

**BOARD OF TRUSTEES MEETING  
VILLAGE OF LAKEWOOD  
November 13, 2023**

The nineteenth meeting of the Board of Trustees of the Village of Lakewood, N.Y., was held, Monday, November 13, 2023, 6:30 P.M.

Present:	Randall G. Holcomb	Mayor
	Ellen E. Barnes	Trustee
	Richard Fischer	Trustee
	Nancy W. Jones	Trustee
Also Present:	Apryl L. Troutman	Village Clerk/Treasurer
	Krysten Sisson	Village Deputy Clerk
	Christopher A. DePonceau	Police Chief
	Thomas R. Pilling	DPW Supervisor
	Kurt Hallberg	Fire Chief
	Jeff Swanson	Building Inspector
Absent:	Ben Troche	Trustee
	John I. LaMancuso	Village Attorney

A work session was held with no action taken.

**APPROVAL OF MINUTES**

Motion by Trustee Jones, seconded by Trustee Fischer, to approve the minutes of the last meetings of the Board of Trustees held on October 10, 2023 & October 23, 2023.

Adopted: 3 ayes, no nays (Barnes, Fischer, Jones)

**AUDIT OF CLAIMS**

Motion by Trustee Barnes, seconded by Trustee Jones, that the claims as audited by the Auditing Committee of the abstracts dated October 27, 2023 and November 13, 2023, be approved and that the Clerk shall execute said abstracts and direct payment by the Treasurer.

- Abstracts (#22 & #22) General Fund: \$82,166.93, (checks #20170 thru #20214), Trust & Agency Fund: \$65,166.91 (checks # 7908 thru #7942)
- Abstracts (#24 & #24) General Fund: \$277,495.01, (checks #20215 thru #20265), Trust & Agency Fund: \$59,386.37 (checks # 7944 thru #7975) Voided check #20246, ACH to M&T bank.

Adopted: 3 ayes, no nays (Barnes, Fischer, Jones)

**REPORTS**

**Mayor Randall G. Holcomb:**

- Thanked all the voters in the Village of Lakewood for having trust in Ellen, Rich and himself. Even though no one ran against them, he thanked everyone who voted for them.

**DPW Supervisor Thomas Pilling:**

- Leaf pick up should be wrapped up in the next couple days.
- The new pickup truck has arrived and is at Southern Tier Trailer to get the flatbed and the plow installed.
- 137 E Terrace has a boatlift in the ROW and 1 Pine St. has a dock in the ROW. Letters need to be sent to have them removed.
  - o Deputy Clerk Krysten Sisson stated that she would get letters sent to the addresses stated above.

## November 13, 2023 (continued)

### Police Chief Chris DePonceau:

- Between the dates of 10/10/2023 and 11/13/2023 the police department has handled 800 incidences, some of these incidences include the following:
  - o 29 alarms, 12 animal complaints, 234 Area/Door/Business Checks, 39 assist to other agencies (fire & PD), 10 wellbeing checks, 9 disorderly people, 10 harassments, 12 larceny's, 27 MVAs, 19 Peace Officer, 74 property checks, 6 shoplifting, 10 suspicious situations, 11 suspicious people, 6 unwanted persons, 12 vehicle misc. complaints, 54 VT stops, 24 warrants (checked & served).
- The police department has had 7,814 called year to date.
- The department is struggling due to an employee shortage.

### Fire Chief Kurt Hallberg:

- Lakewood Fire Department has run 963 alarms year to date
- 99 calls within the month of October.
- On the 24<sup>th</sup> the day of the Motel fire, there were a total of 11 calls.
  - o 8 EMS and 3 fires, both ambulances where running most of the day.
- He commends all his members on the work that they put in.
- The Fire Company paid the last payment on the ladder truck.

### Village Treasurer Apryl L. Troutman:

- The village received the sale tax distribution payment from Chautauqua County .
  - o \$277,157.69 (\$20,190 more than last years).

### Village Clerk Apryl L. Troutman

- Sexual Harassment training as been completed.
- The new fire alarm system has been installed.
  - o This was a project from last year's budget.
- Tim Barren took a look at the sign in front of the village building and made the suggestion that we get a new sign due to the poor condition of the wood from the current sign. He sent a contractor to look at it and he also suggested the same thing.
  - o Mayor Holcomb asked for the office to come up with some new sign options and we can make the decision for there.

