

**VILLAGE OF SHERMAN**  
**MINUTES OF THE**  
**ANNUAL REORGANIZATIONAL MEETING,**  
**REGULAR MEETING OF THE BOARD,**  
**& MEETING OF THE MUNICIPAL ZONING BOARD**  
**Wednesday, May 20, 2026 at 6:00pm**

Mayor Meeder called the meeting to order at 6:08pm and lead everyone in the Pledge of Allegiance. Board members Colleen Meeder, Ryan Sanders, Danielle Crane, Dennis Watson, and Gary Emory; Clerk-Treasurer Jeanette Ramm; Stakeholder Jim Mayshark and the press were in attendance. Director of DPW Jay Irwin was absent while returning from a conference.

**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 2026-05-20.25  
~~Water Checking – Capital~~ Closed – Project Completed

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 2024-06-07 (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

<b>Schedule of Fees RES:2026-05-20.____</b>			
	Residential	Agricultural	Commercial
<i>Recodification Local Law Sec 402 Authorized</i>	1 & 2 Family	Agricultural	& 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
Any public assembly buildings including but not limited to School, Fire Hall, Yorker Museum, 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	25.00	25.00	30.00
Roof with alteration	35.00	35.00	50.00
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	40.00	40.00	50.00
Garage or shed with stormwater drain	60.00	60.00	75.00
Garage or shed requiring variance request	70.00	70.00	90.00
Swimming Pool, incl. Electric	40.00	40.00	100.00
Fence	50.00	50.00	60.00
Fence requiring variance request	70.00	70.00	75.00
Demolition (all inclusive utility inspection, etc.)	100.00	100.00	250.00
Demolition (structural accessory, and other)	50.00	50.00	100.00
Solid Fuel Burning Appliance Inspection	50.00	50.00	50.00
Electric Permit - extensions, additions, repairs, lights, generators, e	30.00	30.00	40.00
Plumbing - hot water tanks, furnaces, gas fireplaces, etc.	30.00	30.00	40.00
<b>C</b> Final Inspection and Issuance of Occupancy (& temporary up to 6 m	60.00	60.00	90.00
Certificates of Compliance (& temporary up to 6 months)	60.00	60.00	90.00
Renewal Extension of Permit (Half of original total or minimum of \$15.00); if after expiration payment is required in full.			
<b>D</b> Sign Permit	40.00	40.00	50.00
Sign installation prior to permit issuance	50.00	50.00	75.00
<b>E</b> Dumpster for Temporary Construction (1st 60 days is included with building permit)	-	-	-
Dumpster Commercial Use Annual Renewal	Not applicable	30.00	30.00
Dumpster Residential Use 30 day permit	15.00	15.00	Not applicable
Dumpster Residential Annual Special Use Permit	25.00		
* Penalty for non-renewal of Annual Special Use Permit within 45 day	30.00	30.00	40.00
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	30.00	30.00	50.00
Public Assembly Buildings inspections are charged in accordance with commercial in this part F.			

<b>G</b>	Initial Special Use Request	60.00	60.00	75.00
	Special Use Requiring Annual Renewal (G&H - RES 2023-07-12.5)	30.00	30.00	30.00
<b>Request heard before the Zoning Board of Appeal - ZBA (These amounts are in addition to other required permit fees.)</b>				
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	75.00	75.00	90.00
	Appeals, Requests for Interpretation and Determination	40.00	40.00	90.00
	Area Variance - Sec 616 Fence, Wall, Hedges & Sec 640 Accessory Str	35.00	35.00	50.00
	Variance Request	150.00	150.00	200.00
	Use Variance Request will also require an additional escrow amount to cover review costs associated with legal, environmental, and related studies, approval, i.e. SWPPP, traffic analysis, SEQR	250.00	250.00	250.00
<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 for Violation (RES 2023-02-22.1)			150.00
<b>J</b>	At-large Cat permit fee (one time for for life of one cat)	10.00	10.00	10.00
	At-large Cat Special Use permit fee (exceeding the limit of cats)	50.00	50.00	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	25.00	25.00
	Penalty Fee for non-permitted At-large Cat - 2nd Offense	40.00	40.00	40.00
	Penalty Fee for non-permitted At-large Cat - 3rd Offense	60.00	60.00	60.00
	Penalty Fee for non-permitted At-large Cat - 4th Offense*	100.00	100.00	100.00
	*and a fine of \$500 or confinement in jail not exceeding five days, or by both fine & imprisonment.			
<b>K</b>	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
<b>L</b>	Non-compliance penalty to be issued if a penalty fee is not otherwise specifically listed, at a minimum of \$50 per week up to a maximum of \$100 per week; to be issued at the discretion of the enforcement officer of code and zoning; as authorized in LL 1-2009 Village of Sherman Zoning Law Section 704 Schedule of Fees. RES 2024-			

