

**AGENDA**  
**VILLAGE OF WILLIAMSVILLE**  
**REORGANIZATION MEETING**  
**July 15, 2024**  
**6:00 p.m.**

I, **Christine Hunt**, as Mayor of the Village of Williamsville, appoint **Eileen Torre** of 109 North Ellicott Street, Williamsville, as Deputy Mayor for the Village of Williamsville to the end of the 2024-2025 official Village year.

I, **Christine Hunt**, as Mayor of the Village of Williamsville, reappoint **Colleen Leiker** of 63 Pasadena Place, Williamsville, to the Planning and Architectural Review Board to the end of the 2026-2027 official Village year.

I, **Christine Hunt**, as Mayor of the Village of Williamsville, appoint **Marilyn Alfes** of 59 Evans Street, Williamsville, to the Zoning Board of Appeals to the end of the 2029-2030 official Village year.

**The following is a listing of committees/associations/departments to be assigned:**

- Amherst Police Department
- Arts, Culture & Diversity Committee
- Beautification Committee
- Community Plan Update Committee
- Department of Public Works
- Environmental Advisory Council
- Erie County Energy Aggregation
- Executive Safety Committee
- Fire Department
- Glen Park Joint Board
- Historic Preservation Commission
- Insurance
- Inter-governmental Agency
- Meeting House Events Committee
- Parks Committee
- Personnel
- Planning and Architectural Review Board
- Records Management Committee
- Traffic & Safety Committee
- Tree Board
- Williamsville Business Association
- Youth & Recreation Committee
- Zoning Board of Appeals

**Village Board Liaisons are appointed as follows:**

**Mayor Hunt**

1. Personnel
2. Insurance
3. Amherst Police Department
4. Fire Department
5. Executive Safety Committee
6. Records Management Committee
7. Co-liaison DPW

**Deputy Mayor Torre**

1. Environmental Advisory Committee
2. Historic Preservation Committee
3. Zoning Board of Appeals

**Trustee Celeste**

1. Traffic & Safety
2. Meeting House
3. Department of Public Works
4. Intergovernmental
5. Youth & Recreation

**Trustee Hahn**

1. Tree Board
2. Planning Board
3. Beautification
4. Erie County Energy

**Trustee Jackson**

1. Arts, Culture & Diversity
2. Glen Park Joint Board
3. Parks Committee
4. Williamsville Business Association

**RESOLVED**, that the following are hereby appointed to the *Arts, Culture & Diversity Committee* until the end of the **2024-2025** official Village year.

- *Joan Ess*
- *Katrina Huebner*
- *Donna DeLano-Kerr*

**RESOLVED**, that *Donna DeLano-Kerr* is hereby designated *Chairperson of the Arts, Culture & Diversity Committee* until the end of the **2024-2025** official Village year.

**RESOLVED**, that the following are hereby appointed to the *Beautification Committee* until the end of the *2024-2025* official Village year.

- *Linda Anscombe*
- *Vicki Carr*
- *Sharon Daniels*
- *Elise Fila*
- *Deb Habes*
- *Joyce Haskell*
- *Liveleen Gill*
- *Myra Lenz*
- *Dian Lewin*
- *Jennifer Licht*
- *Edie Malizia*
- *Joanne Miechowski*
- *Michele Pagliaroli*
- *Marcia Roth*
- *Ramona Schickling*
- *Melissa Warner*
- *Sally White*

**RESOLVED**, that *Deb Habes* is hereby designated *Chairperson* of the *Beautification Committee* until the end of the *2024-2025* official Village year.

**RESOLVED**, that the following are hereby appointed to the *Environmental Advisory Council* until the end of the *2024-2025* official Village year:

- *Carol Descutner*
- *William Flannery*
- *Frank Mischler*
- *Jon Nickerson*
- *Marisa Riggi*
- *Steven Schulz*
- *Jane Vohwinkel*
- *Luke Wolfe*

**RESOLVED**, that *Jane Vohwinkel* is hereby designated *Chairperson of the Environmental Advisory Council* until the end of the *2024-2025* official Village year.

**RESOLVED**, that the following are hereby appointed to the *Glen Park Joint Board* until the end of the *2024-2025* official Village year:

- *Paul Glauber*

**RESOLVED**, that *Paul Glauber* is hereby designed *Chairperson of the Glen Park Joint Board* until the end of the 2024-2025 official Village Year.

**RESOLVED**, that the following are hereby appointed to the *Executive Safety Committee* for the 2024-2025 official Village year:

- *Suzanne Canell*
- *Ben Vilonen*
- *Kevin Stahr*

**RESOLVED**, that the following are hereby appointed to the *Historic Preservation Commission* until the end of the 2028-2029 official Village year:

- *Anthony Bannon*
- *Kathleen DeLaney*
- *Susan Fenster*

**RESOLVED**, that *Susan Fenster* is hereby designated *Chairperson of the Historical Preservation Commission* until the end of the 2024-2025 official Village year.

**RESOLVED**, that the following are hereby appointed to the *Meeting House Events Committee* until the end of the 2024-2025 official Village year:

- *Pauline Dyson*
- *Doug Kern*
- *Elaine LaVigne*
- *Linda Pacer*
- *Doug Richardson*
- *Joan Scalfani*
- *Steven Schultz*
- *Maria Testa*
- *Denis Uminski*

**RESOLVED**, that *Doug Kern* is hereby designated *Chairperson of the Meeting House Events Committee* until the end of the 2024-2025 official Village year.

RESOLVED, that the following are hereby appointed to the *Parks Committee* until the end of the *2024-2025* official Village year:

- *Noel Bartlo*
- *Willard Brooks*
- *Matt Carson*
- *Carrie Duquin*
- *Greg Garten*
- *Maureen McQuistion*
- *Marty Visciano*

*Chairperson* of the *Parks Committee* to be determined for the *2024-2025* official Village year.

RESOLVED, that *Catherine Waterman-Kulpa* is hereby appointed *Chairperson of the Planning and Architectural Review Board* until the end of the *2024-2025* official Village year.

RESOLVED, that the following are hereby appointed to the *Records Management Committee* until the end of the *2024-2025* official Village year:

- *Suzanne Canell*
- *Kathryn Rappleye*
- *Kristine Voight*
- *Charles D. Grieco*

RESOLVED, that the following are hereby appointed to the *Traffic and Safety Committee* until the end of the *2024-2025* official Village year:

- *Patrice Hannotte*
- *Walter Pacer*
- *Thomas Petrocelli*
- *Dan Rider*
- *Nick Roth*
- *Matthew Schery*
- *Sam Spritzer*
- *Doug Richardson*

Traffic & Safety Ex-Officios through the end of 2024-2025 official Village year:

- *Captain Charles Persons (Amherst Police Dept.)*
- *Mike Vogel (Fire Department)*
- *Bill Tuyn (Transportation Professional)*

RESOLVED, that *Walter Pacer* is hereby designated *Chairperson of the Traffic & Safety Committee* until the end of the *2024-2025* official Village year.

RESOLVED, that the following are hereby appointed to the *Tree Board Committee* until the end of the *2027-2028* official Village year:

- *Daniel DeLano, Jr.*

Tree Board Ex-Officios through the end of 2024-2025 official Village year:

- *Tom Draves (Village Forester)*
- *Ben Vilonen (DPW)*

RESOLVED, that the following are hereby appointed to the *Youth and Recreation Committee* until the end of the *2024-2025* official Village year:

- *Beau Abar*
- *Caitlin Abar*
- *Amy Alexander*
- *Emily Dufrene*
- *Julie LoTempio*
- *Daniel Overton*
- *Kate Overton*
- *Ashley Wendelboe*

RESOLVED, that *Amy Alexander* is hereby designated *Chairperson of the Youth and Recreation Committee* until the end of the *2024-2025* official Village year.

RESOLVED, that *William Tuyn* is hereby appointed as Alternate member of the *Zoning Board of Appeals* until the end of the *2024-2025* official Village year.

RESOLVED, that *Rick Andrews* is hereby reappointed *Chairperson* of the *Zoning Board of Appeals* until the end of the *2024-2025* official Village year.

RESOLVED, that *Bond, Schoeneck & King*, is hereby appointed *Village Counsel* for the *2024-2025* official Village year.

RESOLVED, that the *Village Attorneys of Record (Charles D. Grieco, Esq., of counsel)* is hereby designated to hear and determine appeals regarding the denial of access to records under the Freedom of Information Law for the *2024-2025* official Village year.

**RESOLVED**, that *Rotella Grant Management* is hereby appoint *Village Grant Writers* for the 2024-2025 official Village year.

**RESOLVED**, that *Suzanne Canell* is hereby appointed as *Administrator/Clerk-Treasurer* for the 2024-2025 official Village year.

**RESOLVED**, that *Kristine Voight* is hereby appointed *Deputy Treasurer* for the 2024-2025 official Village year.

**RESOLVED**, that *Kathryn Rappleye* is hereby appointed *Deputy Clerk* for the 2024-2025 official Village year.

**RESOLVED**, that *Secretary to the Mayor* position for the 2024-2025 official Village year is currently open and will be fulfilled following employment search.

**RESOLVED**, that *Suzanne Canell* is hereby appointed as *Registrar of Vital Statistics* for the 2024-2025 official Village year.

**RESOLVED**, that *Kathryn Rappleye* is appointed *Deputy Registrar of Vital Statistics* for the 2024-2025 official Village year.

**RESOLVED**, that *Kristine Voight* and *Sophie Kephart* are appointed *Sub-Registrars of Vital Statistics* for the 2024-2025 official Village year.

**RESOLVED**, that *Suzanne Canell* is appointed *Collector of Taxes and Assessments* for the 2024-2025 official Village year.

**RESOLVED**, that *Suzanne Canell* is appointed *Records Management Officer* for the 2024-2025 official Village year.

**RESOLVED**, that *Suzanne Canell* is appointed *Records Access Officer* for the 2024-2025 official Village year.

**RESOLVED**, that *Walter Pacer* is hereby appointed *Acting Justice* for the 2024-2025 official Village year.

**RESOLVED**, that *Thomas E. Webb* is hereby appointed *Prosecutor* for the 2024-2025 official Village year.

**RESOLVED**, that the *Williamsville Historical Society* is hereby appointed *Village Historian* for the 2024-2025 official Village year.

**RESOLVED**, that *WM. Schutt Associates* is hereby designated the *Engineer of Record* for the Village of Williamsville for the 2024-2025 official Village year.

**RESOLVED**, that *WM. Schutt Associates* are hereby designated to act as the Stormwater Management Officer (SMO) for the Village of Williamsville for the **2024-2025** official Village year.

**RESOLVED**, that for the **2024-2025** Official Village year the *Amherst Bee* is hereby designated the *Official Newspaper* for the Village of Williamsville and in the event that it is necessary to meet legal deadlines, the *Buffalo News*.

