

**OFFICIAL MINUTES OF THE BOARD OF TRUSTEES  
FOR THE VILLAGE OF BATH  
PUBLIC HEARING/REORGANIZATIONAL MEETING  
APRIL 3, 2023**

This meeting of the Board of Trustees of the Village of Bath was held on the 3rd day of April 2023 at the Village of Bath, Village Hall, located at 110 Liberty St., Bath, NY 14810. This meeting was called to order by Mayor, Michael Sweet, at 5:00 p.m.

**Present:**

Mayor:	Michael Sweet
Deputy Mayor/Trustee:	Karen Causer
Trustee:	Mark Bardeen
Trustee:	Melanie Coots
Chief of Police:	Colin Taft
Clerk/Treasurer:	Jacqueline Shroyer
Code Enforcement:	Bradley Hill
Street Superintendent:	Thomas Gutow
BEGWS Director:	Erin Bonacci
Deputy St. Superintendent:	Jason Causer
Street Employee:	Michael Walden
Street Employee:	Tyler Haight

**Absent:**

Trustee:	Jeffrey Muller
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**Public Hearing:**

**Budget 2023 – 2024 – 1.83% Increase**

Public hearing on the 2023 – 2024 budget with a 1.83% increase was opened at 5:00 p.m.

No questions regarding the budget and no discussion.

Motion made by Trustee Bardeen, seconded by Trustee Causer to close the public hearing at 5:01 p.m. All present were in favor and the motion was carried.

**Out of Reorganization Meeting/Executive Session:**

Motion made by Trustee Coots, seconded by Trustee Bardeen to adjourn the regular meeting of the Board of Trustees of the Village of Bath at 5:01 p.m. to go into executive session for the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation. All present were in favor and the motion was carried.

Michael Walden and Tyler Haight asked to stay in executive session. Left at 5:12 p.m.

**Return to Reorganizational Session:**

Motion made by Trustee Bardeen, seconded by Trustee Coots to return to regular session at 5:17 p.m. All present were in favor and the motion was carried.

**Appointments:**

Motion made by Trustee Coots, seconded by Trustee Bardeen to approve the following appointments. All present were in favor and the motion was carried.

- Dale Magee – Historical Preservation – 3 Year Term
- Andrea Dannemiller – Historical Preservation – 3 Year Term
- James M. Deats (Chairperson) – Planning Board – 3 Year Term
- Matt Burns - Planning Board - 3 Year Term
- Rhonda Billmeyer – Shade Tree - 3 Year Term
- Jim Peek – Shade Tree - 3 Year Term

**New Business:**

**Budget 2023 – 2024:**

Motion made by Trustee Bardeen, seconded by Trustee Coots to approve the Village of Bath’s 2023-2024 fiscal year budget with a 1.83% increase to taxes. All present were in favor and the motion was carried.

**Approve BEGWS Budget:**

Motion made by Trustee Bardeen, seconded by Trustee Coots to approve the Bath Electric Gas & Water System’s 2023-2024 fiscal year budget. All present were in favor and the motion was carried.

**Mayoral Appointments:**

Motion made by Trustee Bardeen, seconded by Trustee Causer to approve the following mayoral appointments for 2023-2024. All present were in favor and the motion was carried.

**2023-2024  
Village of Bath  
Mayoral Appointments**

- |                                   |                              |
|-----------------------------------|------------------------------|
| Deputy Clerk/Treasurer (One Year) | Samantha Voss                |
| Acting Village Justice (One Year) | Add to April Regular Meeting |
| Deputy Registrar (One Year)       | Samantha Voss                |
| Deputy Mayor (One Year)           | Karen Causer                 |
| Official Newspaper                | The Corning Leader           |
| Official Depositories             | Five Star Bank               |
|                                   | Chemung Canal Trust Company  |
|                                   | Community Bank               |

**Designation of Areas of Responsibility of the Board:**

Motion made by Trustee Coots, seconded by Trustee Causer to approve the following Liaison and committee appointments for 2023-2024. All present were in favor and the motion was carried.

