

Village of Williamsville

Village Board
Work Session Agenda
Village Hall, 5565 Main St.

July 23, 2018

6:00 p.m.

Guest(s)

Amherst Police Report

Fire Dept. Report

Correspondence

Grants Update

Village Board Reports

Mayor DeLano

1. Mayor's Executive Summary
2. Planters/bollards at the Mill
3. Sewer consolidation
4. Prospectus update
5. Letter of support for Erie County

Trustee Etu

Deputy Mayor Piazza

Trustee Rogers

1. Section House proposed improvements
2. Dog park
3. 208 S. Cayuga Rd. (Sippel property)
4. Permit fee for weddings/photography at Glen Park
5. Programming insurance for Glen Park

Trustee Yates

1. Farmers Market location during parking lot paving

Department Head Reports

Attorney

Administrator

1. 2018 Main Street Block Party

DPW

Director of Community Development

Old Business

1. Solar panel regulation



Proposed Improvements to Section House

Security

- a. Wrap temporary construction fence around the section house for the duration of the Asher Crossing project
- b. Fence will consist of a 6'0" tall, chain link security fence

Window Replacement

- c. Replace existing windows with replacement maintenance free windows
- d. Windows shall be Andersen 200 series double-hung windows (or similar) with grills that match the historic images of the building, which show a 6-light over 1-light grill pattern



i.

<https://www.andersenwindows.com/ideas-and-inspiration/design-tool/200-series-double-hung-window/?widIn=27.5&hgtIn=41.5&frameColor=Interior%3b+color%3dWhite&glass=Low-E+Glass&hardware=Lock+and+Keeper%3b+color%3dWhite&hardwareOptions=None%3b+color%3dWhite&grilleStyle=Colonial+-+Top+Sash+Only&grilleSpacing=Custom...&grilleLightsWide=3&grilleLightsHigh=2&frameColorExterior=Exterior+Window+Color%3b+color%3dWhite&exteriorTrim=None&grilleWidth=3%2f4%22&exteriorTrimColor=White&side=Interior>

- e. Clean up and paint trim on exterior around windows to match historic image



NATALE DEVELOPMENT CO.

Interior Demo/Cleanup

- f. Remove any broken or damaged materials from inside the building including; drywall, flooring, light fixtures, bathroom fixtures, mechanical equipment, etc.
- g. Remove and/or rebuild interior walls as requested by Village of Williamsville
 - i. This would be a good opportunity to remove interior walls and rebuild interior walls as shown on the historic drawings
- h. Leave house with a broom-cleaned finish that is ready for future trades to work in

Exterior Building Repairs

- i. Repair existing items on the building to look like the historic photos
- j. Repair stucco finish in areas with cracks
- k. Replace the deteriorated roof fascia as needed
- l. Repair/repaint decorative wood brackets
- m. Replace damaged/missing gutters as needed
- n. Replace/repair T-111 plywood as needed on dormers
- o. Install new 5-panel doors at openings – similar in kind to the ones shown in the historic photos
- p. Repaint exterior façade with color TBD by Village of Williamsville

It is our intent to bring the Section House back to a point of pride and beauty for the Village of Williamsville. When we are complete with this scope of work, the exterior of the building will look like a beautifully rehabilitated historic structure. The interior will be ready for reconstruction. It is also our intent to ask our future subcontractors that will be working on site at Asher Crossing to provide assistance in the construction of the interior of the building. I am personally willing to commit to working with the Village of Williamsville and any other boards or committees that will be involved in this process.

Sincerely,

Bobby Corrao

Bobby Corrao
President
Natale Development Co.

All,

For work session on *July 23rd* I would like to begin discussing the dog park.

-Are we in agreement that the wooded, triangle area on the Lehigh Memory Trail is a good location for the park? or is there another location that is better?

-**Chip** – is that area zoned appropriately for the Village to use it as an off-leash dog park? Currently all dogs must be leashed on the Lehigh Trail.

-**Lynda** – Liability Insurance? How might this impact the project?

-Ownership of the Facility? VOW

-Landscape and Facility Maintenance? VOW*

**The Village Board would create a Dog Park Committee to help oversee the park.*

-\$ for Fence & Gates*? Fundraiser (Kick-Off with August 25 Island Park Dog Day) and/or Parks Committee Monies?

**I am working on getting some pricing for the fencing within the week.*

-Set-Back from the current homes around the dog park area? 50'

-Source of Water? Working water fountain is nearby.

-Poop Removal?

-Benches can be added as needed. (Scout project)

-Community bulletin board in the area. (Scout project)

These are just a few details I'd like us to begin thinking about. Please feel free to bring up any other issues you might have. I am sure I am missing something here.

Thanks.

Deb

DOG PARKS

What is the layout of the insured's premises? Slip, trips and falls on the premises will be the exposure. So what is the level of housekeeping on the premises? The layout of a dog park will vary from one park to the next. Dog parks can be small, fenced-in operations of less than 5 acres to more than 50 acres; most dog parks are usually 1 acre in size. Some insureds will fence the entire park and then section it off further; for instance, there could be both a puppy section, where young pets can safely play as well as a section for smaller dogs to play away from larger dogs. The Association of Pet Dog Trainers (APDT) recommends that good dog parks include all of the following: materials for cleaning up after dogs, drinking water and shade, enough space to avoid crowding, separate entrance and exit gates, entrance gates with a two gate system, and natural visual barriers, such as hills and trees within the park. What are the dog park's hours of operation? Operating hours will vary from park to park. Many dog parks will be open 7 days a week, from 8:30 a.m. to dusk, and they may also stay open later than dusk on a particular day of the week or for special events.

Slips, trips, and falls may also happen at the dog park itself; therefore, effective grounds keeping is essential. Grassy areas should be well maintained and mowed frequently. How often are paved or unpaved paths and trails checked for fallen branches, brush, or other natural debris? Who is responsible for inspecting and clearing trails and walkways throughout the grounds? Tree branches should be trimmed back along wooded trails to keep them from whipping into clients' faces as they walk or run along them. In addition, paved trails should be periodically checked for potholes and cracks and repaired as needed to help minimize the possibility of tripping incidents. Is the dog park's open areas routinely checked for holes that might have been dug by burrowing dogs? Any rough spots or holes should be smoothed out or filled in as needed.

What is the condition of the insured's parking facilities? Parking lots and sidewalks to the park should be well lit and free of cracks or potholes that could cause visitors to trip and fall. Outdoor walkways should also be swept from time to time to ensure that small bits of trash do not cut into dogs' paws as they are being led into or out of the dog park. What arrangements have been made for the prompt removal of ice and snow? Wherever dogs may walk during icy or snowy conditions, it is recommended that the salt used on pathways is safe for them to walk on.

**Village of Williamsville
Village Board Agenda
5565 Main Street, Williamsville, New York
July 23, 2018 at 7:30pm**

- I. **Call to Order** Pledge of Allegiance
 Roll Call

- II. **Proclamation(s)** Alex Rice Peace Park

- III. **Approval of Minutes** Regular Meeting – 6/23/18
 Re-organization Meeting – 7/2/18

- IV. **Public Hearing(s)** 1. Zoning of merged parcels
 2. Sign Code

- V. **Suspension of Rules for Public Participation**

- VI. **Village Board**
 - A. **Mayor DeLano - Report and Resolution(s)**
 - 1. Authorize 2017-2018 General Fund Budget transfers
 - 2. Authorize 2017-2018 Glen Park Fund Budget transfers
 - 3. Authorize 2017-2018 General Fund Budget amendment
 - 4. Authorize 2017-2018 General Fund Budget amendment
 - 5. Authorize 2017-2018 General Fund Budget amendment
 - 6. Authorize 2018-2019 General Fund Budget transfers
 - 7. Authorize payroll and vouchers from 6/20/18 to 7/14/18
 - 8. Approve supplemental work on S. Long St. Project
 - 9. Approve Inflow and Infiltration Reduction Policy
 - 10. Approve resolution opposing proposed small cell mandates

 - B. **Deputy Mayor Piazza – Report and Resolution(s)**
 - 1. Authorize EFC GIGP grant application
 - 2. Authorize NYSDOT TAP grant application

 - C. **Trustee Yates - Report and Resolution(s)**

 - D. **Trustee Etu – Report and Resolution(s)**

 - E. **Trustee Rogers – Report and Resolution(s)**

- VII. **Staff Reports**

- VIII. **Executive Session -** To discuss a personnel matter related to the hiring of a specific individual

- IX. **Adjournment**

This meeting is conducted according to the Rules of Procedure as adopted by the Village Board on 7/2/18
Next regular Village Board meeting is Monday, August 27, 2018

MEETING SCHEDULE

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

- 1st Mon. – Planning Board meeting at 7:30pm
- 1st Mon. – Arts & Culture Committee meeting at 7:00pm
- 2nd Mon. – Village Board Work Session at 6:00pm / Meeting 7:30pm
- 3rd Mon. – Environmental Advisory Council at 7:00pm
Parks Committee at 6:30pm (Ad hoc)
- 4th Mon. – Village Board Work Session at 6:00pm / Meeting 7:30pm
- 1st Tues. – Glen Park Joint Board – Meets at Town Hall at 7:00pm
- 2nd Tues. – Beautification Committee at 6:30pm (Ad Hoc)
- 3rd Tues. – Meeting House Events Committee at 6:30pm (Ad hoc)
- 3RD Tues. – Glen Park Art Festival Committee at 7:30pm
- 4th Tues. – Glen Park Art Festival Committee at 7:30pm
- 2nd Wed. - Tree Board at 6:30pm
- 2nd Wed. – Parks Committee at 7:15pm
- 3rd Wed. – Zoning Board at 7:30pm
- 1st Thur. – Traffic & Safety Committee at 7:00pm
- 4th Tues. – Historic Preservation Commission at 7:00pm
- 4th Tues. – Youth & Recreation Committee at 7:00pm
- 4th Thur. – Sign Code Committee at 6:30pm
- 4th Fri. – Open Government Committee at 4pm every other month

Meetings & Events

All meetings are at Village Hall unless otherwise noted.

July 2018

- 24 Historic Preservation Comm. meeting at 7pm
- 28-29 Glen Park Art Festival in Glen Park. 10am-6pm.

August 2018

- 1 Zoning Board of Appeals at 7:30pm
- 2 Traffic & Safety Committee at 6:30pm
- 6 Planning Board meeting at 7:30pm
- 7 Amherst Symphony Orchestra Concert in IP at 6:30pm
- 8 Tree Board meeting at 6:30pm
- 8 Parks Committee meeting at 7:15pm
- 19 Village Garden Cleanup by Village Co-op volunteers.
- 20 Environmental Committee at 7:30pm
- 24 Movie in the Park at Dusk.
- 27 Village Board Work Session at 6:00pm/Village Board meeting at 7:30pm**
- 28 Historic Preservation Commission at 7:00pm

Village Board Liaisons (Updated 7/20/18)

MAYOR DELANO: DPW, Personnel, Insurance, Amherst Police Dept., Executive Safety Committee, Records Management Committee, Fire Dept., Tree Board

TRUSTEE PIAZZA: Amherst Utility Cooperative, Zoning Board of Appeals, Arts & Culture Committee, Inter-governmental Agency; Glen Park Art Festival Committee

TRUSTEE ROGERS: Meeting House Committee, Glen Park Joint Board, Open Government Committee, Sign Code Committee, Planning and Architectural Review Board

TRUSTEE YATES: Williamsville Business Association, Youth & Recreation Committee, Beautification Committee

TRUSTEE ETU: Parks Committee, Traffic & Safety Committee, Environmental Advisory Council, Historic Preservation Commission

It's summertime in the Village!

**Glen Park Art Festival – July 28 & 29
In Glen Park, 10am-6pm**

**Amherst Symphony Orchestra Concert
August 7 at 6:30 p.m. in Island Park**



Visit the Village website at www.walkablewilliamsville.com

For Village information, news & events.

Give back to your Village community...Volunteer!

Dig in the Village dirt by joining Beautification Committee.

Call Village Hall at 632-4120 for more info.