### Code Enforcement Officer Jeff Swanson

- Mr. Sykes and Mr. Swanson attended the NYSEDA training for clean energy homes in Buffalo, NY. They talked about how all homes 7 stories and under will have to go all electric by 12/31/2023. At this meeting they made it sound like that is being extended to 12/31/2024. Jeff asked if they were thinking about the Amish community and rural America and they wouldn't answer any questions at the training.
- Mr. Sykes has completed 5 out of the 6 trainings to become a code enforcement officer. He is doing very well and will be completed shortly.
- Still hearing rumors that Mr. Bailey is going to be selling all this properties to someone in Canada with investors in NYC. Someone told him that the closing date is supposed to be within the month of November. He also heard that the house on the corner of Shadyside and Fairmount is going to be a \$750,000 house.
  - o Trustee Barnes asked if that was a condemned house.
    - Jeff added that yes it is and that he placarded the house.
- Trustee Barnes asked Mr. Swanson if he knew anything about all the LLC's popping up.
  - o Mr. Swanson added that when people do create LLC's they have to register/file them with the DOS.
  - o Trustee Barnes added that the issue is they are so hard to track down.
- There have been several complaints about the lights at the Rock Church. Mr. Swanson went and talked to them and they did angle the lights down. Mr. Swanson stated that the complaints are coming from Cherry Lane, he added that he went up there after a meeting last Monday night and could not see the lights from the church on Cherry Lane.

**November 13, 2023 (continued)**

- Trustee Barnes asked if the lights were becoming more of a bother since they were switched to LED.
- The Mayor added that he has also been receiving complaints about the light and that he received a letter from the person who has been having issues. (see attached letter for reference)
- Trustee Fischer brought up to Mr. Swanson the place that has a hole in the roof on Olive St.
  - Mr. Swanson stated that he talked to the post office and there is no forwarding address for the place. Every time letters are sent we get them back. He also added that he placarded the place and he hasn't heard anything.
- Trustee Fischer asked about Winning Trees sign at the Village beach and wanted to know if it is allowed to be there.
  - Mr. Swanson stated that those types of signs are not permitted. He added that in the past he used to go around and take the signs down, once in the spring and once around the 4<sup>th</sup>. He asked Mayor Holcomb if that is something he would be interested in him doing. He also mentioned that once signs are taken down they have to be kept for 90 days before disposed of. Mr. Swanson stated that if the board would like the signs removed around the village he would suggest taking them down 1 week before Memorial Day and before Mr. Pilling and his crew starts leaf pick up in the fall.

**RESOLUTION #194-2023: AUTHORIZE MR. SWANSON TO REMOVE SIGNAGE WITHIN THE VILLAGE**

Motion by Trustee Fisher, seconded by Trustee Jones, to authorize Mr. Swanson to remove signage that goes against Village of Lakewood code during the week before Memorial Day and before Mr. Pilling and his crew start leaf clean up.

- Mr. Pilling stated he could provide a person to assist.

Adopted: 3 ayes, no nays (Barnes, Fischer, Jones)

**OLD BUSINESS**

**DISCUSSION OF THE PERSONNEL POLICIES & PROCEDURES**

Motion by Trustee Barnes, seconded by Trustee Jones, to table the discussion of the Personnel Policies & Procedures.

**RESOLUTION #195-2023: APPROVE AN AMENDMENT TO THE CURRENT CSEA AGREEMENT**

Motion by Trustee Fischer, seconded by Trustee Barnes, to approve an amendment to the current CSEA agreement.

Adopted: 3 ayes, no nays (Barnes, Fischer, Jones)

**NEW BUSINESS**

**RESOLUTION #196-2023: TO AUTHORIZE THE FOLLOWING TO ATTEND ANNUAL FALL TRAINING**

Motion by Trustee Jones, seconded by Trustee Barnes, to authorize the following listed below to attend the Southern Tier West's Annual Fall Training at the Jamestown Community College Campus, Jamestown NY, on November 15, 2023:

- a. Apryl Troutman – Village Clerk/Treasurer
- b. Krysten Sisson – Village Deputy Clerk
- c. Nancy Jones – Board Trustee
- d. Ellen Barnes – Board Trustee
- e. Ben Troche- Board Trustee
- f. Jack McCray – Zoning Board member
- g. Gary Segrue – Chairman, Zoning Board
- h. William Chandler – Zoning Board member
- i. John Jablonski – Zoning Board member
- j. Lou Drago- Zoning Board member
- k. Jeff Swanson- Code Enforcement Officer

Adopted: 3 ayes, no nays (Barnes, Fischer, Jones)

November 13, 2023 (continued)

**DISCUSSION OF THE AGREEMENT FOR LAW ENFORCEMENT SHARED SERVICES**

Motion by Trustee Barnes, seconded by Trustee Fisher, to table the discussion on the agreement between the Village of Lakewood and the Town of Busti for law enforcement shared services within the Town of Busti.

