sherman Area Chamber of Commerce (for the community celebration events), Wells Fargo (for equipment leases), USDA RD (for project lending); and Additional Insured: Duane Woods & Joseph Bittinger (for volleyball easement)
- Workers Compensation through county cooperative covers all Village employees including Volunteer Fire (& EMS) Department non-paid employees
- Disability coverage provided by The Hartford for paid Village of Sherman employees
- FMLA – decision not to opt-in to the FMLA's paid family leave (PFL): RES 2018-03-07.4

Insurance provider:

WNY Insurance Agency: Policy June 1<sup>st</sup> – June 1<sup>st</sup> (*Fiscal Year*)  
Liability Coverage: \$1,000,000 / \$3,000,000 aggregate  
Clerk/Treasurer & Mayor Positions: \$300,000 / \$300,000  
Public Employee Dishonesty: \$300,000 (*Letters of Conditions USDA RD, etc.*)

GASB Adoption:

GASB No. 104 Disclosure of Certain Capital Assets -2026  
GASB No. 103 Financial Reporting Model Improvements -2026  
GASB No. 101 Compensated Absences -2025  
GASB No. 100 Accounting Changes & Errors Corrections -2025

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

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 72.5 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

## INSERT NEWLY ADOPTED BLDG CODE AND ZONING FEE SCHEDULE

Bldg Permit & Zoning Fee Schedule:	Schedule of Fees for Municipal Code, Building Code, Property Maintenance and Zoning Permits and Fees RES 2026-05-20.21
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 and 2025-05-14.28
RELEVY Close of Cycle Fee:	Reaffirm 10% Relevy Fee at Close of Cycle for W&S Accounts RES 2025-05-14.10 and General Accounts 2026-05-20.10
Sewer Emergency Response Plan:	Reaffirm the WWTP & Collection System ERP RES 2025-05-20.14
Water Emergency Response Plan:	Reaffirm the Drinking Water System ERP RES 2025-05-20.14 <i>(Update every three years.) (Drafted, Currently being updated.)</i>
Asset Management Program:	<i>(Sewer Department – in progress)</i>
Records Retention:	Reaffirm the Records Retention and Disposition Schedule LGS-1, adopted by RES 2020-11-04.9
Records Destruction:	In compliance with Records Retention and Disposition Schedule LGS-1, aged records to be destroyed on/after 6/1, accordingly.
Email Policy:	Reaffirm Email (Records Management) Policy 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 2025 Uniform Fire Protection & Building Code adopted by RES 2025-05-20.12
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
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:

	Ken Labuskes	Expiration May 31, 2030	Chair
	Madeline Card	Expiration May 31, 2030	Member
	Rose Crane	Expiration May 31, 2030	Member
Planning Board:	Reaffirm the Planning Board members, for said terms:		
	Garrett Spitzer	Expiration May 31, 2031	Vice Chair
	Brian Bates	Expiration May 31, 2030	Chair
	Tim Minge	Expiration May 31, 2030	Member
	Rose Van Volkenburg	Expiration May 31, 2030	Member
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, 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		
Village Mortgage Holder for:	M3P Realty LLC - mortgage payments for 121 & 123 W Main St		
CCVB Advertising	Chautauqua Rails to Trails		
	Night at the Museum		

### **RES 2026-05-20.1: ANNUAL ORGANIZATIONAL ITEMS**

Motion to approve the annual organizational items as presented.

### **RES 2026-05-20.2: DEPUTY MAYOR**

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

### **RES 2026-05-20.3: 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.

### **RES 2026-05-20.4: HCC INSURANCE**

Motion to accept the insurance proposal from Joe Niezgoda, of WNY Insurance Agency, for Tokio Marine / HCC Insurance effective 06/01/2026-06/01/2027, without Terrorism Coverage; and approve the mayor to execute all related documents and authorize payment not to exceed \$34,000; with the added cyber liability coverage not to exceed \$3,000.

### **RES 2026-05-20.5: 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.

### **RES 2026-05-20.6: STANLEY HOSE COMPANY**

Motion to record the fiscal responsibility of the Village of Sherman Fire Department, as contracted with the Stanley Hose Fire Company under previous RES 2025-08-13.7: 2026 Village of Sherman Contract of \$26,382.25 is payable July 2026.

### **RES 2026-05-20.7: DISCONTINUE ALLOCATION TO MINOR FUND BALANCE**

Motion to approve and discontinue the use of the minor special fund for the Fire Department, as the Village of Sherman Fire Department is an operational department within the General Fund.

**RES 2026-05-20.8: EMPLOYEE BENEFIT BALANCES**

Motion to record in the minutes the balance of employee benefits as of pay ending May 10, 2026

**RES 2026-05-20.9: SEWER & WATER FEE SCHEDULE 2026-2027**

Motion to approve the increase of the base sewer service charge to \$64/month per equivalent dwelling unit (EDU), effective June 1, 2026, in accordance with LL 3-2023; and approve the increase of the base water service charge to \$32/month per equivalent dwelling unit (EDU), effective June 1, 2026, in accordance with LL 2-2024; and record the following Water and Sewer Fee Schedule beginning fiscal year June 1<sup>st</sup>, 2026.

*****Water Base	\$32.00/month/EDU	<i>(increase of \$1.00/month LL 2-2024)</i>
<i>(no-change)</i> Water Use Rate	\$4.60/100 CuFt	
*****Sewer Base	\$64.00/month/EDU	<i>(increase of \$2.00/month LL 3-2023)</i>
<i>(no-change)</i> Sewer Use Rate	\$4.00/100 CuFt	

**RES 2026-05-20.10: CLOSE OF CYCLE – 10% RELEVY FEE**

Motion to approve the following fee(s) to the Schedule of Other Fees for General Accounts:

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

**RES 2026-05-20.11: CONTRACT RATES FOR WATER & SEWER SHARED SERVICES**

Motion to approve the contractual rate for shared service of water and sewer operation entered and executed during the 2026-2027 fiscal year; effective January 1<sup>st</sup>.