**RESOLVED**, that the *Ghallager Insurance* is hereby appointed as the *Insurance Broker of Record* until the end of the **2024-2025** official year.

**RESOLVED**, that the Village Board hereby adopts the attached "*Rules of Procedure*" (*Attachment 1*) to be followed by the Village of Williamsville Board of Trustees during the **2024-2025** official Village year.

**RESOLVED**, that the Village Board hereby adopts the attached *Comprehensive Emergency Management Plan* provided by the Town of Amherst (*Attachment 2*), which includes the *Mass Casualty Incident Emergency Response Plan* and the *Hazardous Materials Response Plan* as the official plan for the **2024-2025** official Village year.

**RESOLVED**, that the Regular Board Meetings of the Village of Williamsville Board of Trustees will be held at 7:30 p.m. on the second and fourth Mondays of each month, except for **July 2024, August 2024** and **December 2024**, when the regular meetings will be held on **July 15, August 12** and **December 9**, and that the **2025** Re-Organizational Meeting will be held in July. Meetings will be held in the Williamsville Village Hall, 5565 Main Street with work session meeting discussions to be held at 6:00 p.m.

**RESOLVED**, that the Village Board, officials, department heads and employees are hereby authorized to attend various official meetings within Erie County and the expense is to be paid by the Village.

**RESOLVED**, that the following travel outside Erie County is hereby authorized, using a cost-effective and reasonable method of travel:

Mayor: NYCOM Legislative Meetings

Trustees: NYCOM Legislative Meetings

Administrator: NYS GFOA Annual Conference & regional seminars, NYCOM Fall Training School, and Legislative Meetings

Deputy Treasurer – NYS GFOA Annual Conference and regional seminars

Deputy Clerk – NYCOM Fall Training School

**BE IT FURTHER RESOLVED**, that all other travel outside Erie County must be approved by resolution of the Board of Trustees prior to attendance.

**RESOLVED**, that the reimbursement rate for the authorized use of private motor vehicles for Village business will correspond to the standard Federal mileage rate as published by the IRS.

**RESOLVED**, that meals and incidental expenses related to travel will be paid on a per diem rate basis, as per IRS Publication 1542 “Per Diem Rates” at the rate in effect for the city of travel at the time of travel, and that the per diem rate for the first and last day of travel will be paid based on IRS Publication 1542 “Per Diem Rates” at the rate in effect for the city of travel at the time of travel, and that deductions shall be made from claimed reimbursement for any meals covered by the hotel, conference, or by any other party; and

**BE IT FURTHER RESOLVED**, that hotel expense will be reimbursed at the actual cost incurred.

**RESOLVED**, that the following depositories are designated by this Board of Trustees as the banks of deposit for the Village of Williamsville, and all monies received by the Treasurer and Clerk of the Village of Williamsville:

Bank of America  
Bank on Buffalo  
Citizens’ Bank  
Evans Bank  
Five Star Bank  
JPMorgan Chase  
Key Bank of New York  
M & T Bank  
Northwest Bank  
NYCLASS

**WHEREAS**, pursuant to General Municipal Law Section 104-b, the Village’s procurement policy allows for types of procurement for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations would not be in the best interest of the municipality for various reasons, including choosing an individual or company based on accountability, reliability, responsibility, skill, education and training, judgment, integrity and moral worth and these qualifications are not necessarily found in the individual or company that offers the lowest price;

**NOW, THEREFORE, BE IT RESOLVED**, that the Village Board of Trustees authorizes the following Fire Department vendors as preferred vendors:

10-75 Emergency Lighting  
Aerial Testing  
Bound Tree Medical  
Breathing Air Systems  
Dival Safety Equipment  
Gabes Collision  
Mobile Storage Solutions  
Moore Medical Supplies  
Municipal Emergency Services (MES)  
New Egg Business  
Occustar Inc.  
Saia Communications

Sam's Apparatus Maintenance  
 Sewing Technologies  
 The Fire Store  
 Twin Tier Fire & Safety Services Bonnie Vale, Inc.  
 West Herr Automotive Group

**RESOLVED**, that the Village Board hereby adopts the attached *Investment Policy for the Village of Williamsville (Attachment 3)* as attached during the **2024-2025** official Village year.

**RESOLVED**, that the Village of Williamsville hereby adopts the attached *Length of Service Award Program Investment Policy (Attachment 4)* during the **2024-2025** official Village year.

**RESOLVED**, that the Village of Williamsville hereby adopts the attached *Clerk's Office Fee Schedule (Attachment 5)* as attached during the **2024-2025** official Village year.

**RESOLVED**, that Village of Williamsville hereby adopts the attached *Building Department and Plumbing Permit Fee Schedule (Attachment 6)* as attached for the **2024-2025** official Village year:

**RESOLVED**, that the following *Justice Court Fee Schedule for Parking Violations* is hereby adopted for the **2024-2025** official Village year:

Winter parking prohibition November 1 thru April 1	\$25.00
Parked within 15 feet of fire hydrant	\$80.00
Parked in fire lane	\$35.00
Handicap area (includes surcharge)	\$80.00
Parallel parking	\$25.00
Expired registration	\$30.00
Expired inspection	\$25.00
Less than 20 feet from crosswalk	\$25.00
Blocking driveway	\$25.00
Right side of vehicle more than 12 inches from curb	\$25.00
Parking prohibited upon publicly or privately owned premise without permission	\$25.00
Parked on sidewalk	\$25.00
Parked on bridge	\$25.00
No parking, stopping, standing	\$25.00
Restricted zone	\$25.00
Parked beyond time limit	\$25.00
Parked within intersection	\$25.00
Double parked	\$25.00
Parked in bus route, certain hours	\$25.00
Parked against the direction of authorized traffic movement	\$25.00

**RESOLVED**, that the Village Board hereby adopts the attached ***Procurement Policy (Attachment 7)*** as the official Procurement Policy for the **2024-2025** official Village year:

**RESOLVED**, that the attached ***Volunteer Application (Attachment 8)*** is hereby approved and must be completed by all appointed volunteers/committee members of the Village of Williamsville.

**RESOLVED**, that the attached ***Sexual Harassment Prevention Policy, the Non- Discrimination Policy and the Anti-Harassment Policy (Attachment 9)*** are hereby adopted and are to be signed by all Elected Officials, Village employees, appointed employees and volunteer committee members.

**MOTION TO ADJOURN**

7/15/2024

# Village of Williamsville

## Rules of Procedure

### Regular Meetings

- The regular Board meeting of the Board of Trustees will be on the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month.
- The regular meetings will commence at 7:30 p.m. and be held in the Auditorium at Village Hall.
- Any deviation of the foregoing paragraph must be determined by the Board of Trustees.

### Special Meetings

- Special meetings of the Board of Trustees are all those Board meetings other than regular meetings.
- A special meeting may be called by the Mayor or any Trustee upon notice to the entire board.
- Notice may be given by telephone, in person, email, or in writing at least 24 hours in advance unless an emergency exists.

### Quorum

- A quorum of the Board of Trustees must be present to conduct business.
- A quorum of the five member Board of Trustees is three.
- In the absence of a quorum, a lesser number may adjourn and compel the attendance of absent members.

### Executive Sessions

- Executive sessions will be held in accordance with Public Officers Law §105.
- All executive sessions will be commenced in a public meeting.

### Agendas

- The agenda of every meeting of the Board of Trustees will be prepared by the Clerk at the direction of the Mayor.
- The Mayor or any Trustee may have an item placed on the agenda on at least 3 business days notice.
- When possible, items for the agenda must be given to the Clerk by 12:00 p.m. the Wednesday prior to the meeting.
- Items may be placed on the agenda at any time, including during the meeting by a majority vote of the board.
- The agenda will be prepared and emailed to board members no later than 5:00 p.m. the Friday before the meeting.
- If necessary, a supplemental agenda may be distributed at the beginning of the meeting.

7/15/2024

**Voting**

- Pursuant to Village Law, each member of the Board of Trustees has one vote. The Mayor may vote on any matter, but must vote in case of a tie.
- A vote upon any question will be taken by “Yes” and “No”.
- When taking votes, the clerk must record in the minutes for each Trustee whether they voted yes, voted no, abstained from voting, or were absent. Abstentions and absences should not be counted as votes. Abstentions and absences are neither positive nor negative votes; they are simply no vote at all.
- For the purposes of determining whether a matter passed, the clerk must tally the number of yes votes.
- Unless otherwise specified by state law, a majority of the totally authorized voting power of the board must vote yes for the matter to pass.

**Minutes**

- Minutes will be taken by the Clerk.
- Minutes must consist of a record of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon.
- Minutes must be taken at executive session of any action that is taken by formal vote and must consist of a record of the final determination of the action, and the date and vote thereon.
- Minutes must include the following:
  - Name of the Board;
  - Date, place, and time of the meeting;
  - Notation of whether a board member is present or absent, and the board member’s time of arrival or time of departure if different from the time the meeting was called to order and adjourned;
  - Name and title of other village officials and employees present and the approximate number of attendees;
  - Record of communication presented to the Board;
  - Record of reports made by the Board or other village personnel;
  - Time of Adjournment; and
  - Signature of Clerk or person who took the minutes, if not the Clerk.

Minutes may not contain a summary of the discussion leading to action taken or include verbatim comments unless a majority of the Board resolves to have the Clerk do so. Minutes must be approved by the Board at the next board meeting. The minutes may be amended only upon Board approval.

7/15/2024

**Order of Business**

- Call to order
- Pledge of Allegiance
- Roll Call
- Approval of minutes
- Public Hearings
- Appointments
- Proclamations
- Public Comment Period
- Mayor Report & Resolutions
- Trustees' Reports & Resolutions
- Staff Reports
- Adjournment

**General Rules of Procedure**

- The Mayor presides at the meeting. In the Mayor's absence, the Deputy Mayor presides.
- The presiding officer may debate, make motions, and take any other action that other Board members may take.
- Board members are not required to rise but must be recognized by the presiding officer before making motions and speaking.
- Motions require a second.
- A member, once recognized, may not be interrupted when speaking unless it is to call him/her to order. If a member is called to order, they must cease speaking until the questions of order is determined. If the member is in order, he/she may proceed.
- A member may not be limited in the number of times he/she speaks on a question.
- Motions to close or limit debate require two-thirds vote.

**Guidelines for Public Comment**

- The public may speak only during the meeting's public comment period and at any other time, as the majority of the Board allows.
- Speakers may come to the podium once.
- Speakers must be recognized by the presiding officer.
- Speakers must step to the front of the room.
- Speakers must give their name, and say if they are a Village resident or nonresident.
- Speakers must limit their remarks to three (3) minutes.
- Speakers may not yield any remaining time they may have to another speaker. Board members may, with the permission of the Mayor, interrupt a speaker during their remarks, but only for the purpose of clarification or information.
- All remarks must be made to the Board as a body and not to individual Board members.
- Speakers must observe the commonly accepted rules of courtesy, decorum, dignity and good taste. Interested parties or their representatives may also address the Board by written communications.