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

DELANO #1

RESOLVED, that the following *budget transfers* are hereby made in the *General Fund* for the 2017-2018 fiscal year:

To:	001-3410-2025 (Fire Protection – Capital Improvements)	\$2,091.00
From:	001-3410-2010 (Fire Protection –Major Equipment)	\$110.00
	001-3410-2070 (Fire Protection – Office Equipment)	\$207.00
	001-3410-4040 (Fire Protection – Education Exp./Travel)	\$479.00
	001-3410-4110 (Fire Protection – Service Contracts)	\$122.00
	001-3410-4180 (Fire Protection – Radio Repairs)	\$108.00
	001-3410-4280 (Fire Protection – EMS Supplies)	\$172.00
	001-3410-4440 (Fire Protection – Central Alarm)	\$20.00
	001-3410-4070 (Fire Protection – Utilities)	\$873.00
To:	001-3620-1000 (Safety Inspection – Personal Services)	\$356.00
From:	001-3410-1000 (Fire Protection – Personal Services)	\$356.00

DELANO #2

RESOLVED, that the following *budget transfers* are hereby made in the *Glen Park Fund* for the 2017-2018 fiscal year:

To:	009-7141-2010-0001 (Glen Park – Capital Improvements/Security Cameras)	\$6,759.00
	009-7141-4109 (Glen Park – Insurance)	\$63.00
From:	009-7141-2010 (Glen Park – Capital Improvements)	\$5,909.00
	009-7141-4070 (Glen Park – Utilities)	\$154.00
	009-7141-4163 (Glen Park – Lighting Fixtures)	\$100.00
	009-7141-4351 (Glen Park – Park Supplies)	\$350.00
	009-7141-4352 (Glen Park – Park Maintenance)	\$309.00

DELANO #3

RESOLVED, that the following *budget amendment* is hereby made in the *General Fund* for the 2017-2018 fiscal year to account for one-half of funding (Grant) due from Erie County for Co-op:

Increase:	001-0001-2770 (Miscellaneous Revenue)	\$3,500.00
Increase:	001-6410-4925 (Publicity/Marketing)	\$3,500.00

DELANO #4

RESOLVED, that the following *budget amendment* is hereby made in the *General Fund* for the 2017-2018 fiscal year to account for receivable due from NYS on a portion of the DASNY grant for the Fire Dept., for work completed as of 5/31/18:

Increase:	001-0001-3090 (State Aid Grants)	\$69,291.00
Increase:	001-3410-4099 (Fire Protection/Grant Expenditures)	\$69,291.00

DELANO #5

RESOLVED, that the following *budget amendment* is hereby made in the *General Fund* for the 2017-2018 fiscal year to account for the use of assigned funds to cover the Village’s 30% share of the DASNY Grant expended in fiscal year ending 5/31/18:

Increase:	001-0001-0599 (Appropriated Surplus)	\$29,696.00
Increase:	001-3410-4099 (Fire Protection/Grant Expenditures)	\$29,696.00

DELANO #6

RESOLVED, that the following *budget transfers* are hereby made in the *General Fund* for the 2018-2019 fiscal year:

To:	001-1620-4071 (Buildings – Sewer Charges)	\$2.00
From:	001-1620-4070 (Buildings – Utilities)	\$2.00
To:	001-1640-4071 (Central Garage – Sewer Charges)	\$189.00
	001-1640-4450 (Central Garage – Misc.)	\$45.00
From:	001-1640-4070 (Central Garage – Utilities)	\$189.00
	001-1640-4260 (Central Garage – Maintenance Supplies)	\$45.00
To:	001-3310-4620 (Traffic Control – Uniform)	\$30.00
From:	001-3310-4041 (Traffic Control – Mileage Reimbursement)	\$30.00
To:	001-3410-4160-3406 (Fire Protection – Truck Exp./Ladder 6)	\$450.00
	001-3410-4160-3407 (Fire Protection – Truck Exp./Rescue 7)	\$688.00
From:	001-3410-4160 (Fire Protection – Truck Expense)	\$1,138.00
To:	001-5110-4000 (Street Maint. – Seasonal Help)	\$1,189.00
From:	001-5110-1000 (Street Maint. – Personal Services)	\$1,189.00
To:	001-5110-4161-0905 (Street Maint. – Repairs/2007 Int’l Dump)	\$2.00
	001-5110-4161-0915 (Street Maint. – Repairs/2013 Ravo Sweeper)	\$130.00
From:	001-5110-4161 (Street Maint. – Repairs/Equip.)	\$132.00
To:	001-7110-4071 (Parks – Sewer Charges)	\$402.00
	001-7110-4162 (Parks – Repairs/ Pools)	\$2,191.00
	001-7110-4450 (Parks – Misc.)	\$59.00
	001-7110-4920 (Parks – CPR & First Aid Training)	\$114.00
From:	001-7110-4070 (Parks – Utilities)	\$402.00

001-7110-2010 (Parks – Capital Improvements)	\$2,191.00
001-7110-4350 (Parks – Pool Supplies)	\$173.00
To: 001-8510-2000 (Community Beautification – Equipment)	\$29.00
001-8510-4450 (Community Beautification – Misc.)	\$6.00
From: 001-8510-4340 (Community Beautification – Plants)	\$35.00
To: 001-8560-4160 (Shade Trees – Repairs)	\$147.00
From: 001-8560-4280 (Shade Trees – Equipment Rental)	\$147.00

DELANO #7

RESOLVED, that payroll and vouchers in the amount of **\$1,343,652.03** covering the period from 6/20/18 to 7/17/18 are hereby approved as follows:

Payroll covering 6/11/18 – 6/24/18: \$37,364.12

Payroll covering 6/25/18 – 7/8/18: \$32,500.81

Vouchers covering 6/20/18 – 7/3/18:

General Fund	\$189,083.78
Water Fund	\$0.00
Sewer Fund	\$1,845.68
Glen Park Fund	\$1,275.77
Trust & Agency Fund	\$14,594.58
Debt Service	\$4,162.50
Community Development	\$0.00
Capital Fund	<u>\$0.00</u>
	\$210,962.31

Vouchers covering 7/4/18 – 7/17/18:

General Fund	\$207,940.42
Water Fund	\$0.00
Sewer Fund	\$45,584.95
Glen Park Fund	\$200.73
Trust & Agency Fund	\$10,098.69
Debt Service	\$0.00
Community Development	\$0.00
Capital Fund	<u>\$799,000.00</u>
	\$1,062,824.79

GRAND TOTAL: **\$1,343,652.03**

DELANO #8

RESOLVED, that the proposal dated February 9, 2018, from DiDonato Associates for additional engineering services relating to revisions to the South Long Street Green Infrastructure Design Project, is hereby approved, in an amount not to exceed \$10,500.

DELANO #9

WHEREAS, Sewer extensions in Erie County are regulated by the NYS Department of Environmental Conservation; and

WHEREAS, Municipalities, sewer districts, and/or project consultants must conduct a Downstream Sewer Capacity Analysis (DSCA) and document whether there is adequate sewer capacity for the peak wastewater flow from a proposed sewer extension; and

WHEREAS, if the DSCA indicates a lack of sewer capacity for the proposed sewer extension, the DEC requires inflow and infiltration (I/I) flow offsets which achieve a minimum reduction of 4 gallons of I/I for every 1 gallon of new peak wastewater flow, and this requirement was developed by the DEC as an alternative to a moratorium on sewer extensions;

NOW, THEREFORE, BE IT RESOLVED, that the following policy is hereby implemented as the Village of Williamsville I/I Reduction Policy:

Payment of \$250 per gallon per minute of peak sanitary sewer flow x 4

BE IT FURTHER RESOLVED, that such payment shall be held in a Village of Williamsville Trust Fund, to be used towards a project that will lead to I/I reduction in the affected area.

DELANO #10

WHEREAS, the Streamlining the Rapid Evolution and Modernization of Leading-edge Infrastructure Necessary to Enhance (STREAMLINE) Small Cell Deployment Act (S. 3157) has been introduced to the US Senate Commerce Committee; and

WHEREAS, achieving broadband ubiquity is an important and necessary goal for all municipalities in New York State and across the country, however, this legislation would severely restrict local governments' authority to regulate wireless facilities, grant wireless service providers unfettered rights of access to the municipal right-of-way (ROW), mandate specific application procedures for wireless facilities installed in the ROW, and eliminate the ability of local governments to obtain a fair return for wireless equipment installed on taxpayer property; and

WHEREAS, during the 2018-2019 state budget negotiations, the wireless industry pursued a similar proposal in New York that attempted to achieve many of the elements present in this bill, and the industry's effort was met with overwhelming opposition from New York's municipalities dedicated to

protecting the safety and welfare of New Yorkers and guarding against the misappropriation of taxpayer property; and

WHEREAS, Local governments across New York State support the proliferation of broadband technology, especially in our underserved and rural communities, however, achieving meaningful internet access throughout the state will not be advanced by this legislation; and

WHEREAS, maintaining the public ROW is an essential function of local governments and their capacity to protect the public's health, safety, and welfare and preserve the character of communities, and the standard provided in this bill would fundamentally impinge on the ability and responsibility of local governments to make well-reasoned decisions in the best interest of their residents; and

WHEREAS, this bill would usurp local government authority to address particularized public safety and aesthetic concerns related to the installment of such facilities by limiting the factors that a municipality may include when reviewing a wireless application, and reducing the amount of time a local government has to consider the application; and

WHEREAS, under this legislation, the failure to issue a determination on an application would result in the application's automatic approval; and

WHEREAS, this legislation also seeks to limit how much a municipality may charge a wireless provider when renting space on municipally owned structures, and compelling local governments to charge below-market rates for the use of public structures will foster the already inequitable deployment of broadband technologies, and limiting the fees that municipalities may charge a wireless applicant to the direct and actual cost of the installation will eliminate the ability of local governments to receive fair compensation for the use and maintenance of public property;

NOW, THEREFORE, BE IT RESOLVED, that the Village of Williamsville Board of Trustees vigorously opposes this legislation and urges you to reject this proposal; and

BE IT FURTHER RESOLVED, that a certified copy of this resolution be sent to Senator Charles Schumer, Senator Kirsten Gillibrand, and Congressman Brian Higgins.

PIAZZA #1

WHEREAS, the Village of Williamsville desires submit a Green Innovation Grant Program (GIGP) application through the Consolidated Funding Application (CFA) for a green infrastructure project on Cadman Drive; and

WHEREAS, the Village of Williamsville will procure professional services for the design and construction (if awarded) for the GIGP application for a green infrastructure project on Cadman Drive, Williamsville, NY; and

WHEREAS, the Village of Williamsville Board of Trustees has endorsed an application requesting grant assistance through the CFA;

NOW, THEREFORE, BE IT RESOLVED:

1. That Mayor Daniel O. DeLano, Jr. or his successor in office, is the representative authorized to act on behalf of the Municipality's governing body in all matters related to State assistance, to submit project documentation, and to otherwise act for the Municipality's governing body in all matters related to the project and to State assistance, through the Consolidated Funding Application (EFC's Green Innovation Grant Program);
2. That the Municipality agrees that it will fund its portion of the cost of the project and that funds will be available to initiate the project's field work within twelve (12) months of written approval of its application;
3. That one (1) certified copy of this Resolution be prepared and sent to the Albany office of the New York State Environmental Facilities Corporation;
4. That this Resolution takes effect immediately

PIAZZA #2

WHEREAS, the Village of Williamsville Board of Trustees desires to pursue funding opportunities to complete the Williamsville Sidewalk Completion Project; and

WHEREAS, the Village Board desires to provide this type of facility to residents at the lowest possible cost to the Village and Village taxpayers; and

WHEREAS, the Village Board desires to apply for financial assistance from the NYSDOT Transportation Alternatives Program (TAP); and

WHEREAS, the Village Board commits to providing the required local matching funds to insure the timely implementation of the proposed project;

NOW, THEREFORE, BE IT RESOLVED, that the Village of Williamsville Board of Trustees authorizes the submittal of an application for NYSDOT TAP funds for the Williamsville Sidewalk Completion Project for a total project cost of \$719,000, including a Village match in the amount of \$143,800; and

BE IT FURTHER RESOLVED, that upon approval of the application for financial assistance, the Village will make available \$143,800 (20%) in matching funds to satisfy the requirements of the program; and

BE IT FURTHER RESOLVED, that the Village Board of Trustees authorizes the Mayor to sign all documents and agreements related to the TAP application; and

BE IT FURTHER RESOLVED, that Daniel O. DeLano, Jr., as Mayor of the Village of Williamsville, is hereby authorized and directed to file an application for funds from the New York State Department of Transportation's Transportation Alternatives Program, and upon approval of said funding, is authorized to enter into and execute a project agreement with the State of New York for such financial assistance to the Village of Williamsville for the proposed Village of Williamsville Sidewalk Completion Project.

Minutes of the regular meeting of the Village of Williamsville Board of Trustees held at Village Hall, 5565 Main Street, Williamsville, New York, on Tuesday, June 25, 2018 at 7:30 p.m.

The meeting was opened at 7:30 p.m. with the Pledge of Allegiance led by Trustee Rogers.

