

# VILLAGE OF BARKER BOARD OF TRUSTEES REGULAR MEETING MINUTES

November 10, 2025  
7:00PM



Mayor Aaron Davis  
Deputy Val DiTommaso  
Trustee Melanie Hirschman  
Trustee Alexzander Detschner  
Trustee Chloe Lee- *Absent*

In **Attendance**: Deputy Clerk-Treasurer Laurel Cantella. DPW Superintendent Mark Remington and Trustee Lee were absent.

At **7:00pm meeting was called to order** by Mayor Davis by administering the Pledge of Allegiance.

The **Sales tax** received for October 2025 was \$21,671.64 an increase of \$538.69 from October 2024.

The **Approval of Minutes** for the monthly board meeting held October 6, 2025 and the work session held November 3, 2025 was motioned by Deputy Mayor DiTommaso and was seconded by Trustee Detschner. The previous was ADOPTED. AYES-4-Davis,Detschner,DiTommaso,Hirschman NAYS-0/None ABSENT-1-Lee Motion Carried.

### **Resolution #30-2025 Designation of Offices to be filled in the next General Election**

WHEREAS, the next general election will be held on March 18, 2026;

WHEREAS, the Board of Trustees must designate by resolution and to the public the offices which are to be filled in such election and the term thereof;

NOW THEREFORE BE IT RESOLVED,

Section 1: That the Board of Trustees designated the following offices as vacant on March 31, 2026, to filled at the Village Election to be held March 18, 2026 for the following terms:

Trustee- Two (2)-year term

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Section 2: The Village is hereby directed to publish this resolution in the Lockport Union Sun & Journal as official public notice.

**Resolution #30-2025 was ADOPTED** on a motion from Trustee Hirschman and was seconded by Deputy Mayor DiTommaso.

The previous was ADOPTED. AYES-4-Davis,Detschner,DiTommaso,Hirschman NAYS-0/None ABSENT-1-Lee Motion Carried. Resolution Adopted.

### **Unpaid Village Tax to the Niagara County Treasurer- 2025-2026**

A motion to Authorize the Clerk-Treasurer to re-levy 13 parcels that remain unpaid in the amount of \$11,903.58 plus \$357.11 in penalty for a total amount of \$12,260.69 was made by Trustee Detschner and was seconded by Deputy Mayor DiTommaso.

The previous was ADOPTED. AYES-4-Davis,Detschner,DiTommaso,Hirschman NAYS-0/None ABSENT-1-Lee Motion Carried.

A motion to **approve the execution of the Health Reimbursement Arrangement (HRA) Administrative Agreement** between Crown Benefit Group, Inc. and the Village of Barker from December 1, 2025 through November 30, 2026 was made by Trustee Detschner and was seconded by Deputy Mayor DiTommaso.

The previous was ADOPTED. AYES-4-Davis,Detschner,DiTommaso,Hirschman NAYS-0/None ABSENT-1-Lee Motion Carried.

A review of that **revised Vehicle Use Policy** from the work session held November 3, 2025, was discussed. Mayor Davis asked to have a redundant statement of letter S stricken because it's addressed in letter D already. In letter Q the threshold for the vehicle repairs was increased from \$300 to \$500 and for tires not to exceed \$1500 without prior approval.

A **motion to approve the revised Vehicle Use Policy** with the above changes made was made by Deputy Mayor DiTommaso and was seconded by Trustee Hirschman.

The previous was ADOPTED. AYES-4-Davis,Detschner,DiTommaso,Hirschman NAYS-0/None ABSENT-1-Lee Motion Carried.

### **Village of Barker VEHICLE USE POLICY**

The proper utilization of Village vehicles minimizes Village transportation costs and liability exposure, and helps ensure the safeguarding of Village personnel and resources. This policy seeks to provide for the safe operation of motor vehicles, as well as their appropriate stewardship. It is the policy of the Village of Barker that certain positions require employee access to municipal vehicles, either during the work shift or on a 24-hr on-call basis. Village vehicles are not to be considered personal vehicles and are not for personal use. Village vehicles are viewed as belonging to the citizens of the Village of Barker and are solely for the purpose of providing services to those citizens.

Therefore, the purpose of this policy is to set forth guidelines under which Village vehicles are authorized to Village personnel and guidelines under which Village vehicles are used, and their fuel is utilized.