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 2026-05-20.14
Water Emergency Response Plan:	Reaffirm the Drinking Water System ERP RES 2026-05-20.14 (Update every three years.)
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
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:	2025 Uniform Fire Protection & Building Code adopted RES 2026-05-20.12
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
Workplace Violence:	Workforce Violence Prevention Policy RES 2026-05-20.27
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.

Moved by Trustee Emory      Seconded by Trustee Crane

Ayes: 5      Nays: 0      Carried

**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.

Moved by Trustee Watson    Seconded by Trustee Crane  
Ayes: 4    Nays: 0    Abstained: 1    Trustee Sanders    Carried

**PROPOSED 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.

**TABLED FOR NEXT MEETING – forms will be supplied and returned for disclosure at the June Regular Board Meeting.**

**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.

Moved by Trustee Watson    Seconded by Trustee Sanders  
Ayes: 5    Nays: 0    Carried

**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.

Moved by Trustee Crane    Seconded by Trustee Emory  
Ayes: 5    Nays: 0    Carried

**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.

Moved by Trustee Emory    Seconded by Trustee Crane  
Ayes: 5    Nays: 0    Carried

**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.

Moved by Trustee Emory    Seconded by Trustee Sanders  
Ayes: 5    Nays: 0    Carried

**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; and approve the full roll over of any unspent “unused paid time off”, accrued vacation and personal time from fiscal year 2025-26, into the fiscal year 2026-27.

Employee benefit balances as of May 10, 2026

COMP TIME		UNUSED PAID TIME OFF
5 ¼	GG	0 hrs
43 ¼	JR	8 hrs
26 ¼	HK	4 hrs
61 ¾	LS	0 hrs

Moved by Trustee Watson    Seconded by Trustee Emory  
Ayes: 5    Nays: 0    Carried

**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 (increase of \$1.00/month LL 2-2024)

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

\*\*\*\*\*Sewer Base \$64.00/month/EDU (increase of \$2.00/month LL 3-2023)

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

Moved by Trustee Crane Seconded by Trustee Emory

Ayes: 5 Nays: 0 Carried

**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

Moved by Trustee Watson Seconded by Trustee Emory

Ayes: 5 Nays: 0 Carried

**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>, for ongoing town contracts:

Chief Operator \$65.00 / hr

Operator / Maintenance \$50.00 / hr

Moved by Trustee Crane Seconded by Trustee Emory

Ayes: 5 Nays: 0 Carried

**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.

Moved by Trustee Emory Seconded by Trustee Crane

Ayes: 5 Nays: 0 Carried

**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.

Moved by Trustee Crane Seconded by Trustee Sanders

Ayes: 5 Nays: 0 Carried

**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.

Moved by Trustee Watson Seconded by Trustee Sanders

Ayes: 5 Nays: 0 Carried

**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 Village of Sherman’s insurance.

- *For fireworks, the Village of Sherman must apply to the insurance company in advance of the event and will require an additional premium.*

**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.

Moved by Trustee Watson    Seconded by Trustee Emory  
 Ayes: 4      Nays: 0      Abstained: 1 (Crane)    Carried