Present: Daniel O. DeLano, Jr., Mayor
Basil J. Piazza, Deputy Mayor
Deborah L. Rogers, Trustee
John "Al" Yates, Jr., Trustee

Also present: Lynda L. Juul, Administrator/Clerk-Treasurer
Judith A. Kindron, Deputy Treasurer
Charles Grieco, Village Attorney
Maggie Winship, Community Development Director
Ben Vilonen, DPW Crew Chief

Excused: Matthew J. Etu, Trustee

Proclamation - Mayor DeLano presented a proclamation to Calvary Episcopal Church to commemorate the 40th anniversary of the Calvary Episcopal Church Carillon Series.

ON MOTION by Mayor DeLano, seconded by Trustee Yates, it was moved to approve the minutes of the regular meeting held on June 11, 2018, as submitted.

Motion carried. 4 – 0.

ON MOTION by Mayor DeLano, seconded by Deputy Mayor Piazza, it was moved to approve the minutes of the special meeting held on June 19, 2018, as submitted.

Motion carried. 4 – 0.

Public Hearing - Continued

Proposed amendment to Chapter 112 of the Village Code (Zoning), which would regulate chicken coops as accessory structures

ON MOTION by Mayor DeLano, seconded by Deputy Mayor Piazza, it was moved to continue the public hearing at 7:36 p.m.

Motion carried. 4 – 0.

Minutes of the regular meeting of the Village of Williamsville Board of Trustees held at Village Hall, 5565 Main Street, Williamsville, New York, on Tuesday, June 25, 2018 at 7:30 p.m.

No one in the audience addressed the Board.

ON MOTION by Mayor DeLano, seconded by Deputy Mayor Piazza, it was moved at 7:37 p.m. to close this public hearing.

Motion carried. 4 – 0.

ON MOTION by Mayor DeLano, seconded by Deputy Mayor Piazza, it was moved to open the public participation portion of the meeting.

Motion carried. 4 – 0.

Member(s) of the audience who spoke and their topic(s):

1. Larry Brenton, 31 Monroe Dr. – Completion date for S. Long project? *[End of calendar year.]* Contractor equipment is behind the depot and they are pressed for space with Touch a Truck event coming up. Thanked International Chimney for their assistance. Any comments on Airbnb? *[Mayor DeLano – Board is not interested in regulating because it is owner-occupied. Trustee Yates – Has stayed in Airbnbs for years. Does not necessarily bring negative issues. If skirting hotel tax law can look into information. Attorney Grieco – Bed tax in Erie County is a county tax. Deputy Mayor Piazza – If absentee person/landlord, it is against the law. If you are aware of that, make it known to the Village.]*
2. Tom Stackhouse, 201 Siegfried Dr. – International Chimney has said the Railway Society can use their lot for the Touch a Truck event this year.
3. Fran Noonan, 46 Park Dr. – Iskalo property; On Milton St., 122 and 149 California have been purchased by Natale Development and are vacant. At Meeting House – Pictures of houses on Main Street in the historical society. If Iskalo purchases other houses on Park Dr. and tears them down, their street will look like the area near Yotality. *[DeLano – Iskalo hasn't confirmed they are tearing down 24 Garrison Rd. It is under debate. Zoning of merged parcels - calling for a public hearing to clean up that section of the code. Knows Iskalo sent a letter to the residents. Public Hearing will clean this up.]* This would completely change the complexion of the neighborhood. *[Grieco – Village Board is working to clean up the provision that someone may try to argue that zoning would change when parcels are merged. No one has come to the Village to make that argument. ZBA has statutory right to determine what that section of the code means. Yates - Can make code clear but cannot prevent them from going to ZBA for a variance.]*

Minutes of the regular meeting of the Village of Williamsville Board of Trustees held at Village Hall, 5565 Main Street, Williamsville, New York, on Tuesday, June 25, 2018 at 7:30 p.m.

4. Debbie Cambria, 87 N. Ellicott St. – Signs regarding new speed limits are up, but drivers are maniacs. Need rumble strips or raised medians. *[DeLano – Village was awarded a PSAP grant for pedestrian improvements and may be able to consolidate funds into one area such as this. Main and Cayuga, at tennis shop, need signage on the light so people can see it if inch up past the sign. Multi modal funding for flashing beacon on Mill.]*
5. Richard Cuccinota, 146 California Dr. – California between Los Robles and Cayuga is falling apart. *[Paving later this year.]* Natale is not maintaining the property or cutting the grass. Window on office is broken. Tree branches on sidewalk. *[DeLano – Meeting them later this week regarding the land swap. Egress from Natale project to S. Long St.]*
6. Amy Alexander, 153 Mill St. - Would like to request that the Village consider a noise ordinance. Neighbor has installed an outdoor sound system that is very loud – she can hear from inside her house. *[Grieco – Section 73-7 of the Code is our noise ordinance.]* Amherst’s code is somewhat specific. *[Board will look at Amherst’s code.]*
7. Carolyn Schlifke, 192 Evans St. – Putting village on notice about something that happened over the weekend at Sts. Peter and Paul Church. Planted flowers on Saturday, there on Sunday and found the flowers torn out. May happen in other areas of the Village. Construction cones were also thrown all over Main Street. *[DeLano – there are more and more cameras everywhere that can be accessed by the police.]*
8. Dan Rider, 38 Garden Pkwy. – Rode bike down Lehigh Trail – dead ash trees along trail that could fall down onto the trail. Any news on S. Long zombie house? Natale Development on California. Sent Village Board a Google map with a plan. Hopes board will look at a complete solution for that area. When will Natale come up on Village Board schedule? *[Land swap is only item for Village Board at this time.]* Would like the Village Board to look at parking on north side of Depot – may not be enough room. As far as moving Section House – all buildings can be moved. *[DeLano – Part of historical significance is being in its original location.]*
9. Anthony Messina, 206 N. Autumn – Natale project - egress has made this an issue. People cut through and speed down their street. Concerned about egress to S. Long and that Town is going to require those residents to install sidewalks.
10. Bob Luden, 146 Garden Pkwy. – Concerned about traffic going down Garden Pkwy. to Cayuga.
11. Mary Lowther, 120 N. Ellicott – Status of Code Enforcement Officer? *[Interviewing.]* Cars parking on front lawn on Evans St. Section House and Depot area. Will nullify ability to get on national register if Section House is moved. If roadway is put in, it will interfere with Depot events. She is on HPC. Losing historic homes in the Village. Owners don’t maintain or heat them then they want to demolish them. Village needs to do a better job on these buildings. Need to be cognizant on what is going on. *[Need to*

Minutes of the regular meeting of the Village of Williamsville Board of Trustees held at Village Hall, 5565 Main Street, Williamsville, New York, on Tuesday, June 25, 2018 at 7:30 p.m.

keep code enforcement in house, but looking at potential inter-municipal agreement with the Town.] DPW are eyes on the road. Demolition permit needs work.

12. Thomas Frank, 5403 Main St. – Glen Park Joint Board meeting; Joint services between the Village and the Town; Comprehensive Plan; Ellicott Creek shoreline stabilization; E. Spring St. Project; Consolidated funding application; Dead ash tree in Glen Park; Waterkeepers; Erosion issues; Ellicott Creek Watershed.

13. Dan Rider, 38 Garden Pkwy. - If leave Section House where it is, it's on an island. It's a stand alone building.

ON MOTION by Mayor DeLano, seconded by Deputy Mayor Piazza, it was moved to close the public participation portion of the meeting.

Motion carried. 4 – 0.

Report – Mayor DeLano

Mayor DeLano reported on the following topic(s): Main Street construction project; Need to maintain driver safety.

ON MOTION by Mayor DeLano, seconded by Trustee Yates, the following resolution was adopted:

RESOLVED, that the following *budget transfers* are hereby made in the *General Fund* for the *2017-2018* fiscal year:

To:	001-5110-1000 (Street Maint. – Personal Services)	\$441.00
	001-8560-1000 (Shade Trees – Personal Services)	\$737.00
From:	001-7110-1000 (Parks – Personal Services)	\$1,178.00
To:	001-1640-1001 (Central Garage – Personal Services/OT)	\$70.00
From:	001-5142-1001 (Snow Removal – Personal Services/OT)	\$70.00
To:	001-3410-2020 (Fire Protection – Expendable Items)	\$54.00
	001-3410-2050 (Fire Protection – Turnout Gear)	\$1.00
	001-3410-4160-3407 (Fire Protection – Truck Expense/Rescue 7)	\$688.00
	001-3410-4160-3451 (Fire Protection – Truck Expense/2015 Ford F350XL)	\$140.00
From:	001-3410-4160 (Fire Protection – Truck Expense)	\$743.00
	001-3410-4070 (Fire Protection – Utilities)	\$140.00
To:	001-5110-4000 (Street Maintenance – Seasonal Help)	\$441.00
From:	001-5110-1000 (Street Maintenance – Personal Services)	\$441.00

Minutes of the regular meeting of the Village of Williamsville Board of Trustees held at Village Hall, 5565 Main Street, Williamsville, New York, on Tuesday, June 25, 2018 at 7:30 p.m.

To:	001-5110-4161 (Street Maintenance – Repairs/Equipment)	\$262.00
	001-5110-4161-0901 (Street Maintenance – Repairs/2012 Chevy Tahoe)	\$11.00
	001-5110-4161-0921 (Street Maintenance – Repairs/2008 Ford F250)	\$18.00
From:	001-5110-4161-0903 (Street Maintenance – Repairs/2015 Dump Truck)	\$12.00
	001-5110-4040 (Street Maintenance – Education Exp./Travel)	\$83.00
	001-5110-4600 (Street Maintenance – Clothing Allowance)	\$196.00
To:	001-7110-4070 (Parks – Utilities)	\$558.00
	001-7110-4162 (Parks – Repairs/Pool)	\$1,904.00
	001-7110-4450 (Parks – Misc.)	\$304.00
From:	001-7110-4161 (Parks – Repairs/Lights)	\$708.00
	001-7110-4169 (Parks – Repairs/Other)	\$780.00
	001-7110-4350 (Parks – Pool Supplies)	\$117.00
	001-7110-4660 (Parks – Tree Maint. & Replacement)	\$1,161.00
To:	001-8510-2000 (Community Beautification - Equipment)	\$75.00
	001-8560-4451 (Shade Trees – Environmental Advisory Committee)	\$38.00
From:	001-8510-4110 (Community Beautification – Serv. Contracts/Main St. Weed Control)	\$113.00

Motion carried. 4 – 0.

ON MOTION by Mayor DeLano, seconded by Trustee Yates, the following resolution was adopted:

RESOLVED, that the following *budget amendment* is hereby made in the *General Fund* for the *2017-2018* fiscal year to account for revenue from the Glen Park Art Festival:

Increase:	001-0001-2089 (Other Cultural & Recreation Income)	\$2,660.00
Increase:	001-7750-4540 (Celebrations – Glen Park Art Festival)	\$2,660.00

Motion carried. 4 – 0.

ON MOTION by Mayor DeLano, seconded by Trustee Yates, the following resolution was adopted:

RESOLVED, that the following *budget amendment* is hereby made in the *General Fund* for the *2017-2018* fiscal year to account for use of the Meeting House assigned funds toward the art glass window project:

Increase:	001-0001-0599 (Appropriated Surplus)	\$9,533.00
Increase:	001-7530-2010 (Village Meeting House-Capital Improvements)	\$9,533.00

Motion carried. 4 – 0.

Minutes of the regular meeting of the Village of Williamsville Board of Trustees held at Village Hall, 5565 Main Street, Williamsville, New York, on Tuesday, June 25, 2018 at 7:30 p.m.

ON MOTION by Mayor DeLano, seconded by Trustee Yates, the following resolution was adopted:

RESOLVED, that payroll and vouchers in the amount of **\$547,316.35** covering the period from 6/6/18 to 6/19/18 are hereby approved as follows:

Payroll covering 5/28/18 – 6/10/18: \$45,033.44

Vouchers covering 6/6/18 – 6/18/18:

General Fund	\$46,453.04
Water Fund	\$42.85
Sewer Fund	\$342,085.40
Glen Park Fund	\$539.99
Trust & Agency Fund	\$16,265.76
Debt Service	\$94,665.63
Community Development	\$0.00
Capital Fund	<u>\$2,230.24</u>
	\$502,282.91

GRAND TOTAL: **\$547,316.35**

Motion carried. 4 – 0.

ON MOTION by Mayor DeLano, seconded by Deputy Mayor Piazza, the following resolution was adopted:

RESOLVED, that the proposed amendment to Chapter 103 (Vehicles and Traffic), which would reduce the speed limit on California Dr. from Milton St. to Los Robles from 30 mph to 25 mph, is hereby adopted as **Local Law 8 of 2018**.

Motion carried. 4 – 0.

Minutes of the regular meeting of the Village of Williamsville Board of Trustees held at Village Hall, 5565 Main Street, Williamsville, New York, on Tuesday, June 25, 2018 at 7:30 p.m.