## **Liaison Assignments**

Attorney	Mayor
Bingo/Bell Jar	Trustee Coots
Clerk/Treasurer	Mayor
Deputy Clerk/Treasurer	Mayor
Code Enforcement	Trustee Causer
Fire Department	Trustee Bardeen
Police Department	Trustee Causer
Street Department	Trustee Muller
Town of Bath	Trustee Bardeen
Village Hall	Mayor

## **Committees**

Chamber of Commerce	Trustee Causer
Handicapped Accessibility	Trustee Muller
Historical Preservation	Trustee Bardeen
Housing Authority	Trustee Coots
Joint Economic Development	Mayor
John Southard Youth Recreation	Trustee Coots
Mossy Bank Park	Trustee Muller
Parks/Downtown	Trustee Coots
Planning Board	Trustee Causer
Shade Tree	Trustee Muller
Technology	Trustee Bardeen
Utilities	Trustee Muller
Zoning	Trustee Causer
Policies and Procedures	Trustee Bardeen
Employee Handbook	Trustee Coots
Village Sign	Trustee Coots
Comprehensive Plan	Trustee Causer
Street Lighting	Trustee Muller
Communications / Facebook	Trustee Coots

### **Village of Bath Meeting Dates:**

Motion made by Trustee Bardeen, seconded by Trustee Causer to approve the following 2023-2024 Village meeting dates. All present were in favor and the motion was carried.

### **Village of Bath Meeting Dates for 2023 – 2024**

Official meeting will be held on the third Monday of each month unless stated otherwise. Meetings will be held at the Village Municipal Building at 110 Liberty Street at 5:30 pm. Except

for the Reorganizational meeting held at 5:00 p.m. All meetings will include any business brought before the board.

Wednesday April 19, 2023	Regular Meeting
Tuesday May 16, 2023	Regular Meeting
Monday June 19, 2023	Regular Meeting
Monday July 17, 2023	Regular Meeting
Monday August 21, 2023	Regular Meeting
Monday September 18, 2023	Regular Meeting
Monday October 16, 2023	Regular Meeting
Monday November 20, 2023	Regular Meeting
Monday December 18, 2023	Regular Meeting
Tuesday January 16, 2024	Regular Meeting
Tuesday February 20, 2024	Regular Meeting
Monday March 18, 2024	Regular Meeting
Monday April 1, 2024	Re-Org Meeting

**Village of Bath Holidays:**

Motion made by Trustee Coots, seconded by Trustee Bardeen to approve the following 2023-2024 Holidays for the Village of Bath. All present were in favor and the motion was carried.

**Village of Bath  
2023-2024 Holidays**

Monday May 29, 2023	Memorial Day
Tuesday July 4, 2023	Independence Day
Monday September 4, 2023	Labor Day
Monday October 9, 2023	Columbus Day
Friday November 10, 2023	Veterans Day
Thursday November 23, 2023	Thanksgiving
Friday November 24, 2023	Day After Thanksgiving
Monday December 25, 2023	Christmas Eve
Tuesday December 26, 2023	Christmas
Monday January 1, 2024	New Year's Eve
Tuesday January 2, 2024	New Year's Day
Monday January 15, 2024	Martin Luther King Jr. Day
Monday February 19, 2024	Presidents' Day
Friday March 29, 2024	Good Friday

**Tax Levy Resolution:**

**Resolution 04-03-2023**

Upon the motion of Trustee Bardeen, seconded by Trustee Causer, to approve Resolution 04-03-2023 Tax Levy for 2023-2024.

Whereas, the Village Board of Trustees has adopted a budget for the fiscal year 2023-2024 pursuant to Section 5-508 of the Village Law.

Now, therefore be it resolved, that the following tax levy be adopted levying the total taxes and other charges extended and levied against each parcel of real property shown on the roll for the fiscal year 2023-2024:

General Fund Tax Levy	\$3,028,514.00
Assessed Valuation	217,793,052.00
Tax Rate per 1000	13.90547
Total Taxes for 2023-2024 Budget	\$3,028,407.45
Delinquent Water Rents/Units & Charges	\$20,257.27
Delinquent Sewer Rents/Units & Charges	\$21,763.11
Omitted Tax Re-levies	\$106.55
Tax Map Number	Amount
159.14-01-082.000	\$250.00
159.14-01-043.000	\$250.00
159.05-04-081.000	\$1,000.00
159.09-01-003.000	\$400.00
Total Tax Levy	\$3,072,434.38

and the County of Steuben is authorized to collect these taxes and re-levies and the Mayor and all the Trustees voting as follows:

	AYE	NAY	ABSENT
Mayor Michael Sweet	X		
Trustee Mark Bardeen	X		
Trustee Jeffrey Muller			X
Trustee Karen Causer	X		
Trustee Melanie Coots	X		

**Investment Policy:**

Motion made by Trustee Causer, seconded by Trustee Bardeen to approve the investment policy for the Village of Bath for 2023-2024. All present were in favor and the motion is carried.

