

## **SPENCER VILLAGE BOARD MINUTES**

**April 4, 2026**

**Regular Meeting called to order- 7PM**

**Board members present-** Gil, Kevin, Jim, Sean, Mike, M. Monterio, Andy Speer

**Absent-** Kyle Bellinger

**Public Present-** see attached

**Agenda Changes- Oaths of Office**

- Mayor- Gilbert Knapp
- Trustee- Kevin Brown
- Trustee- Sean Rice

**Guest Speaker-** None

**Mayor's Report- Appointments**

- Deputy Mayor- Kevin Brown
- Clerk- Treasurer- Erika Brown
- Deputy Clerk- Geraldine Gassier
- Records Officer- Erika Brown
- Police Chief- Mike Monterio
- Code Enforcement- Kyle Bellinger

Brian Barber- Thank you for your years of service and keeping our public spaces beautiful.

**Regular Reports of Officers and Committees**

- Fire Department- 33 Total calls- 7 village, 26 town. April 18<sup>th</sup> Recruit NY.
- Police Department- CFS Total- 5 Administrative- 12
- Police Commission- None
- Code Enforcement- 1 permit, 9 inspections, 2 violations, meeting w/ assessor updating projects, renumbering project on RR Ave.
- Building and Grounds- FEMA
- Park/ Pond- Porta John delivered/ meet w/ Picnic committee.
- Grants- None
- Roads- RFQ
- Youth- received \$1000.00 from Inspire
- Village atty.- none
- Village Planning Board- None

### **Consent Items**

Approve the minutes of March 2, 2026

Motion made by: Kevin  
Seconded by: Sean (4,0)

### **Public Comment-**

Michelle Russell- DCO  
Tim Frandsen- DCO/ Nuisance law  
Shelia Coville- DCO. Lighting  
Joan Weston- Park & Pond

### **Financial Updates from Clerk- Treasurer-**

Financials: Abstract #: 04062026  
Starting & Ending check #: 25739- 25780  
Total Revenues: \$ 110,797.91  
Total Expenditures: \$ 24,202.98  
VOIDS: 0 Room/Park Rentals: 0 Tax Search: 0

Total Revenues YTD: \$ 504,073.92  
Total Expenditures YTD: \$ 476,445.33

### **New Business –**

Resolution approving classification of part-time hours for Police Chief.  
Discussion on charges for FOIL requests when redactions with redactions and cost.

### **Items for Board Action-**

**Motion** to approve Resolution approving an increase in the maximum part- time hours of the Chief of Police from 16 hours per week to 34 hours per week.

Motion made by: Kevin  
Seconded by: Mike

**Motion** to approve grounds keeping bid Pleasant View.

Motion made by: Jim  
Seconded by: Kevin (4/0)

**Motion** to approve Greenleaf Recycle proposal.

Motion made by: Jim  
Seconded by: Sean (4/0)

**Motion** to approve Greenleaf Recycle for annual garbage days as June 13, 2026.

Motion made by: Kevin  
Seconded by: Mike (4/0)

**Motion** to approve payment for snow removal to the Town of Spencer in the amount of \$3421.99.

Motion made by: Sean  
Seconded by: Jim (4/0)

**Motion** to approve changes for personnel assignment roster Village of Spencer Police Department General Orders.

Motion made by: Kevin  
Seconded by: Jim (4/0)

**Motion** to approve transfer from A1989.4 to A1420.4 in the amount of \$337.50.

Motion made by: Kevin  
Seconded by: Jim (4/0)

**Motion** to approve transfer from A1989.4 to A1450.4 in the amount of \$266.00.

Motion made by: Jim  
Seconded by: Kevin

**Motion** to approve transfer from A1989.4 to A8664.4 in the amount of \$45.00.

Motion made by: Mike  
Seconded by: Jim (4/0)

**Motion** to approve payment to Twin Tier Builders in the amount of \$505.00 for building repairs.

Motion made by: Kevin  
Seconded by: Jim (4/0)

#### **Calendar-**

Town of Spencer Board Meeting- Tuesday, April 14, 2026 @ 6PM

Council of Government Meeting- Thursday, April 16, 2026 @ 7PM

Village of Spencer Board Meeting- Monday, May 4, 2026 @ 7PM

Village of Spencer Public Hearing for 2026- 2027 budget- Monday, April 20, 2026 @ 6:30PM

