

Village of Sherman

Governance Policy

Resolution No: 2018-05-02.05

Governance Purpose
Vision
Mission Statement
Responsibilities of the Village of Sherman
Board Belief Statement
Board Operating Agreement

Governance Purpose

The Village of Sherman Board relies upon policy governance to help define and focus the role, vision and values of the Board. This creates a clear structure for the Village Board to be accountable to the community.

Policy governance enables the Village Board to focus on the larger issues, delegate authority, direct management's job without interfering, and evaluate what is accomplished.

The Village Board's governance policies are as follows:

Vision

Preserving our Past, Serving Today, while Working for our Future

Mission Statement

The Village of Sherman exists to facilitate the needs of the community in areas of health, safety, and welfare, business and economic development, public works and sanitation, historical preservation, parks and recreation.

Responsibilities of the Village of Sherman

Balance the demands of community needs and betterment, fiscal accountability to tax payers, and responsibility for the employees.

Manage, reconcile, budget, and secure the assets of the Village of Sherman.

Provide the support and resources to employees building upon their knowledge, skills, and abilities to be productive and effective in their work performance in serving the community.

Maintain and update assets for efficient use of time and equipment, providing cost savings and improved services.

Gather, organize, and disseminate information on laws, ordinances, zoning codes, and other public information in an accessible and understandable context to educate the residents, businesses, and community members and associations.

Communicate in a polite, respectful, and helpful manner as public servants to the community, remembering to be discerning in moments that require being firm but fair in applying the law.

Develop and maintain cooperative relationships with other municipalities, community organizations, and governmental offices, including but not limited to:

- Sherman Historical Society, i.e. Yorkers
- Stanley Hose Company
- Stanley Hose Auxiliary
- Minerva Free Library
- Town of Sherman
- Sherman Chamber of Commerce, i.e. Sherman Day Committee, Sherman Rebuilding Committee
- Sherman Central School, and its affiliated groups, i.e. PTO
- Sherman Youth Foundation
- Other Sherman Youth Organizations, i.e. Sherman-Ripley Wild Eagles
- Other Youth Organizations, i.e. Girls and Boys Scouts, 4-H
- Veterans and Senior Associations
- Chautauqua County Rails to Trails
- Chautauqua County Department of Public Works
- Chautauqua County Chamber of Commerce
- Chautauqua County Visitors Bureau
- Other Town and Village Boards
- Other community-serving organizations, i.e. Olive Lodge, Lions Club, Rotary, and area churches
- environmental organizations, including French Creek preservationists

Encourage clean environment initiatives by the municipality, businesses, organizations, and individuals.

Provide fire protection and public safety for the protection of persons and property.

Enforce the civil laws of New York State and local laws, and adopted ordinances for the preservation of order, protection, and security of the Village.

Comply with the laws and regulatory agencies that govern the municipality, including but not limited to:

- Village of Sherman Ordinances
- NYS Municipal Law
- NYCOM
- NYSDEC
- OSHA
- Federal Dept of Labor, FLSA
- NYSOSC
- NYDOS
- Chautauqua County Health Department

Board Belief Statement

The following Board Belief Statement encompasses the focus of the Board's work on behalf of the residents, property owners, tax payers, business owners, and greater community members of the Village of Sherman. This statement relates to the Village of Sherman's Responsibility Policy.

- a. We believe in the employees, as the most important municipal asset.
- b. We believe in recruiting, developing, training, retaining, and recognizing the best efforts of the employees.
- c. We believe in cultivating the employees' strengths.
- d. We believe in facilitating the needs of employees with resources and support.
- e. We believe in a culture fostering positive communication and relationships amongst employees.
- f. We believe in partnerships and collaboration with community members, businesses, and organizations.
- g. We believe in acting with the highest ethics when entering into contractual agreements.
- h. We believe in opportunities for improvement, even when presented with the most difficult of circumstances.
- i. We believe in preserving our local history.
- j. We believe in ensuring a safe and secure neighborhood.
- k. We believe in maintaining and improving parks.
- l. We believe in exploring recreational development to enrich and provide for the betterment of our community.
- m. We believe in encouraging business ownership, development, and partnerships.
- n. We believe in providing quality drinking water, and a well maintained waste water collection and treatment system.
- o. We believe in managing time as a limited resource.
- p. We believe in reporting financial statements to ensure transparency, accountability, and efficiency.
- q. We believe in proactive and creative planning, as opposed to reactive and underfunded efforts.
- r. We believe in maintaining safe, secure, and organized work environments and public access buildings.
- s. We believe in supporting the health and wellness of our community.
- t. We believe in fairly administering the municipal laws governing the utility collections.
- u. We believe in the relationship with our volunteer fire department and our responsibilities to its volunteers.
- v. We believe in cooperating with the school, fire department, businesses and other community organizations whose efforts will continue to bolster our community.
- w. We believe in respecting and listening to the concerns of the public which we serve.
- x. We believe in investing in our community's future.
- y. We believe in a commitment to serve.

Board Operating Agreement

VILLAGE OF SHERMAN BOARD OF TRUSTEES' OPERATING AGREEMENT

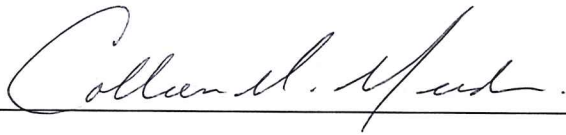
Purpose of Agreement

The Board of Trustees is the policy-making body for Village of Sherman.

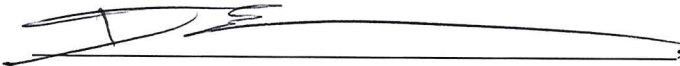
To effectively meet the Village's challenges, the Mayor and Trustees must function together as a leadership team. To ensure unity among team members, effective group agreements must be in place.

Therefore, as a member of the Village of Sherman Board of Trustees, I agree to:

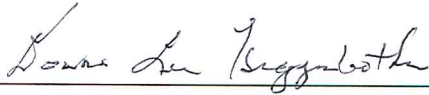
- a. Have respect for differing opinions and commit to support decisions voted on by the Board.
- b. Promote the positive work within the Village while seeking out opportunities to maximize engagement with the community.
- c. Work openly and honestly with each other.
- d. Respect the Mayor's responsibility in managing the Village as the Chief Executive Officer, and the Board of Trustee's responsibility in setting and monitoring policy.
- e. Be prepared to productively participate in all Board meetings, work sessions, and in assigned committees.
- f. Operate with a focus on the future, on results, and continuous improvement with our work guided by a clear set of goals and expectations.
- g. Review annually board protocols and operating procedures and participate in Board self-monitoring.
- h. Maintain the confidentiality of executive session regarding employment, legal, and other sensitive information.



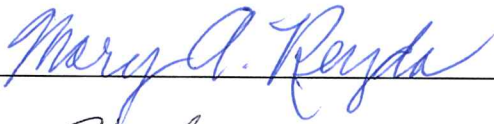
Colleen Meeder, Mayor



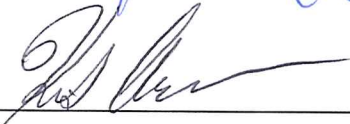
Isaac Gratto, Trustee, Deputy Mayor



Donna Lee Higginbotham, Trustee



Mary Reyda, Trustee



Kirk Ayers, Trustee