**Mileage Reimbursement Rate IRS fixed Rate:**

**RESOLUTION  
VILLAGE OF BATH BOARD OF TRUSTEES  
BATH, NEW YORK**

Date Approved: Monday, April 3, 2023

Intro Date: Monday, April 3, 2023

Introduced by: Trustee Coots

Seconded by: Trustee Bardeen

Vote:	Mayor Sweet	<b>Aye</b>	Nay	Abstain	Absent
	Trustee Causer	<b>Aye</b>	Nay	Abstain	Absent
	Trustee Bardeen	<b>Aye</b>	Nay	Abstain	Absent
	Trustee Muller	<b>Aye</b>	Nay	Abstain	<b>Absent</b>
	Trustee Coots	<b>Aye</b>	Nay	Abstain	Absent

TITLE: Resolution approving Mileage Allowance

**WHEREAS;** the Board of Trustees of the Village of Bath has determined to pay a fixed rate for mileage as reimbursement to village officers and employees who use their personal automobiles while performing their official village duties;

**NOW THEREFORE BE IT RESOLVED:**

**SECTION 1.** That the Board of Trustees of the Village of Bath will approve reimbursement to such officers and employees at the IRS rate per mile.

**SECTION 2.** That this Resolution is effective immediately.

**Allow Board to Approve Claims in advance:**

**RESOLUTION  
VILLAGE OF BATH BOARD OF TRUSTEES  
BATH, NEW YORK**

Date Approved: Monday, April 3, 2023

Intro Date: Monday, April 3, 2023

Introduced by: Trustee Bardeen

Seconded by: Trustee Coots

Vote:	Mayor Sweet	<b>Aye</b>	Nay	Abstain	Absent
	Trustee Causer	<b>Aye</b>	Nay	Abstain	Absent
	Trustee Bardeen	<b>Aye</b>	Nay	Abstain	Absent
	Trustee Muller	<b>Aye</b>	Nay	Abstain	<b>Absent</b>
	Trustee Coots	<b>Aye</b>	Nay	Abstain	Absent

TITLE: Resolution allowing board to approve claims in advance

**WHEREAS;** the board of trustees of the Village of Bath has determined to authorize payment in advance of audit of claims for public utility services, postage, freight, credit card, express charges and bills with late fees; and

**WHEREAS;** all such claims must be presented at the next regular meeting for audit; and

**WHEREAS;** the claimant and the officer incurring or approving the claim are jointly and severally liable for any amount the board of trustees disallows.

**NOW THEREFORE BE IT RESOLVED:**

**SECTION 1.** That the board of trustees of the Village of Bath authorizes payment in advance of audit of claims for public utility services, postage, freight, credit card, express charges and bills with late fees. All such claims must be presented at the next regular meeting for audit and the claimant and the officer incurring or approving the claims are jointly and severally liable for any amount the board of trustees disallows.

**SECTION 2.** That this resolution is effective immediately.

**Procurement Policy:**

At the Reorganizational Meeting of the Board of Trustees of the Village of Bath, New York, held on April 3, 2023,

WHEREAS, Section 104-b of the General Municipal Law requires the governing body of every municipality to adopt a procurement policy for all goods and services which are not required by law to be publicly bid; and

WHEREAS, comments have been solicited from all officers in the Village of Bath involved in the procurement process; and

WHEREAS, the Village further desires, regardless of whether it is required to be listed in the procurement policy, to memorialize alternate procedures that otherwise comply with Section 103 of the General Municipal Law or other areas of law;

NOW, upon motion moved by Trustee Coots, seconded by Trustee Causer, with the Mayor and Trustees voting as follows:

Mayor Sweet	Aye
Trustee Causer	Aye
Trustee Bardeen	Aye
Trustee Coots	Aye
Trustee Muller	Absent

NOW THEREFORE BE IT RESOLVED, the Village of Bath does hereby adopt the Procurement Policy, included below, to apply to all goods and services which are not required by law to be publicly bid.