**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.

Moved by Trustee Emory    Seconded by Trustee Sanders  
 Ayes: 4      Nays: 0      Abstained: 1 (Crane)    Carried

**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.

Moved by Trustee Crane    Seconded by Trustee Watson  
 Ayes: 5      Nays: 0      Carried

**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.

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 Crane    Seconded by Trustee Emory  
 Ayes: 5      Nays: 0      Carried

**MUNICIPAL ZONING BOARD MEETING:**

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

Motion to authorize the Enforcement Officer of Code and Zoning to execute the removal of the dumpster located at 108 Columbia Street, having no annual residential dumpster permit on file, and having received multiple complaints of odors, excessive length of time between pick up, overflowing and trash set alongside the dumpster, and others not residing at the property utilizing the dumpster to the adverse effect of the neighborhood.

Moved by Trustee Watson    Seconded by Trustee Sanders  
 Ayes: 4      Nays: 0      Abstained: 1 (Emory)    Carried

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

Motion to approve the following annual dumpster permits:

- Homer/Beatman, 140 E Main St – annual residential dumpster no conditions

Moved by Trustee Emory      Seconded by Trustee Crane

Ayes: 5      Nays: 0      Carried

## **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.

Moved by Trustee Crane      Seconded by Trustee Emory

Ayes: 5      Nays: 0      Carried

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

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

Moved by Trustee Crane      Seconded by Trustee Sanders

Ayes: 5      Nays: 0      Carried

## **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).

Moved by Trustee Emory      Seconded by Trustee Sanders

Ayes: 5      Nays: 0      Carried

### **DEPARTMENTAL REPORTS FROM DPW DIRECTOR**

#### **Streets, Water, and Sewer Departments**

- Large Bobcat Loader has been delivered and is already in service.
- Stump grinding has started at Village Commons, Memorial Park on Park Street.
- Future dog park off Hart Street is continuing to show improvement.

### **CAPITAL PROJECT UPDATES**

#### **COMPREHENSIVE STORMWATER IMPROVEMENT PROJECT**

- Rural Development closed on Long-Term Financing of \$1.488M on May 14, 2026
- Work Status:
  - Main St – Kiosk will receive a clear coat by C&C Construction
  - Upper Basins – Weather permitting (with drier conditions) CCSWCD will resume the reclamation of North Haven/Sherman Appts off of Church St, upper Miller St, and above the Nature Center. Anticipated completion by end of July 2026.

### **COMPLETE STREETS**

**CREDC** Chautauqua Region Economic Development Corporation

#### **The Downtown Streetscape Conceptual Design Project:**

Square Engineering has summarized the Village's goals to the DOT in scheduling a kick-off meeting for initiating coordination with several key departments within the NYS DOT.

### **SAFE STREETS**

At the recommendation of Rebecca Wurster of CHQ Co. Planning & Development, Mayor Meeder attended a Municipal Safe Streets Training held by Erie County, demonstrating a number of design concepts to reduce speeds to the 'target speed' of 20-25 mph within a village

and improve the downtown environment boosting economic and social activity; along with explaining the (pre) planning requirements (as we are conducting for the Downtown Streetscape), coordination, communication, AASHTO & MUTCD guidance, permits, and intermunicipal memorandums of understanding, and ROW considerations and surveys required in preparation for grant applications, engineering, and ultimately construction /implementation. The Safe Streets event did not have anyone from NYSDOT. There are challenges in working with multiple agencies because the suggested practices to reduce traffic speed beyond the posted speed to a targeted speed of 20-25mph in a village often conflicts with the agencies internal policies. This is why permits are required, and early planning coordination is necessary before implementation. Hamburg's design is an awarded example of a state truck route going through a downtown area. The CREDC funded conceptual design focuses on Main Street, however the Village of Sherman is aware of other concerns of traffic speed and parking throughout the village. For a short residential street, Mill St connecting Rt 76 and Sherman-Clymer Rd is heavily transited by fast moving trucks and a concern to young families. There are several suggested methods for restricting speeding, however each takes time and resources.