7/15/2024

**Guidelines for Recording Equipment**

- All members of the public and all public officials are allowed to tape or video record public meetings.
- Recording is not allowed during executive sessions.
- The recording must be done in a manner which does not interfere with the meeting.
- The Mayor may make the determination that the recording is being done in an intrusive manner, taking into consideration, but not limited to, brightness of lights, distance from the Village Board, size of the equipment, the amount of noise generated by the activity, and the ability of the public to still participate in the meeting.
- If the Mayor determines that the recording is interfering with the meeting, the Mayor may request the individual alter his behavior to eliminate the interference. If the Mayor's request is not complied with, the Mayor may have the individual removed from the meeting room.
- The Board has the authority to adopt reasonable rules governing the use of cameras and recording devices during open meetings and those rules must be written, conspicuously posted, and provided to those in attendance upon request.

**Adjournment**

- Meetings must be adjourned by motion.

**Amendments to the Rules of Procedure**

- The foregoing procedures may be amended at any time by a majority vote of the Board.

***EMERGENCY  
PREPAREDNESS PLAN  
VILLAGE OF WILLIAMSVILLE  
5565 MAIN STREET  
WILLIAMSVILLE, NY 14221***

*Rev. July 1, 2002  
Rev. June 29, 2007  
Rev. July 1, 2008  
Rev. July, 2011  
Rev. Nov. 2012  
Rev. July 1, 2015  
Rev. July 2022*

Amherst Emergency Services officials can be contacted 24 hours a day  
by calling Amherst Fire Control 689-1212 and have them paged

**Emergency Preparedness Plan 2024****PURPOSE**

The officials of the Village of Williamsville have created this preparedness plan to set forth all necessary information pertaining to operating procedures, materials, and resources available for use during a declared emergency.

This plan also sets in place the political organization and responsibilities for each department under the jurisdiction of the Village of Williamsville.

**BASIS**

Disaster planning is based on the New York State Defense Emergency Act, the regulations and orders of the New York State Defense Council and the New York State Civil Defense Commission, the Emergency Plan for the Natural Disaster of the State of New York, and the National plan for Natural Disaster Mobilization.

The Village of Williamsville recognizes that planning and preparatory actions are required before an emergency. Emergency preparedness allows the Village of Williamsville to prepare and react to emergency situations to save lives and property if the Village of Williamsville is threatened or becomes a victim of a disastrous emergency. The Village of Williamsville Board of Trustees shall have the primary responsibility to see that all preparatory actions are taken for disaster planning and shall provide for the safety and security of the Village of Williamsville during a disaster. All responses to a disaster will follow the guidelines set forth in the National Incident Management System.

Section 23 of the New York State Executive Law authorizes local governments to prepare disaster emergency plans.

**MOBILIZATION**

The Emergency Operations Center (EOC) for the Village of Williamsville shall be located within the administrative offices of the Village Hall at 5565 Main Street, Williamsville, NY 14221. Once the Chief Executive Officer has declared a "State of Emergency" the Emergency Operations Center will remain manned around the clock until the emergency has subsided. The EOC shall forward all directives, warnings, information, etc., to various departments operating within the Village. This shall be accomplished by either the use of radios, telephones, cellular phones, or by messenger. Each person operating in the EOC shall be familiar with the plan and the components contained within, particularly those pertaining to the specific duties of each employee. The Chief Executive Officer shall appoint an EOC manager.

The Village Clerk/Administrator shall be responsible, along with its support staff, for the maintenance of all records and actions taken during the declared emergency.

**Amherst Emergency Services officials can be contacted 24 hours a day  
by calling Amherst Fire Control 689-1212 and have them paged**

*Emergency Preparedness Plan 2024***INITIAL PROCEDURE RESPONSIBILITIES**

The Village of Williamsville Board of Trustees, Village Legal Counsel, and all Department Heads within Village Government shall assemble, as soon as possible, at the EOC upon notification of the existence of an emergency condition, which may require out of the ordinary actions. Once it has been determined that the Village of Williamsville is in a disastrous emergency condition, each Department Head shall be responsible to see that his/her employees are contacted and given directions as set forth in this plan. Each Department Head is responsible for assuring the maximum effectiveness and utilization of all personnel assigned to his/her department. They are also responsible for the execution of all orders and directives issued by the Chief Executive Officer.

Once it has been determined by the Chief Executive Officer of the Village of Williamsville that public safety is imperiled, the Chief Executive Officer is authorized by Section 24 of Article 2B of the New York State Executive Law to proclaim a "state of emergency" within the territorial limits of the Village of Williamsville.

It shall be the responsibility of the Chief Executive Officer to contact the Erie County Department of Emergency Services, Disaster Preparedness Division, regarding any major emergency or disaster situation. All requests made to the county shall be by the Chief Executive Officer by telephone conversation or by the use of the civil defense radio network. Requests for military aid shall be made by the Chief Executive Officer to the Erie County Department of Emergency Services with that department to forward the request to the New York State Emergency Management Office.

The American Red Cross has the responsibility for mass care to persons immediately following the disaster. The American Red Cross has been assigned this responsibility by the Congress of the United States. The Red Cross must be contacted through the Erie County Office of Disaster Preparedness.

The following sites have been listed as emergency disaster shelters within the Village of Williamsville:

**Amherst Emergency Services officials can be contacted 24 hours a day  
by calling Amherst Fire Control 689-1212 and have them paged**

**Emergency Preparedness Plan 2024****RESPONSIBILITIES AND FUNCTIONS OF VILLAGE DEPARTMENTS**

**MAYOR** shall act as a disaster coordinator for the Village of Williamsville. The mayor, as the Chief Executive Officer of the Village of Williamsville, with the counsel from the Board of Trustees, Emergency Services Director, and any others he deems necessary, shall have the authority under the statutes set forth in the New York State Executive Law, Article 2B, to declare a “State of Emergency” in the Village of Williamsville. They also shall render the final decision on all matters pertaining to the safety of the Village of Williamsville, and the citizens within, as well as the deployment of all persons under their direction, assisting in the efforts to mitigate the effects of the emergency.

**DEPUTY MAYOR**, in the absence of the Mayor, serves as the Chief Executive Officer and shall assume the responsibilities and functions of the Chief Executive Officer. If the Mayor is present, the Deputy Mayor shall assume the responsibilities set forth in the duties of a Trustee of the Village.

**BOARD OF TRUSTEES** shall perform their assigned duties and perform any duties assigned to them by the Chief Executive Officer to assure the continuity of the government during the disaster emergency.

**AMHERST EMERGENCY SERVICES DIRECTOR** shall work with the disaster coordinator for the mitigation of the emergency conditions. The Emergency Services Director shall also be responsible for the direction and control of his/her own assigned personnel.

**VILLAGE CLERK/ADMINISTRATOR** shall be responsible to inform the Chief Executive Officer and the Board of Trustees as to the necessary emergency expenditures incurred by the Village of Williamsville during the disaster emergency situation and to set up a special line item account number to record all expenditures so that reimbursements can be submitted in an accurate and timely manner. The Village Clerk/Administrator shall also be responsible to maintain all necessary records of manpower worked, supplies used, contractors hired, and any and all other expenditures of the Village of Williamsville pertinent to the emergency situation. Once the emergency has been controlled and the Village returns to normal operations, the Village Clerk/Administrator shall prepare a detailed report with the assistance of any other village employee that the Chief Executive Officer deems necessary to give full accountability as to the operations, costs, and results of the disaster emergency.

**DPW GENERAL CREW CHIEF** shall be responsible for the maintenance of streets, bridges, official vehicles, and equipment of the Village of Williamsville. The General Crew Chief shall direct actions to check, restore, and maintain essential public facilities and services. The General Crew Chief shall also work in conjunction with all utilities in the restoration of vital services, i.e. gas, electric, water, telephone, etc.

**POLICE DEPARTMENT** shall be under the direction of the Chief of Police for the Town of Amherst. They shall operate as they would for any other emergency but shall assign a representative to the Village of Williamsville EOC if requested by the Chief Executive Officer of the Village of Williamsville.

**Amherst Emergency Services officials can be contacted 24 hours a day  
by calling Amherst Fire Control 689-1212 and have them paged**

**Emergency Preparedness Plan 2024**

**FIRE DEPARTMENT** shall be under the direction of the Chief of the Williamsville Fire Department. They shall operate as described in their department's standard operating procedures. Once the emergency has concluded, the Fire Chief shall be responsible for submitting a detailed report of all expenditures incurred and the operations of the department during the disaster emergency.

**BUILDING AND FIRE INSPECTOR** shall be responsible for the safety and integrity inspections of all damaged residential and commercial structures before evacuees are allowed to re-occupy such structures.

The Chief Executive officer upon formal emergency declaration of disaster shall fill the following positions:

**PUBLIC INFORMATION OFFICER** – responsible for the dissemination of information to other levels of government along with the insurance of news reports through the use of the media

**SUPPLY OFFICER** – responsible for the control and documentation of all Village resources.

Attached to this preparedness plan are the listed emergency telephone numbers of all officials: Village, County, State, Town, and Independent Agencies.

**Amherst Emergency Services officials can be contacted 24 hours a day  
by calling Amherst Fire Control 689-1212 and have them paged**

## LOCAL DECLARATION OF “A "STATE OF EMERGENCY”

"A State of Emergency" is herewith declared in the Village of Williamsville, County of Erie, and the State of New York for the period beginning at \_\_\_\_\_ hours, on this date \_\_\_\_\_ and continuing in effect until rescinded. A State of Emergency has been declared due to emergency conditions resulting from \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

affecting all or certain parts of the Village of Williamsville. Such conditions threaten or imperil the public safety of the citizens of the Village of Williamsville.

As the Mayor of the Village of Williamsville, I, Christine L. Hunt, have exercised the authority given to me under Section 24 of the New York State Executive Law, Article 2B, to preserve the public safety and hereby render all required and available assistance vital to the security, well-being, and health of the citizens of the Village.

I hereby direct all departments to take whatever steps necessary to protect life and property, public infrastructure and other such emergency assistance as deemed necessary.

\_\_\_\_\_  
Christine L. Hunt, Mayor  
Village of Williamsville

**NOTE:** The Mayor, at anytime, may rescind a declaration of emergency. This declaration of emergency does not need to be filed with the Town Clerk, County Clerk, or the Secretary of State. A declaration of emergency does not need to be extended, as do emergency orders. When the state of emergency no longer exists, a written rescinding statement shall be issued.

