

**PROCEEDINGS OF A SPECIAL/BUDGET MEETING  
OF THE VILLAGE BOARD OF TRUSTEES**

January 30th, 2024, at 4:00 PM

**PRESENT:**

**Mayor:** Alysa Plummer  
**Trustees:** Lili Lanphear  
Justin Leitgeb  
David Marshall  
Lisa Cove  
**Village Attorney:** Jeffery Turner  
**Village Clerk:** Dorothea M. Ciccarelli  
**Village Deputy  
Treasurer:** Francine Brokaw

**CALL TO ORDER**

**Motion by Mayor Plummer and seconded by Trustee Marshall, to call the meeting to order.**

**Vote:** Plummer – yes, Lanphear – yes, Leitgeb – yes, Cove – yes, Marshall – yes. *Motion passed.*

**CONFLICTS OF INTEREST DISCLOSURE**

Mayor Plummer asked the board if they had anything to disclose. Trustee Cove and Trustee Leitgeb stated they did have a conflict of interests regarding the Retirement Resolution. The other members stated that they did not have a conflict of interest.

**GUIDELINES FOR PUBLIC COMMENT**

Mayor Plummer asked the Village Clerk to read an overview of the open meeting compliance certification.

**AUTHORIZATION OF MULTI-YEAR CAPITAL PLAN RFP**

**Motion by Trustee Lanphear and seconded by Trustee Leitgeb, to authorize an RFP for drafting of a multi-year Financial and Capital Plan to be due on February 13<sup>th</sup>, 2024, as amended.**

**Vote:** Plummer – yes, Lanphear – yes, Leitgeb – yes, Cove – yes, Marshall – yes. *Motion passed.*

**CONSIDERATION OF RESERVE FUND RECOMMENDATIONS**

Trustee Marshall asked for clarification on the date by which the reserves needed to be established. The Village Clerk stated that the board would want to establish the new reserves by the end of the current fiscal year/ before budget end. The Village Attorney stated that the reallocation of current reserves did not have a deadline. Trustee Marshall asked that the wording to all created repair reserves be edited to include the word *biennial*. The other members agreed and asked the village attorney to make the changes.

**MEMBER ITEM**

Trustee Leitgeb asked Village Attorney Turner to investigate who the Village Budget Officer was. The village attorney will research and let the board know prior to the next budget meeting. The mayor stated that it would have been preferable to have Trustee Leitgeb's concerns presented in a memorandum prior to the evening's meeting. The village clerk described the budget process in place before her employment.

**DISCUSSION ON SEWER ALLOCATION FOR 2024-2025 BUDGET**

The board requested that the village clerk reach out to other municipalities to find out how they produced their respective models and what percentage is allocated from sewer specifically what the per gallon cost is. Trustee Cove suggested reaching out to Ellicottville as it was a similar village.

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**RETIREMENT RESOLUTION**

**Motion by Trustee Marshall and seconded by Trustee Lanphear, to approve, as presented, the retirement resolution for Trustee Leitgeb.**

**Vote:** Plummer – yes, Lanphear – yes, Leitgeb – yes, Cove – yes, Marshall – yes. *Motion passed.*

**ADJOURNMENT**

**Motion by Mayor Plummer and seconded by Trustee Cove, to adjourn the meeting at 5:22 PM.**

**Vote:** Mayor Plummer – yes, Lanphear – yes, Leitgeb – yes, Cove – yes, Marshall – yes. *Motion passed.*

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Laura Donk, Recording Secretary