

**OFFICIAL MINUTES OF THE BOARD OF TRUSTEES  
FOR THE VILLAGE OF BATH  
REORGANIZATIONAL MEETING  
APRIL 5, 2021**

This meeting of the Board of Trustees of the Village of Bath was held on the 5th day of April 2021 at the Village of Bath, Village Hall, located at 110 Liberty St., Bath, NY 14810. This meeting was called to order by Deputy Mayor Karen Causer at 5:00 p.m.

**Present:**

Deputy Mayor/Trustee:	Karen Causer
Trustee:	Mark Bardeen
Trustee:	Melanie Coots
Trustee:	Jeffrey Muller
Officer in Charge:	Colin Taft
Attorney:	Aaron Mullen
Clerk/Treasurer:	Jacqueline Shroyer

**Absent:**

Mayor:	Michael Sweet
Code Enforcement:	Bradley Hill
Street Superintendent:	Thomas Gutow
BEGWS Director:	Erin Bonacci

**Residents:**

Dillon Lewis  
Sam Patterson

**Public Hearing:**

**Budget 2021 – 2022 – 0.00% Increase**

Public hearing on the 2021 – 2022 budget was opened at 5:00 p.m.

No questions regarding the budget and no discussion.

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

**Appointments:**

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

Jim Peek – Shade Tree 2 year term  
Pete Langendorfer – Shade Tree 3 year term  
Jeff Muller – Shade Tree 3 year term  
James M. Deats – Planning Board 2 year term  
Matt Burns – Planning Board 2 year term  
Maryellen Becken – Planning Board 3 year term

Joe Dunning – Planning Board 3 year term  
Tom Sears – Zoning Board 3 year term

**Correspondence:**

**Hazel Buck – Wednesday Farmer’s Market:**

Motion made by Trustee Coots, seconded by Trustee Bardeen to approve the request from Hazel Buck for the use of Pulteney Park for the Wednesday Farmer’s Market. There was discussion regarding the Wednesday Farmer’s Market regarding last year’s market and how it did not seem to thrive or be an actual farmer’s market. Trustee Coots was going to reach out to Hazel to discuss the plan for this year. The motions were withdrawn.

Motion made by Trustee Bardeen, seconded by Trustee coots to table the correspondence for the next meeting on Monday, April 19, 2021. All present were in favor and the motion was carried.

**New Business:**

**Budget 2021 – 2022:**

Motion made by Trustee Coots, seconded by Trustee Bardeen to approve the Village of Bath’s 2021-2022 fiscal year budget with a 0.00% increase to taxes. All present were in favor and the motion was carried.

**Mayoral Appointments/Designation of Areas of Responsibility of the Board:**

Motion made by Trustee Bardeen, seconded by Trustee Coots to approve the following appointments for 2021-2022. All present were in favor and the motion was carried.

**2021-2022  
Village of Bath  
Mayoral Appointments**

Deputy Clerk/Treasurer (One Year)	Stephany Bartusiak
Acting Village Justice (One Year)	Vernard Anderson
Deputy Registrar (One Year)	Stephany Bartusiak
Deputy Mayor (One Year)	Karen Causer
Official Newspaper	The Corning Leader
Official Depositories	Five Star Bank
	Chemung Canal Trust Company

**Liasion Assignments**

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

Town of Bath  
Village Hall

Trustee Bardeen  
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 Muller
Shade Tree	Trustee Muller
Technology	Trustee Bardeen
Utilities	Trustee Muller
Zoning	Trustee Muller
Policies and Procedures	Trustee Bardeen
Employee Handbook	Trustee Coots
Village Sign	Trustee Muller
Comprehensive Plan	Trustee Causer
Street Lighting	Trustee Muller
Communications / Facebook	Trustee Coots

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

Motion made by Trustee Coots, seconded by Trustee Muller to approve the following 2021-2022 Village meeting dates. All present were in favor and the motion was carried.

### **Village of Bath Meeting Dates for 2021 – 2022**

Official meeting will be held on the third Monday of each month unless stated otherwise. Meetings will be held at the Village Board Room 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.

Monday April 19, 2021	Regular Meeting
Monday May 17, 2021	Regular Meeting
Monday June 21, 2021	Regular Meeting
Monday July 19, 2021	Regular Meeting
Monday August 16, 2021	Regular Meeting
Monday September 20, 2021	Regular Meeting
Monday October 18, 2021	Regular Meeting
Monday November 15, 2021	Regular Meeting

Monday December 20, 2021	Regular Meeting
Tuesday January 18, 2022	Regular Meeting
Tuesday February 2, 2022	Regular Meeting
Monday March 21, 2022	Regular Meeting
Monday April 4, 2022	Re-Org Meeting