AASHTO – American Association of State Highway and Transportation Officials

MUTCD – Manual on Uniform Traffic Control Devices for Streets and Highways (US-DOT)

### **SHERMAN CHAMBER OF COMMERCE**

- Next Meeting Thursday, June 11, 2026 at 9am, Village Office

### **SHERMAN DAY COMMITTEE**

- Next Meeting Tuesday, June 9, 2026 at 6pm, Cooler Creamery

### **MAYOR**

- **Memorial Day Observance:** Parade starts at 10am, followed by the service at the monument, Sherman Historian and Town Clerk Annette Swan, Pastor Tim Minge of the First Baptist Church of Sherman, and Mike Ganske, retired member of the CIA, who resides in Clymer, will be speaking.
- **Mayor Meeder expressed her appreciation of Paul Fisher's service to the WWTP as a 3A Operator, and said the Village will continue supporting Paul Fisher's educational credits and recertification if he desires.**
- **WEBSITE ADA** compliance is required to be met by April 30, 2028. This extends to all electronic communications with the public, i.e., social media accounts representing the Village of Sherman or any departments thereof. Jeanette Ramm will be attending upcoming seminars on the subject. The mayor mentioned captions to describe pictures, contrast print is recommended (medium blue is a recognized color – high vis by those that are colorblind), the website must be accessible by keyboard (not just a mouse), links cannot just be a picture that you hover over (i.e. a garbage man to our refuse and recycle schedule). Though we are getting many compliments on the professional appearance of the website, some items may need to be dialed back in the future in order to be in compliance, as it will become quite 'busy'. We are not required to bring old material into compliance; however, we plan to slowly introduce these improvements now, and not wait until the deadline. Jeanette will be checking into any updates from Wix.com.
- **Cybersecurity, and Mandatory Reporting of Phishing Attempts and Fraud** is a topic throughout government and applies to all departments. Jay Irwin has received training for both water and wastewater operations. It is required of code and zoning officers and Zoning Board of Appeals members. Not to mention all trustees and personnel need to be aware of the protentional for cyberattacks, phishing, and fraud.

- Michelle Emory ‘A Pop-of-Décor’, Teresa Ames ‘From the Ground Up’, and Samantha Robson ‘Captured by Mama Robson’ together are creating a new attraction on W Main St.
- Highlights from the NYS OSC (State Comptroller) Fiscal Stress Monitoring included the No-Designation for Fiscal Stress, and the Susceptible Environmental Stress from categories accounting for census data and changes to households with public assistance, as well as, accounting for the Village ‘dependence on State and Federal funds’ in taking into account the capital project grant funds that are unrelated to regular operational revenue and expenditures.

## **PUBLIC PARTICIPATION**

There was no participation.

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

### **Community Bank Accounts:**

General Checking Account: Balance (05/20/2026) is \$1,533,902.97 & book bal \$1,510,078.21

NYS Fund Bank Account: Balance (05/20/2026) is \$0

**Bldg/Wtr Project Bank Acct:** Balance (05/20/2026) is \$0

Parks Fund Account: Balance (05/20/2026) is \$804.30

Stormwater Fund Account: Balance (05/20/2026) is \$0

Climate Smart Account: Balance (05/20/2026) is \$0

**NYCLASS Account:** Balance (05/20/2026) is \$28,506.99

Of which is: General Funds \$592.47

Capital Funds \$71.81

*Contains Stormwater BAN proceeds and Water Proj. Balance*

Debt Funds \$574.91

Repair Reserve Funds \$27,267.80

Receipts: Total \$189,952.73

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

Motion to accept Voucher #12 for \$215,589.57 for April 2026, of which \$0 is from the NYS Special Fund, \$0 is from the Water Project Fund, \$0 is from the Parks Fund, \$42,195.70 is from the Stormwater Project Fund, and \$0 is from the Climate Smart/Economic Development Fund.

