

**VILLAGE OF OAKFIELD BOARD OF TRUSTEES  
MONTHLY MEETING**

**April 9th, 2024 @ 6:30 pm**

A regular monthly meeting of the Village of Oakfield Board of Trustees was called to order at 6:30p.m. followed by the Pledge to the Flag led by Mayor Boyle. The following Trustees were present: John Igoe, John Mullen, Scott D’Alba, and Michael Cianfrini.

Also, Present: Clerk/Treasurer, Kim Staniszewski; DPW Supervisor, Tom Mikolajczyk; OFD Fire Chief, Sean Downing

**OATH OF OFFICE:**

Clerk-Treasurer Staniszewski administered the Oath of Office for the following Trustees elected on March 19<sup>th</sup>, 2024.

- 1) **Trustee John Igoe:** 4 Yr Term thru March 31, 2028
- 2) **Trustee John Mullen:** 4 Yr Term thru March 31,2028

**PUBLIC HEARING:**

**1. Resolution #5-2024 Water and Agriculture Rate Increase and Amending Appendix A of Water Rules and Regulations.**

**A Motion** was made by Trustee Igoe to open the Public Hearing at 6:35 p.m. Proposed Water and Agriculture Rate Increase and Proposed Resolution #5-2024, second by Trustee Mullen. Ayes: Trustees Igoe, Cianfrini, Mullen, and D’Alba. Carried

No public comments were received on the proposed Water and Agriculture Rate Reduction.

**A Motion** was made by Trustee D’Alba to close the Public Hearing at 7:28 p.m. to discuss a Proposed Water and Agriculture Rate Decrease and Proposed Resolution #5-2024 Amending Appendix A of Water Rules and Regulations, second by Trustee Cianfrini. Ayes: Trustees Igoe, Cianfrini, Mullen, and D’Alba. Carried

**A Motion** was made by Trustee Mullen to approve the Water and Agriculture Rate Decrease and Resolution #5-2024: Amending Appendix A of Water Rules and Regulations., second by Trustee Igoe. Ayes, Trustee Mullen, Cianfrini, D’Alba, and Igoe, Carried.

**2. Resolution #6-2024 Sewer Rate for Fiscal Year 2024-2025, Proposed Sewer Rate Increase**

**A Motion** was made by Trustee Igoe to open the Public Hearing at 6:35 p.m. Proposed Sewer Rate and Proposed Resolution #6-2024, second by Trustee Mullen. Ayes: Trustees Igoe, Cianfrini, Mullen, and D’Alba. Carried

No public comments were received on the proposed Sewer Rate for 2024-2025 Fiscal Year.

**A Motion** was made by Trustee D’Alba to close the Public Hearing at 7:28 p.m. to discuss Proposed Sewer Rate and Proposed Resolution #6-2024 Sewer Rate for Fiscal Year 2024-2025, second by Trustee Cianfrini. Ayes: Trustees Igoe, Cianfrini, Mullen, and D’Alba. Carried

**A Motion** was made by Trustee D’Alba to approve Resolution #6-2024 Sewer Rate for Fiscal Year 2024-2025, second by Trustee Igoe. Ayes, Trustee Mullen, Cianfrini, D’Alba, and Igoe, Carried.

**3. Resolution #7-2024 Adoption of the 2024-2025 Village of Oakfield Budget**

- a. A0-General Fund**
- b. F0-Water Fund**
- c. G0-Sewer Fund**

**A Motion** was made by Trustee Igoe to open the Public Hearing at 6:35 p.m. to discuss the 2024-2025 Tentative Budget for Village of Oakfield, second by Trustee Mullen. Ayes: Trustees Igoe, Cianfrini, Mullen, and D’Alba. Carried

No Public Comments were received on the 2024-2025 Tentative Budget

**A Motion** was made by Trustee D’Alba to close the Public Hearing at 7:28 p.m. discussion on the 2024-2025 Tentative Budget for the Village of Oakfield, second by Trustee Cianfrini. Ayes: Trustees Igoe, Cianfrini, Mullen, and D’Alba. Carried

**a) A0- General Fund.**

**A Motion** was made by Trustee Cianfrini to approve the 2024-2025 Official General Fund Budget as presented with no changes from the Tentative Budget, second by Trustee Mullen. Ayes, Trustee Mullen, Cianfrini, D’Alba, and Igoe, Carried.

**b) F0- Water Fund.**

**A Motion** was made by Trustee Cianfrini to approve the 2024-2025 Official Water Fund Budget with no proposed amendments, second by Trustee Mullen. Ayes: Mullen, Cianfrini, Igoe, and D’Alba. Carried.

**c) G0- Sewer Fund.**

**A Motion** was made by Trustee Cianfrini to approve the 2024-2025 Official Sewer Fund Budget with no proposed amendments, second by Trustee Mullen. Ayes: Mullen, Cianfrini, Igoe, and D’Alba. Carried.