**Village of Bath Procurement Policy**

1. Adoption; applicability.

The Village of Bath does hereby adopt the following procurement policy, which is intended to apply to all goods and services which are not required by law to be publicly bid.

2. Determination of type of purchase.

A. Every purchase to be made must be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding or competitive offers, taking into account past purchases or offers and the aggregate amount spent or received in a year.

The following items are not subject to competitive bidding pursuant to §§103(1) and 104-b of the General Municipal Law: purchase contracts under \$20,000 and public works contracts under \$35,000; emergency purchases; certain municipal hospital purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under state and county contracts; and surplus and secondhand purchases from another governmental entity.

B. The decision that a purchase or offer is not subject to competitive bidding will be documented in writing by the individual making the purchase. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser or offeror detailing the circumstances which led to an emergency purchase or any other written documentation that is appropriate.

3. Methods of purchase.

A. All goods and services will be secured by use of written quotations, verbal quotations or any other method that assures that goods will be purchased at the lowest price. The following circumstances are exempt from the competitive bidding requirement: purchase contracts under \$20,000 and public works contracts under \$35,000; goods purchased from agencies for the blind or severely handicapped pursuant to §175-b of the State Finance Law; goods purchased from correctional institutions pursuant to §186 of the Correction Law; purchases under state contracts pursuant to §104 of the general municipal law;

purchases under county contracts to §103, Subdivision 3, of the General Municipal Law.

B. In addition to acceptable alternative procedures listed in paragraph 5 below, the following method of purchase will be used for purchasing goods and services below the goods and services competitive bidding requirements listed in GML 103 when required by this chapter in order to achieve the highest savings:

**Purchase Contract Method**

**Estimated Amount of**

\$1,500-5,999	2 verbal quotations
\$6,000-19,999	3 written quotations

**Public Works Contract Method**

**Estimated Amount of**

\$5,000-9,999	2 verbal quotations
\$10,000-19,999	3 written quotations
\$20,000-34,999	3 written quotations and approval by the Board

C. A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser or offeror is unable to obtain the required number of proposals or quotations, the purchaser or offeror will document the attempt made at

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obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to the procurement.

4. Documentation of actions.

A. Documentation is required of each action taken in connection with each procurement.

B. Documentation and an explanation is required whenever a contract is awarded to other than the lowest bidder. This documentation will include an explanation of how the award will achieve savings or how the lowest bidder was not responsible. A determination that the bidder is not responsible shall be made by the purchaser.

5. Alternative Procedures to Competitive Bidding, Exceptions to Competitive Bidding, and Explanations of Processes

Pursuant to General Municipal Law §104-b, the procurement policy may contain circumstances when, or types of procurements for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality. In the following circumstances, it may be in the best interests of the Village to use alternative procurement methods as allowed by law:

A. Professional services or services requiring special or technical skill, training or expertise.

(1) The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity, and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

(2) In determining whether a service fits into this category the Village of Bath, New York, shall take into consideration the following guidelines:

(a) Whether the services are subject to state licensing or testing requirements.

(b) Whether substantial formal education or training is a necessary prerequisite to the performance of the services.

(c) Whether the services require a personal relationship between the individual and municipal officials.

(3) Professional or technical services shall include, but not be limited to the following:

(a) Services of an attorney

(b) Services of a physician

(c) Technical services of engineer engaged to prepare plans, maps and estimates.

(d) Securing insurance coverage and/or services of an insurance broker.

(e) Services of a certified public accountant

(f) Financial and Investment management services

(g) Printing services involving extensive writing, editing or art work

(h) Management of municipally owned property

(i) Computer software or programming services for customized programs or services involved in substantial modification and customizing of prepackaged software.

(j) Arborist services

(k) Rate and regulatory consultant

B. Emergency purchases pursuant to §103, subdivision 4, of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately, and a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of the residents. The subsection does not preclude alternate proposals if time permits.

C. Purchases of surplus and secondhand goods. If alternate proposals are required, the Village of Bath is precluded from purchasing surplus and secondhand goods at auctions or through specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare prices of used goods, and a lower price may indicate an older product.

