

**Village of Williamsville  
Village Board Meeting Agenda  
5565 Main Street, Williamsville, New York  
September 22, 2025 at 7:30pm**

- I. **Call to Order**            Pledge of Allegiance  
   Roll Call
  
- II. **Approval of Minutes**    September 8, 2025
  
- III. **Rules of Procedure**
  
- IV. **Suspension of Rules for Public Participation**
  
- V. **Proclamation(s)**        None
  
- VI. **Public Hearing(s)**      Amend Chapter 73 Section 73-6-relative to the permitting of mobile food vending
  
- VII. **Village Board**

**Mayor Hunt – Reports, Resolutions & Appointments**

- a) Reports/Mayor’s Appointments
- b) Authorize Transfers
- c) Authorize Payroll & Vouchers
- d) Resolution to appoint **Luke Readling** as an active firefighter
- e) Resolution to authorize travel for Fire Fighters to travel for training
- f) Resolution to approve creation of Account Clerk part-time role
- g) Resolution to appoint **Suzanne Canell** to Account Clerk position

**Deputy Mayor Celeste – Reports & Resolutions**

- a) Reports
- b) Resolution to authorize Administrator to publish request for bid for upgrades to Fire Department and Village Hall to become Americans with Disabilities Act (ADA) compliant.

**Trustee Hahn – Reports & Resolutions**

- a) Reports
- b) Appoint **Patricia Fulwiler** to the Comprehensive Plan Action Committee

**Trustee Jackson – Reports & Resolutions**

- a) Reports
- b) Appoint **Bobbi Scott-Stearns** as Chairperson for the Arts Culture and Diversity Committee

**Trustee Meyer – Reports & Resolutions**

- a) Reports

- VIII. **Staff Reports**
  
- IX. **Adjournment**

*This meeting is conducted according to the Rules of Procedure as adopted by the Village Board on 7/14/25*

## Meetings Schedule

*(Dates/times are subject to change. Please call the Village Clerk's office at 632-4120 for the most up-to-date information)*

- 1<sup>st</sup> Mon Planning Board Work Session 7:00pm Meeting / 7:30pm
- 2<sup>nd</sup> Mon Village Board Work Session 6:00pm / Meeting 7:30pm
- 3<sup>rd</sup> Mon Environmental Advisory Council 7:15pm
- 3<sup>rd</sup> Mon Meeting House Events Committee 6:15pm (Mtg House)
- 4<sup>th</sup> Mon Village Board Work Session 6:00pm / Meeting at 7:30pm
- 3<sup>rd</sup> Tue Parks Committee 7:00pm
- 3<sup>rd</sup> Tue Tree Board 6:00pm
- 3<sup>rd</sup> Thu Youth & Rec 7:00pm
- 4<sup>th</sup> Tue HPC Work Session 7:00pm Meeting 7:30pm
- 4<sup>th</sup> Tue Youth & Recreation Committee 7:00pm (Aud)
- 2<sup>nd</sup> Wed Glen Park Joint Board 7:00pm in Conference Room
- 3<sup>rd</sup> Wed ZBA Work Session 7:00pm/ Meeting 7:30pm (Aud)
- 1<sup>st</sup> Thu Traffic & Safety Committee 6:30pm
- 2<sup>nd</sup> Thu Arts, Culture & Diversity Committee 7:00pm
- 3<sup>rd</sup> Thu Glen Park Art Festival Meeting 7:00pm

## Village Board Liaisons

*(Updated 7/15/25)*

**MAYOR HUNT:** APD, Williamsville Fire Department, Executive Safety Committee, Records Management Committee, Co-Liaison DPW, Co-Liaison WBA

**DEPUTY MAYOR CELESTE:** Traffic & Safety, Meeting House, Co-Liaison DPW, Intergovernmental Agency, Youth & Recreation

**TRUSTEE HAHN:** Tree Board, Planning & Architectural Review Board, Beautification Committee, Erie County Energy, Community Plan Action Committee, Co-Liaison Williamsville Business Association

**TRUSTEE JACKSON:** Arts/ Culture & Diversity Committee, Co-Liaison Glen Park Joint Board, Parks Committee

**STEVEN MEYER:** Environmental Advisory Committee, Historic Preservation Commission, Zoning Board of Appeals, Co-Liaison Glen Park Joint Board

## Meetings & Events

*(Dates/times are subject to change. Please call the Village Clerk's office at 632-4120 for the most up to date information)*

### **September 2025**

- 2 Planning Board
- 4 Traffic & Safety Committee
- 8 Village Board Work Session 6:00pm**
- 8 Village Board Regular Session 7:30pm**
- 10 Glen Park Joint Board 7:00pm
- 11 Arts, Culture & Diversity Committee 7:00pm
- 15 Meeting House Events Committee 6:15pm
- 15 Environmental Advisory Committee 7:15 pm
- 16 Tree Board 6:00pm
- 16 Parks Committee Meeting 7pm
- 17 Zoning Board of Appeals 7pm
- 18 Youth & Rec 7pm
- 22 Village Board Work Session 6:00pm**
- 22 Village Board Regular Session 7:30pm**
- 23 Historic Preservation Commission