**PUBLIC COMMENT:**

None

**OLD BUSINESS:**

**NEW BUSINESS:**

1. **Fire Chief/President Report-** Chief Downing provided a written report to the Board. State Grants for Hall upgrades were submitted. Working with the County on the MRI study completed last year. Working with Pierce on specs for new fire truck.

**A Motion** was made by Trustee Igoe, to accept the Fire Chief report for April , 2024, second by Trustee D’Alba. Ayes: Trustees Igoe, Mullen, D’Alba, and Cianfrini. Carried

2. **Zoning/Code Report-** Code Officer Morris presented a written report..

**A Motion** was made by Trustee Igoe, to accept the Code/Zoning report for March , 2024, second by Trustee Mullen. Ayes: Trustees Igoe, Mullen, D’Alba, and Cianfrini. Carried

3. **Approval of April 2024 Abstract/P.O.’s**

<i>4/09/2024 Abstract</i>				
A0 Chks -20159-20184	(\$6,970.29)	(\$6,970.29)		
FO Chks --19941-19948	(\$1,530.09)		(\$1,530.09)	
GO Chks -20055-20064	(\$12,852.32)			(\$12,852.32)

**A Motion** was made by Trustee Mullen to approve the April, 2024, Abstract, second by Trustee Igoe, Ayes: Trustee Igoe, Mullen, D’Alba, and Cianfrini. Carried.

4. **Approval of the March 11, 2024, Minutes**

**A Motion** was made by Trustee Igoe to approve the March 11<sup>th</sup>, 2024 Minutes, second by Trustee Mullen, Ayes: Trustee Igoe, Mullen, D’Alba, and Cianfrini. Carried.

5. **DPW Report-** DPW Supervisor Mikolajczyk provided a report to the Board.
  - a. New Sludge Building Lights have been installed
  - b. Did walk-thru with representatives for potential EV Charging station sights
  - c. Met with Contractor for quotes to make modifications and upgrades to 41 Main Street, lower unit. Will be submitted with Grant Application

**A Motion** was made by Trustee D’Alba to accept DPW Supervisor report for April 9th, 2024, second by Trustee Mullen, Ayes: Trustee Igoe, Mullen, D’Alba, and Cianfrini. Carried.

6. **Clerk’s Report-Written Report** – Village Clerk-Treasurer Staniszewski provided a written report to the Board.

- a. Restore NY Grant is open, gathering information needed to complete the application for submittal by May 22<sup>nd</sup>.
- b. Working with DPW on Service Line Inventory data collection.

- c. Annual Water Quality Report- is in process, will be sent to County Health Dept for review by April 19<sup>th</sup>.
- d. Collecting data for Town Sewer District grant application.

**A Motion** was made by Trustee Igoe to accept Clerk-Treasurer report for April 9th, 2024, second by Trustee Cianfrini. Ayes: Trustee Igoe, Mullen, D’Alba, and Cianfrini. Carried

**7. Trustee Report-** Nothing to Report at this time.

**8. Mayors Report-**

- a. Board will hold a public hearing for a moratorium on Metal Storage Containers at May meeting.
- b. Board will hold a public hearing to discuss on-street parking changes for a portion of Cary Ave. at the May meeting.
- c. Grant applications for 41 Main Street, NYSERda credits and EV Charging station are in process.
- d. Memorandum of Understanding with GCEDC has been reviewed and changes are being sent to GCEDC.

**9. Approval of Tree Committee Charter**

**A Motion** was made by Trustee Cianfrini to approve the Village Tree Committee Charter, Second by Trustee D’Alba. Ayes: Trustee Igoe, Mullen, D’Alba, and Cianfrini. Carried

**10. Approval to Waive Garage Sale Permit Fee for June 8<sup>th</sup>- Lions Club Community Wide Garage Sale**

**A Motion** was made by Trustee Igoe to waive Village Garage Sale permit fees for Saturday, June 8<sup>th</sup>, 2024 during the Lions Club Community Wide Garage Sale, second by Trustee Mullen. Ayes: Trustee Igoe, Cianfrini, Mullen, and D’Alba. Carried.

**11. Resolution #8-2024 Approval of the Village of Oakfield Tax Rate and Levy for 2024-2025**

**A Motion** was made by Trustee Igoe to approve Village of Oakfield Tax Rate and Levy for 2024-2025, second by Trustee Cianfrini. Ayes: Trustee Igoe, Mullen, D’Alba, and Cianfrini. Carried

Having no further business to come before the Board, the meeting was adjourned 7:30 PM on **A Motion** by Trustee Igoe

The next regular Board meeting will be held **Monday, May 13th**, at 6:30 PM at the Village Hall, 39 Main St..

