

**VILLAGE OF SHERMAN**  
**AGENDA – ANNUAL REORG MEETING**  
**AGENDA – MUNICIPAL ZONING BOARD**  
**AGENDA – REGULAR BOARD MEETING**  
**Wednesday, May 14<sup>th</sup>, 2025 at 6pm**

**ANNUAL REORGANIZATIONAL AGENDA**

**MAYORAL ANNOUNCEMENTS**

Memorial Day Parade:	Parade begins at 10am, followed by service at monument
Spring Clean Up:	TBD –
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
Paint CHQ Festival:	Sunday, September 7 <sup>th</sup> – Saturday, September 13 <sup>th</sup> , 2025
Night at the Museum:	Thursday, September 25 <sup>th</sup> , 2025
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, Enforcement Officer (Zoning & Code) Dave Heckman, Inspection Officer – Consulting Basis <i>Jeff Messenger, Building &amp; 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 <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 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 <del>Sewer Checking – Capital</del> <i>Closed – Project Completed</i> <del>Debt Service Checking</del> <i>Closed – Funds held in NYCLASS</i> <del>Reserve Checking</del> <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 \$40/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
<b>A</b> 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>B</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

<b>C</b> 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)	***	***	***

<b>D</b> Sign Permit	15.00	15.00	15.00
Sign installation prior to permit issuance	30.00	30.00	40.00

<b>E</b> 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

<b>F</b> 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
<b>G</b> 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.

<b>H</b> 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			

<b>I</b> 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:	(Proposed adoption 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 for Rt 430 Solar Arrays
	Reed Farms – rental of Titus properties
	Duane Woods - rental of 130 W Main St
	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.

### **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.

### **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.

### **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.

### **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.

### **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*.

### **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.

### **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.

#### **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 1<sup>st</sup>, 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	

#### **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 1<sup>st</sup> to be re-levied onto the Village Tax Bill

#### **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.

#### **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).

**Sherman Days 2025 is Friday, August 1<sup>st</sup> – Sunday, August 3<sup>rd</sup>**

#### **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.

#### **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 1<sup>st</sup>, Saturday, August 2<sup>nd</sup> and Sunday, August 3<sup>rd</sup> 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

#### **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 7<sup>th</sup> through Saturday, September 13<sup>th</sup>; and accept the requests to close the following roads for the Annual Music and Paint CHQ Festivals from Sunday, September 7<sup>th</sup> through Saturday, September 13<sup>th</sup>, 2025:

- Franklin St (NYS Route 76) from the intersection of Mill St and Hayes 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.

## **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 functions “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.

## **MUNICIPAL ZONING BOARD MEETING:**

### **RES 2025-05-14.17: ANNUAL DUMPSTER PERMITS**

**Hotel**

**Mama’s**

### **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.*

## **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.

## **DEPARTMENTAL REPORTS FROM DPW DIRECTOR**

## **CAPITAL PROJECT UPDATES**

### **MAYOR**

**Highlights from Fiscal Advisors incl. W&S Relevy**

## **PUBLIC PARTICIPATION**

## **FINANCIAL REPORTS FROM CLERK-TREASURER:**

### **RES 2025-05-14.20: VOUCHER #12 2025**

Motion to accept Voucher #12 for \$\_\_\_\_\_ for April 2025...

### **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.

**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**

**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”) 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

**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.

**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)*

**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.

**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.

**Motion for Executive Session to discuss contractual and legal matters, at \_\_\_\_\_ p.m., with no action to be taken following executive session.**

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

**Next Meeting:**

**Regular Board Mtg Wednesday, June 11, 2025, at 6pm**