**RES 2026-05-20.12: 2025 NYS UNIFORM FIRE PROTECTION AND BUILDING CODE**

Motion to adopt the 2025 Uniform Fire Protection and Building Code of New York State effective the first day of January 2026.

**RES 2026-05-20.13: PLANNING BOARD MEMBER APPOINTMENT**

Motion to reappoint Garrett Spitzer to the Planning Board, for a five-year term ending May 31, 2031.

**RES 2026-05-20.14: WATER & WWTP EMERGENCY RESPONSE PLAN - UPDATES**

Motion to accept the certification of the updated Public Drinking Water and Wastewater Collection System and Treatment Plant Emergency Response Plans, conducted by DPW Director Jay Irwin and Mayor Colleen Meeder, recorded by Clerk-Treasurer Jeanette Ramm. This document is to be used by employees, may be reviewed by Trustees, but is not available under the Freedom of Information Law.

**Sherman Days 2026 is Friday, July 31<sup>st</sup> – Sunday, August 2<sup>nd</sup>**

**Village of Sherman has listed Sherman Days as a Special Event covered by VOS’s insurance.**

**RES 2026-05-20.15: 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.

**RES 2026-05-20.16: AUGUST ROAD CLOSURES – SHERMAN DAYS**

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

- Creekside Lane on Friday, July 31<sup>st</sup>, Saturday, August 1<sup>st</sup>, and Sunday, August 2<sup>nd</sup> for the festivities around Edmunds Park, and
- Miller St from Park St to Main St on Saturday, August 1<sup>st</sup>, for vendors and games.

**RES 2026-05-20.17: SEPTEMBER ROAD CLOSURES – MUSIC FESTIVAL**

Motion to approve the request to close Creekside Lane for parking and the festivities around Edmunds Park for the Annual Music the second Saturday in September.

**RES 2026-05-20.18: SEPTEMBER FESTIVAL – OPEN CONTAINERS IN PUBLIC**

Motion to approve and permit the consumption of alcoholic beverages during the community-wide public event “Annual Sherman Music Festival” the second Saturday in September; the festival or celebration includes, 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, and the activities along the Rosie Billquist Trail in coordination with CR2T under this September schedule.

**MUNICIPAL ZONING BOARD MEETING:**

**RES 2026-05-20.19: REVIEW OF ANNUAL DUMPSTER SPECIAL USE PERMIT**

**RES 2026-05-20.20: ANNUAL DUMPSTER SPECIAL USE PERMIT**

Motion to approve the following annual dumpster permits:

**RES 2026-05-20.21: BLDG CODE & ZONING FEE SCHEDULE JUNE 1, 2026**

Motion to adopt and approve the proposed Village of Sherman – Building Code & Zoning Fee Schedule effective June 1, 2026.

**Posted up in the Annual Organization Meeting for consistent reference purposes.**

**REGULAR MEETING OF THE BOARD**

**RES 2026-05-20.22: MINUTES**

Motion to accept the previous minutes of the Regular Board Meeting, Municipal Zoning Board Meeting and the Public Hearing of the 2026-2027 Budget held on Wednesday, April 8, 2026, and the Special Meeting held on Tuesday, May 5, 2026, at 6:30am (in the morning).

**DEPARTMENTAL REPORTS FROM DPW DIRECTOR**

**CAPITAL PROJECT UPDATES**

**COMMITTEE & AGENCY REPORTS**

**MAYOR**

**PUBLIC PARTICIPATION**

**FINANCIAL REPORTS FROM CLERK-TREASURER**

**RES 2026-05-20.23: VOUCHER #12 2026**

Motion to accept Voucher #12 for \$ \_\_\_\_\_ for April 2026.

**W&S Relevy is consistent with past years. Any balances in the General Fund account, i.e. property maintenance fees, LL violation fees, tree removal in the ROW, were also re-levied onto the Village Tax Bills.**

**RES 2026-05-20.24: TAX WARRANT**

Motion to accept the Village of Sherman Tax Warrant for April 9, 2026 for \$374,659.52, including the approved budgeted General Fund Property Tax amount of \$272,000.00 and Unpaid Water/Sewer/Misc. amounts totaling \$102,659.52: of which the final amount of \$84,410.11 in unpaid water and sewer balances is re-levied onto the Village Tax Bill; the amount of \$12,576.41 in unpaid general fund invoices; and the amount of \$5,673 in water and sewer base charges is levied unto the Village Tax Bill for vacant and other storage properties.

**NEW BUSINESS:**

**RES 2026-05-20.25: CHECKING ACCOUNT CLOSURE – WATER PROJECT ACCT**

Motion to close the Drinking Water Capital Project Checking Account held at Community Bank, N.A. in Sherman, NY.

**RES 2026-05-20.26: GENERAL LABOR - SEASONAL**

Motion to approve seasonal labor for lawn mowing, painting, minor repair, general and streets labor for an occasional laborer, as needed.

**Motion for Executive Session to discuss contractual and legal matters, at \_\_\_\_\_ p.m., with action to be taken following executive session.**

Return to open public session of the Regular Board Meeting.

**Motion to adjourn at \_\_\_\_\_ p.m.**

**Next Meeting:                      Regular Board Mtg Wednesday, June 10, 2026, at 6pm**