**Amherst Emergency Services officials can be contacted 24 hours a day  
by calling Amherst Fire Control 689-1212 and have them paged**

## RESCINDING A DECLARATION OF “LOCAL STATE OF EMERGENCY”

WHEREAS, on this date \_\_\_\_\_ at \_\_\_\_\_ hours, I, Christine L. Hunt, Mayor of the Village of Williamsville, having determined there was an imminent threat to life and property associated with \_\_\_\_\_ declared a state of emergency in the Village of Williamsville, pursuant to Section 24, of the New York State Executive Law, Article 2B, and:

WHEREAS, it appears that the existence of that local emergency has ceased to exist and protection is no longer essential;

Now, therefore, I, Christine L. Hunt, Mayor of the Village of Williamsville, pursuant to Section 24 of the New York State Executive Law, Article 2B, do hereby rescind the existing local state of emergency effective this time \_\_\_\_\_ on this date \_\_\_\_\_.

---

Christine L. Hunt, Mayor  
Village of Williamsville

## EMERGENCY ORDERS

WHEREAS, At this time \_\_\_\_\_ on this date \_\_\_\_\_, a local state of emergency was declared pursuant to Section 24 of the New York State Executive Law, Article 2B, IN response to \_\_\_\_\_ in and around the Village of Williamsville, and;

WHEREAS, Due to hazards associated with \_\_\_\_\_ throughout the Village of Williamsville, it is prudent to establish the following restrictions: \_\_\_\_\_

Now, therefore, pursuant to Section 24 of the New York State Executive Law, I, Christine L. Hunt, Mayor of the Village of Williamsville, do hereby establish these restrictions as identified in these orders, effective at this time \_\_\_\_\_ on this date \_\_\_\_\_.

\_\_\_\_\_  
Christine L. Hunt, Mayor  
Village of Williamsville

**NOTE:** Emergency orders must be executed in triplicate and shall be filed within 72 hours or as soon as practicable in the Village Clerk’s Office, the Office of the County Clerk, and the Office of the Secretary of State. Such orders shall be effective for five (5) days from issue or upon the rescinding of the state of emergency. These orders may be extended for additional periods not to exceed five (5) days until the state of emergency is rescinded. Each extension must be refiled.

**Amherst Emergency Services officials can be contacted 24 hours a day by calling Amherst Fire Control 689-1212 and have them paged**

## RESCINDING EMERGENCY ORDERS

WHEREAS, a state of emergency was declared at this time \_\_\_\_\_ on this date \_\_\_\_\_, pursuant to Section 24 of the New York State Executive Law due to such conditions as listed and:

WHEREAS, at this time \_\_\_\_\_ on this date \_\_\_\_\_, a local emergency order was declared pursuant to Section 24 of the New York State Executive Law, and:

WHEREAS, due to hazards associated with the declared emergency, said order was issued specifically to \_\_\_\_\_

\_\_\_\_\_

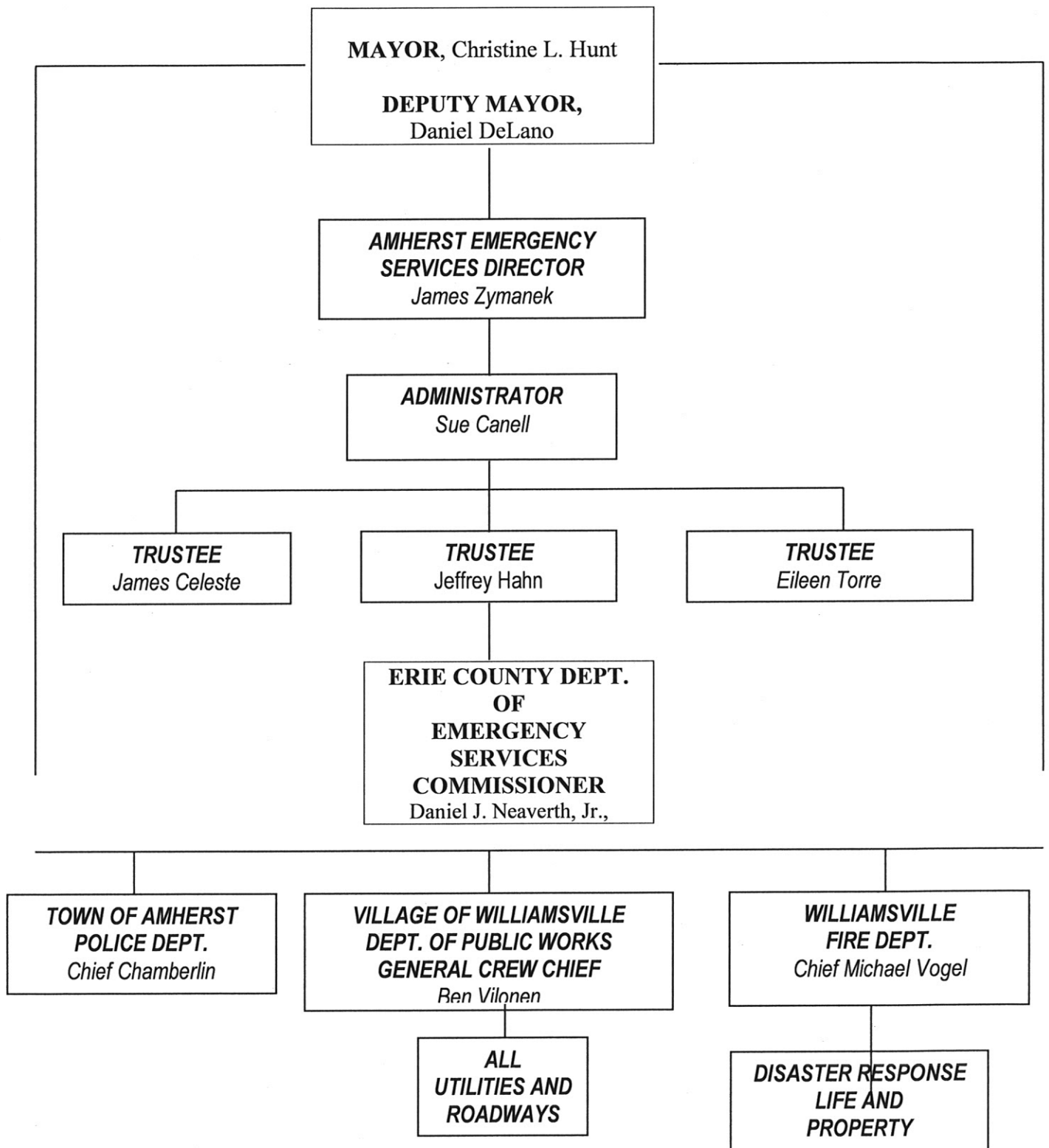
\_\_\_\_\_ and to protect life and property within the Village of Williamsville, covered by said state of emergency and emergency order:

Now, therefore, I, Christine L. Hunt, Mayor of the Village of Williamsville, do hereby rescind said executive order effective this time \_\_\_\_\_ on this date \_\_\_\_\_

—

\_\_\_\_\_  
Christine L. Hunt, Mayor  
Village of Williamsville

Emergency Preparedness Plan 2024

**DISASTER EMERGENCY GOVERNMENTAL FLOW CHART**

Amherst Emergency Services officials can be contacted 24 hours a day  
by calling Amherst Fire Control 689-1212 and have them paged

## Emergency Preparedness Plan 2024

## DISASTER PREPAREDNESS PERSONNEL RESOURCES

<b>MAYOR</b>	<b>Christine L. Hunt</b>	632-8784 (home) 228-8779 (cell)
<b>DEPUTY MAYOR</b>	<b>Eileen Torre</b>	553-8986 (cell)
<b>TRUSTEES</b>	<b>James Celeste</b>	548-6817 (cell)
	<b>Jeffrey Hahn</b>	480-7500 (cell)
	<b>Amy Jackson</b>	440-6077 (cell)

**AMHERST EMERGENCY SERVICES DIRECTOR**

<b>Brandon Peters</b>	839-6707 (office) 631-7004 (direct line)
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**VILLAGE ADMINISTRATOR**

<b>Suzanne Canell</b>	440-2579 (cell) 732-4120 (work)
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**DEPT. OF PUBLIC WORKS**

<b>General Crew Chief</b>	<b>Ben Vilonen</b>	570-2472 (cell) 632-5009 (office)
<b>Working Crew Chief</b>	<b>Ryan Maj</b>	570-2503 (cell)

**FIRE DEPARTMENT**

<b>Station #1</b>	632-4070	<b>Michael Vogel</b>	465-2066 (cell)
<b>Station #2</b>	631-5164	<b>1<sup>st</sup> Asst. Chief Manning</b>	908-2692 (cell)
		<b>2<sup>nd</sup> Asst. Chief Zymanek</b>	206-4011 (cell)

**POLICE DEPARTMENT**

<b>Chief Chamberlin</b>	689-1311
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**SUPERVISOR, TOWN OF AMHERST**

<b>Brian J. Kulpa</b>	631-7032
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**AMHERST HIGHWAY SUPERINTENDENT**

<b>Steve Floss</b>	631-7117
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**EMERGENCY OPERATION CENTERS****PRIMARY**

<b>Village Hall</b>	632-4120
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**ALTERNATE**

<b>Hutchinson Hose (Sta. #2)</b>	631-5164
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**ERIE COUNTY COMMISSIONER OF EMERGENCY SERVICES**

<b>Daniel J. Neaverth, Jr.</b>	898-3696
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**ERIE COUNTY DEPUTY COMMISSIONER OF EMERGENCY MGMT.**

<b>Gregory Butcher</b>	858-2944
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**ERIE COUNTY EMERGENCY SERVICES COORDINATOR**

<b>James T. Glass</b>	858-6287
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**ERIE COUNTY DEP. COMMISSIONER FIRE COORDINATOR**

<b>James Reger</b>	681-7111
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**ERIE COUNTY COMMISSIONER / EMS**

<b>Gregory Gill</b>	681-6070
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**Amherst Emergency Services officials can be contacted 24 hours a day  
by calling Amherst Fire Control 689-1212 and have them paged**

## INVESTMENT POLICY FOR VILLAGE OF WILLIAMSVILLE

### I. SCOPE

This investment policy applies to all moneys and other financial resources available for investment on its own behalf or on behalf of any other entity or individual.

### II. OBJECTIVES

The primary objectives of the local government's investment activities are, in priority order,

- To conform with all applicable federal, state and other legal requirements (legal);
- To adequately safeguard principal (safety);
- To provide sufficient liquidity to meet all operating requirements (liquidity); and
- To obtain a reasonable rate of return (yield).

### III. DELEGATION OF AUTHORITY

The governing board's responsibility for administration of the investment program is delegated to the Administrator/Clerk-Treasurer who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a database or records incorporating description and amounts of investments, transaction dates and other relevant information and regulate the activities of subordinate employees.

