**BOARD OF TRUSTEES MEETING**
**VILLAGE OF LAKEWOOD**
**November 9th, 2026**

The eighteenth meeting of the Board of Trustees of the Village of Lakewood, N.Y., was held, Monday, November 9th, 2026, 6:30 P.M

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| Present: | Randall G. Holcomb | Mayor |
| | Ellen E. Barnes | Trustee |
| | Scott A. Cooper | Trustee |
| | John L. Shedd | Trustee |
| Also Present: | Apryl Troutman | Village Clerk/Treasurer |
| | Shaunah Pilling | Deputy Clerk |
| | Kurt Hallberg | Fire Chief |
| | John C. Certo | DPW Supervisor |
| | Matthew Bentley | Police Chief |
| Absent: | Ben J. Troché | Deputy Mayor/Trustee |
| | Marilyn Fiore-Lehman | Village Attorney |

**A work session was held with discussion on the Chautauqua Avenue Parklet tree removal.**

## APPROVAL OF MINUTES

Motion by Trustee Barnes, seconded by Trustee Shedd, to approve the minutes of the last meeting of the Board of Trustees held on October 26th, 2026.
Adopted: 3 ayes, no nays (Barnes, Cooper, Shedd)

## AUDIT OF CLAIMS

Motion by Trustee Cooper, seconded by Trustee Shedd that the claims as audited by the Auditing Committee of the abstracts dated November 9th, 2026 be approved and that the Clerk Department shall execute said abstract and direct payment by the Treasurer Department.

Abstracts (#22 & #22)

- T&A Fund: Abstract #22 $50,771.04 (checks #10745 thru #10778)
- General Fund: Abstract #22 $210,163.7 (checks #23007 thru #23048)
  - VOIDED CHECKS:
    - #23031 – M&T Bank, ACH to vendor
    - #23032 – National Grid, ACH to vendor
    - #23047 – Windstream, ACH to vendor

Adopted: 3 ayes, no nays (Barnes, Cooper, Shedd)

## REPORTS

**DPW Supervisor John C. Certo:**
The crew has been out collecting leaves this last week, so far, they have picked up 43 loads. They will continue to pick up leaves as weather allows. There is snow in the forecast, so they will begin getting the plow trucks ready for that.

- **Trustee Shedd** asked if there is a salt shortage this year.

- **DPW Supervisor Certo** has not heard anything on a shortage. The cost of salt did rise exponentially, it went from $69.40 a ton to $97.40 a ton. Three loads ended up costing around $12,000.
- **Trustee Barnes** asked if there are any updates on the roof repairs at Village Hall.
- **DPW Supervisor Certo** said he is waiting on the second quote and would report back once he receives that.

**Police Chief Bentley:**
Since the last meeting the LBPD has handled 547 calls. The police department received a $250 donation from Tractor Supply on November 7th. Officer Swan and Chief Bentley participated in trunk or treat at Southwestern Elementary School, which had about 750 children in attendance. Lastly, Chief stated he was going to meet with Steve LaTone from Painting Unlimited in the next week to discuss the logistics of painting the police department.

**Fire Chief Hallberg:**
905 alarms so far this year. The calls are down from last year, but that's ok because they still get interesting ones often.

**Code Enforcement Officer Swanson:**
CEO Swanson stated that he has been receiving some goofy complaints and he often brings Clerk/Treasurer Troutman with him to look as these complaints. He also received a complaint on Baxter about a fiberglass structure placed on a property that was just in the county tax sale. He informed the Police Chief and will continue to look into this.
He finally got ahold of the County Landbank for demolition of the properties on Linwood Avenue and the corner of Fairmount Avenue and Jones Street. Bid openings for the demolition are on November 18th, so the structures should be down by the first of the year.
He recommended to the Board that the furnace and other appliances should be serviced biannually after noticing that the furnace was not working properly.
Finally, CEO Swanson received a call on November 7th about 126 East Fairmount Avenue. He asked if the Board would allow him to issue a permit to allow work to begin there. He also stated that the Board needs to put a committee together for rezoning and speak with Attorney Lehman on this.

- **Trustee Barnes** stated there is a committee, it is her and Trustee Shedd. She has been gathering information on this and figuring out how to move forward.
- **CEO Swanson** recommends that the committee looks at rezoning the south side of Fairmount Avenue, maybe with some sort of property boundary or 250 feet back for example. He also recommended that someone from the ZBA/Planning Board join the committee.
- **Trustee Barnes** believes the Board should just focus on this request first to figure out what they need to do and how to properly do that.