D. Goods or services under \$1,500. The time and documentation required to purchase through this policy may be more costly than the item itself and would, therefore, not be in the best interests of the taxpayer. In addition, it is not likely that such de minimus contracts would be awarded based on favoritism.

E. Best Value. Best value purchasing may be for goods or services of any amount (even when the amounts exceed the \$20,000 and \$35,000 thresholds in GML 103(1)). The Village Board may award purchase contracts, including contracts for service work, on the basis of "best value" as the term is defined in New York State Finance Law § 163. All contracts or purchase orders awarded based on best value bidding bases shall require Village Board approval.

(1.) Applicability. Best Value applies to even to purchase contracts involving an expenditure of \$20,000 or more and Village contracts for services involving an expenditure of \$35,000 or more, but exclude purchase contracts necessary for the completion of a public works contract pursuant to Article 8 of the New York Labor Law and any other contract that may in the future be excluded under State law from the best value option.

(2.) Standard for Best Value. Goods and services procured and awarded on the basis of best value are those that the Village Board determines optimize quality, cost and efficiency among responsive and responsible bidders, as may be more particularly set forth in this Procurement Policy adopted by the Village and as amended, hereafter and from time-to-time, by the Village Board.

Where possible, the determination shall be based on an objective and quantifiable analysis of clearly described and documented criteria as they apply

to the rating of bids or offers. The criteria may include, but shall not be limited to, any or all of the following:

- Past performance
- Availability/Lead times
- Qualifications
- Schedule
- Quality
- Performance-based criteria
- Cost of maintenance
- Proximity
- Product life
- Warranties
- Efficiencies created through fleet, plant, or product uniformity

Documentation. Whenever any contract is awarded on the basis of best value instead of lowest responsible bidder, the basis for determining best value shall be thoroughly and accurately documented.

F. Piggybacking of Purchases. The village may utilize the provisions of the General Municipal Law § 103 to piggyback whenever allowed by law, including but not limited to the following situations and criteria:

(1.) Pursuant to General Municipal Law § 103 the Village of Bath may purchase through the bids solicited and bid lists generated by the United States Government and New York State (and its political subdivisions and School Districts) whenever such bids or bid lists are generated in a manner as complies with said § 103.

(2.) If not a bid or list generated by a New York State governmental body or agency, then whenever such contract or bid lists were let in a manner consistent with or materially equivalent to the requirements of the State of New York as reflected in the policy and language of said § 103.

(3.) The Village may also piggyback upon any contract or foreign bid or bid list specifically approved for piggybacking through the New York State Office of General Services, as well as foreign bids and bid lists (mainly, of sister States) that meet the above criteria for piggybacking.

(4.) It should be noted that in certain circumstances, favorable contracts will be the result of a mini bid process. For the avoidance of any doubt, the Village may utilize such contracts as long as they otherwise comply with law.

G. Cooperative Purchasing. (1) Utilization. Cooperative purchasing may be utilized. This is the action taken when two or more entities combine their requirements to obtain advantages of volume purchases, including administrative savings and other benefits. A variety of arrangements, whereby two or more public procurement entities (or agencies) purchase from the same supplier or multiple suppliers using a single Invitation for Bids (IFB) or Request for Proposals (RFP). Cooperative procurement efforts may result in contracts that other entities may “piggyback.” (e.g, PDF Pg. 7 of 26, [https://ogs.ny.gov/system/files/documents/2019/05/29\\_Cooperative%20Procurement.pdf](https://ogs.ny.gov/system/files/documents/2019/05/29_Cooperative%20Procurement.pdf))

(2) A cooperative contract is created when all agencies establish their requirements together and go out to bid for those requirements in a coordinated effort. Cooperative purchasing leverages purchasing volume and provides greater savings. This is when two or more local entities seek to purchase goods or services together, resulting in greater purchasing power and cost savings. Any city, town, village, county, fire or school district, BOCES, and improvement districts can sign an intergovernmental cooperative agreement to seek procurement together. (PDF Pg. 3 of 26, <https://nyssfa.com/resources/resource-library/cooperative-purchasing-piggybacking/199-cooperative-contracts-and-piggybacking/file>).