### IV. PRUDENCE

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Village of Williamsville to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

## V. DIVERSIFICATION

It is the policy of the Village of Williamsville to diversify its investments by financial institution, by investment instrument, and by maturity scheduling.

## VI. INTERNAL CONTROLS

The Administrator/Clerk-Treasurer is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations.

## VII. DESIGNATION OF DEPOSITARIES

The banks and trust companies authorized for the deposit of monies up to the maximum amounts are:

<u>Depository Name</u>	<u>Maximum Amount</u>
Bank of America	\$ 5,000,000
Bank on Buffalo	5,000,000
Citizens' Bank	5,000,000
Evans Bank	5,000,000
Five Star Bank	5,000,000
JPMorgan Chase	5,000,000
Key Bank of New York	5,000,000
M & T Bank	5,000,000
Northwest Bank	5,000,000
NYCLASS	5,000,000

## VIII. COLLATERALIZING OF DEPOSITS

In accordance with the provisions of General Municipal Law, §10, all deposits of the Village of Williamsville, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

1. By a pledge of "eligible securities" with an aggregate "market value" as provided by GML §10, equal to the aggregate amount of deposits from the categories designated in Appendix A to the policy.
2. By an eligible "irrevocable letter of credit" issued by a qualified bank other than the bank with the deposits in favor of the government for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements.

3. By an eligible surety bond payable to the government for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

#### IX. SAFEKEEPING AND COLLATERALIZATION

Eligible securities used for collateralizing deposits shall be held by the depository and/or a third party bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure local government deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the local government to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the local government, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Village of Williamsville or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be co-mingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

#### X. PERMITTED INVESTMENTS

As authorized by General Municipal Law, §11, the Village of Williamsville authorizes the Administrator/Clerk-Treasurer to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts;
- Certificates of deposit;
- Obligations of the United States of America;
- Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
- Obligations of the State of New York;

- Obligations issued pursuant to LFL §24.00 or 25.00 (with approval of the State Comptroller) by any municipality, school district or district corporation other than the Village of Williamsville;
- Obligations of public authorities, public housing authorities, urban renewal agencies and industrial development agencies where the general State statutes governing such entities or whose specific enabling legislation authorizes such investments;
- Certificates of Participation (COPs) issued pursuant to GML §109-b;
- Obligations of this local government, but only with any monies in a reserve fund established pursuant to GML §6-c, 6-d, 6-e, 6-g, 6-h, 6-j, 6-k, 6-l, 6-m, or 6-n.

All investment obligations shall be payable or redeemable at the option of the Village of Williamsville within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Village of Williamsville within two years of the date of purchase.

#### XI. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Village of Williamsville shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution or dealer. All financial institutions with which the local government conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Village of Williamsville. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Administrator/Clerk-Treasurer is responsible for evaluating the financial position and maintaining a listing of proposed depositaries, trading partners and custodians. Such listing shall be evaluated at least annually.

#### XII. PURCHASE OF INVESTMENTS

The Administrator/Clerk-Treasurer is authorized to contract for the purchase of investments:

1. Directly, including through a repurchase agreement, from an authorized trading partner.
2. By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific program has been authorized by the governing board.

3. By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the governing board.

All purchased obligations, unless registered or inscribed in the name of the local government, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Village of Williamsville by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law, §10.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

### XIII. REPURCHASE AGREEMENTS

Repurchase agreements are authorized subject to the following restrictions:

- All repurchase agreements must be entered into subject to a Master Repurchase Agreement.
- Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.
- Obligations shall be limited to obligations of the United States of America and obligations guaranteed by agencies of the United States of America.
- No substitution of securities will be allowed.
- The custodian shall be a party other than the trading partner.

## APPENDIX A

## Schedule of Eligible Securities

- X (i) Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States government sponsored corporation.
- X (ii) Obligations issued or fully guaranteed by the International Bank for Reconstruction and Development, the Inter-American Development Bank, the Asian Development Bank, and the African Development Bank.
- X (iii) Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the Market Value of the obligation that represents the amount of the insurance or guaranty.
- X (iv) Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of such State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public moneys.

**VILLAGE OF WILLIAMSVILLE  
LENGTH OF SERVICE AWARD PROGRAM  
INVESTMENT POLICY  
July 1, 2024**

## **PURPOSE**

This document specifically outlines the investment philosophy and practices of the Village of Williamsville Length of Service Program (“LOSAP”).

This investment policy is set forth in order to:

- Define and assign the responsibilities of all involved parties.
- Establish a clear understanding for all involved parties of the investment goals and objectives of the LOSAP trust assets.
- Offer guidance and limitations to all Investment Managers regarding the investment of LOSAP trust assets, including any limitations or restrictions.
- Establish a basis for the regular evaluation of investment results.
- Establish the relevant investment horizon for which the assets will be managed.

## **RESPONSIBILITIES**

### **Responsibilities of the Trustees**

The Village of Williamsville Board members are the Trustees of the LOSAP funds. They shall discharge their duties solely in the interest of the Trust with care, skill, prudence and diligence under the circumstances then prevailing, that a prudent person, acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character with like aims.

The specific responsibilities of the Trustees relating to the investment management of the Trust include:

- Establishing reasonable and consistent investment objectives, policies and guidelines which will direct the investment of the Trust assets.
- Determining the Trust’s risk tolerance and investment time horizon, and communicating these to the appropriate parties, subject to the approval of a two-thirds majority of the Trustees.
- Prudently and diligently selecting qualified investment professionals, including Investment Managers.
- Providing “due diligence” or research into the background of the Investment Managers.
- Projecting the financial needs of the Trustee, and communicating such needs to the Investment Managers in a timely manner.

## **Responsibilities of the Investment Managers**

Each Investment Manager must acknowledge in writing its acceptance of responsibility of a fiduciary, and must be either an SEC registered investment advisor and provide evidence of such registration, or a bank or insurance company. Any sub-advisors engaged by an Investment Manager must meet the same qualifications. Each Investment Manager will have full discretion to make all specific investment decisions for the assets placed under its jurisdiction, while observing and operating within all policies, guidelines, constraints and philosophies outlined in this statement. Specific responsibilities of the Investment Manager include:

- Discretionary investment management including decisions to buy, sell or hold individual securities, and to alter asset allocation within the guidelines established in this statement.
- Reporting on a timely basis quarterly investment performance results identifying specific metrics.
- Communicating any major changes to economic outlook, investment strategy, or any other factors which affect implementation of investment process, or the investment objective progress of the Trust's investment management.
- Informing the Trustees of any significant change to the investment management organization such as changes in portfolio management personnel, ownership structure, and investment philosophy.
- Assisting the Trustees in the development of the investment policy statement and reviewing Investment policy statement guidelines.
- Defining acceptable asset classes and allocation oranges for the investment of the Trust assets.
- Suggesting amendments to the Investment Policy Statement as necessary.
- Voting proxies in a manner consistent with the long-term interest and objectives of the Trust, and keeping records of all such voting.

## **DELEGATION OF AUTHORITY**

The Trustees act in a fiduciary capacity, and are responsible for directing and monitoring the investment management of the Trust's assets. As such, the Trustees are authorized to delegate certain responsibilities to professional experts in various fields. These include, but are not limited to:

Investment Manager(s) shall be authorized to delegate its discretionary investment powers and to employ investment counselors and managers for the express purpose of managing the assets of the Trust. Any reasonable and necessary expense approved in advance by the Board and incurred by the Trustee in obtaining investment assistance shall be borne by the Trust and shall be paid out of the fund. The Trustees shall be authorized to rely on the investments made by such Investment Manager, and they shall be relieved of any and all further liability or obligation upon showing that it has so relied.

## **INVESTMENT POLICY OBJECTIVES**

- A. Trust Funds and Other Funds Designated for Long-Term Investment – will generally be invested in Long Term Investment portfolios with the primary objectives to:
  - 1. Preserve, over time, the principal value of assets as measured in real, inflation-adjusted, terms.
  - 2. Optimize the total aggregate return within the asset allocation.
- B. Operating Funds – will be invested for relatively short periods of time with the objective for safety of principal, sufficient liquidity to permit cash withdrawals from expenditures and maximum current return.

## **INVESTMENT PERFORMANCE GOALS**

### **A. Long Term Investments:**

On an annualized basis, net of fees, the total return of the Long-Term Investment Portfolios will be expected to:

- 1. Equal or exceed the actuarial assumed rate of return of 5.5%.
- 2. Equal or exceed the average return of appropriate capital markets indices weighted by the asset allocation target percentages over a rolling five-year period.

### **B. Operating Funds:**

- 1. Equal or exceed the average return of 3 month U.S. Treasury bill.

## **MARKETABILITY OF ASSETS**

All fund assets shall be invested in liquid securities, defined as securities that can be treated quickly and efficiently for the Fund, with minimal impact on market price.

## INVESTMENT GUIDELINES

### A. Allowable Assets

#### 1. Cash & Cash Equivalents

- Treasury
- Money Market Funds
- Short-Term Investment Funds
- Commercial Paper – Rated A1/P1 or better
- Banker's Acceptances – Rated A1/P1 or better
- Certificates of Deposit – Rated A1/P1 or better

#### 2. Fixed Income Securities

- U.S. Government and Agency Securities
- Corporate Notes and Bonds
- Exchange Traded Funds (ETFs)
- Preferred Stock
- Fixed Income Securities of Foreign Governments and Corporations
- Closed End Mutual Funds

#### 3. Equity Securities

- Common Stocks
- Convertible Notes and Bonds
- Convertible Preferred Stocks
- American Depository Receipts (ADRs of Non-U.S. Companies)
- International Stocks (Ordinary Shares)
- Exchange Traded Funds (ETFs)
- Real Estate Investment Trusts (REITs)

#### 4. Mutual Funds

- Mutual Funds which invest in securities as allowed in this statement.

Investment management of the long-term investment assets shall be in accordance with the following asset allocation guidelines (at market value).

	<u>Lower Limit</u>	<b><u>Strategic Allocation</u></b>	<u>Upper Limit</u>
Domestic Equities	30.0%	<b>40.0%</b>	50.0%
International Equities	10.0%	<b>20.0%</b>	30.0%
Fixed Income	25.0%	<b>35.0%</b>	45.0%
Cash and Cash Equivalents	2.0%	<b>5.0%</b>	15.0%

It is the responsibility of the individual managers to monitor and insure their portfolio is in compliance with these allocation guidelines.

### **POLICY REVISIONS**

This Investment Policy shall be reviewed periodically and may be amended from time to time by the Village of Williamsville Board of Trustees.