Second by Trustee Mullen Ayes: Trustees Igoe, D’Alba, Cianfrini, and Mullen. Carried.

Respectfully Submitted,



Kimberly Staniszewski

Clerk/Treasurer

April 9th, 2024

April 9<sup>th</sup>, 2024

**VILLAGE OF OAKFIELD  
WATER RULES & REGULATIONS**

**RESOLUTION # 5 – 2024 AMENDING APPENDIX A OF WATER RULES AND REGULATIONS  
ADOPTED JUNE 1990. Effective June 1, 2024**

**APPENDIX A - FEE SCHEDULE**

**UNIT DEFINITION –**

**Residential/Commercial:** Each single-family residential dwelling shall be considered one unit and will typically have a 1-inch or less service line and a ¾ inch meter. Included in this category will be single family houses, mobile homes, and individual apartments. Multiple single-family dwellings on the same parcel of land will each be considered an individual unit. Seasonal or non-continuous occupancy will not be taken into consideration when determining what constitutes a unit. Any Residential/Commercial facility described above will be considered as a minimum of one unit. The term “Unit” is also commonly called “User Fee”.

**Agricultural:** Agricultural facilities are defined as an organization or business that practices the science/art of cultivating the soil, producing crops, raising livestock and, in varying degrees, the preparation and marketing of the resulting products. Agricultural facilities will be assigned an equivalent number of units based on the following method: The average daily usage of the metered Agricultural facility divided by 1,500 gallons per day (G.P.D.) = number of units applied to quarterly bill. Average daily usage will be determined by averaging the daily usage of the Agricultural facility for the year immediately prior to the current year. For average daily usage purposes, the year shall be measured from June 1 to May 31 of the following calendar year. The average daily usage shall be reviewed annually. The number of units for new accounts will be based on the average of the 1<sup>st</sup> quarter of usage and will be adjusted at the end of the 1<sup>st</sup> full year. The maximum number of units to be applied to any one account deemed agriculture is ten (10).

**RETAIL SERVICE**

**A. RESIDENTIAL/COMMERCIAL – BILLED QUARTERLY**

<b>Base charge per Unit (see Unit Definition for Residential and Commercial Use)</b>	<b>\$ 33.00</b>
<b>Charge per 1000 gallons</b>	<b>\$ 7.10</b>
<b>Meter Maintenance Fee (per ¾ inch Meter at Service Location.)</b>	<b>\$ 4.00</b>

**B. AGRICULTURAL RATE**

<b>Base Charge per unit (See Unit Definition for Agricultural Use)</b>	<b>\$ 33.00</b>
<b>Charge per 1000 gallons</b>	<b>\$ 6.40</b>

**1. HYDRANTS**

Hydrant installation	at cost
Hydrant Replacement Due to Accident	\$5,000.00
Hydrant Repair Due to Accident	\$2,500.00

**2. SERVICE CONNECTION CHARGE**

¾ inch Tap & connection	\$2,500.00
All other	at cost
Bored crossing	at cost

Service connection charges include a maximum of fifty (50) feet of service line. Any Village-installed service line installed past fifty (50) feet shall be billed at the Village’s cost of construction, including cost of material and the going hourly rates for labor and equipment.

- 3. **METER PITS**  
Installation of new meter pit \$1,500.00
- 4. **FIELD SERVICE CHARGES**
  - A. METER TEST – CUSTOMER REQUEST \$ 100.00
    - ¾ inch METER at cost
    - ALL OTHER SIZES at cost
  - B. SERVICE SHUT OFF AND/OR METER REMOVAL
    - METER REMOVAL (SEASONAL) no charge
    - METER SET no charge
    - SERVICE ON/OFF \$ 75.00
  - C. METER COST ¾ inch at cost
    - ALL OTHER SIZES OWNERS COSTS
  - D. REMOTE READER at cost
  - E. REPLACEMENT OF FROZEN METER PLATE at cost

**Motion by Trustee Mullen**  
**Seconded by Trustee Igoe**  
 Ayes: Trustee Cianfrini, D’Alba, Mullen, and Igoe  
 Nays: NA  
 Absent: NA  
 Abstain: NA  
 Carried.

State of New York)  
 County of Genesee)  
 Village of Oakfield) ss.

I, Kimberly Staniszewski, Village Clerk of the Village of Oakfield in the County of Genesee, and State of New York, hereby certify that the foregoing Resolution # 5 – 2024 was duly adopted at a meeting of the Village Board of the Village of Oakfield held on the 9th day of April, 2024, by the required necessary vote of the members to approve this Resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the Village of Oakfield, Genesee County, New York this 9th day of April, 2024.