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**Village Attorney Lehman**
Absent.

**Clerk/Treasurer Troutman:**
The Village received its fourth quarter sales tax distribution from Chautauqua County in the amount of $324,661.89. Sales tax is still trending up in Chautauqua County and across New York State. It is $22,247 more than last year's fourth quarter at the same time. Agenda item number one under new business is requesting that we go forward with utilizing M&T Bank and their partner Hammer Enterprises to utilize the eNet Pay. The Village has been using GovPay since we signed on with them about 7 years ago. They are closing their business as of November 8th. This would be our option to continue accepting credit and debit cards in the office. The Town of Busti is also going with them.

- **Trustee Shedd** inquired about the Cybersecurity of this eNet Pay option. He also noticed in the contract it mentions the State of Texas and questioned if that would need updated.

**Mayor Holcomb**
Mayor Holcomb received a phone call from Jeffrey Molnar, the Mayor of Bemus Point. He wanted to know all of the details of our former charging stations that we used to provide for the public before our electric issues. He believes that maybe our municipalities could go together and get a reduced rate to have EV charging stations in each Village. He asked if the Board would like to discuss this further. He suggested that they get some ideas, and maybe find out how EV charging stations are working in other municipalities.

- **Trustee Cooper** asked if there would be revenue associated with these chargers or is it mainly breakeven.
- **Trustee Shedd** said often it is a breakeven. It would be nice to get a grant for the infrastructure to put them in. He stated he would look into this.

## COMMITTEE REPORTS

### Auditing Committee – Trustee Cooper and Trustee Barnes.

**Trustee Cooper** reported that he and Trustee Barnes, with the help of Clerk/Treasurer Troutman who was a huge help in this process spent the better portion of November 2nd in the office going through all the accounting processes. They used the handbook provided by the New York State Comptroller's Office for the fiscal oversight responsibilities. This is something the Board should be doing annually. As we looked at it, things that we want to make sure we're doing is making sure all of our financial records are complete and up to date. Additionally, transactions are recorded properly. That all this accountability is completed on a monthly basis, and that all the required reports are made timely and accurately. So, they used this checklist to follow the process. Clerk/Treasurer Troutman was able to show us where to find all that information, and it was definitely highly detailed. But we did want to share some of our comments, conclusions, and findings with the rest of the Board and to the Mayor in regards to cash reconciliation. We need to have this reviewed either by members of the audit committee or by the Mayor. That's one step

that we found that we are missing, which is a minor step. There are definitely checks and balances throughout all of our processes, but that's one thing that we felt according to the checklist that we're not doing the way we should be, so either a check by the Mayor, Trustee Barnes, or myself on a monthly basis would be helpful. Also, our property records have just more of a storage issue. One of the things we felt would be very important would be to ask all of our department heads to complete an inventory of our assets. We are keeping track of our assets. He believes when building next year's budget that that would be very important for the Board to have a running list of all our current assets, and also consider an independent audit in the future.

- **Mayor Holcomb** asked if the Clerks office has any asset identification or listings.
- **Clerk/Treasurer Troutman** stated that our office has files on all of the larger pieces of equipment, the smaller pieces are tracked financially in our system. There is not a super great process and she would welcome any ideas on improvement.

**Personnel Committee – Trustee Shedd and Trustee Troché**

Trustee Shedd stated that the personnel committee met with DPW Supervisor Certo and two other members of his crew to discuss their concerns and interests. This was a follow-up to a previous meeting a few months ago. The only changes they came up with for our personnel manual was the addition of Section Eight of Article Two, that was granting a minimum amount of time to inspect or plow roads in the winter with some checks and balances, and we all seemed to think it was a good idea. It also included an amendment to Section Five, which increased the minimum amount of pay for that to two hours, it is currently one hour. They believe this is a very fair option to take and he thinks it's pretty common in different areas to have that minimum of two hours. We also talked about and amended Section Two of Article One which would provide more clarity to the responsibilities of the Deputy Supervisor of DPW.