ON MOTION by Mayor DeLano, seconded by Trustee Yates the following resolution was adopted:

RESOLVED, that the proposed amendment to Chapter 103 (Vehicles and Traffic), which would add stop signs on California Drive at the intersection of Los Robles, is hereby adopted as **Local Law 9 of 2018**.

Motion carried. 4 – 0.

ON MOTION by Mayor DeLano, seconded by Deputy Mayor Piazza, the following resolution was adopted:

RESOLVED, that *Keaton DePriest* of 44 Lucille Dr., Cheektowaga, NY, is hereby appointed as *Director of Community Development*, effective June 27, 2018, at a salary of \$50,000 per year.

Motion carried. 4 – 0.

ON MOTION by Mayor DeLano, seconded by Deputy Mayor Piazza, the following resolution was adopted:

RESOLVED, that Mark Kutner is approved for transitional duty for an additional period of 30 days, effective July 10, 2018, pending receipt of appropriate medical documentation.

Motion carried. 4 – 0.

ON MOTION by Mayor DeLano, seconded by Deputy Mayor Piazza, the following resolution was adopted:

WHEREAS, sealed bids for the sale of two 2003 Spartan Gladiator rear mount fire engines were advertised and duly opened and ready publicly at 2:00pm on June 13, 2018; and

WHEREAS, the asking price for each truck was a minimum of \$120,000.00 each, with a required deposit of 10% due upon notification of bid acceptance, and the balance due when the trucks become available in October or November 2018; and

WHEREAS, one bid was received for the purchase of both trucks for \$134,567.89 each;

Minutes of the regular meeting of the Village of Williamsville Board of Trustees held at Village Hall, 5565 Main Street, Williamsville, New York, on Tuesday, June 25, 2018 at 7:30 p.m.

NOW, THEREFORE, BE IT RESOLVED, that both fire engines are hereby sold to South Lockport Fire Company, Inc. for the total sum of \$269,135.78.

Motion carried. 4 – 0.

ON MOTION by Mayor DeLano, seconded by Deputy Mayor Piazza, the following resolution was adopted:

RESOLVED, that the following change orders are hereby authorized to 4 Guys Fire Trucks Inc.:

Rescue Vehicle	\$37,636.00
(2) Pumper Trucks	\$401.00

BE IT FURTHER RESOLVED, that funding of \$36,196.00 is being provided by a grant through Senator Michael Ranzenhofer.

Motion carried. 4 – 0.

ON MOTION by Mayor DeLano, seconded by Deputy Mayor Piazza, the following resolution was adopted:

RESOLVED, that Rachel Wenner, residing at 30 Mill Street, Williamsville, is hereby appointed as an Active Member of the Williamsville Fire Dept., effective July 1, 2018.

Motion carried. 4 – 0.

ON MOTION by Mayor DeLano, seconded by Trustee Yates, the following resolution was adopted:

RESOLVED, that Colin Branka, residing at 175 N. Autumn St., Williamsville, is hereby appointed as an Active Member of the Williamsville Fire Dept., effective July 1, 2018.

Motion carried. 4 – 0.

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ON MOTION by Mayor DeLano, seconded by Trustee Yates, it was moved to leave the regular agenda to consider two new resolutions.

Motion carried. 4 – 0.

ON MOTION by Mayor DeLano, seconded by Trustee Yates, the following resolution was

RESOLVED, that the proposal from Wm. Schutt Associates dated June 1, 2018 for the 2018 Cold Milling with Hot Asphalt Replacement Project is hereby approved in the amount of \$12,156.00

Motion carried. 4 – 0.

ON MOTION by Mayor DeLano, seconded by Trustee Yates, the following resolution was adopted:

RESOLVED, that the Administrator is hereby authorized to publish legal notice of a public hearing to be held on Monday, July 23, 2018, at 7:30 p.m., at Village Hall, 5565 Main street, Williamsville, NY, for the purpose of hearing all persons interested in commenting on a proposed amendment to Chapter 112-12 of the Village code, (Zoning), which would specify how lots spanning multiple zoning districts are regulated.

Motion carried. 4 – 0.

ON MOTION by Mayor DeLano, seconded by Trustee Yates, it was moved to return to the regular agenda.

Motion carried. 4 – 0.

Report – Trustee Yates

Trustee Yates reported on the following topic(s): Yard waste must be separated from garbage and recycling. Totes with yard waste in them will not be picked up.

Minutes of the regular meeting of the Village of Williamsville Board of Trustees held at Village Hall, 5565 Main Street, Williamsville, New York, on Tuesday, June 25, 2018 at 7:30 p.m.

Report – Trustee Rogers

Trustee Rogers had no report.

ON MOTION by Trustee Rogers, seconded by Deputy Mayor Piazza, the following resolution was adopted:

RESOLVED, that the Administrator is hereby authorized to publish notice of a public hearing to be held on Monday, July 23, 2018 at 7:30 p.m. at Village Hall, 5565 Main St., Williamsville, NY, for the purpose of hearing all those interested in commenting on a proposed amendment to Chapter 84 of the Village Code (Signs).

Motion carried. 4 – 0.

ON MOTION by Trustee Rogers, seconded by Deputy Mayor Piazza, it was moved to leave the regular agenda to consider a new resolution.

Motion carried. 4 – 0.

RESOLVED, that the proposed amendment to Chapter 112 (Zoning), which would regulate chicken coops as accessory structures, is hereby adopted as **Local Law 10 of 2018**.

Motion carried. 4 – 0.

ON MOTION by Trustee Rogers, seconded by Trustee Yates, it was moved to return to the regular agenda.

Motion carried. 4 – 0.

Report – Deputy Mayor Piazza

Deputy Mayor Piazza reported on the following topic(s): Yard waste policy; Recycling - Should not recycle certain items; Vandals on N. Long St. – Stealing items out of unlocked vehicles. Lock your vehicles every night.

Minutes of the regular meeting of the Village of Williamsville Board of Trustees held at Village Hall, 5565 Main Street, Williamsville, New York, on Tuesday, June 25, 2018 at 7:30 p.m.

Staff Report(s)

Administrator Juul reported on the following topic(s): Last day to pay taxes without penalty is July 2, 2018.

Mayor DeLano reported on the following topic(s): Thanked everyone for their support and trust in the election.

ON MOTION by Mayor DeLano, seconded by Deputy Mayor Piazza, it was moved at 9:28 p.m. to open the Executive Session portion of the agenda to consider a personnel matter related to the hiring of a specific individual and a personnel matter.

Motion carried. 4 – 0.

ON MOTION by Mayor DeLano, seconded by Trustee Yates, it was moved at 10:18 p.m. to close the Executive Session portion of the agenda.

Motion carried. 4 – 0.

ON MOTION by Mayor DeLano, seconded by Trustee Yates, it was moved to adjourn the meeting at 10:18 p.m.

Motion carried. 4 – 0.

Lynda L. Juul
Administrator/Clerk-Treasurer

Minutes of the Annual Re-organization meeting of the Village Board, held on July 2, 2018, at 5:30 p.m., Williamsville Village Hall, 5565 Main Street, Williamsville, New York.

The meeting was opened at 5:30 p.m. with the Pledge of Allegiance led by Trustee Etu.

Present: Daniel O. DeLano, Jr., Mayor
Basil J. Piazza, Deputy Mayor
Matthew J. Etu, Trustee
Deborah L. Rogers, Trustee
John “Al” Yates, Jr., Trustee

Also present: Lynda L. Juul, Administrator/Clerk-Treasurer
Keaton DePriest, Community Development Director

The Mayor appointed **Basil J. Piazza** as *Deputy Mayor* for the *2018-2019* official Village year.

ON MOTION by Mayor DeLano, seconded by Deputy Mayor Piazza, the following resolution was adopted:

RESOLVED, that **Bond Schoeneck & King Attorneys** is hereby appointed *Village Counsel* for the *2018-2019* official Village year.

Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Deputy Mayor Piazza, the following resolution was adopted:

RESOLVED, that **Keaton DePriest** is hereby appointed *Director of Community Development* for the *2018-2019* official Village year.

Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Deputy Mayor Piazza, the following resolution was adopted:

RESOLVED, that **Judith A. Kindron** is hereby appointed *Deputy Treasurer* for the *2018-2019*

Minutes of the Annual Re-organization meeting of the Village Board, held on July 2, 2018, at 5:30 p.m., Williamsville Village Hall, 5565 Main Street, Williamsville, New York.

official Village year.

Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Deputy Mayor Piazza, the following resolution was adopted:

RESOLVED, that **Deborah A. Habes** is hereby appointed *Deputy Clerk* for the **2018-2019** official Village year.

Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Deputy Mayor Piazza, the following resolution was adopted:

RESOLVED, that **Colleen K. Poules** is hereby appointed *Secretary to the Mayor* for the **2018-2019** official Village year.

Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Deputy Mayor Piazza, the following resolution was adopted:

RESOLVED, that **Lynda L. Juul** is hereby appointed as *Registrar of Vital Statistics* for the **2018-2019** official Village year.

Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Deputy Mayor Piazza, the following resolution was adopted:

RESOLVED, that **Deborah A. Habes** is appointed *Deputy Registrar of Vital Statistics* and **Judith A. Kindron**, **Colleen K. Poules** and **Julie Budziszewski** are appointed *Sub-Registrars of Vital Statistics* for the **2018-2019** official Village year.

Minutes of the Annual Re-organization meeting of the Village Board, held on July 2, 2018, at 5:30 p.m., Williamsville Village Hall, 5565 Main Street, Williamsville, New York.

Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Deputy Mayor Piazza, the following resolution was adopted:

RESOLVED, that **Lynda L. Juul** is appointed *Collector of Taxes and Assessments* for the **2018-2019** official Village year.

Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Deputy Mayor Piazza, the following resolution was adopted:

RESOLVED, that **Lynda L. Juul** is appointed *Records Management Officer* for the **2018-2019** official Village year.

Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Deputy Mayor Piazza, the following resolution was adopted:

RESOLVED, that **Lynda L. Juul** is appointed *Records Management Access Officer* for the **2018-2019** official Village year.

Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Deputy Mayor Piazza, the following resolution was adopted:

RESOLVED, that the **Williamsville Historical Society** is hereby appointed *Village Historian* for the **2018-2019** official Village year.

Unanimously carried.

Minutes of the Annual Re-organization meeting of the Village Board, held on July 2, 2018, at 5:30 p.m., Williamsville Village Hall, 5565 Main Street, Williamsville, New York.

ON MOTION by Mayor DeLano, seconded by Deputy Mayor Piazza, the following resolution was adopted:

RESOLVED, that **Walter Pacer** is hereby appointed *Acting Justice* for the **2018-2019** official Village year.

Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Deputy Mayor Piazza, the following resolution was adopted:

RESOLVED, that **Thomas E. Webb** is hereby appointed *Prosecutor* for the **2018-2019** official Village year.

Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Trustee Etu, the following resolution was adopted:

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

Amherst Police Department
Amherst Utility Cooperative
Arts & Culture Committee
Beautification Committee
Department of Public Works
Environmental Advisory Council
Executive Safety Committee
Fire Department
Glen Park Art Festival Committee
Glen Park Joint Board
Historic Preservation Commission
Insurance
Inter-governmental Agency
Meeting House Committee
Open Government Committee
Parks Committee
Personnel
Planning and Architectural Review Board
Records Management Committee

Minutes of the Annual Re-organization meeting of the Village Board, held on July 2, 2018, at 5:30 p.m., Williamsville Village Hall, 5565 Main Street, Williamsville, New York.

Traffic & Safety Committee
Tree Board
Williamsville Business Association
Youth & Recreation Committee
Zoning Board of Appeals

Village Board liaison-ships are as follows:

MAYOR DELANO

1. Amherst Police Dept
2. Dept. of Public Works
3. Williamsville Fire Dept.
4. Executive Safety Committee
5. Insurance
6. Personnel
7. Records Management Committee
8. Tree Board

DEPUTY MAYOR PIAZZA

1. Amherst Utility Cooperative
2. Arts & Culture Committee
3. Glen Park Art Festival Committee
4. Inter-governmental Agency
5. Zoning Board of Appeals

TRUSTEE ETU

1. Environmental Advisory Council
2. Historic Preservation Commission
3. Parks Committee
4. Traffic & Safety Committee

TRUSTEE ROGERS

1. Glen Park Joint Board
2. Meeting House Committee
3. Open Government Committee
4. Planning and Architectural Review Board

TRUSTEE YATES

1. Beautification Committee
2. Williamsville Business Association
3. Youth & Recreation Committee

Unanimously carried.