## 6. Minority- and Women-Owned Business Enterprise (M/WBE) Business Participation, Procurement and Contracting

In an effort to affirmatively increase procurement and contracting opportunities for minority- and women-owned business enterprises, the Village will solicit MBEs and/or WBEs as part of its procurement process, when appropriate. Solicitation may be undertaken via advertisements in minority publications or direct outreach by letter or email to identified State-

certified M/WBEs, or by working with a clearinghouse such as the Syracuse Minority Business Development Center. The Village's established purchase/contracting thresholds will apply. For purposes of the above, the M/WBE must be certified by Empire State Development (ESD) through the Division of Minority and Women Business Development (DMWBD). The Village will keep documentation of M/WBE solicitation in its records and any responses there to.

Section 3 Business Participation in Procurement and Contracting: For federally funded projects or activities subject to Section 3 of 24 CFR Part 135 of the Housing and Urban Development Act of 1968, as amended, the Village will, to the greatest extent feasible, facilitate participation of Section 3 residents and Section 3 businesses in the

procurement of goods and services pursuant to its Section 3 Participation Plan. Solicitation may be undertaken via advertisements in local publications encouraging Section 3 participation, or direct outreach by letter or email to identified Section 3 businesses or individuals included on the Department of Housing and Urban Development's Section 3 Businesses Registry. The Village's established purchase/contracting thresholds will apply. The Village will keep documentation of Section 3 solicitation in its records and any response(s) thereto.

## 7. Equal Employment Opportunity

**Policy Statement:** The Village of Bath is an Equal Opportunity Employer. The Village offers equal opportunity employment and employs qualified individuals, regardless of race, religion, age, national origin, sex, color, disability, citizenship, sexual orientation, creed, marital status, pregnancy, arrest/conviction record, genetic predisposition or carrier status, familial status, gender identity, veteran status, or any other class or status protected by federal, state, or local law. In accordance with this policy, and State and Federal laws, all employees or applicants have an equal opportunity for employment based upon qualifications and Village needs. No person shall be discriminated against in application for employment, in hiring, in employment compensation, benefits, training, on-the-job treatment, transfer or opportunity for advancement. The will practice good faith efforts to achieve equality of opportunity at all levels.

Likewise, the Board of Trustees prohibits employees, vendors, suppliers, visitors, customers, and any other non-employee from discriminating against Village of Bath employees based on these protected groups. Discrimination based on any of the above is strictly prohibited. The Village is responsible for ensuring that equal opportunity policy and principles comply with the Federal and State laws and that regulations are properly implemented. Employees are encouraged to discuss that equal opportunity employment policy with their immediate supervisor or the Village Mayor.

**Complaint Procedure:** An employee who believes that the actions or words of an employee or non-employee have violated this policy should report the behavior to the Village immediately. Any employee who violates this policy or knowingly retaliates against an employee reporting or complaining of a violation of this policy may be subject to immediate disciplinary action, up to and including termination from employment. Refer to Section 9.6 – Complaint Procedure and Investigations for information regarding how to file a complaint and the Village's investigation procedures.

Retaliation for filing a complaint is strictly prohibited.

### **Reappointment of Section 3 Coordinator:**

**RESOLUTION  
VILLAGE OF BATH BOARD OF TRUSTEES  
BATH, NEW YORK**

Date Approved: Monday, April 3, 2023

Intro Date: Monday, April 3, 2023

Introduced by: Trustee Bardeen

Seconded by: Trustee Causer

Vote:	Mayor Sweet	Aye	Nay	Abstain	Absent
	Trustee Causer	Aye	Nay	Abstain	Absent
	Trustee Bardeen	Aye	Nay	Abstain	Absent
	Trustee Muller	Aye	Nay	Abstain	Absent
	Trustee Coots	Aye	Nay	Abstain	Absent

**RESOLUTION DESIGNATING A SECTION 3 OFFICER  
FOR THE VILLAGE OF BATH**

**WHEREAS**, the Village of Bath is a recipient of the Community Development Block Grant (CDBG) funding through the United States Department of Homes and Community Renewal, administered by the New York State Governor’s Office for Small Cities; and

**WHEREAS**, the rules and regulations governing the Community Development Block Program require that the Village of Bath be responsible for ensuring compliance with Section 3 of the Housing and Urban Development Act of 1968, as amended, including the appointment of a Section 3 Officer to review and/or oversee compliance; now, therefore, be it