#### **Letters & Correspondence-**

-FOIL Request- incident report and body cam footage from the DHS detainment in Spencer on February 11, 2026- B. Rosvold- **completed**

- FOIL Request- emails between [police@villageofspencer.com](mailto:police@villageofspencer.com) and [ERO287g@ice.dhs.gov](mailto:ERO287g@ice.dhs.gov) between January 2024- 3/4/25- Megan Ithaca Times- **completed**
- FOIL Request- looking for all FOIL requests sent by Nathan Taylor and all responsive documents including original and emails from 1/1/2025- 3/4/26- **completed**
- Landy & Rossettie PLLC- Sale of St. Paul's Church
- NYS DOT- Bridge repair
- FOIL request- all records of training and certificates earned by each Village Police, Village Government, and Village Employee since 1/1/25.- **partial completion (cost involved)**
- Foil request-Any officer report, daily log, affidavit, duty record, traffic summons, and arrest warrants carried out in the Village of Spencer and the Town of Spencer for September 2025 – Nate Taylor—**Completed**
- Submission of back flow testing report from Spencer- Van Etten School District
- Flood Elevation Certificate

### **Appropriations and Auditing**

**Financial Transactions** – *Motion* to accept deposits of revenue, fines and other money having been received since March 1, 2026 AND payment of invoices and other debts as present by the Clerk-Treasurer, Erika Brown, AND whereas the Village Trustees acknowledgement that Village expenses, receipts of payment and bills to be paid have been reviewed by a minimum of two Trustees prior to said motion to approve payment of the bills and accept any funds/donations.

Motion made by: Sean  
Seconded by: Jim (4/0)

### **MOTION TO ADJOURN**

**Made by:** Jim  
**Seconded by:** Mike (4/0)  
**Adjourned at:** 8:13PM

Respectfully submitted,  
*Erika Brown*  
Village Clerk- Treasurer

**VILLAGE OF SPENCER  
COUNTY OF TIOGA**

**A RESOLUTION APPROVING AN INCREASE TO THE PART-TIME HOURS OF THE  
CHIEF OF POLICE**

At a meeting of the Village Board of Trustees of the Village of Spencer ("Village Board"), held on the 6th day of April, 2026, at the Village Office at 41 N. Main Street, Spencer, New York 14883, the following resolution was offered and seconded:

**WHEREAS**, the Village of Spencer ("Village") employs a Chief of Police to oversee police operations and public safety functions in the Village; and

**WHEREAS**, the position of Chief of Police is currently designated as part-time with a maximum of sixteen (16) hours per week; and

**WHEREAS**, the Village Board has determined that increasing the part-time hours for the position of Chief of Police serves the best interests of the health, safety, and welfare of the Village and its residents and visitors and the increasing needs for police services in the Village.

**NOW, THEREFORE BE IT RESOLVED**, that the Village Board of Trustees of the Village of Spencer hereby increases the part-time maximum hours for the Village Chief of Police from sixteen (16) hours per week to thirty-four (34) hours per week; and be it further

**RESOLVED**, that all other terms and conditions of employment and/or appointment of the Chief of Police, including but not limited to pay rate, part-time designation, and responsibilities, remains unchanged and in continued effect; and be it further

**RESOLVED** that the Village Mayor, Village Clerk, and any other authorized Village officials are hereby directed and authorized to take all actions necessary to implement this Resolution; and it is further

**RESOLVED** that this Resolution shall take effect beginning on April 6, 2026.

**CERTIFICATION**

I, Erika Brown, do hereby certify that I am the Village Clerk of the Village of Spencer and that the foregoing constitutes a true, correct and complete copy of a resolution duly adopted by the Village Board at a meeting thereof held at Village Office at 41 N. Main Street, Spencer, New York 14883 on the 6th day of April, 2026. Said resolution was adopted by the following roll call vote:

Mayor Gilbert Knapp:	<u>Yes</u>
Trustee Kevin Brown:	<u>Yes</u>
Trustee James Myers:	<u>Yes</u>
Trustee Michael Hudak Jr.:	<u>Yes</u>
Trustee Sean Rice:	<u>Yes</u>

Dated: April 6, 2026

Village of Spencer Seal

E. Brown  
Erika Brown, Village Clerk