Minutes of the Annual Re-organization meeting of the Village Board, held on July 2, 2018, at 5:30 p.m., Williamsville Village Hall, 5565 Main Street, Williamsville, New York.

ON MOTION by Mayor DeLano, seconded by Trustee Yates, the following resolution was adopted:

RESOLVED, that **Basil Piazza** is hereby appointed to the *Amherst Utility Cooperative Board of Managers* until the end of the **2018-2019** official Village year.

Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Trustee Yates, the following resolution was adopted:

RESOLVED, that the Village Board hereby adopts the “*Rules of Procedure*” as attached, to be followed by the Village of Williamsville Board of Trustees during the **2018-2019** official Village year.

Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Trustee Yates, the following resolution was adopted:

RESOLVED, that the Village Board hereby adopts the attached *Mass Casualty Incident Emergency Response Plan* as the official plan for the **2018-2019** official Village year.

Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Trustee Yates, the following resolution was adopted:

RESOLVED, that the Village Board hereby adopts the attached *Emergency Preparedness Plan* as the official plan for the **2018-2019** official Village year.

Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Trustee Yates, the following resolution was adopted:

RESOLVED, that the Village Board hereby adopts the attached *Hazardous Materials Emergency Response Plan* as the official plan for the **2018-2019** official Village year.

Minutes of the Annual Re-organization meeting of the Village Board, held on July 2, 2018, at 5:30 p.m., Williamsville Village Hall, 5565 Main Street, Williamsville, New York.

Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Deputy Mayor Piazza, the following resolution was adopted:

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 2018, August 2018 and December 2018, when the regular meetings will be held on July 23rd, August 27th and December 10th, and that the 2019 Re-Organizational Meeting will be held on Monday, July 1, 2019, at 6:00 p.m. 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.

Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Trustee Etu, the following resolution was adopted:

RESOLVED, that Wm. Schutt Associates is hereby designated the *Engineer of Record* for the Village of Williamsville for the **2018-2019** official Village year.

Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Trustee Etu, the following resolution was adopted:

RESOLVED, that the Amherst Bee is hereby designated the *Official Newspaper* for the Village of Williamsville for the **2018-2019** official Village year.

Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Trustee Etu, the following resolution was adopted:

RESOLVED, that the Evans Agency is hereby appointed as the *Insurance Broker of Record* until the end of the **2018-2019** official year.

Unanimously carried.

Minutes of the Annual Re-organization meeting of the Village Board, held on July 2, 2018, at 5:30 p.m., Williamsville Village Hall, 5565 Main Street, Williamsville, New York.

ON MOTION by Mayor DeLano, seconded by Trustee Yates, the following resolution was adopted:

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.

Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Trustee Yates, the following resolution was adopted:

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 and regional seminars, NYCOM Fall Training School
- Deputy Treasurer – NYS GFOA Annual Conference and regional seminars
- Deputy Clerk – NYCOM Fall Training School; and

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

Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Trustee Yates, the following resolution was adopted:

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.

Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Trustee Yates, the following resolution was adopted:

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

Minutes of the Annual Re-organization meeting of the Village Board, held on July 2, 2018, at 5:30 p.m., Williamsville Village Hall, 5565 Main Street, Williamsville, New York.

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.

Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Deputy Mayor Piazza, the following resolution was adopted:

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
Citizens’ Bank
Evans Bank
Five Star Bank
JPMorgan Chase
Key Bank of New York
M & T Bank

Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Deputy Mayor Piazza, the following resolution was adopted:

RESOLVED, that the Village of Williamsville hereby adopts the following investment policy:

**INVESTMENT POLICY
FOR VILLAGE OF WILLIAMSVILLE**

I. SCOPE

This investment policy applies to all moneys and other financial resources available for

Minutes of the Annual Re-organization meeting of the Village Board, held on July 2, 2018, at 5:30 p.m., Williamsville Village Hall, 5565 Main Street, Williamsville, New York.

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,

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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
Citizens' Bank	5,000,000
Evans Bank	5,000,000
First Niagara 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

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.

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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;

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- * 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

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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

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- 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.

Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Trustee Yates, the following resolution was adopted:

RESOLVED, that the Village of Williamsville hereby adopts the following Length of Service Award Program investment policy:

(See attached Length of Service Award Program investment policy)

Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Trustee Etu, the following resolution was adopted:

RESOLVED, that the following *Fee Schedule* is hereby adopted for the **2018-2019** official Village year:

CLERK'S OFFICE

Bounced Check	\$50.00
Mayor's Permit	\$40.00
Street peddlers or vendors	\$100.00 per person/90 days
with vehicle	\$100.00 each vehicle/90 days

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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:

Personal/Family/Charitable/Other:	\$50.00
Refundable Security Deposit:	\$50.00

Island Park Large Pavilion:

Personal/Family/Charitable/Other	\$150.00
Refundable Security Deposit	\$150.00
All Others	\$250.00
All Others' refundable security deposit	\$250.00

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

Community Event	\$250.00
Refundable Security Deposit	\$250.00
All Others	\$1,000.00
Refundable Security Deposit	\$1,000.00
Alcoholic Beverage Permit fee:	\$75.00
Multiple Vendor Events	\$25.00 each vendor

Garrison Park Gazebo:

All uses	\$50.00
Refundable Security Deposit	\$50.00
Alcoholic Beverage Permit fee	N/A (No alcohol allowed in Garrison Park)

Glen Park Noll Nature Center:

All uses	\$75.00
Refundable Security Deposit	\$75.00
Alcoholic Beverage Permit fee	N/A (No alcohol allowed in Glen Park)

MEETING HOUSE USE FEES

Custodial Fee	\$50.00 per day
<i>Only for youth groups, Seniors, Village/Community organizations, rehearsal groups (other than</i>	

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wedding rehearsal) and not-for-profit groups

Use fee	\$100.00 per day
Wedding & Rehearsal	\$300.00
Wedding only	\$200.00
Refundable Security Deposit	\$100.00
Cancellation Fee	
With 30 days written notice	50%
With less than 30 days written notice	\$0.00 (No refund)

Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Trustee Yates, the following resolution was adopted:

RESOLVED, that the attached *Building Department Permit Fee Schedule* is hereby adopted for the **2018-2019** official Village year:

(See attached 2018-2019 Building Permit Fee Schedule)

Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Trustee Yates, the following resolution was adopted:

RESOLVED, that the attached *Plumbing Permit Fee Schedule* is hereby adopted for the **2018-2019** official Village year:

(See attached 2018-2019 Plumbing Permit Fee Schedule)

Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Trustee Etu, the following resolution was adopted:

RESOLVED, that the following *Justice Court Fee Schedule for Parking Violations* is hereby adopted for the **2018-2019** official Village year:

01. Winter parking prohibition November 1 thru April 1 \$25.00

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1:00 a.m. - 7:00 a.m.

02. Parked within 15 feet of fire hydrant	\$80.00
03. Parked in fire lane	\$35.00
04. Handicap area (includes surcharge)	\$80.00
05. Parallel parking	\$25.00
06. Expired registration	\$30.00
07. Expired inspection	\$25.00
08. Less than 20 feet from crosswalk	\$25.00
09. Blocking driveway	\$25.00
10. Right side of vehicle more than 12 inches from the curb	\$25.00
11. Parking prohibited upon publicly or privately owned premise without permission	\$25.00
12. Parked on sidewalk	\$25.00
13. Parked on bridge	\$25.00
14. No parking, stopping, standing	\$25.00
15. Restricted zone	\$25.00
16. Parked beyond time limit	\$25.00
17. Parked within intersection	\$25.00
18. Double parked	\$25.00
19. Parked in bus route, certain hours	\$25.00
20. Parked against the direction of authorized traffic movement	\$25.00
21. Other	\$25.00

Unanimously carried.

The Following resolution was TABLED:

RESOLVED, that the following are hereby appointed to the *Arts & Culture Committee* until the end of the **2018-2019** official Village year.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

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- 9. _____
- 10. _____
- 11. _____
- 12. _____
- 13. _____
- 14. _____
- 15. _____
- 16. _____
- 17. _____
- 18. _____
- 19. _____
- 20. _____

The following resolution was TABLED:

RESOLVED, that _____ is hereby designated ***Chairperson of the Arts & Culture Committee*** until the end of the **2018-2019** official Village year.

ON MOTION by Mayor DeLano, seconded by Trustee Yates, the following resolution was adopted:

RESOLVED, that the following are hereby appointed to the ***Beautification Committee*** until the end of the **2018-2019** official Village year.

- 1. Dona Bronkie
- 2. Patricia Earing
- 3. Elise Fila
- 4. Deb Habes
- 5. Paula Hinz
- 6. Myra Lenz
- 7. Dian Lewin
- 8. Edie Malizia
- 9. Marcia Roth
- 10. Melissa Warner

Unanimously carried.

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ON MOTION by Mayor DeLano, seconded by Trustee Yates, the following resolution was adopted:

RESOLVED, that *Deb Habes* is hereby designated *Chairperson* of the *Beautification Committee* until the end of the **2018-2019** official Village year.

Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Trustee Etu, the following resolution was adopted:

RESOLVED, that the following are hereby appointed to the *Environmental Advisory Council* until the end of the **2018-2019** official Village year:

1. Virginia Hanley
2. Ariana Martinez
3. Frank Mischler
4. Jon Nickerson
5. Jane Vohwinkel

Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Trustee Etu, the following resolution was adopted:

RESOLVED, that *Frank Mischler* is hereby designated *Chairperson of the Environmental Advisory Council* until the end of the **2018-2019** official Village year.

Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Trustee Etu, the following resolution was adopted:

RESOLVED, that the following are hereby appointed to the *Executive Safety Committee* for the **2018-2019** official Village year:

1. Lynda L. Juul
2. Ben Vilonen
3. Kevin Stahrr

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Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Trustee Yates, the following resolution was adopted:

RESOLVED, that the following are hereby appointed to the *Glen Park Art Festival Committee* until the end of the **2018-2019** official Village year.

1. Deborah Doucette
2. Charlene Goretti
3. Douglas Richardson
4. Tricia Evans
5. Lauren Etu
6. Connie Haney
7. Tom Haney
8. Gina Nasca
9. Michael Doucette
10. Francina Spoth
11. Mark Weber
12. Barbara Demerest
13. Sharon Rich
14. Dick Rich
15. Claire Lynch
16. Marie Wendel
17. Russ Wendel
18. Anthony Vitiello
19. Bob Gregg

Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Trustee Yates, the following resolution was adopted:

RESOLVED, that *Sharon Rich* is hereby appointed as *Chairperson* of the *Glen Park Art Festival Committee* until the end of the **2018-2019** official Village year.

Unanimously carried.

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ON MOTION by Mayor DeLano, seconded by Trustee Rogers, the following resolution was adopted:

RESOLVED, that *Rich Sweeney* is hereby appointed to *Glen Park Joint Board* through the end of the *2020-2021* official Village year.

Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Trustee Yates, the following resolution was adopted:

RESOLVED, that *Mary E. Lowther* is hereby appointed to *Historic Preservation Commission* through the end of the *2021-2022* official Village year.

Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Trustee Yates, the following resolution was adopted:

RESOLVED, that *Sue Palmer* is hereby appointed to the *Historic Preservation Commission* through the end of the *2021-2022* official Village year.

Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Trustee Yates, the following resolution was adopted:

RESOLVED, that *Chuck Ackers* is hereby appointed to the *Historic Preservation Commission* through the end of the *2021-2022* official Village year.

Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Trustee Rogers, the following resolution was adopted:

RESOLVED, that the following are hereby appointed to the *Meeting House Committee* for the *2018-2019* official Village year:

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1. Sarah Mischler
2. Linda Pacer
3. Julie Yates
4. Joan Scalfani

Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Trustee Rogers, the following resolution was adopted:

RESOLVED, that *Julie Yates* is hereby appointed *Chairperson* of the *Meeting House Committee* until the end of the **2018-2019** official Village year.

Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Deputy Mayor Piazza, the following resolution was adopted:

RESOLVED, that the following are hereby appointed to the *Open Government Committee* for the **2018-2019** official Village year:

1. Susan Palmer
2. Paul Wolf

Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Trustee Rogers, the following resolution was adopted:

RESOLVED, that *Susan Palmer* is hereby appointed *Chairperson* of the *Open Government Committee* until the end of the **2018-2019** official Village year.

Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Deputy Mayor Piazza, the following resolution was adopted:

RESOLVED, that the following are hereby appointed to the *Parks Committee* until the end of

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the **2018-2019** official Village year:

1. Noel Bartlo
2. Matt Bierl
3. Doug Richardson
4. Carolyn Schlifke
5. Chris Bonaventura
6. Mark Klepadlo

Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Deputy Mayor Piazza, the following resolution was adopted:

RESOLVED, that Noel Bartlo is hereby designated *Chairperson* of the *Parks Committee* until the end of the **2018-2019** official Village year.

Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Trustee Etu, the following resolution was adopted:

RESOLVED, that Kevin Lester is hereby appointed to the *Planning and Architectural Review Board* until the end of the **2020-2021** official Village year.

Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Trustee Etu, the following resolution was adopted:

RESOLVED, that Charles Rizzone is hereby appointed to the *Planning and Architectural Review Board* until the end of the **2020-2021** official Village year.

Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Trustee Yates, the following resolution was adopted:

RESOLVED, that Ellie Grenauer is hereby appointed as an *Alternate Member* to the *Planning and Architectural Review Board* until the end of the **2018-2019** official Village year.

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Unanimously carried.

The following resolution was TABLED:

RESOLVED, that _____ is hereby appointed as an *Alternate Member* to the *Planning and Architectural Review Board* until the end of the **2018-2019** official Village year.

ON MOTION by Mayor DeLano, seconded by Trustee Etu, the following resolution was adopted:

RESOLVED, that Wes Stone is hereby appointed *Chairperson of the Planning and Architectural Review Board* until the end of the **2018-2019** official Village year.

Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Trustee Etu, the following resolution was adopted:

RESOLVED, that the following are hereby appointed to the *Records Management Committee* until the end of the **2018-2019** official Village year:

1. Lynda L. Juul
2. Judith A. Kindron
3. Deborah A. Habes
4. Charles D. Grieco

Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Trustee Etu, the following resolution was adopted:

RESOLVED, that the following are hereby appointed to the *Traffic and Safety Committee* until the end of the **2018-2019** official Village year:

1. Walter Pacer
2. Daniel Rider
3. Patricia Armitage

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4. Nick Roth
5. Tracy Fischer
6. Kevin Brown (Amherst Police Dept. - Ex-officio)
7. Mike Measer (Fire Chief - Ex-officio)
8. Bill Tuyn (Transportation Professional - Ex-officio)

Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Deputy Mayor Piazza, the following resolution was adopted:

RESOLVED, that Walter Pacer is hereby designated *Chairperson of the Traffic & Safety Committee* until the end of the **2018-2019** official Village year.

Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Deputy Mayor Piazza, the following resolution was adopted:

RESOLVED, that Noel Bartlo is hereby appointed to the *Tree Board* until the end of the 2020-2021 official Village year.

Unanimously carried.

The following resolution was TABLED:

RESOLVED, that _____ is hereby appointed to the *Tree Board* until the end of the **2019-2020** official Village year.

ON MOTION by Mayor DeLano, seconded by Trustee Etu, the following resolution was adopted:

RESOLVED, that Tom Draves is hereby appointed as *Village Forester* until the end of the **2018-2019** official year.

Unanimously carried.

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ON MOTION by Mayor DeLano, seconded by Trustee Rogers, the following resolution was adopted:

RESOLVED, that *Bea Slick* is hereby appointed *Volunteer Coordinator* until the end of the **2018-2019** official Village year.

Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Trustee Etu, the following resolution was adopted:

RESOLVED, that the following are hereby appointed to the *Youth and Recreation Committee* until the end of the **2018-2019** official Village year:

1. Nate Anderson
2. Kalechi Anderson
3. Amy Alexander
4. Tricia Evans
5. Karen Kelly
6. Jennifer Tudor
7. Pam Voyer
8. Nia Bates
9. Michelle Richter
10. Heather Cahill
11. Jeff Voelkl
12. Abra Greer
13. Eve Terhune
14. James Terhune
15. Amanda Hughes
16. Nicholas Hughes

Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Trustee Yates, the following resolution was adopted:

RESOLVED, that *Nate and Kalechi Anderson* are hereby designated *Co-chairpersons of the Youth and Recreation Committee* until the end of the **2018-2019** official Village year.

Unanimously carried.

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ON MOTION by Mayor DeLano, seconded by Trustee Etu, the following resolution was adopted:

RESOLVED, that **Rick Andrews** is hereby appointed to the **Zoning Board of Appeals** until the end of the **2022-2023** official Village year.

Unanimously carried.

ON MOTION by Trustee Etu, seconded by Deputy Mayor Piazza, the following resolution was adopted:

RESOLVED, that **Tim Boyle** is hereby appointed **Alternate Member of the Zoning Board of Appeals** until the end of the **2018-2019** official Village year.

Unanimously carried.

ON MOTION by Trustee Etu, seconded by Deputy Mayor Piazza, the following resolution was adopted:

RESOLVED, that **Mark Maczka** is hereby appointed **Alternate Member of the Zoning Board of Appeals** until the end of the **2018-2019** official Village year.

Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Trustee Etu, the following resolution was adopted:

RESOLVED, that **Rick Andrews** is hereby appointed **Chairperson** of the **Zoning Board of Appeals** until the end of the **2018-2019** official Village year.

Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Trustee Etu, the following resolution was adopted:

RESOLVED, that the Village Board hereby adopts the following **Procurement Policy** as the official Procurement Policy for the **2018-2019** official Village year:

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VILLAGE OF WILLIAMSVILLE

PROCUREMENT POLICY

WHEREAS, Section 104-b of the New York State General Municipal Law requires the governing body of every municipality to adopt a procurement policy for all goods and services which are not required by law to be publicly bid; and

WHEREAS, comments have been solicited from all officers in the VILLAGE OF WILLIAMSVILLE involved in the procurement process;

NOW, THEREFORE, BE IT RESOLVED, that the VILLAGE OF WILLIAMSVILLE does hereby adopt the following procurement policy which is intended to apply to all goods and services which are not required by law to be publicly bid.

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

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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:

<u>Estimated Amount of Purchase Contract</u>	<u>Method</u>
\$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

<u>Estimated Amount of Public Works Contract</u>	<u>Method</u>
\$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

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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.

Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Trustee Etu, the following resolution was adopted:

Minutes of the Annual Re-organization meeting of the Village Board, held on July 2, 2018, at 5:30 p.m., Williamsville Village Hall, 5565 Main Street, Williamsville, New York.

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

(SEE ATTACHED 2018-2019 VOLUNTEER APPLICATION FORM)

Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Deputy Mayor Piazza, the following resolution was adopted:

RESOLVED, that the attached *Harassment/Discrimination Policy* is hereby adopted and is to be signed by all Elected Officials, Village employees, appointed employees and volunteer committee members.

(SEE ATTACHED 2018-2019 HARASSMENT/DISCRIMINATION FORM)

Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Deputy Mayor Piazza, the following resolution was adopted:

WHEREAS, the Village Tree Board and Village of Board of Trustees wishes to plant trees on Union Road within the limits of the Village of Williamsville; and

WHEREAS, the NYS DEC has grants available for the planting of trees;

NOW, THEREFORE, BE IT RESOLVED, that the grant application to NYS DEC under their Urban Forestry Grant Program is hereby approved; and

BE IT FURTHER RESOLVED, that the Village Board of Trustees acknowledges that it will contribute, at a minimum, a 25% match to the project, should a grant be awarded; and

BE IT FURTHER RESOLVED, that the Mayor is hereby authorized and directed to sign all paperwork related to the grant application, as well as any paperwork required should a grant be awarded to the Village of Williamsville.

Unanimously carried.

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ON MOTION by Mayor DeLano, seconded by Deputy Mayor Piazza, it was moved to leave the regular agenda to open Executive Session at 7:31 p.m.

Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Trustee Rogers, it was moved to close the Executive Session and return to the regular agenda at 7:45 p.m.

Unanimously carried.

ON MOTION by Mayor DeLano, seconded by Trustee Etu, it was moved to adjourn the meeting at 7:45 p.m.

Unanimously carried.

Lynda L. Jul.
Administrator/Clerk-Treasurer

Public Hearing: July 23, 2018

VILLAGE OF WILLIAMSVILLE

LOCAL LAW NO. X of 2018

A Local Law Amending Chapter 112 (Zoning) Regarding Regulation of Lots Within Multiple Zoning Districts

Section 1. Title

This Local Law shall be referred to as, “Split Zoning Amendment Law”.

Section 2. Purpose

The purpose of this Local Law shall be to amend Chapter 112 (Zoning) to clarify how lots divided by Zoning District boundaries are regulated.

Section 3.

Chapter 112-8 shall be amended as follows:

§ 112-8. Boundary interpretations.

Where uncertainty exists with respect to the boundaries of any district as shown on the Zoning Map, the following rules shall apply:

- A. Boundaries indicated as approximately following the center lines of streets, alleys or highways shall be construed to follow such center lines.
- B. Boundaries indicated as approximately following platted lot lines shall be construed as following such lot lines.
- C. Boundaries indicated as approximately following the corporate boundaries of the Village of Williamsville shall be construed as following such corporate boundaries.
- D. Boundaries indicated as parallel to or extensions of streets, alleys or highways shall be so construed. Distances not specifically indicated on the Zoning Map[1] shall be determined by the scale of the map.
- E. Where a district boundary line divides an existing lot, ~~such lot shall be deemed to lie in the zoning district which contains the largest portion of its area having frontage on a street~~ zone standards are applied separately to each portion of the lot.

Section 4. Effective Date

This Local Law shall take effect immediately and shall be filed in the Office of the Secretary of State.

Public Hearing: July 23, 2018

VILLAGE OF WILLIAMSVILLE

LOCAL LAW NO. X of 2018

A Local Law Amending Chapter 84 (Signs) Regarding Regulation of Signs

Section 1. Title

This Local Law shall be referred to as, “Sign Law of 2018”.

Section 2. Purpose

The purpose of this Local Law shall be to amend Chapter 84 (Signs) regarding the regulation of Signs within the Village of Williamsville.

Section 3.

Chapter 28, and all associated Attachments, shall be repealed and replaced with the attached Sign Code.

Section 4. Effective Date

This Local Law shall take effect immediately and shall be filed in the Office of the Secretary of State.

CHAPTER 84: SIGN REGULATIONS

VILLAGE OF WILLIAMSVILLE

PREPARED BY:

STEINMETZ PLANNING GROUP

DRAFT JULY 2018

§ 84-1 PURPOSE & APPLICABILITY

A. Purpose. The purpose of this Chapter is to permit the use of signage within the Village of Williamsville, while also promoting and protecting the health, welfare, and safety of the public. The intent of this Chapter is to achieve the following objectives:

- 1) Ensure right to free speech as protected under the United States Constitution;
- 2) Establish a clear and impartial process for those seeking to install signs;
- 3) Protect property values, create a more attractive economic and business climate, and protect the physical appearance of the community;
- 4) Provide structures and uses with effective means of identification while reducing visual clutter through the prevention of excessive and confusing sign displays;
- 5) Reduce traffic conflicts or hazards by minimizing visual distractions or obstacles in or visible from the public rights-of-way;
- 6) Reduce the adverse effects of signage on the desirable aesthetic of the Village and on the general environment of the community; and
- 7) Enforce and encourage the objectives and goals of the Village Community Plan.

B. Applicability.

- 1) The regulations of this Chapter shall govern and control the erection, enlargement, expansion, renovation, operation, maintenance, relocation and removal of all signs within the Village visible from any street, sidewalk, public right-of-way, or public space.
- 2) The provisions of this Chapter shall not apply to safety signs, road signs, historical markers, highway directional signs, or signs erected by governmental agencies.
- 3) Notwithstanding any other provision within this Chapter to the contrary, signs proposed on local historic landmarks or within historic districts as designated by Chapter 47 of the Village Code shall be reviewed by the Historical Preservation Commission. Following the application procedures of this Chapter, the Commission may approve, approve with conditions, or disapprove the sign. The Commission may waive any of the provisions of this Chapter as necessary to ensure the greatest level of compatibility of signage with historic building or district character and consistency with the Historic Landmark Design Standards, as such may be amended from time to time.
- 4) This Chapter shall in no event be construed or employed in any manner to prohibit the customary decoration of premises in any district during religious, patriotic or holiday seasons.

§ 84-2 DEFINITIONS

- A. For the purposes of this Chapter, the following references to agents or officers of the Village shall be interpreted as noted below.
 - 1) **PLANNING BOARD** — The Village of Williamsville Planning and Architectural Review Board as provided for by Chapter 112 of the Village Code.
 - 2) **SIGN OFFICER** — The administrator and enforcer of this Chapter as appointed by the Village of Williamsville Board of Trustees, and/or their designee.
 - 3) **ZONING BOARD OF APPEALS** — The Village of Williamsville Zoning Board of Appeals as provided for by Chapter 112 of the Village Code.