**DISCUSSION OF THE AGREEMENT FOR LAW ENFORCEMENT TO PROVIDE AN OFFICER TO THE TOWN OF BUSTI**

Motion by Trustee Barnes, seconded by Trustee Fisher, to table the discussion on the agreement between the Village of Lakewood and the Town of Busti that provides a law enforcement officer to Busti on a part-time basis to act as a court officer in the Town of Busti Justice Court.

Adopted: 3 ayes, no nays (Barnes, Fischer, Jones)

**RESOLUTION #197-2023: APPROVE NEW MEMBER TO THE LAKEWOOD FIRE DEPARTMENT**

Motion by Trustee Fischer, seconded by Trustee Jones, the Board of Trustees, acting as the Board of Fire Commissioners, to approve Mr. Nicolas Feldt, 64 Butler Ave. Celeron, NY 14720, to be established as an active member of the Lakewood Fire Department and receive out of district status. Also to approve Thomas Cocker, 91 Erie St. Lakewood, NY 14750, to be established as an active member of the Lakewood Fire Department.

Adopted: 3 ayes, no nays (Barnes, Fischer, Jones)

**RESOLUTION #198-2023: REMOVE A MEMBER OF THE LAKEWOOD FIRE DEPARTMENT**

Motion by Trustee Barnes, seconded by Trustee Fischer, the Board of Trustees, acting as the Board of Fire Commissioners, to remove Rachel Johnson as an active member of the Lakewood Fire Department as she did not receive a favorable 6 month vote.

Adopted: 3 ayes, no nays (Barnes, Fischer, Jones)

**RESOLUTION #199-2023: APPROVE A FIVE YEAR EMS EQUIPMENT PREVENTATIVE MAINTENANCE CONTRACT**

Motion by Trustee Fischer, seconded by Trustee Jones, to approve a five (5) year EMS Equipment Preventative Maintenance contract between the Village of Lakewood and Stryker Medical; \$63,838 total, \$12,767.60 paid annually.

- Mr. Hallberg added that the contract will cover 5 items of equipment in each ambulance (10 items in total) these items include:
  - o Stair chair
  - o Lifepack 15
  - o Auto Load System
  - o Stretcher
  - o LUCAS CPR Machine

Adopted: 3 ayes, no nays (Barnes, Fischer, Jones)

**RESOLUTION #200-2023: AUTHORIZE VILLAGE TREASURER APRYL L. TROUTMAN TO MAKE BUDGET MODIFICATIONS**

Motion by Trustee Jones, seconded by Trustee Fischer, authorize Village Treasurer Apryl L Troutman to make the following budget modifications for budget shortfalls –

- a. Increase revenue account A101120.00 {Non-property tax distribution} by \$12,800 and increase expenditure account A4540.46 {EMS Operations & Maintenance} by \$12,800
- b. \$13,625 from A5110.40 {Street Maintenance - Contractual} to A5110.46 {Street Maintenance – Tree Service}
- c. \$10,000 from A3120.12 {Police – Salaries - Part-time} to A3120.11 {Police – Salaries - Overtime}

Adopted: 3 ayes, no nays (Barnes, Fischer, Jones)

**RESOLUTION #201-2023: AUTHORIZE VILLAGE TREASURER APRYL L. TROUTMAN TO MAKE A FUND TRANSFER**

Motion by Trustee Jones, seconded by Trustee Fischer, to authorize Village Treasurer Apryl L Troutman to make the following fund transfer to pay for the Petroleum Bulk Storage application fee (five year renewal) –

a. \$800.00 from T1093.71 {Fuel Facility O&M Surcharge} to A5110.40 {Street Maintenance - Contractual}  
Adopted: 3 ayes, no nays (Barnes, Fischer, Jones)

**November 13, 2023 (continued)**

**RESOLUTION #202-2023: APPROVE THE PURCHASE OF A SHARED BUCKET TRUCK**

Motion by Trustee Barnes, seconded by Trustee Fischer, to approve the purchase of a shared Bucket Truck with the Town of Busti and Town of Kiantone for the DPW, with the Village of Lakewood paying 1/3 of the cost (\$10,000).  
Adopted: 3 ayes, no nays (Barnes, Fischer, Jones)

**RESOLUTION #203-2023: APPROVE THE RENEWAL OF EMPLOYEE HEALTH INSURANCE AND VISION CARE**

Motion by Trustee Fischer, seconded by Trustee Jones, to approve the renewal of the 2023 Employee Health Insurance Univera Access Gold 2 plan and VSP Vision Care.  
Adopted: 3 ayes, no nays (Barnes, Fischer, Jones)