### **October 2025**

- 2 Traffic & Safety Committee 6:30pm
- 6 Planning Board 7:30pm
- 80 Glen Park Joint Board 7:00pm
- 9 Arts, Culture & Diversity Committee 7:00pm
- 14 Beautification Committee 1:00pm
- 14 Village Board Work Session 6:00pm**
- 14 Village Board Regular Session 7:30pm**
- 15 Zoning Board of Appeals 7pm
- 16 Youth & Rec 7:00pm
- 20 Meeting House Events Committee 6:15pm
- 20 Environmental Advisory Committee 7:15 pm
- 21 Tree Board 6:00pm
- 21 Parks Committee Meeting 7pm
- 22 Comprehensive Plan Update Committee 6:30pm
- 27 Village Board Work Session 6:00pm**
- 27 Village Board Regular Session 7:30pm**
- 28 Historic Preservation Commission 7:00pm
- Comprehensive Plan Update Committee 6:30pm
- 31 Hallowe...



Visit the Village website at

[www.williamsvillny.gov](http://www.williamsvillny.gov)

For Village information, news & events.

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[www.Facebook.com/williamsville](https://www.facebook.com/williamsville)

**HUNT #1**

**BE IT RESOLVED**, that the following ***budget transfers*** are hereby made in the ***General Fund*** for the **2025-2026** fiscal year:

To: 001-1620-4260 Buildings/Maintenance Supplies .....	\$352.00
From: 001-1620-4240 Buildings/Maintenance/Paint/Carpet .....	\$352.00
To: 001-1640-4110 Central Garage/Service Contracts.....	\$531.00
From: 001-1640-4160 Central Garage/Building Repairs & Maintenance .....	\$531.00
To: 001-5110-4161-0915 Street Maintenance/Repairs Ravo Sweeper.....	\$74.00
From: 001-5110-4161 Street Maintenance/Repairs-Equipment .....	\$74.00
To: 001-7530-2000 Village Meeting House/Equipment.....	\$4,680.00
From: 001-7530-2010 Village Meeting House/Capital Improvements .....	\$4,680.00
To: 001-3410-4160-3401 Fire Protection/Engine 1 .....	\$1,495.00
001-3410-4160-3405 Fire Protection/Rescue Engine .....	\$328.00
From: 001-3410-4160 Fire Protection/Truck Expense .....	\$1,823.00

**HUNT #2**

**BE IT RESOLVED**, that payroll and vouchers in the amount of **\$185,878.70** covering the period from **08/25/2025** through **09/10/25** are hereby approved as follows:

<b>PAYROLL COVERING 08/25/25-09/07/25</b>	<b>\$ 49,272.32</b>
<b>VOUCHERS COVERING FY 2025/2026</b>	
GENERAL FUND	\$ 127,065.77
SEWER FUND	\$ 1,605.80
GLEN PARK FUND	\$ 193.81
TRUST & AGENCY FUND	\$ 2,800.00
SEWER CONSOLIDATION PROJECT	\$ 4,941.00
	<b>\$ 136,606.38</b>
<b>GRAND TOTAL</b>	<b><u>\$ 185,878.70</u></b>

**HUNT #3**

**BE IT RESOLVED** that ***Luke Readling***, of *Williamsville, New York*, is hereby appointed as an active member of the Williamsville Fire Department effective October 1, 2025.

**HUNT #4**

**RESOLVED**, that the Williamsville Fire Department is hereby authorized to have James Zymanek and Holly Schiferle travel to and attend the Fire Fusion training in Charleston, South Carolina from October 14, 2025 through October 17, 2025 at an estimated cost of \$1,804.00 each plus the expense of airfare for lodging and meals, to be paid from Education Expense/Travel budget appropriation line.

**HUNT #5**

**WHEREAS**, the Village of Williamsville Board of Trustees has determined that an increased workload in the Village Clerk's office necessitates additional administrative support to ensure efficient operations; and

**WHEREAS**, a new part-time position entitled "Account Clerk" shall be created in accordance with the responsibilities and duties as defined by the job description developed by Erie County Civil Service,

**THEREFORE, BE IT RESOLVED**, that a new part-time position entitled Account Clerk for the Village of Williamsville is hereby created, effective immediately.

**HUNT #5**

**RESOLVED**, that Suzanne Canell, of Williamsville, New York, is hereby appointed as part-time Account Clerk effective September 23, 2025 at the rate of \$29.48 per hour.

**CELESTE #1**

**RESOLVED**, that the Village Clerk is hereby authorized and instructed to publish an advertisement for bids for the upgrade of the Village Hall as well as the Hutchinson Hose Fire Department located in the Village of Williamsville. Bids for the construction of the project are to be received at the office of the Village Clerk until Tuesday, November 18, 2025, at 2:00pm local time.

**CELESTE #2**

**HAHN #1**

**RESOLVED**, that *Patricia Fulwiler* is hereby appointed to the Comprehensive Plan Action Committee.

**JACKSON #1**

**RESOLVED**, that *Bobbi Scott-Stearns* is hereby appointed as Chairperson of the Arts Culture and Diversity Committee.