B. The following terms and definitions shall apply to this Chapter for the purposes of administration and enforcement.

- 1) **A-FRAME SIGN** — A freestanding sign that is comprised of two sign faces diverging at an angle of no more than 45 degrees from their adjoined edge.
- 2) **ALTERATION** — Any construction or physical change to a sign or the supporting members of a sign.
- 3) **AWNING** — An architectural fabric or canvas projection that provides weather protection, identity or decoration and is wholly supported by the building to which it is attached, generally comprised of a lightweight frame structure over which a cover is attached.



A-Frame Sign Example

- 4) **AWNING SIGN** — A sign that is part of or attached to an awning.
- 5) **BANNER** — A length of fabric or similar material, temporarily strung between two points, upon which a message is imprinted.
- 6) **CHANNEL LETTER** — A fabricated or formed three-dimensional letter into which a light source, such as a neon tube, may be placed.
- 7) **CHANNEL LETTER, REVERSE** — A channel letter than has a face and sides, but no back, and is pinned out from a background surface so as to produce a halo effect around the letter when illuminated.
- 8) **COMMERCIAL MESSAGE** — Any message where the primary purpose of which is the commercial advertisement or promotion of a commercial product, event, or service (including content on an internet website operated for a commercial purpose).

- 9) **DIRECTIONAL SIGN** — A freestanding sign commonly associated with and limited to noncommercial information and directions necessary and convenient for persons coming on the property, including signs marking entrances, parking areas, one-way driveways, rest rooms, pickup and delivery areas, drive-through ATM machines, and hours of business.



Directional Sign Example

- 10) **FREESTANDING SIGN** — A sign not attached to any building or structure, which may be supported by columns or posts.
- 11) **GOVERNMENTAL SIGN** — A sign erected and maintained pursuant to and in discharge of any governmental function or required by any general law, local law or governmental regulation.

- 12) **GROUND SIGN** — A type of freestanding sign that is mounted on a base flush with the ground or supported by one or two columns or posts provided the distance between the ground and bottommost edge of the sign is no greater than three feet.



Ground Sign Example

- 13) **ILLUMINATION, INTERNAL** — Illumination by a light source contained within the sign structure or lettering.

- 14) **ILLUMINATION, EXTERNAL** — Illumination by a light source located outside of the sign structure or lettering that is directed at the sign face.

- 15) **INCIDENTAL SIGN** — A sign containing no commercial message and typically erected to identify addresses, entrances, exits, restrooms, hours and days of operation, public utility locations, emergency addresses and telephone numbers, etc. These examples are not given by way of limitation, an incidental sign can contain any noncommercial message in accordance with this Chapter.



Incidental Sign Example

- 16) **INTERNAL SIGN** — A sign that is not intended to be viewed from outside the property and located so as not to be legible from any public right-of-way or from any adjacent property, including any signs in interior areas of shopping centers, commercial buildings and structures, stadiums, and similar structures of a recreational nature.

17) **LAWN SIGN** — A sign constructed of materials not intended for permanent installation that are attached to a single or multiple posts for support and stuck into the ground. The height of a lawn sign shall include any posts or supports. Political campaigns, garage sales, and charitable events, for example, are often advertised with lawn signs.



Lawn Sign Example

18) **MARQUEE SIGN** — A permanent structure attached to the front of a building and which incorporates a large message area. Typically illuminated and often ornate in design, a marquee sign projects over the entrance of the building and provides a canopy over at least a portion of the sidewalk or street. Marquee signs are often used by movie theaters and concert halls.

19) **NEON SIGN** — A sign that incorporates illumination through the use of neon type gas.

20) **NONCONFORMING SIGN** — Any lawful sign existing at the time of adoption of this Chapter, or any subsequent amendments thereto, which does not conform to the regulations of this Chapter or to the regulations of the district in which it is located.

21) **PAINTED SIGN** — A type of sign in which the message, logo, graphic, and/or other visual elements are painted directly upon a building façade. Painted signs shall be regulated as wall signs.

22) **PENNANT** — A length of fabric, or similar material, suspended from overhead, upon which a message is imprinted.

23) **POLE SIGN** — A type of freestanding sign that is supported by one or two columns or posts with a distance exceeding three feet between the ground and the bottommost edge of the sign.



Pole Sign Example

24) **PROJECTING SIGN** — A sign which is wholly dependent upon a building for support and which projects more than six inches from such building.

25) **ROOF SIGN** — Any sign erected upon the roof of a building, or sign where any portion thereof extends above the roofline of the building.

26) **SIGN** — Any object, device, display or structure, or part thereof, situated outdoors or adhered to, or located within three feet of an exterior window that is used to advertise, identify, display, direct or attract attention to an object, person, institution, organization, business, product, service, event or location by any means, including but not limited to words, letters, figures, designs, symbols, fixtures, colors, illumination or project images. "Signs" shall also include all sign structures. A sign for the purposes of this Chapter does not include the following:

- a. A flag or emblem of any nation, organization of nations, state or city, or any fraternal, religious or civic organization;
 - b. Merchandise, pictures or models of products or services incorporated in a window display;
 - c. Official notices issued by any court or public office or officer in the performance of a public or official duty;
 - d. Traffic control signs as defined in the NYS Vehicle and Traffic Law; and
 - e. Works of art, including murals, that do not contain any commercial message, logo, graphic, or trademark.
- 27) **SIGN BOARD** — A horizontal band extending the full width of the building facade and located between the highest first floor windows and the cornice, or if there is more than one story, the highest first floor windows and the bottom of the second-floor windows. A sign board generally does not exceed two feet in height.
- 28) **SIGN TYPE** — The design and/or structure of a sign, including ground signs, wall signs, projecting signs, suspended signs, awning signs, and window signs.
- 29) **SUSPENDED SIGN** — A sign attached to and supported by the underside of a horizontal plane.
- 30) **TEMPORARY SIGN** — A sign which is not intended to be used for a period of time exceeding 30 days and is not attached to a building, structure, or ground in a permanent manner. Such signs usually being constructed of poster board, cardboard, masonite, plywood, or plastic material and mounted to wood, metal, wire or rope frames or supports.
- 31) **VALANCE** — A projection of fabric below the main frame of an awning to create a decorative edge.
- 32) **WALL SIGN** — A sign fastened to the wall of a building or structure in such a manner that the wall becomes the supporting structure for or forms the background surface of the sign and which does not project outward more than six inches from such building or structure.
- 33) **WINDOW SIGN** — A sign visible from a sidewalk, street or other public place, painted or affixed on glass or other window material, or located inside within three feet of the window, but shall not include graphics in connection with customary window display of products.

§ 84-3 SIGN PERMITS

- A. Permit Required.** Except as hereinafter provided, no person shall erect, alter, construct, relocate or cause to be erected, altered, constructed or relocated any sign without first having obtained a sign permit.

- B. Permit Exceptions.** The following situations shall not require the issuance of a sign permit provided such maintenance, changes, or alterations do not in any way alter the physical size, design, or nature of the sign.
- 1) Repainting, repairing, changing of parts, or ordinary maintenance of signs, sign area, or sign supports.
 - 2) Changing the message of a sign.
- C. Alteration.** Any sign for which a permit has been issued shall not be modified, relocated, altered, or replaced, unless an amended or new sign permit is obtained from the Sign Officer.
- D. Expiration.** A sign permit shall expire if the sign for which the permit has been issued is not fully constructed within one hundred eighty (180) days from the date of issuance of the sign permit.
- E. Revocation.** The Sign Officer or designee may, at any time for a violation of this regulation, issue a notice of violation. A written notice of the violation including all reasons for the violation shall be mailed to the property, building, and/or sign owner. Said violation must be corrected within 30 days of the date of notice, otherwise the sign permit shall be revoked and the sign in question shall be required to be removed.

§ 84-4 APPLICATION REQUIREMENTS

A. Application Submittal.

- 1) Sign applications shall not be processed until all required materials have been submitted to the Sign Officer.
- 2) Incomplete applications will not be processed. The Sign Officer shall provide written or electronic notice of application deficiencies to applicants. If such deficiencies are not corrected within 30 days of said notice, the application will be considered withdrawn.
- 3) Applications for signs that require Planning Board review shall be submitted to the Sign Officer at least 10 business days prior to the Planning Board meeting at which such application is to be considered.
- 4) In the event a sign permit application is denied, the Sign Officer shall issue a written notice to the applicant indicating the findings of the denial. If the application is not amended and resubmitted within 30 days of said written notice, it shall be considered withdrawn.

B. Application Requirements.

The following information shall be provided in all applications for a sign permit. The Sign Officer may require application materials to be prepared by a licensed engineer or sign professional if deemed necessary for adequate review of the proposed sign.

- 1) Name, address, contact information, and signature of the applicant.

- 2) Name, address, and signature of the building and/or property owner (if not the applicant), and a statement of consent for the applicant to seek such sign permit.
- 3) All application fees as determined by the Village Board.
- 4) Site plan and elevations indicating the size, shape, construct, materials, layout, and proposed location of the proposed sign(s) drawn to scale.
- 5) Photos of the site or building upon which the sign is to be located.
- 6) Color illustrations and/or photos of the proposed sign and sign area.
- 7) Proposed illumination system, if any, and the type of lighting to be used.
- 8) Plan for removal of the sign(s) and restoration of the building façade, ground, or other feature to which the sign(s) is proposed to be attached.
- 9) Samples of sign materials shall be required for all applications under review by the Planning Board.
- 10) Any additional information as requested by the Sign Officer or Planning Board that is deemed necessary for the adequate review of the proposed sign.

§ 84-5 REVIEW PROCEDURES

A. Review by Sign Type.

- 1) Sign permit applications shall require administrative review by the Sign Officer and/or Planning Board review, depending upon the sign type and its design. The table below indicates the required level of review by sign type.

TABLE 84-5: Required Review by Sign Type

	SIGN OFFICER	PLANNING BOARD
A-FRAME SIGN		●
AWNING SIGN		
Within Valance Area	●	
Outside Valance Area		●
EXTERNALLY ILLUMINATED SIGN		●
GROUND SIGN		●
MARQUEE SIGN		●
PAINTED SIGN		●
PROJECTING SIGN	●	
ROOF SIGN		●
SUSPENDED SIGN	●	

	SIGN OFFICER	PLANNING BOARD
TEMPORARY SIGN	●	
WALL SIGN		
Area 16 Square Feet or Less	●	
Area Over 16 Square Feet		●
WINDOW SIGN		
As Sole Signage for Use		●
As Additional Signage for Use	●	

- 2) Applications for signs that are consistent with a sign plan or program previously approved by the Planning Board for a project or building may also be administratively reviewed, regardless of the sign type.

B. Administrative Review Procedures.

- 1) The Sign Officer may approve, approve with modifications, or deny a sign application as part of administrative review. Approval of a sign application shall require the issuance of a sign permit. The Sign Officer shall issue a sign permit only if the sign conforms to all the applicable standards and requirements of this Chapter.
- 2) The Sign Officer may, at his or her discretion, refer any sign application to the Planning Board for review and comment.
- 3) Appeals of a sign application decision made by the Sign Officer may be filed with the Planning Board. An appeal must be filed within 30 days of the date of the sign application decision in order to be considered.

C. Planning Board Review.

- 1) The Planning Board shall review and decide upon all sign applications received from the Sign Officer. Such review may occur at any regularly or specially scheduled Planning Board meeting.
- 2) The Planning Board may approve, approve with modifications, or deny a sign permit application. The Sign Officer shall issue a sign permit within 30 days of approval by the Planning Board. .
- 3) Development applications subject to review and approval by the Planning Board may have proposed signage reviewed and approved as part of the site plan or architectural review process. In the event of such review, all required sign permit application materials shall be provided to the Planning Board as part of the site plan or architectural review application.
- 4) Appeals of a sign application decision made by the Planning Board may be filed with the Zoning Board of Appeals. Said appeal must be filed within 30 days of the date of the sign application decision to be considered.

D. Review Criteria. The review of sign permit applications by the Sign Officer and Planning Board shall be based upon the following criteria:

- 1) The scale, color, texture and materials of the sign will be compatible with the style, color, texture and materials of the building on which it is located as well as neighboring buildings;
- 2) The sign is neither confusing or distracting, nor will it create a traffic hazard or otherwise adversely impact public safety;
- 3) The sign is consistent with the vision and intent of the Village of Williamsville Community Plan and will promote an attractive and walkable traditional Village environment;
- 4) The sign follows the design guidelines outlined in Section 84-18 to the greatest extent practicable; and
- 5) The sign is otherwise compliant with this Chapter.

§ 84-6 MEASUREMENT

A. Sign Area.

- 1) Single Sign Face. The area of a sign shall be computed by means of the smallest square, circle, rectangle, triangle, or geometric combination thereof that will encompass the extreme limits of the writing, representation, emblem, graphic, and/or other display, together with any material, backdrop, or structure on which it is placed. See Figure 1.
- 2) Multi-Faced Signs. In the case of a multi-faced sign only one side of the sign is considered in determining sign area if the sides of the sign are back-to-back or diverge at an angle of forty-five (45) degrees or less.