## OLD BUSINESS

**Resolution #127-2026 – to approve revisions to the Village of Lakewood Personnel Policies and Procedures, Chapter 2 – Department of Public Works**

Motion by Trustee Barnes, seconded by Trustee Shedd to approve the revisions to the Village of Lakewood Personnel Policies and Procedures, Chapter 2 – Department of Public works. Revisions were made to add Section 8 of Article 2, Amend Section 5, and Amend Section 2 of Article 1 as presented from the Personnel Committee.
Adopted: 3 ayes, no nays (Barnes, Cooper, Shedd)

## NEW BUSINESS

**Resolution #128-2026 - authorize an agreement with M&T Bank and Hamer Enterprises/eNETPAY* for the acceptance of credit card and electronic funds transfer payments by the Village**

Motion by Mayor Holcomb, seconded by Trustee Barnes to authorize an agreement with M&T Bank and Hamer Enterprises/eNETPAY* for the acceptance of credit card and electronic funds

transfer payments by the Village, and authorize Mayor Holcomb and/or Clerk/Treasurer Troutman to execute the necessary paper. This is a no-cost service to the Village.

*eNETPAY replaces GOV-Pay that closed 11/8/2026

Adopted: 3 ayes, no nays (Barnes, Cooper, Shedd)

## TABLED

Motion by Trustee Barnes, seconded by Trustee Shedd to **TABLE** the State of New York Public Employment Relations Board Consent Agreement and wait for legal counsel before having Mayor Holcomb execute the agreement.
Adopted: 3 ayes, no nays (Barnes, Cooper, Shedd)

## Resolution #129-2026 – approve a shared services agreement between the Village of Lakewood and Town of Busti for Police and Law Enforcement Services and authorize Mayor Holcomb to execute

Motion by Trustee Barnes, seconded by Trustee Shedd to approve a shared services agreement between the Village of Lakewood and Town of Busti for Police and Law Enforcement Services and authorize Mayor Holcomb to execute.
Adopted: 3 ayes, no nays (Barnes, Cooper, Shedd)

## Resolution #130 – cancel the scheduled December 28, 2026 Board of Trustees Meeting

Motion by Trustee Shedd, seconded by Trustee Cooper to cancel the scheduled December 28, 2026 Board of Trustees Meeting.
Adopted: 3 ayes, no nays (Barnes, Cooper, Shedd)

## ANYONE TO BE HEARD

**Rich Fischer, 43 West Fairmount Avenue,** had three topics to discuss. First, the flowers on Chautauqua Avenue and proper recognition to Mike's Nursery who donates the flowers and the ladies that plant/maintain them. Next, he brought up the NYSDOT sidewalk project. He does not understand the change in the project if the majority of the residents that spoke up were against it. Lastly, he asked about the window restoration at Village Hall from TYE Construction. He asked about procurement and asked about the cost.

- Mayor Holcomb stated that he agrees that the Village Board needs to properly recognize the individuals that keep the flowers beautiful all summer. He also stated that the windows are being restored by a specialty contractor, which is allowed via the procurement policy. There are no grant funds for window restorations and this was proposed in the 2026-27 budget, which was approved. He did not have the exact cost in front of him currently, but $35,000 was budgeted for this project.

**Dave Card, Chautauqua Avenue,** mentioned many other municipalities are having beautiful murals painted within their Towns or Villages. He hopes the Board would find interest in this and find a great home for a mural like this.

## RECESS REGULAR MEETING

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Motion by Trustee Barnes, seconded Mayor Holcomb to recess the regular meeting at 7:24PM to enter into an executive session regarding a contractual matter.
Adopted: 4 ayes, no nays (Barnes, Cooper, Holcomb, Shedd)

## EXECUTIVE SESSION

Present at the executive session, were Mayor Holcomb, Trustees Barnes, Shedd and Cooper. As well as Clerk/Treasurer Troutman.

## EXECUTIVE SESSION (Adjournment)

Motion by Trustee Barnes, seconded by Mayor Holcomb, and unanimously carried to adjourn the executive session and re-open the regular meeting of the Board of Trustees at 7:42pm.
Adopted: 3 ayes, no nays (Barnes, Cooper, Shedd)

## REGULAR MEETING (Adjournment)

Motion by Trustee Barnes, seconded by Mayor Holcomb and unanimously carried to adjourn the regular Board of Trustees meeting at 7:42pm.
Adopted: 3 ayes, no nays (Barnes, Cooper, Shedd)

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Shaunah Pilling

Deputy Clerk

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