- A. No Village vehicle shall be used within or outside of the incorporated village limits unless said vehicle is being used for official business. Village vehicles must have the Village seal affixed on the drivers and passenger side doors and may only be used for legitimate municipal business.
- B. Village vehicles will *NOT* be used to transport passengers who are not directly or indirectly related to municipal business. Passengers shall be limited to Village employees and individuals who are directly associated with Village work activity (Board of Trustee members, committee members, consultants, contractors, etc.) Family members shall *NOT* be transported in Village vehicles. Picking up or dropping off family and friends at school, work, etc. is prohibited.
- C. Under *NO* circumstance shall any vehicle be used for unofficial business.
- D. Only the following job title that can take home a Village vehicle upon the approval of the Mayor and Board of Trustees is the: Department of Public Works Superintendent.
  - a. When commuting, the Village vehicle use is limited to direct travel to and from the employees residence and workplace. The vehicle shall not be utilized for travel outside a direct commuting route, for personal reasons or for any commercial use.
- E. Vehicles should contain only those items for which the vehicle was designed. The Village shall not be liable for the loss or damage of any personal property transported in the vehicle.
- F. It shall be the employees responsibility to maintain the security of the vehicle and its contents at all times when it is in their possession.
- G. When a Village vehicle is to be used to attend training schools or conferences, the Village Board shall be notified prior.
- H. It is the employee's responsibility to report to the Village Mayor and Board of Trustees any incidents of malfunction or damages to Village vehicles as soon as possible, but in no case later than 24 hours.
- I. All employees are expected to operate vehicles in a safe, courteous, and legal fashion as representatives of the Village of Barker.
- J. All vehicles should be cleaned, checked and prepared for the next user.
- K. All gasoline use shall be logged at time of filling, including mileage of the vehicle being fueled.
- L. The use of safety restraints: seat belts, shoulder harness, and other restraints shall be worn at all times when Village vehicles are in motion, by the driver and all passengers. Passengers must remain safely seated inside the vehicle while in operation. In no case shall drivers permit passengers to ride externally while a vehicle is operating.
- M. Cell phone use during the operation of Village vehicle, unless in accordance with NYS vehicle and traffic law requirements, is strictly prohibited. While operating Village vehicles, employees' communications shall be limited to work related communications and personal cases of emergency.
  - a. Texting while operating a Village vehicle is strictly prohibited and cause for disciplinary action including dismissal.
- N. Employees who incur parking or other fines in Village vehicles will generally be personally responsible for payment of such fines unless the payment of such fines by the Village is approved by the Board of Trustees.
  - a. Employees who are issued citations for any offense while using a Village vehicle must notify the Mayor and Clerk-Treasurer immediately, but in no case later than 24 hours. Failure to provide such notice may be grounds for disciplinary action.
  - b. An employee who operates a Village vehicle and who is arrested for or charged with a motor vehicle offense for which the punishment includes suspension or revocation of the motor vehicle license, ***whether in his or her personal vehicle or in a municipal vehicle***, must notify the Mayor immediately but in no case later than 24 hours. Conviction for such an offense may be grounds for loss of Village vehicle privileges and/or further disciplinary action.
  - c. Any violations of the traffic, transportation or motor vehicle laws must be reported to the Village Mayor for a determination of continued use of a Village vehicle by the involved Village employee.
- O. Employees are not permitted, under any circumstance, to operate a Village Vehicle, or a personal vehicle for Village business, when any physical or mental impairment causes the employee to be unable to drive safely. This prohibition includes circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of illness, surgery, medication, or intoxication by drugs and/or alcohol. Employees whose jobs require regular driving for business as a condition of employment must be able to always meet the driver approval standards of this policy. In addition, employees holding those jobs must inform the Mayor of any changes that may affect their ability to meet the standards of this policy.
  - a. Use of Controlled Substances: Use of alcohol, drugs, or prescription medications which violates the NYS Vehicle and traffic Law is strictly prohibited and cause for disciplinary action including dismissal.
  - b. Use of tobacco or vaping products is forbidden in Village vehicles.
  - c. The transportation of firearms, weapons or explosives is forbidden in a Village vehicle unless such items are directly related to the job function of the driver.
- P. Employees driving Village vehicles may claim reimbursement for parking fees (not fines) and tolls actually incurred. The Village EZ pass should be utilized when traveling on all tolled highways. Employees who are authorized to use their personal vehicles for approved business purposes will receive mileage allowance as adopted at the annual organizational meeting of the Board of Trustees. No employee may use a municipal vehicle for out of state use without advance approval of the Village Mayor.