**RESOLVED**, that Bradley Hill, Village Code Enforcement Officer shall be designated as the Section 3 Officer for the Village of Bath for the 2023-24 Fiscal Year; and be it further

**RESOLVED**, that the position of Section 3 Officer shall be renewed annually.

**RESOLVED**, that the Village Board may, on its own initiative or on petition, amend, supplement, or repeal the provisions of this resolution in conformity with applicable rules and regulations and in their interpretation and application, the provisions of this resolution shall be held to be minimum requirements, adopted for the promotion of the public health, morals, safety, or the general welfare. Whenever the requirements of this resolution are at variance with the requirements of any other lawfully adopted rules, regulations, or ordinances, the most restrictive, or that imposing the highest standards, shall govern; and be it further

**RESOLVED**, that this Resolution shall take effect immediately.

**Labor Standards Officer:**

**RESOLUTION  
VILLAGE OF BATH BOARD OF TRUSTEES  
BATH, NEW YORK**

Date Approved: Monday, April 3, 2023

Intro Date: Monday, April 3, 2023

Introduced by: Trustee Bardeen

Seconded by: Trustee Coots

Vote:	Mayor Sweet	Aye	Nay	Abstain	Absent
	Trustee Causer	Aye	Nay	Abstain	Absent
	Trustee Bardeen	Aye	Nay	Abstain	Absent
	Trustee Muller	Aye	Nay	Abstain	Absent
	Trustee Coots	Aye	Nay	Abstain	Absent

**RESOLUTION DESIGNATING A LABOR STANDARDS OFFICER  
FOR THE VILLAGE OF BATH**

**WHEREAS**, the Village of Bath is a recipient of the Community Development Block Grant (CDBG) funding through the United States Department of Homes and Community Renewal, administered by the New York State Governor’s Office for Small Cities; and

**WHEREAS**, the rules and regulations governing the Community Development Block Program require that the Village of Bath to be responsible for ensuring compliance with Davis Bacon and Related Labor Standards Acts including the appointment of a Labor Standards Officer to review and/or oversee compliance; now, therefore, be it

**RESOLVED**, that Erin Bonacci, Director of Municipal Utilities, shall be designated as the Labor Standards Officer for the Village of Bath for the 2022-23 Fiscal Year; and be it further

**RESOLVED**, that the position of Labor Standards Officer shall be renewed annually.

**RESOLVED**, that the Village Board may, on its own initiative or on petition, amend, supplement, or repeal the provisions of this resolution in conformity with applicable rules and regulations and in their interpretation and application, the provisions of this resolution shall be held to be minimum requirements, adopted for the promotion of the public health, morals, safety, or the general welfare. Whenever the requirements of this resolution are at variance with the requirements of any other lawfully adopted rules, regulations, or ordinances, the most restrictive, or that imposing the highest standards, shall govern; and be it further

**RESOLVED**, that this Resolution shall take effect immediately.

**Fair Housing Officer:**

**RESOLUTION FOR FAIR HOUSING PLAN AND FAIR HOUSING OFFICER  
Village of Bath, New York**

At a Regular Meeting of the Board of Trustees of the Village of Bath, New York, held on April 3, 2023,

WHEREAS, the Board of Trustees of the Village of Bath, New York hereby adopted Steuben County's Fair Housing Plan, which was developed in accordance with: Title I of the Housing and Community Development Act of 1974, as amended The Fair Housing Act (Public Law 90-284, 42 USC 3601-20) Human Rights Law of the State of New York (Executive Law, Article 15), and

WHEREAS, in accordance with Steuben County's Fair Housing Plan, the Board of Trustees of the Village of Bath, New York shall appoint a Fair Housing Officer,

NOW, upon motion moved by Trustee Bardeen, seconded by Trustee Causer, with the Mayor and Trustees voting as follows:

Mayor Sweet	Aye
Trustee Causer	Aye
Trustee Bardeen	Aye
Trustee Coots	Aye
Trustee Muller	Absent

NOW THEREFORE BE IT RESOLVED, that the Village of Bath Code Enforcement Officer be and is hereby designated as the Village of Bath's Fair Housing Officer, and will:

1. Post Fair Housing and Affirmative Action posters in the Village Hall.
2. Place Fair Housing advertisements in official newspaper(s).
3. Post Fair Housing information on the Village's website.
4. Document housing discrimination complaints on a standard form.
5. Forward copies of all complaints to and, when appropriate, consult with the Fair Housing/Equal Opportunity Division of the HUD Office in Buffalo and/or the New York State Division of Human Rights in Rochester.
6. Compile information about fair housing-related services available to Village residents.
7. Host trainings for both residents and public and private stakeholders to promote information sharing amongst all interested parties.
8. Designate April as Fair Housing Month

**Shade Tree Proclamation:**

Motion made by Trustee Coots, seconded by Trustee Bardeen to approve the 2023 Shade Tree Proclamation for Arbor Day. All present were in favor and the motion was carried.

**Background Investigation Course – Cheresnowsky:**

Motion made by Trustee Coots, seconded by Trustee Causer to approve the Background Investigation Course on April 5, 2023 for Officer Cheresnowsky. All present were in favor and the motion was carried.

**Peer Specialist Training – Roberson:**

Motion made by Trustee Bardeen, seconded by Trustee Causer to approve the Peer Specialist Training on April 17 – 18, 2023 for Officer Roberson. All present were in favor and the motion was carried.

**Steuben County DWI Agreement:**

Motion made by Trustee Causer, seconded by Trustee Bardeen to approve the Steuben County DWI Agreement with the Village of Bath Police Department for 2023. All present were in favor and the motion was carried.

**Approve PD Summer Intern:**

Motion made by Trustee Coots, seconded by Trustee Causer to approve the Police Department Summer Intern from Keuka College with certificate of liability supplied. All present were in favor and the motion was carried.

**Resolution for Part Time Police Officer:**

RESOLUTION  
VILLAGE OF BATH BOARD OF TRUSTEES  
BATH, NEW YORK

DATE APPROVED: Monday, April 3, 2023 INTRO. DATE: Monday, April 3, 2023

INTRODUCED BY: Trustee Bardeen SECONDED BY: Trustee Coots

VOTE:	Mayor Sweet	<b>Aye</b>	Nay	Abstain	Absent
	Trustee Causer	<b>Aye</b>	Nay	Abstain	Absent
	Trustee Bardeen	<b>Aye</b>	Nay	Abstain	Absent
	Trustee Coots	<b>Aye</b>	Nay	Abstain	Absent
	Trustee Muller	Aye	Nay	Abstain	<b>Absent</b>

TITLE: Appointment of Seth Zawko as Part-time Police Officer for the Village of Bath.

WHEREAS, the Bath Village Police Officer in Charge had previously announced the need to hire part-time police officers in an effort of having sufficient personnel to cover vacations and sick leave in order to keep police department over-time to manageable levels.

WHEREAS, the Bath Village Chief of Police, Colin Taft, with approval of the Village Board, is authorized to maintain up to nine (9) part-time police officer positions, and is recommending that the Bath Village Board of Trustees appoint Seth Zawko effective April 17, 2023, to the position of Part-time Police Officer contingent upon the following:

- Due to him being a retired sergeant with the Horseheads PD, he will be paid for his experience starting at \$38.49/hour.

- The Village will compensate, pursuant to the collective bargaining agreement with the Bath Police Benevolent Association, only those hours worked during Supervised Field Training and hours assigned to him after successfully completing the Basic Course for Police Officers.
- Seth Zawko will remain on a probationary period not to exceed 18 months from the date of appointment.

BE IT RESOLVED, that the Village of Bath Board of Trustees is hereby appointing Seth Zawko to the position of Part-time Police Officer, contingent on the aforementioned stipulations and said appointment shall be effective April 17, 2023.

**Approve Purchase of Police Department Vehicle:**

Motion made by Trustee Coots, Second by Trustee Bardeen to approve the purchase of the 2023 Chevrolet Tahoe for \$69,882.33 to include upfitting. All present were in favor and the motion was carried.

**Adjournment:**

Motion made by Trustee Bardeen, seconded by Trustee Causer to adjourn the regular meeting at 5:40 p.m. All present were in favor and the motion was carried.

Respectfully Submitted:

Jacqueline Shroyer  
Clerk/Treasurer