\_\_\_\_\_  
 Kimberly Staniszewski, Clerk/Treasurer

**VILLAGE OF OAKFIELD**

**RESOLUTION # 6 -2024 SEWER RATE AND USER FEE FOR FISCAL YEAR 2024-2025**

**WHEREAS**, Village of Oakfield Local Law #1 – 2008 Regulating Sewer Use and Wastewater Discharge in the Village of Oakfield provides for all sewer charges to be determined at least annually by the Village Board of Trustees by resolution; and,

**WHEREAS**, the Village of Oakfield Board of Trustees has determined that the current sewer charge is sufficient to cover the cost of maintenance, operation, repair, and upgrades to the wastewater treatment plant and its processes; and,

**NOW, THEREFORE, BE IT RESOLVED**, that the sewer rate shall remain at \$6.70 per 1000 gallons and the user fee will remain at \$33.00 per quarter per dwelling. Effective June 1<sup>st</sup>, 2024, for the duration of fiscal year 2024-2025.

**Motion by Trustee D’Alba  
Seconded by Trustee Igoe  
Ayes: Trustee Cianfrini, Mullen, D’Alba, and Igoe  
Carried.**

State of New York)  
County of Genesee)  
Village of Oakfield) ss.

I, Kimberly Staniszewski, Village Clerk of the Village of Oakfield in the County of Genesee, and State of New York, hereby certify that the foregoing Resolution # 6 -2024 was duly adopted at a meeting of the Village Board of the Village of Oakfield held on the 9th day of April, 2024, by the required necessary vote of the members to approve this Resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the Village of Oakfield, Genesee County, New York this 9th day of April, 2024.



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Kimberly Staniszewski, Clerk/Treasurer

**APRIL 9th, 2024**

**VILLAGE OF OAKFIELD**

**RESOLUTION # 7-2024 ADOPT 2024-2025 VILLAGE OF OAKFIELD TENTATIVE BUDGET AS PRESENTED**

**WHEREAS**, the Tentative Budget for the Year 2024-2025 has been duly prepared by the Village Board and a publicized public hearing was held on the 9th day of April 2024 at 6:30 P.M.; and

**WHEREAS**, at which time all persons desiring to be heard were heard at the public hearing;

**NOW THEREFORE BE IT RESOLVED**, pursuant to Section § 5-508 of the Village Law of the State of New York, the Village Board of the Village of Oakfield hereby **ADOPTS THE TENTATIVE BUDGET**, General Fund (A0), Water Fund (F0), Sewer Fund (G0), as presented as the Final Budget for the Village of Oakfield for the fiscal Year 2024-2025:

**MOTION By Trustee Cianfrini**

**SECONDED By Trustee Mullen**

**Ayes: Trustee Igoe, D’Alba, Cianfrini, and Mullen**

**Nays: NA**

**Absent: NA**

**Carried.**

State of New York)  
County of Genesee)  
Village of Oakfield) ss.

I, Kimberly Staniszewski, Village Clerk of the Village of Oakfield in the County of Genesee, and State of New York, hereby certify that the foregoing Resolution # 7 -2024 was duly adopted at a meeting of the Village Board of the Village of Oakfield held on the 9th day of April, 2024, by the required necessary vote of the members to approve this Resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the Village of Oakfield, Genesee County, New York this 9th day of April, 2024.



\_\_\_\_\_  
Kimberly Staniszewski, Clerk/Treasurer

**April 9th, 2024**

**Village of Oakfield**

**Resolution # 8 -2024 –Village Tax Rate and Total Levy Amount for 2024-2025**

**Whereas**, the Village of Oakfield Board of Trustees, after hearing and duly considering all relevant evidence and testimony presented, determined the Village of Oakfield will implement a decrease in property tax rate from the previous fiscal year, to discharge the expected expenses and obligations in its best interest;

**Now therefore, be it resolved**, by the Village Board of Trustees that the property tax levy is hereby authorized for a rate of \$4.46 per \$1,000 of taxable assessed value, with a rate decrease from fiscal year 2023-2024, or a total levy amount of \$270,023. This remains under the allowable New York State Office of The State Comptrollers Village Tax Cap of 2.00% and allowable Village Levy growth factor of 1.02% for fiscal year 2024-2025 without an override.

**MOTION By Trustee Igoe**

**SECONDED By Trustee Cianfrini**

**Ayes: Trustee Mullen, D’Alba, Igoe, and Cianfrini**

**Nays: NA**

**Absent: NA**

**Abstain: NA**

**Carried.**

State of New York)  
County of Genesee)  
Village of Oakfield) ss.

I, Kimberly Staniszewski, Village Clerk of the Village of Oakfield in the County of Genesee, and State of New York, hereby certify that the foregoing Resolution #8-2024 was duly adopted at a meeting of the Village Board of the Village of Oakfield held on the 9th day of April, 2024, by the required necessary vote of the members to approve this Resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the Village of Oakfield, Genesee County, New York this 9th day of April, 2024.



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Kimberly Staniszewski, Clerk/Treasurer