- Q. The Department of Public Works is responsible for ensuring the performance of vehicle maintenance. Maintenance should be done in house as much as possible. If said vehicle is under warranty at a dealer then said vehicle will be taken to the dealership for repairs. Repairs should be carried out at the discretion of the Board of Trustees and require repairs over \$500 and tires not to exceed \$1500 be authorized by the Mayor verbally.
- R. Drivers must also make sure that the vehicle has a valid New York State inspection sticker, oil is checked on a regular basis, tires have sufficient tread, and that the vehicle is kept clean, etc. No vehicle should be driven unless it is safe for the road.
- S. The Village Department of Public Works shall keep the sets of keys to a minimum. No more than two (2) sets of keys shall be in existence for each vehicle, unless approval from the Mayor has been given.
- T. Employees must have a valid NYS Driver's license and will be filed with the Clerk-Treasurer upon employment and when renewals have been completed. Licenses will be entered into the NYS LENS Program and tracked accordingly during employment.

Report any accident immediately to all the following, in this order:

- Local Police Agency
- The Village Clerk-Treasurer
- The Mayor

Any misuse or abuse of vehicles or violations of these rules shall subject the employee using the vehicle to disciplinary action. Failure to comply with any and all provisions of this policy may result in disciplinary action up to and including removal of Village vehicle privileges, suspension, and/or termination of Village services.

*Originally Adopted 2013, Updated March 2021  
Updated & Adopted November 10, 2025*

The **Clerk-Treasurer's Financial Reports** were reviewed and accepted by the Board of Trustees.

- ✓ MuniBilling water software is ready- A notice will be sent out in January for the next billing cycle about online portal etc. Also, a letter cancelling our gWorks software will be sent once the MuniBilling is all set.
- ✓ Village Hall will be CLOSED Tuesday, November 4th for Election Day and Tuesday, November 11th in observance of Veteran's Day, as well as Thanksgiving, November 27th & 28th
- ✓ Peanut Butter & Jelly Drive collection bin available until December 10th. All donations stay in Niagara County food pantries
- ✓ MED-Project envelopes have arrived and are now available at the Village Hall window

A **Motion to allow the Village Hall Office to close on Friday, December 26th, 2025 and Friday, January 2nd, 2026** as long as full time employees use PTO to cover the hours for payroll was made by Deputy Mayor DiTommaso and was seconded by Trustee Detschner.

The previous was ADOPTED. AYES-4-Davis,Detschner,DiTommaso,Hirschman NAYS-0/None ABSENT-1-Lee Motion Carried.

The **Public Works Report** was reviewed and accepted by the Board of Trustees.

The **Code Enforcement Report** was reviewed and accepted by the Board of Trustees.

7 Violations, 2 building permits issued- shed & pole barn

**Correspondence:**

National Grid- Smart Meter pamphlet  
Charter Communications- Upcoming programming changes- October 15, 2025  
NC gallonage report

**Approval of Claims and Bill Payment:** Abstract 006 Voucher #'s 170-212

General Fund-\$13,820.11 Water Fund-\$641.87 T&A Fund-\$2,250.00 TOTAL \$16,711.98

A **motion to approve the above claims and bill payment audited by the entire Board of Trustees present** was made by Deputy Mayor DiTommaso and was seconded by Trustee Hirschman.

The previous was ADOPTED. AYES-3-Davis,DiTommaso,Hirschman NAYS-1-Detschner ABSENT-1-Lee Motion Carried.

No **Public Comment** was offered.

**Board Comment** was offered by:

Trustee Hirschman: Firmed up the schedule and logistics for Light up Barker event on December 13, 2025, from 3:30pm-6:30pm. Asked the Clerk-Treasurer to order more 8ft tables and to plan on 100 of everything for smores, ornaments etc. Discussed borrowing tents, fire pits and set up locations.

Mayor Davis: Boy Scout Pack 18 collected for Scouting for Food on Saturday; November 8th and they collected 450 items for the Barker Food Pantry at Faith United Methodist Church. He thanked everyone for their donations.

A motion for **Adjournment was made at 7:52pm** by Trustee Detschner and seconded by Deputy Mayor DiTommaso. The previous was ADOPTED. AYES-4-Davis,Detschner,DiTommaso,Hirschman NAYS-0/None ABSENT-1-Lee Motion Carried.

**Next work session will be Monday, December 1, 2025 @ 7:00pm**

**Next regularly scheduled meeting will be Monday, December 8, 2025 @ 7:00pm**

Respectfully Submitted,

Amanda M. Detschner, CMC/RMC/CMFO  
Clerk-Treasurer