**VILLAGE OF WILLIAMSVILLE  
CLERK'S OFFICE FEE SCHEDULE**

5565 Main Street, Williamsville, NY 14221 • (716) 632-4120 • Fax (716) 632-6009  
Office Hours: Monday – Friday 8:00 am to 12:00 pm and 1:00 pm to 3:00 pm

**2024-2025**

**CLERK'S OFFICE**

Bounced Check	\$20.00
Mayor's Permit	\$50.00 Residential \$75.00 Business
Street peddlers or vendors (with or without a vehicle)	\$100.00 each person/90days
Refundable Clean-up deposit for Parades/races/walks	\$100.00
Snowplow Permit	\$40.00 per vehicle
Tax Certificate	\$25.00 per property
Unpaid charges placed on tax roll	\$40.00
Duplicate Tax bill	\$1.00
Unpaid Tax Notice Letter	\$2.00

**PARK STRUCTURE FEES**

***Island Park Small Shelter:***

All functions	\$100.00
Refundable Security Deposit:	\$100.00

***Island Park Schlifke Large Pavilion:***

Personal/Family/Charitable Activities	\$300.00
Refundable Security Deposit	\$300.00
All Others	\$750.00
All Others' refundable security deposit	\$750.00

***All-Island Event (Requires Village Board Approval; Island may not be closed off to residents)***

Not-for-profit	\$500.00
Refundable Security Deposit	\$500.00
All Others	\$1,500.00
Refundable Security Deposit	\$1,500.00
Garbage Services (multiple day event)	\$250.00
Clean-Up Services	\$275.00
Alcohol Beverage Permit fee	\$75.00
Alcohol Permit –Vendor Event	\$250.00 per vendor
Tents	\$75.00

***Garrison Park Gazebo:***

All uses	\$150.00
Refundable Security Deposit	\$150.00
Alcoholic Beverage Permit fee	N/A (No alcohol allowed in Garrison Park)

**South Long Park Shelter:**

All uses	\$150.00
Refundable Security Deposit	\$150.00
Alcoholic Beverage Permit fee	N/A (No alcohol allowed in South Long Park)

**Cancellation Fee**

With 30 days written notice	50%
With less than 30 days written notice	\$0.00 (No refund)

**MEETING HOUSE USE FEES**

General Use Fee*	\$50.00 per day
<i>*Only for youth groups, seniors, Village/Community organizations, rehearsal groups (other than wedding rehearsal) and not-for-profit groups</i>	
General Use fee –all others (discount for Mon.-Thur. gets 25% off)	\$100.00 per day
Wedding & Rehearsal	\$300.00
Wedding only	\$200.00
Refundable Security Deposit (All Rentals)	\$250.00
<b>Cancellation Fee</b>	
With 30 days written notice	50%
With less than 30 days written notice	\$0.00 (No refund)

**VILLAGE OF WILLIAMSVILLE  
BUILDING DEPARTMENT FEE SCHEDULE**

5565 Main Street, Williamsville, NY 14221 • (716) 632-7747 • Fax (716) 626-4964  
Office Hours: Monday – Friday 8:00 am to 12:00 pm and 1:00 pm to 3:00 pm

**2024-2025**

**Building Permit Fees:** *minimum \$50.00 for residential and \$150.00 for commercial*

Residential: new buildings, additions, renovations, garages, porches	\$9.00 / \$1,000 construction
Commercial: new buildings, additions, renovations	\$13.00 / \$1,000 construction
<b>Accessory Structures:</b>	
Pre constructed	\$50.00
Constructed on site	\$80.00
<b>Building Permit Renewal Fee</b>	10% of original fee (minimums apply)
Third Time Renewal	25% of original fee (minimums apply)
<b>Curb Cut (new or modification)</b>	\$100.00
<b>Decks (open decks)</b>	\$100.00
<b>Demolition</b>	\$100.00 / 1,000 sq. ft.
<b>Equipment (air conditioners, fireplaces, furnaces, etc.):</b>	
Residential	\$60.00 per
Commercial	\$13.00 / \$1,000 construction
<b>Fences</b>	\$50.00
<b>Floodplain Development</b>	\$150.00
<b>Generators</b>	\$75.00
<b>Lift Stop Work Order</b>	\$100.00
<b>NY State Fee for Buildings with Trusses</b>	\$50.00
<b>Paving/Sealing (R-3M, MU, NMU, and M-1 zones)</b>	\$50.00
<b>Pools and Hot Tubs:</b>	
Aboveground	\$100.00
In-ground	\$9.00 / \$1,000 construction
<b>Roof Replacement:</b>	
Residential	\$8.00 / \$1,000 construction
Commercial	\$12.00 / \$1,000 construction
<b>Sidewalk Permit</b>	\$50.00
<b>Solar Panel Installation</b>	\$200.00
<b>Telecommunication Installation</b>	\$500.00 per antenna/piece
<b>Tents and Temporary Structures</b>	\$75.00
<b>Not Otherwise Specified:</b>	
Residential	\$8.00 / \$1,000 construction
Commercial	\$12.00 / \$1,000 construction

Fees will be doubled when an approved permit is not secured prior to starting work.

All fees are nonrefundable.

Permit applications and forms can be downloaded from our website, [www.walkablewilliamsville.com](http://www.walkablewilliamsville.com)

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**Plumbing Permit Fees: *In addition to building permit fees***

**Backflow Prevention Device / Grease Interceptors**

Interior..... \$250.00  
Exterior ..... \$500.00

**Bubbler** ..... \$100.00

**Hot Water Heaters** ..... \$40.00

**Lawn Sprinkler** (*installation, alteration, addition, repair, or replacement*) ..... \$75.00

**Road Cuts** (*must be cold patched immediately; no open trenches*)

Half Road Cut (32" or less)..... \$150.00

Full Road Cut (more than 32") ..... \$300.00

**Sanitary Sewer Dye Test**..... \$75.00

**Sanitary Sewer Taps**

One or Two Family Dwellings..... \$250.00

All Other Taps..... \$500.00

**Sewer Compliance Inspection** ..... \$85.00

**Sewer Compliance Inspection Waiver**

Residential ..... \$1,500.00 in escrow

Commercial (1 to 5 units) ..... \$5,000.00 in escrow

Commercial (more than 5 units) ..... \$10,000.00 in escrow

**Sewer or Water Minor Repair or capping** ..... \$80.00

**Sewer Drain Installation** (Sanitary and Storm Sewer)

Residential (from street to house with no tap)..... \$140.00

Commercial (from street to building with no tap)..... \$240.00

**Storm Sewer Taps**

Residential Zones (R-1, R-2, R-3)..... \$150.00

All Other Zones (R-3M, MU, NMU, M-1) ..... \$400.00

**Water Line Installation or Replacement**

Residential (from street to house) ..... \$100.00

Commercial (from street to building) ..... \$200.00

**Varied Fixtures\*** ..... \$25.00 each

\* Fixtures include bathtubs, sinks, laundry trays, drinking fountains, dishwashing machines, lavatory sinks, shower stalls, urinals, water closets, floor drains, roof drains, whirlpool tubs, bidets, water heaters, hot water tanks (residential or commercial), air conditioners, catch basins, subsoil drainage systems, garbage disposals (residential or commercial), sump pumps, and vacuum air gaps

**Licensing Fees:**

Plumbing License ..... \$50.00

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Permit applications and forms can be downloaded from our website, [www.waikablewilliamsville.com](http://www.waikablewilliamsville.com)

**VILLAGE OF WILLIAMSVILLE**

## BUILDING DEPARTMENT FEE SCHEDULE

5565 Main Street, Williamsville, NY 14221 • (716) 632-7747 • Fax (716) 626-4964  
Office Hours: Monday – Friday 8:00 am to 12:00 pm and 1:00 pm to 3:00 pm

### **Commercial Fire Protection Equipment Fees:** *in addition to Building Permit Fees*

#### **New Equipment**

Automatic Fire Extinguishing System 1-24 units or single restaurant hood.....	\$150.00
More than 24 units or multiple restaurant hoods.....	\$300.00
Fire Pumps or Equipment not otherwise listed.....	\$150.00
Fire Alarm Systems.....	\$150.00
Fire & Smoke Detection Systems 1-24 units.....	\$150.00
More than 24-50 units.....	\$400.00
50 or more.....	\$500.00

#### **Alterations or Replacements**

Automatic Fire Extinguishing System 1-24 units or single restaurant hood.....	\$100.00
More than 24 units or multiple restaurant hoods.....	\$200.00
Fire Pumps or Equipment not otherwise listed.....	\$100.00
Fire Alarm Equipment Minor Repair.....	\$50.00
Fire Alarm Systems.....	\$100.00
Fire & Smoke Detection Systems 1-24 units.....	\$100.00
24-50 units.....	\$300.00
50 or more units.....	\$400.00

### **Sign Permit Fees:**

#### **Temporary Signs**

New Business (90 day permit).....	\$50.00
Existing Business (30-day permit, no more than two renewals).....	\$30.00
Banner Signs (2-week permit, no more than four times per year).....	\$50.00

#### **Permanent Signs** *(May require Planning Board approval, see signage code)*

A-Frame Signs.....	\$50.00
Under 25 sq. ft. ....	\$100.00
25 to 35 sq. ft. ....	\$200.00
35 to 45 sq. ft. ....	\$250.00
45 to 55 sq. ft. ....	\$300.00
Over 55 sq. ft. ....	\$400.00 (+ \$10/sq. ft. over 55 sq. ft)

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VILLAGE OF WILLIAMSVILLE
BUILDING DEPARTMENT FEE SCHEDULE

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Planning Board Fees:

Table with 2 columns: Description and Fee. Rows include Architectural Review – Additions (\$500.00), Architectural Review – New Buildings (\$1,000.00), Site Plan Review – Additions (\$500.00), Site Plan Review – New Buildings (\$1,000.00), and Sketch Plan Review (\$250.00).

Development Plan Review Fees: per chapter 21 of the Village Code

Table with 2 columns: Description and Fee. Rows include Engineering Cost Recovery\* (\$500 per lot or living unit) and Non-residential (MU, NMU, M-1) (\$2,000.00 per building/structure).

\* Engineering Review fees are required for most large projects and for projects triggering SWPPP. The amount of the fee can be increased by the Village of Williamsville to cover costs incurred by the Village in excess of amounts listed above. Where costs are lower than amounts listed, the balance is refunded to the applicant. For Mixed Use developments incorporating residential units, only the per structure or building fee is required.

Table with 2 columns: Description and Fee. Row includes Retention of Experts\* (cost determined by Village).

\*In the event the Village determines that is necessary to retain an expert or consultant to evaluate a land use application or proposed development plan, it may retain such expert or consultant and charge the applicant for the cost of such service. This does not apply to any development of land of 0.5 acre or less, any development of land for the purposes of single- or two-family residential development, or any proposed development constituting a Type II action pursuant to the State Environmental Quality Review Act.

Historic Preservation Fees:

Table with 2 columns: Description and Fee. Rows include Residential (No Fee) and Commercial (Zones MU, NMU, R-3M, M-1) (\$150.00).