Moved by Trustee Watson Seconded by Trustee Emory

Ayes: 5 Nays: 0 Carried

**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.

Moved by Trustee Crane Seconded by Trustee Sanders

Ayes: 5 Nays: 0 Carried

## **LAND LEASE PAYMENT UPDATES:**

- **Reed Farms 2025 Season Paid in Full; 2026 Season will be adjusted and billed in the future.**

- **Catalyze Solar Array 1 & 2 quarterly payments are up to date, and Mayor Meeder said the PILOT and HCA payments are scheduled for July.**

**W&S OUTSIDE SERVICE ACCOUNT BALANCES:** As of 5/20/2026

\$1,086.27 in Outside Water Receivables, of which (2) delinquent accounts = \$251.61

\$ 300.80 in Outside Sewer Receivables, all accounts are current

**NEW BUSINESS:**

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

Motion to close the Drinking Water Capital Project Checking Account ending 6842 held at Community Bank, N.A. in Sherman, NY.

Moved by Trustee Crane      Seconded by Trustee Emory

Ayes: 5      Nays: 0      Carried

**PROPOSED RES 2026-05-20.26: REPEAT REMINDERS ADMIN OF CLERK FEE OF \$25**

Motion to approve and authorize the mayor to direct the Village Clerk to apply a \$25.00 Clerk Fee for the regular administration of repeated reminders, unnecessarily utilizing the resources of the clerk, code officer, and DPW department for concerns including, but not limited to, grass height violation notifications and outside water shut-off notices for delinquent payment.

**TABLED FOR NEXT MEETING – The trustees requested a more detailed scheduled for residential and commercial properties, and to distinguish requested water shut offs and return to service, from those that are due to delinquency.**

**RES 2026-05-20.27: WORKFORCE VIOLENCE PREVENTION POLICY**

Motion to adopt the Workforce Violence Prevention Policy to meet the requirements of New York State Labor Law Art. 2 §27-b as follows:

## **VILLAGE OF SHERMAN**

### **Workplace Violence Prevention Policy Statement**

The Village of Sherman is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our agency, staff, and clients.

Workplace Violence is defined as any physical assault or act of aggressive behavior occurring where a public employee performs any work-related duty in the course of his or her employment including but not limited to an attempt or threat, whether verbal or physical, to inflict physical injury upon an employee; any intentional display of force which would give an employee reason to fear or expect bodily harm; intentional and wrongful physical contact with a person without his or her consent that entails some injury; or stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

Acts of violence against any of our employees where any work-related duty is performed will be thoroughly investigated and appropriate action will be taken, including involving law enforcement authorities when warranted. All employees are responsible for helping to create an environment of

mutual respect for each other as well as clients and visitors, following all policies, procedures and practices, and for assisting in maintaining a safe and secure work environment.

This policy is designed to meet the requirements of New York State Labor Law Art. 2 §27-b and highlights some of the elements that are found within our Workplace Violence Prevention Program.

The process involved in complying with this law includes a workplace evaluation that is designed to identify the risks of workplace violence to which our employees could be exposed.

Authorized Employee Representative(s) will, at a minimum, be involved in:

- evaluating the physical environment;
- developing the Workplace Violence Prevention Program; and
- reviewing workplace violence incident reports at least annually to identify trends in the types of incidents reported, if any, and reviewing the effectiveness of the mitigating actions taken.

All employees will participate in the annual Workplace Violence Prevention Training Program.

The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. All personnel are responsible for notifying the contact person designated below of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received.