**RESOLUTION #204-2023: APPOINT VILLAGE DEPUTY CLERK**

Motion by Trustee Barnes, seconded by Trustee Jones, to appoint Krysten G. Sisson, 127 North Dow St. Falconer New York 14733, as the Village Deputy Clerk with a salary of \$39,520 per year. After a 6 month probationary period from date of original hire, the salary will increase to \$41,600.  
Adopted: 3 ayes, no nays (Barnes, Fischer, Jones)

**RESOLUTION #205-2023: APPOINT VILLAGE DEPUTY TREASURER**

Motion by Trustee Barnes, seconded by Trustee Jones, to appoint Stephanie A. DePonceau, 1478 Southwestern Dr. Lakewood, NY 14750, as the Village Deputy Treasurer with a salary of \$39,520 per year. After a 6 month probationary period from date of original hire, the salary will increase to \$41,600.  
Adopted: 3 ayes, no nays (Barnes, Fischer, Jones)

**RESOLUTION #206-2023: APPOINT VILLAGE CLERK/TREASURER**

Motion by Trustee Jones, seconded by Trustee Fischer, to appoint Apryl L. Troutman, 8 Winding Way, Lakewood NY 14750, as the Village Clerk/Treasurer with a salary of \$60,000.  
Adopted: 3 ayes, no nays (Barnes, Fischer, Jones)

**RESOLUTION #207-2023: ACCEPT THE RESIGNATION OF A LAKEWOOD FIRE DEPARTMENT MEMBER**

Motion by Trustee Barnes, seconded by Trustee Jones, the Board of Trustees, acting as the Board of Fire Commissioners, to approve the resignation of Tage Coil, and remove as an active member from the Lakewood Fire Department.  
Adopted: 3 ayes, no nays (Barnes, Fischer, Jones)

**RESOLUTION #208-2023: APPROVE THE PURCHASE OF TWO SIGNS FOR THE BARK PARK**

Motion by Trustee Barnes, seconded by Trustee Jones, to purchase two new signs for the Lakewood Bark Park, at the cost of \$100. Labor for the signs was donated by Tim Barron.  
Adopted: 3 ayes, no nays (Barnes, Fischer, Jones)

**RESOLUTION #209-2023: AUTHORIZE VILLAGE TREASURER APRYL L. TROUTMAN TO MAKE A FUND TRANSFER**

Motion by Trustee Fischer, seconded by Mayor Holcomb, to authorize village treasurer Apryl L. Troutman to make the following fund transfer to pay for the signs made and installed at the Bark Park:

- a. \$100.00 from T1093.60 {Lakewood Dog Park} to A7140.40 {Playgrounds - Contractual}

Adopted: 3 ayes, no nays (Barnes, Fischer, Jones)

**RESOLUTION #210-2023: TRANSFER OF A TRAILER TO THE FIRE COMPANY**

Motion by Trustee Barnes, seconded by Trustee Jones to transfer a 1992 PA/MA trailer from the Village of Lakewood to the Lakewood Fire Company.  
Adopted: 3 ayes, no nays (Barnes, Fischer, Jones)

**EXECUTIVE SESSION**

Present at the executive session, were Mayor Holcomb, Trustees Barnes, Fischer and Jones. Clerk/Treasurer Apryl Troutman, Deputy Clerk Krysten Sisson and Police Chief Chris DePonceau.

**November 13, 2023 (continued)**

**EXECUTIVE SESSION (Adjournment)**

Motion by Trustee Barnes, seconded by Trustee Fischer, and unanimously carried to adjourn the executive session and re-open the regular meeting of the Board of Trustees at 8:07 PM.

Adopted: 3 ayes, no nays (Barnes, Fischer, Jones)

**RESOLUTION #211-2023: APPROVE TO INCREASE THE PAY RATE OF THE PART TIME POLICE OFFICERS.**

Motion by Trustee Barnes, seconded by Trustee Fischer to increase the pay rates of the following officers:

- Noel Guttman, 6057 Portage Rd. Mayville, NY 14757: **Pay Rate- \$27.00**
- Douglas Goodwin: 2748 Mitchell Road, Jamestown, NY 14701: **Pay Rate- \$27.00**
- Jared Gustafson: 9 East Ave P.O. Box 1018, Sinclairville, NY 14782: **Pay Rate-\$27.00**
- Andrew Shilling; 3691 Baker Street, Lakewood, NY 14750: **Pay Rate-\$23.00**

Adopted: 3 ayes, no nays (Barnes, Fischer, Jones)

**REGULAR MEETING (Adjournment)**

Motion by Trustee Barnes, seconded by Trustee Fischer, and unanimously carried to adjourn the regular meeting of the Board of Trustees at 7:50 PM.

Adopted: 3 ayes, no nays (Barnes, Fischer, Jones)

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Krysten G. Sisson  
Village Deputy Clerk