**Village of Bath Holidays:**

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

**Village of Bath  
2021-2022 Holidays**

Monday May 31, 2021	Memorial Day
Monday July 5, 2021	Independence Day
Monday September 6, 2021	Labor Day
Monday October 11, 2021	Columbus Day
Thursday November 11, 2021	Veterans Day
Thursday November 25, 2021	Thanksgiving
Friday November 26, 2021	Day After Thanksgiving
Friday December 24, 2021	Christmas Eve
Monday December 27, 2021	Christmas
Friday December 31, 2021	New Year's Eve
Monday January 3, 2022	New Year's Day
Monday January 17, 2022	Martin Luther King Jr. Day
Monday February 21, 2022	Presidents' Day
Friday April 15, 2022	Good Friday

**Tax Levy Resolution:**

**Resolution 04-5-2021**

Upon the motion of Trustee Coots, seconded by Trustee Bardeen, to approve Resolution 04-05-2021 Tax Levy for 2021-2022.

Whereas, the Village Board of Trustees has adopted a budget for the fiscal year 2021-2022 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 2021-2022:

General Fund Tax Levy	\$2,974,241.00
Assessed Valuation	220,688,295.00
Tax Rate per 1000	13.47711

Total Taxes for 2020-2021 Budget	\$2,974,241.00
Delinquent Water Rents/Units & Charges	17,760.82
Delinquent Sewer Rents/Units & Charges	19,473.27

Omitted Tax Re-levies	\$1,401.54
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Tax Map Number	Amount
159.09-01-032.000	\$312.50
159.53-01-032.000	\$600.00

Total Tax Levy	\$3,012,387.59
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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 Muller, seconded by Trustee Bardeen to approve the investment policy for the Village of Bath. 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 5, 2021      Intro Date: Monday, April 5, 2021

Introduced by: Trustee Coots      Seconded by: Trustee Bardeen

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

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 5, 2021                      Intro Date: Monday, April 5, 2021

Introduced by: Trustee Muller                                      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

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.

**Approve BEGWS Budget:**

Motion made by Trustee Muller, seconded by Trustee Bardeen to approve the Bath Electric, Gas and Water Systems budget for 2021-2022 fiscal year. All present were in favor and the motion was carried.

**Communicable Disease Plan:**

Motion made by Trustee Coots, seconded by Trustee Bardeen to approve the Village of Bath’s Communicable Disease Plan. All present were in favor and the motion was carried.

**Part Time Police Officer Resolution:**

RESOLUTION  
VILLAGE OF BATH BOARD OF TRUSTEES  
BATH, NEW YORK

DATE APPROVED: Monday, April 5, 2021 INTRO. DATE: Monday, April 5, 2021

INTRODUCED BY: Trustee Coots SECONDED BY: Trustee Bardeen

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

TITLE: Appointment of Beau Roberson 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 Officer in Charge, 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 Beau Roberson effective April 6, 2021, to the position of Part-time Police Officer contingent upon the following:

- Satisfactorily passing the background investigation conducted by the Bath Village Police Department.
- Satisfactorily passing the psychological examination for employment
- Satisfactorily passing a medical examination or providing satisfactory proof to the Officer in charge that he is medically and physically fit to perform the duties of a part-time police officer.

- All costs (tuition, lab fees, etc.) associated with the Basic Course for Police Officers at the Southern Tier Law Enforcement Academy, located at Corning Community College are the responsibility of Beau Roberson.
- 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.
- Beau Roberson 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 Beau Roberson to the position of Part-time Police Officer, contingent on the aforementioned stipulations and said appointment shall be effective April 6, 2021.

**Updated Travel Policy:**

Motion made by Trustee Muller, seconded by Trustee Coots to approve the updated Travel Policy for the Village of Bath. All present were in favor and the motion was carried.

**Mossy Bank Camera's:**

Motion made by Trustee Muller, seconded by Trustee Coots to approve the camera quote from Eastern Security in the amount of \$3,732.00, whereas \$1,770 will be paid from the nature center budget and \$1,962 will be paid from the Mossy Bank Contractual budget. All present were in favor and the motion was carried.

**Adjourn Reorganizational Meeting/Executive Session:**

Motion made by Trustee Bardeen, seconded by Trustee Muller to adjourn the reorganizational meeting of the Board of Trustees of the Village of Bath at 5:31 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 and potential litigation. All present were in favor and the motion was carried.

**Return to Reorganizational Meeting Session:**

Motion made by Trustee Muller, seconded by Trustee Bardeen to return to reorganizational meeting session at 5:52 p.m. All present were in favor and the motion was carried.

**Letter from Jim Pitt:**

Motion made by Trustee Muller, seconded by Trustee Coots to acknowledge the receipt of the letter from Jim Pitt on the Shade Tree Committee. All present were in favor and the motion was carried.

**Adjournment:**

Motion made by Trustee Bardeen, seconded by Trustee Coots to adjourn the regular meeting at 5:53 p.m. All present were in favor and the motion was carried.



Respectfully Submitted:

Jacqueline Shroyer  
Clerk/Treasurer