Zoning Board of Appeals Fees:

Table with 2 columns: Description and Fee. Rows include Residential Application (\$100.00) and Commercial Application (\$150.00).

Outdoor Seating Permit Fees:

Table with 2 columns: Description and Fee. Rows include 1 to 8 Seats (\$150.00), 9 to 59 Seats (\$300.00), 60+ Seats (\$500.00), and Additional Inspections (\$50.00).

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**Miscellaneous Fees:**

Certificate of Compliance or Occupancy Inspection	
One or Two Family Residence .....	\$75.00
Multifamily Residence.....	\$40.00 per unit
Commercial or Industrial Building.....	\$200.00
Change of Use Review Fee.....	\$100.00
Requested Fire Inspections.....	\$75.00
School Inspection .....	\$125.00
Zoning Conformance letter .....	\$50.00
Zoning Conformance Inspection .....	\$75.00
Short Term Rental Registration Initial Inspection in addition to ZBA fees .....	\$100.00
Short Term Rental Renewal .....	\$75.00

**Inspection Fees:**

After-Hours Inspections.....	\$100.00 per Inspection
Additional Inspections.....	\$30.00 per Inspection

**Electrical Permits and Inspections:**

Through the Town of Amherst

Fees will be doubled when an approved permit is not secured prior to starting work.  
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## PROCUREMENT POLICY FOR THE VILLAGE OF WILLIAMSVILLE

1. Every purchase to be made must be initially reviewed to determine whether it is a purchase contract or a public works contract. [Once that determination is made, a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year.] The following items are not subject to competitive bidding

pursuant to Section 103 of the General Municipal Law: purchase contracts under \$20,000 and public works contracts under \$35,000; emergency purchases; certain municipal hospital purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under State and County contracts; and surplus and second-hand purchases from another governmental entity.

The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or any other written documentation that is appropriate.

2. All goods and services will be secured by use of written requests for proposals, written quotations, verbal quotations, or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided, except in the following circumstances: purchase contracts over \$20,000 and public works contracts over \$35,000; goods purchased from agencies for the blind or severely handicapped pursuant to Section 175-b of the State Finance Law; goods purchased from correctional institutions pursuant to Section 186 of the Correction Law; purchases under State contracts pursuant to Section 104 of the General Municipal Law; purchases under County contracts pursuant to Section 103(3) of the General Municipal Law; or purchases pursuant to subdivision 6 and 7 of this policy:

3. The following method of purchase will be used when required by this policy in order to achieve the highest savings:

### Estimated Amount of Purchase Contract Method

\$1,000 - \$2,999	2 verbal quotations
\$3,000 - \$19,999	3 written quotations or 3 written requests for proposals
\$20,000 and above	Formally bid pursuant to Section 103 of NYS General Municipal Law

Estimated Amount of Public Works Contract Method

\$1,000 - \$2,999	2 verbal quotations
\$3,000 – \$34,999	3 written quotations or 3 written requests for proposals
\$35,000 and above	Formally bid pursuant to Section 103 of NYS General Municipal Law

A good faith effort shall be made to obtain the required number of proposals or quotations. If the Village purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to the procurement.

4. Documentation is required of each action taken in connection with each procurement.

5. Documentation and a detailed explanation are required whenever a contract is awarded to other than the lowest responsible offer. This documentation will include an explanation of how the award will achieve savings or how the offer was not responsible. A determination that the offer is not responsible shall be made by the purchaser and may not be challenged under any circumstances.

6. Pursuant to General Municipal Law Section 104-b(2)(f), the procurement policy may contain circumstances when, or types of procurement for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality. In the following circumstances it may not be in the best interests of the VILLAGE OF WILLIAMSVILLE to solicit quotations or document the basis for not accepting the lowest bid:

a. Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity, and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures. In determining whether a service fits into this category the BOARD OF TRUSTEES shall take into consideration the following guidelines: (a) whether the services are subject to State licensing or testing requirements; (b) whether substantial formal education or training is a necessary prerequisite to the performance of the services; and (c) whether the services require a personal relationship between the individual and municipal officials. Professional or technical services shall include but not be limited to the following: services of an attorney; services of a physician; technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing or art work; management of municipally owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packaged software.

b. Emergency purchases pursuant to Section 103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of the residents. This section does not preclude alternate proposals if time permits.

c. Purchases of surplus and second-hand goods from any source. If alternate proposals are required, the VILLAGE is precluded from purchasing surplus and second-hand goods at auctions or through specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.

d. Goods or services under \$1000. The time and documentation required to purchase through this policy may be more costly than the item itself and would therefore not be in the best interests of the taxpayer. In addition, it is not likely that such de minimis contracts would be awarded based on favoritism.

7. The Village, in accordance with subdivision 16 of General Municipal Law (GML) § 103, is authorized to purchase apparatus, materials, equipment and supplies, and to contract for services related to the installation, maintenance or repair of those items, through the use of contracts let by the United States or any agency thereof, any state or any other political subdivision or district therein. The contract must be let in a manner that constitutes competitive bidding “consistent with state law,” and made available for use by other governmental entities.

8. This policy shall go into effect immediately and will be reviewed annually.



VILLAGE OF WILLIAMSVILLE  
VOLUNTEER APPLICATION

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

ARE YOU A VILLAGE RESIDENT? Y / N FOR HOW LONG? \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL \_\_\_\_\_

ARE YOU OVER 18 YEARS OF AGE? Y / N

EMAIL ADDRESS \_\_\_\_\_

WHY DO YOU WANT TO VOLUNTEER? IS THERE A SPECIFIC VILLAGE COMMITTEE YOU HAVE INTEREST IN?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

YOUR AVAILABILITY (WEEKLY/MONTHLY):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE NOTE: IF YOU WISH TO BE APPOINTED TO PLANNING, ZONING, OR HISTORIC PRESERVATION COMMITTEE, YOUR RESUME OR CV IS REQUIRED.**

**THE VILLAGE OF WILLIAMSVILLE MAY REQUIRE FURTHER PERSONAL OR PROFESIONAL INFORMATION FROM YOU PRIOR TO YOUR APPOINTMENT TO A VILLAGE VOLUNTEER POSITION.**

## SEXUAL HARASSMENT PREVENTION POLICY

### Introduction

The Village of Williamsville ("Village") is committed to maintaining a work environment free from sexual harassment, which is one form of employment discrimination. This policy is one component of the Village's commitment to a discrimination-free work environment.

### Policy

1. This policy applies to all employees. It also applies to individuals who are not employees of the Village but are employees of contractors, subcontractors, vendors, consultants, and other persons who provide services in the Village's workplace, such as interns and temporary employees.
2. Sexual harassment is not tolerated by the Village and is prohibited by this policy. This policy prohibits not only behavior that constitutes unlawful harassment, but also other inappropriate or unprofessional behavior that may reasonably be considered offensive or otherwise inappropriate. Employees and other individuals covered under this policy will be subject to disciplinary or other corrective action for any violations of this policy.
3. No person covered by this policy shall be subject to adverse employment action because he/she makes a good faith report of an incident of sexual harassment, or provides information, or otherwise assists in any investigation of a sexual harassment complaint. Any person covered by this policy, who retaliates against anyone involved in a sexual harassment investigation, is in violation of this policy and subject to remedial or disciplinary action.
4. The Village will conduct a prompt, thorough, fair, and confidential investigation, consistent with this policy, in response to any complaint about sexual harassment. The Village may also investigate other circumstances of inappropriate conduct occurring in its workplace or affecting the terms and conditions of employment for its employees or other individuals working in its workplace. The Village will take effective corrective action whenever sexual harassment or other inappropriate conduct is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.

### What is Sexual Harassment?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating a hostile work environment, even if the complaining individual is not the intended target of the sexual harassment;

- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment can consist of threats, derogatory comments, signs, jokes, pranks, intimidation, physical contact, violence, or other conduct which is of a sexual nature, or which is directed at an individual because of that individual's sex, where the conduct is so severe and pervasive as to alter the terms of employment for the individual subject to the harassment.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

### **Examples of Sexual Harassment**

The following is a list of some of the types of actions that may constitute sexual harassment:

- Physical acts of a sexual nature, such as:
  - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employees' body;
  - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions.
- Sexually-oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience.
- Written conduct such as authoring threatening, derogatory or offensive letters, e-mails, text messages, or social media posts.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
  - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes sexual displays on workplace computers or cell phones in the workplace.
- Sex stereotyping, which occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity, or the status of being transgender.

### **Who can be a target of sexual harassment?**

Sexual harassment can occur between any individuals, regardless of their sex or gender. Harassers can be a superior, a subordinate, a coworker or anyone else in the workplace, including an independent contractor, contract worker, vendor, client, customer, or visitor.

### **Where can sexual harassment occur?**

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business, at employer-sponsored events, or other occasions outside work. Calls, texts, emails, and social media usage by employees containing inappropriate messages, language, or graphics may also constitute or contribute to unlawful workplace harassment, even if they occur away from the workplace, on personal devices, or during non-work hours.

### **What is "Retaliation"?**

Retaliation includes any conduct, whether or not in the workplace or employment-related, which might deter a reasonable person from making or supporting a charge of discrimination or harassment and is directed at someone who engages in protected activity. Protected activity includes opposing a discriminatory practice, making a good faith report of a suspected violation of this policy, filing a harassment complaint, participating in an investigation or proceeding of such a report or complaint, or encouraging a fellow employee to make a report.

### **Reporting Sexual Harassment**

Preventing sexual harassment is **everyone's** responsibility. The Village cannot prevent or remedy sexual harassment unless it knows about it. Any employee or other person covered by this policy, who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, member of the Village's Board of Trustees, or Suzanne Canell, the Compliance Officer listed at the end of this policy. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, Village Board member, or the Compliance Officer. If an employee makes a report to his/her supervisor and believes the supervisor is not taking appropriate action, the employee should report this inaction to the Village Board or to the Compliance Officer. If an employee believes that his/her supervisor violated this policy, then the employee should report the matter to a Village Board member, or to the Compliance Officer.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this policy, and all employees are encouraged to use this complaint form, but using the form is not required. Employees who report sexual harassment on behalf of another person should state clearly that the complaint is made on another person's behalf.

The availability of this reporting procedure does not preclude individuals who believe they are being harassed from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

### **Supervisory Responsibilities**

Any supervisor who receives a complaint or information about suspected sexual harassment, or observes conduct that may be sexually harassing behavior **is required to take appropriate steps to address the conduct and to report such suspected sexual harassment to the Compliance Officer listed at the end of this policy.**

In addition to being subject to discipline if they themselves engaged in sexually harassing conduct or retaliation, supervisors will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

### **Investigation of Sexual Harassment**

All reports, complaints or other information about suspected sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely and thorough manner commensurate with the nature of the complaint, and will be confidential to the extent possible.

