

BARTON VILLAGE INC.
MEETING OF THE TRUSTEES
DRAFT MINUTES
MARCH 12, 2018 6 PM

PRESENT: Nate Sicard, Cathy Swain, Tin (Justin) Barton-Caplin, Evan Riordan, Kate Kran

- A. Call to Order: Called to order by NS at 6:03 p.m.
- B. Changes to Agenda / Additions or Deletions
 - a. JBC motioned to add Red Cross Agreement and Custodian Job Description Discussion, CS seconded. Unanimous approval.
- C. Meeting Minutes February 26, 2018
 - a. CS motioned to approve February 26, 2018 minutes, JBC seconded. Unanimous approval.
- D. Privilege of the Floor
 - a. None
- E. Old Business
 - a. Annual Meeting Preparation
 - i. Discussion of final Annual Meeting Preparation & materials
 - b. Red Cross
 - i. CS discussed the possibility of being an emergency location for when schools have an active shooter situation
 - ii. CS provided an update on American Red Cross Emergency Shelter agreement
 - c. Custodian Job Description
 - i. JBC put the Custodian job description, making in line with other BVI job descriptions
 - ii. CS will review a final time for actual job specifications
 - iii. No action taken
- F. New Business
 - a. Kathleen Hill – Water / Sewer Abatement Request
 - i. Discussion of Water / Sewer Abatement and review of Abatement Ordinance criteria
 - ii. JBC motioned to approve an abatement of \$131.25 related to estimated sewer charges for when the pipes burst, CS seconded. Unanimous approval
 - iii. JBC to draft letter to Ms. Hill
 - iv. Estimation: 11/06/2017-12/07/2017 usage = 2000 gallons; 12/07/2017-01/08/2018 usage = 23,000 Estimated water usage related to burst pipe: 21,000. 21,000 gallons x \$0.006250/gallon (metered sewer charge) = \$131.25
 - b. Coin Drop Application - BASSI
 - i. JBC motioned to approve the BASSI Coin Drop Application contingent on receipt of Coin Drop Insurance Rider for June 30, 2018, NS seconded.
Approved 2 – 0 – 1 (CS abstained given her relationship with BASSI)

G. Other:

- a. Approval of Bills, Warrants, and previous Warrants signed.
 - i. JBC motioned to approve bills, warrants, and previous warrants signed, CS seconded. Unanimous approval.
- b. Trustee Mail
 - i. No action
- c. Office / Facilities
 - i. Rental Agreements
 - 1. CS motioned to authorize BVI staff to authorize rental agreements as Duly Authorized Agents as long as the facility agreement complies with the facility policy and does not require further action by Trustees, JBC seconded. Unanimous approval.
 - ii. Water / Sewer Fees at Barton Fired Dept
 - 1. Discussion of two meters at Barton Fire Dept.
 - 2. No action taken until further information gained
 - iii. Generator Maintenance
 - 1. Discussion of need for Trustee action. Recommendation for staff to follow procurement policy and engage a contractor for generator maintenance service.
 - 2. No action taken

H. Executive Session:

- a. JBC motioned to enter Executive Session to discussion Personnel issues at 8:03 p.m. with no staff present, CS seconded. Unanimous approval.
- b. JBC motioned to exit Executive Session at 9:12 p.m., CS seconded. Unanimous approval.
- I. Adjourn: JBC motioned to adjourn at 9:13 p.m., CS seconded. Unanimous approval.

Date of Next Meeting: Annual Meeting March 13th, 2018

Date of Next Regular Meeting: March 26th, 2018

Submitted by Tin (Justin) Barton-Caplin | Board Clerk

Attested by Shelia Martin | Village Clerk