**Designated Contact Person: Jeanette Ramm**

**Title: Clerk-Treasurer**

**Phone: 716-761-6781**

**Department: Village Clerk**

**E-mail: [village.sherman@gmail.com](mailto:village.sherman@gmail.com)**

Moved by Trustee Crane      Seconded by Trustee Sanders

Ayes: 4      Nays: 1 (Emory)      Carried

**RES 2026-05-20.28: SUPPORT FOR WILLIAMS CONSTITUTION PIPELINE PROJECT**

Motion to approve the Village of Sherman's expressed support for the Constitution Pipeline Project aligning with the Sherman community's affordability and budgetary priorities, as follows:

**WHEREAS**, Williams' Constitution Pipeline is a national energy infrastructure company that handles approximately one third of the natural gas used each day in the United States to heat homes, cook food, and generate electricity; and

**WHEREAS**, the Northeast region faces persistent energy affordability challenges and natural gas supply constraints that have resulted in higher electricity and heating costs for families and businesses; and

**WHEREAS**, currently much of the Northeast region relies on foreign sources of energy; and

**WHEREAS**, dependence on foreign sources of energy leave consumers more susceptible to price spikes caused by global affairs; and

**WHEREAS**, domestically produced energy supports the American workforce and provides consumers with insulation from energy market impacts of international conflicts; and

**WHEREAS**, increased interstate natural gas pipeline capacity alleviates energy supply constraints, improves system reliability during peak demand periods, and places downward pressure on energy costs for residential, commercial, and industrial customers; and

**WHEREAS**, the Constitution Pipeline is a proposed natural gas transmission line designed to transport energy from the Marcellus Shale region in northeastern Pennsylvania to support key markets across New York and New England; and

**WHEREAS**, the project adds approximately 650,000 dekatherms per day (Dth/d) of pipeline capacity, equivalent to the daily energy needs of about 3 million homes in the U.S. Northeast; and

**WHEREAS**, the Constitution Pipeline strengthens the Northeast's energy infrastructure by enhancing energy security and supporting economic growth, and provides a cleaner, lower-emitting alternative to heating oil; and

**WHEREAS**, construction activities span Pennsylvania and New York and include pipeline installation, metering and regulating stations, and connecting new infrastructure to existing transmission systems; and

**WHEREAS**, the Constitution Pipeline is associated with approximately 1,500 construction jobs and \$295 million in direct labor income; and

**WHEREAS**, the project is associated with \$13 million in property tax revenues and \$100,000 in additional New York and Pennsylvania income tax revenue.

**NOW, THEREFORE, BE IT RESOLVED**, that the Village of Sherman supports the Constitution Pipeline Project and urges timely consideration and approval of necessary authorizations.

**BE IT FURTHER RESOLVED**, the Village of Sherman supports investments in energy infrastructure projects that promote U.S. energy independence, improve reliability, affordability, and economic opportunity for residents and businesses.

**WHEREFORE**, on the motion of Trustee Crane, seconded by Trustee Sanders, the foregoing Resolution was put to a vote of the members of the Village Board, the result of which vote was 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 2026-05-20.29: GENERAL LABOR - SEASONAL**

Motion to approve the employment of Joel Fisher as seasonal labor for lawn mowing, painting, minor repair, general and streets labor at a rate of \$18.50 per hour as an occasional laborer, as needed.

Moved by Trustee Crane      Seconded by Trustee Sanders

Ayes: 4      Nays: 1 (Watson)      Carried

**Motion for Executive Session to discuss contractual and legal matters, at 7:43 p.m., with action to be taken following executive session.**

Moved by Trustee Crane      Seconded by Trustee Sanders

Ayes: 5      Nays: 0      Carried

**At 9:54 p.m. the Board of Trustees returned to the open session of the meeting.**

**RES 2026-05-20.30: VILLAGE OF SHERMAN FIRE DEPARTMENT - FIRE ENGINE SURPLUS EQUIP - FIRE TRUCK / SALE / DONATION TO SHC**

Motion to surplus the Village of Sherman Fire Engine and sell to the Stanley Hose Company for one dollar (\$1.00), to take effect immediately with adoption of the resolution and the acceptance of the Stanley Hose Company.

Moved by Trustee Crane      Seconded by Trustee Sanders

Ayes: 5      Nays: 0      Carried

**Motion to adjourn at 10:08 p.m.**

Moved by Trustee Emory      Seconded by Trustee Watson

Ayes: 5      Nays: 0      Carried

Respectfully submitted,  
Jeanette Ramm, Clerk-Treasurer

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