In conducting a fair and impartial investigation, the Village's procedures will include these "due process" protections: the Village will provide appropriate notice of the allegations to anyone who is the subject of a harassment complaint and an opportunity to provide a response to the allegations. Complainants and witnesses will be provided with an appropriate opportunity to present relevant information including documents relevant to the investigation.

The Village may adapt and modify the investigatory procedure, in its discretion, based on the nature of the complaint and the conduct at issue.

All employees and other individuals covered under this policy are required to cooperate, as needed, in an investigation of suspected sexual harassment. Employees and other individuals who participate in any investigation are protected from retaliation.

All persons involved in the reporting and investigation of harassment are obligated to keep the information pertaining to the investigation confidential to the maximum extent possible, to protect the privacy of those involved in the investigation and to allow the Village to conduct an objective and fair investigation.

If the Village determines that this policy has been violated, it will take effective remedial action commensurate with the circumstances. Any employee who has been found by the Village to have harassed another employee will be subject to corrective action, up to and including discharge where appropriate. If it is concluded that a non-employee has subjected an employee or other person protected by this policy to conduct in violation of this policy, prompt and effective action will be taken to stop the harassment and deter any future harassment.

The Village will notify the individual who was subject to the reported conduct and the person who filed the complaint, if different, of the conclusion of its investigation, and will follow up with that individual as appropriate under the circumstances.

### **Legal Protections and External Remedies**

Sexual harassment is not only prohibited by the Village but is also prohibited by state, federal, and (where applicable) local law. In addition to the procedures described in this policy, individuals may choose to pursue legal remedies with the following governmental entities:

The New York State Division of Human Rights (DHR) enforces the Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., which prohibits sexual harassment in employment in New York State, and protects employees, and other individuals working in an employer's workplace. A complaint alleging a violation of the Human Rights Law may be filed either with the DHR, subject to a one-year statute of limitations, or in New York State Supreme Court, subject to a three-year statute of limitations.

If unlawful discrimination is found after a hearing, the DHR or the court may award relief, which may include requiring the employer to take action to stop the harassment, to redress the damage caused, including reversing an unlawful employment action, and paying monetary damages, attorneys' fees, and civil fines. The DHR can be contacted at (888) 392-3644 or at [www.dhr.ny.gov](http://www.dhr.ny.gov).

The U.S. Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An employee must file a complaint with the EEOC within 300 days from the conduct giving rise to the complaint. The EEOC investigates complaints, and may pursue a claim in federal court on behalf of the complaining party, or issue a Right to Sue Letter that allows an individual to pursue his/her claims in federal court. Federal courts may award remedies if discrimination is found to have occurred. The EEOC can be contacted by calling 1-800-669-4000 (1-800-669-6820 (TTY)), or at their website: [www.eeoc.gov](http://www.eeoc.gov) or via email at [info@eeoc.gov](mailto:info@eeoc.gov). If an individual files an administrative complaint with the DHR, the DHR will file the complaint with the EEOC to preserve the individual's right to proceed in federal court.

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. If the harassment involves physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime, and it may be appropriate to report such conduct to the local police department.

If the harassment involves physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.



### **Other Types of Harassment**

The Village also prohibits discrimination or harassment on the basis of race, color, creed, ethnicity, disability, religion, national origin, military status, age, gender, gender identity, gender expression, arrest record, veteran status, sexual orientation, marital status, familial status, domestic violence victim status, predisposing genetic characteristics, genetic information, or any other category protected by law. For more information, see the Village's Anti-Harassment and Non-Discrimination Policy.

### **COMPLIANCE OFFICER**

<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Telephone Number</b>
Suzanne Canell	Administrator/ Clerk-Treasurer	5565 Main St. Williamsville, NY 14221	(716) 632-4120 ext. 3017

## **NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY**

### **A. Prohibited Discrimination**

As a responsible employer, the Village of Williamsville (the "Village") rejects all forms of unlawful discrimination not only because it is against the law, but because it is wrong. This includes unlawful discrimination because of a person's sex, sexual orientation, race, creed, color, religion, military status, gender, gender expression, gender identity, national origin, age, disability, arrest record, marital status, familial status, domestic violence victim status, predisposing genetic characteristics or genetic information, or any other status protected by law.

Employment decisions are made without regard to unlawful considerations. Our policy against discrimination extends to all personnel actions, including: recruiting, hiring, training, treatment on the job, performance appraisals, promotion, demotion, transfer, pay, termination, and other conditions of employment.

Further, the Village prohibits all forms of unlawful harassment, as more fully discussed below and in the Village's Sexual Harassment Prevention Policy. Unlawful harassment, as prohibited by these policies, not only includes harassment of employees by employees, but it also encompasses harassment of employees by non-employees with whom Village employees come into contact during work, such as employees of contractors, subcontractors, vendors, consultants, and other persons who provide services in the Village's workplace, such as interns and temporary employees. Similarly, employees are prohibited from engaging in unlawful harassment of non-employees with whom they come into contact.

### **B. Prohibited Forms Of Harassment**

Generally, unlawful harassment is defined as verbal or physical conduct which denigrates or shows hostility or aversion to an individual because of his or her sex, sexual orientation, race, creed, color, religion, military status, gender, gender expression, gender identity, national origin, age, disability, arrest record, marital status, familial status, domestic violence victim status, predisposing genetic characteristics or genetic information, or other protected classification, and which:

- a) Has the purpose or effect of creating an intimidating, hostile, or offensive work environment; or.
- b) Has the purpose or effect of unreasonably interfering with an individual's work performance; or
- c) Otherwise adversely affects an individual's employment opportunities.

For example, the following kinds of behavior, or others with a similar harassing effect, are absolutely prohibited:

- a) Abusing an employee through epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts (even if claimed to be "jokes" or

"pranks") which relate to sex, sexual orientation, race, creed, color, religion, military status, gender, gender expression, gender identity, national origin, age, disability, arrest record, marital status, familial status, domestic violence victim status, predisposing genetic information, or other protected classification and;

- b) Written or graphic material, that denigrates or shows hostility or aversion toward an individual or group because of sex, sexual orientation, race, creed, color, religion, military status, gender, gender expression, gender identity, national origin, age, disability, arrest record, marital status, familial status, domestic violence victim status, predisposing genetic characteristics or genetic information, or any other protected classification. Written or graphic material includes any material whether placed, displayed, stored or appearing on paper, electronically or otherwise. For example, such material transmitted via or stored in e-mail, text messages, social media or any other electronic media or device would constitute a violation of this Policy.

Any harassment of or by Village employees in violation of the foregoing rules are absolutely prohibited and will not be tolerated.

### **C. Sexual Harassment**

The Village maintains a separate policy prohibiting sexual harassment. Please refer to the Village's Sexual Harassment Prevention Policy for more information.

Any harassing conduct of or by Village employees in violation of this Policy or the Village's Sexual Harassment Prevention Policy is absolutely prohibited and will not be tolerated.

### **D. Retaliation**

Retaliation against an individual for exercising his/her rights under this Policy or the Sexual Harassment Prevention Policy is also strictly prohibited and is a separate violation. This includes any retaliation for inquiring about rights under this Policy, or reporting or complaining about possible violations, or assisting in a complaint investigation, including providing truthful information about a possible violation. Such retaliation against the Village's employees or contractors, subcontractors, vendors, consultants, and other persons who provide services in the Village's workplace, such as interns and temporary employees, is also prohibited and will not be tolerated.

### **E. No One Has Authority To Violate This Policy**

Under no circumstances does any supervisor, employee, member of the Village Board of Trustees, or any other person have any authority whatsoever to engage in discriminatory, harassing or retaliating conduct in violation of this Policy. If anyone claims to have such authority, or you have any questions about whether conduct that you find objectionable is authorized by the Village, please contact the Compliance Officer listed at the end of this policy.

**F. Complaint Procedures And Corrective Action**

**Reporting** All employees, employment applicants, contractors, subcontractors, vendors, consultants, and other persons who provide services in the Village's workplace, such as interns and temporary employees, are encouraged to promptly report any conduct that they are subject to, or that they witness, which may violate this Policy. If the Village does not know about the conduct, it cannot act.

Complaints or inquiries may be made to a supervisor, member of the Village Board, or the Compliance Officer listed at the end of this policy. Of course, you may also feel free to discuss the matter initially with any other employee; and if you wish, you may also involve that person as your advocate to help you in bringing your complaint forward. However, in all cases, the matter must then be brought to the attention of a supervisor, member of the Village Board, or the Compliance Officer.

Please do not allow conduct that may violate this Policy to continue unreported. It is extremely important that this be reported so that the Village can act to investigate such conduct at the earliest possible time. Of course you always have the right to file a charge with the United States Equal Employment Opportunity Commission (EEOC) or with the New York State Division of Human Rights (DHR) if you believe that unlawful conduct has occurred. If you wish to file such a charge, it should be filed with the EEOC within 300 days of the most recent date that unlawful conduct occurred, or if filed with the State Division, within one year of the date that the unlawful conduct last occurred. Reporting to the Village is critical, however, because if it does not know about the conduct, it cannot act.

**Confidentiality** Complaints and inquiries under this Policy will be kept confidential to the greatest extent practicable, consistent with the Village's need to conduct an adequate investigation and take prompt and appropriate action.

**Investigation** Complaints will be investigated in a timely and thorough manner. The investigation process may vary depending on the nature and details of the complaint and the conduct at issue. The Village's objective in every instance is to make a fair determination of what happened so it can then take corrective action, if warranted, as soon as possible. The investigation will include, among other things, notice of the allegations to anyone who is the subject of a complaint and an opportunity to provide a response to the allegations. Complainants and witnesses will be given the opportunity to present relevant information including documents relevant to the investigation.

**Corrective Action** If an employee is determined to have violated this Policy or the Sexual Harassment Prevention Policy the Village will take effective remedial action commensurate with the circumstances. If an employee is determined to have committed discrimination, harassing conduct, or retaliation, the Village will take appropriate corrective action up to and including termination of employment.

If it is determined that a non-employee has subjected an employee or other person protected by this policy to conduct in violation of this policy, prompt and effective action will be taken to stop the harassment and deter any future harassment.



**Zero Tolerance** The Village has **zero tolerance** for the types of conduct described in this Policy. Because of this, the Village may treat instances of inappropriate conduct of the type described in this Policy and the Sexual Harassment Prevention Policy as a violation of this Policy, regardless of the specific wording of this Policy or technical definitions in the law, and may deal with such conduct by any disciplinary measures or other forms of corrective action.

**G. Compliance Officers**

<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Telephone Number</b>
Suzanne Canell	Administrator/ Clerk-Treasurer	5565 Main St. Williamsville, NY 14221	(716) 632-4120 ext. 3017