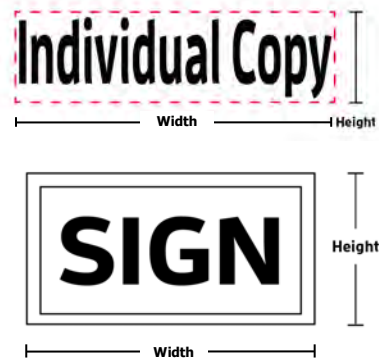


Figure 1: Individual Letters and Sign Faces

B. Sign Height.

- 1) Freestanding Sign. The height of a freestanding sign shall be calculated by measuring the vertical distance between the top part of such sign or its structure, whichever is highest, to the elevation of the ground directly beneath the center of the sign. See Figure 2.
- 2) Other Signs. The height of an awning, projecting, suspended, wall, or window sign shall be determined by measuring the vertical distance between the top part of the sign face or structure, whichever is highest, to the bottommost edge of the sign face.



Figure 2: Freestanding Sign

§ 84-7 SAFETY PROVISIONS FOR ALL SIGNS

- A.** No sign shall be erected in such a manner as to obstruct free egress from a window, door or fire escape or to become a menace to life, health or property.
- B.** No sign shall be erected at or near any intersection of streets, alleys, or railways in a manner that obstructs free and clear vision for pedestrians, bicyclists, and motorists.
- C.** No sign shall be of a shape or color that may be confused with any authorized traffic control device.
- D.** No rotating beam, beacon, or flashing illumination resembling an emergency light shall be used with any sign display.
- E.** The erection of any sign and its supports, including any wiring and/or electrical components utilized therein, shall be consistent with generally accepted standards and requirements of the NYS Building Code.
- F.** The erection of any sign, its supports, wiring, or other structural and/or electrical elements may be subject to inspection and approval by the Sign Officer.

§ 84-8 CONSTRUCTION

- A.** All signs shall be constructed of permanent, weather resistant, and durable materials, except for banners, flags, temporary signs, and window signs otherwise in conformance with this Chapter.
- B.** Where applicable, signs shall be supported by sign structures that are designed to resist wind pressures, dead loads, and lateral loads in accordance with the appropriate provisions of the NYS Building Code. All sign supports shall be reviewed as part of the sign design.
- C.** All sign lettering shall be permanently affixed to the sign. Manual changeable copy signs shall be enclosed and locked.
- D.** No sign may be constructed of untreated, unfinished, or unpainted wood, sandblasted metal, or other unfinished materials. All wood components of signs must be sealed and protected from the elements.

§ 84-9 ILLUMINATION

- A.** In no event shall any illuminated sign or lighting device be placed so as to permit the beams and illumination therefrom to be directed upon a public street, highway, sidewalk or adjacent premises so as to cause glare or reflection that may constitute a traffic hazard or nuisance.
- B.** All lighting fixtures shall be dark sky compliant and directed so as not cast an illumination of more than two (2) foot-candles on adjacent nonresidential properties or more than one-tenth (0.1) foot-candle on adjacent residential properties.

- C. All illumination shall be a steady, continuous burning of bulbs or lights. The flashing, blinking, oscillating, rotating or intermittent turning on and off of any illuminating device is prohibited.
- D. Overhead wires or exposed wires on a sign or its supporting members are prohibited.
- E. Permitted lighting fixtures include lanterns, goosenecks, and shielded, architectural-grade spot lights (See Section 112-16l of the Village Code). Single bar fluorescent tube fixtures are prohibited.
- F. Channel lettering and reverse channel lettering may be utilized in districts where illumination is permitted.

§ 84-10 LOCATION

- A. No sign shall be posted on public property or within a public right-of-way without express approval by the Village Board or any official designated by the Village Board for granting such approval.
- B. No sign shall obscure, alter, or cover the architectural features of any building.
- C. Off-premise signs are prohibited. All signs shall be located on the site of the use being promoted, identified, or advertised.
- D. All freestanding signs, unless otherwise noted within this Chapter, shall be no closer than five feet from the inner edge of the public sidewalk or 15 feet from the inner edge of the public roadway, whichever is greater.

§ 84-11 VISIBILITY AT INTERSECTIONS

No freestanding sign or any part thereof exceeding three feet in height, other than a supporting pole or brace no greater than 18 inches in width or diameter, shall be located within the designated clear sight triangle of any intersecting streets. The clear sight triangle shall be defined by the triangle formed by the center lines of the intersecting streets measured 20 feet outward from the point of intersection of said center lines along such center lines. This shall only apply to intersections where a building does not occupy this space. See Figure 3.

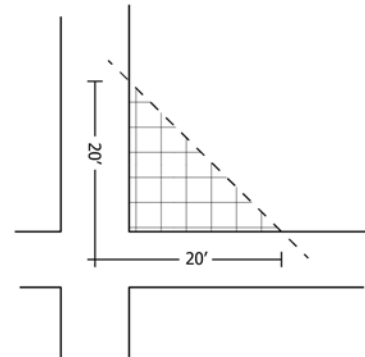


Figure 3: Clear Sight Triangle

§ 84-12 MAINTENANCE & REPAIR

All signs shall be maintained in safe and good structural condition, in compliance with all applicable building and electrical codes, and in conformance with this Chapter at all times. Such maintenance includes replacement of all defective bulbs, parts, materials, painting, repainting,

cleaning, replacement of copy, and other acts required for maintenance of such sign. If any sign does not comply with these standards, the Sign Officer may require its removal.

§ 84-13 REMOVAL OF SIGNS

- A. Where required by this Chapter, the removal of signs shall be the sole responsibility of the sign owner and/or sign permit holder. If said sign is not removed within 30 days of the date of written notice by the Sign Officer, the Sign Officer is authorized to affect its removal.
- B. The Sign Officer may remove any sign that is found to be in violation of this Chapter. The property and/or sign owner shall subsequently be given written notice of such sign removal. If the sign is not claimed within 10 days of the written notice, the Sign Officer may dispose of said sign.
- C. Any costs incurred for the removal of a sign shall be fully reimbursed to the Village of Williamsville by the sign owner and/or sign permit holder. All expenses incurred by the Village in removing such sign shall be a charge against the property and shall be added to the next taxes assessed against the property if not paid within 30 days after notice of said charge is delivered to the owner by certified mail or equivalent means.

§ 84-14 SIGNS AUTHORIZED WITHOUT A PERMIT

The following types of signs may be erected in the Village without obtaining a sign permit. Although permits are not required for these signs, they shall conform to all other requirements of this Chapter or may be subject to removal by the Sign Officer in accordance with Section 84-13.

- A. **Directional Signs.** Non-illuminated direction signs do not require a permit provided the following conditions are met:
 - 1) Directional signs shall be located entirely on the property to which they pertain and shall not contain a commercial message (e.g. business name).
 - 2) The total of directional signs on any one property shall not exceed an area of six square feet in a residential district, or 16 square feet in a nonresidential district.
 - 3) Directional signs shall not exceed three feet in height.
 - 4) Directional signs may not extend above the first floor of any given structure or project beyond property lines.
- B. **Gasoline or Vehicle Charging Station Signs.** Signs attached to a gasoline pump or vehicle charging station shall not require a permit provided they do not exceed six square feet in area.
- C. **Governmental Signs.** Any official sign, public notice, or warning sign authorized by federal, state or local law, including but not limited to signs erected and maintained pursuant to

and in discharge of any government functions. (Example: NYS inspection station or authorized repair shop identification).

D. House Numbers and Nameplates. Address and name of occupant of premises for a residential structure, not including designations as to employment or home occupation, are to be limited in size to four square feet per dwelling unit.

E. Incidental Signs. Incidental signs shall conform to the following standards:

- 1) No sign may be illuminated.
- 2) No sign may exceed three feet in height and four feet in area.
- 3) The cumulative area of all signs shall not exceed 12 square feet.

F. Internal Signs. Signs within a building not legible from the public right-of-way or adjacent lots, or any sign within an enclosed outdoor space, such as an athletic field, where such sign is not legible beyond the property lines.

G. Lawn Signs. Lawn signs shall be in conformance with the regulations below.

- 1) No sign exceeds three feet in height and six square feet in area, and the cumulative area of all signs on the lot does not exceed 12 square feet.
- 2) No sign is displayed for more than 30 days in a 90-day period.
- 3) No sign is illuminated.

H. Neon Signs. Neon signs located within a window area shall not require a sign permit provided they conform to the following:

- 1) The neon sign is located within a nonresidential district.
- 2) No more than one neon sign per window, covering no more than 10% of the window area.
- 3) No more than two neon signs per use.

I. Noncommercial Signs. Any use is permitted one sign that does not contain a commercial message, provided such sign is in conformance with the following:

- 1) The sign does not exceed three feet in height and six feet in area.
- 2) The sign is not illuminated.
- 3) The sign is not located above the first-floor of any structure.

§ 84-15 PROHIBITED SIGNS

A. Any sign for which no sign permit was issued, for which a sign permit was revoked, or any other sign not explicitly authorized herein.

- B. Any sign that may be confused with a traffic control sign, signal or device or the light of an emergency or road equipment vehicle or any sign which hides from public view any traffic or street sign, signal, or device.
- C. Any sign that flashes, blinks, rotates, or revolves, or utilizes unshielded lighting devices, mirrors, or reflectors to outline or provide the background of a sign.
- D. Any derivation of digital or electronic signage which displays animated or illuminated content.
- E. Any sign employing vertical louvered blinds, mechanically changing, or movable materials.
- F. Any sign that is not properly maintained, considered structurally unsound, hazardous, or otherwise unsafe.
- G. Any sign that contains words or pictures of an obscene or pornographic nature.
- H. Any sign that emits audible sounds, odor, or visible matter.
- I. Any sign prohibited within a residential district that is located in an adjacent nonresidential district and is not set back at least 10 feet from the adjacent residential district property line.
- J. Any sign that is located off-premise from the use and/or structure to which it serves, unless otherwise permitted by this Chapter.
- K. Any sign that is obsolete or abandoned, advertising an activity, business, product or service no longer conducted or available on the premises on which the sign is located.
- L. Any sign placed on a curb, sidewalk, hydrant, utility pole, tree or other object located on or over any public street unless otherwise permitted by this Chapter.
- M. Any pole sign or sign that is mounted on wheels or mounted on any structure on wheels.
- N. Any banner, poster, pennant, ribbon, streamer, spinner, or balloon, unless otherwise authorized by this Chapter.

§ 84-16 PERMITTED SIGNS BY ZONING DISTRICT

- A. **Sign Types.** The following table indicates the sign types permitted within the Village's zoning districts, as established in Chapter 112 of the Village of Williamsville Code.
 - 1) A fully filled dot indicates that the sign type is permitted and may be illuminated.
 - 2) An outline of a dot indicates that the sign type is permitted but may not be illuminated.
 - 3) A "-" indicates that the sign type is not permitted.

TABLE 84-16(A): Sign Types Permitted by Zoning District

SIGN TYPE	ZONING DISTRICTS				REQUIREMENTS
	R-1, R-2, R-3	R-3M	NMU, MU	M-1	
A-Frame	-	○	○	○	§ 84-17(A)
Awning	-	-	○	○	§ 84-17(B)
Ground	○	○	●	●	§ 84-17(C)
Marquee	-	-	●	-	Determined by Planning Board
Painted	-	-	○	○	§ 84-17(G)
Projecting	-	○	●	●	§ 84-17(D)
Roof	-	-	●	●	Determined by Planning Board
Suspended	-	-	○	-	§ 84-17(E)
Temporary	○	○	○	○	§ 84-17(F)
Wall	○	○	●	●	§ 84-17(G)
Window	-	○	○	○	§ 84-17(H)

B. **Number of Signs.** The number of signs and sign types permitted in zoning districts is provided in the table below. All signs must be in conformance with Section 84-17, where applicable.

TABLE 84-16(B): Number of Signs Permitted

	NUMBER ¹	TYPE
Residential District	1 per use	As permitted
Nonresidential District	2 per use	1 of each, as permitted
Residential Development	1 per entrance ²	Ground Sign, max height 4 feet & max area 24 square feet
Multi-Tenant Development		
Per Use	2	1 of each, as permitted
Per Lot	1	Ground Sign, max height 10 feet & max area 32 square feet
Multi-Story, Multi-Tenant Building		
First-Floor	1 per use	As permitted
Upper-Floor	1 shared	As permitted, located on sign board
Corner Buildings	1 additional	As permitted ³ , must be identical to signage on primary façade
NOTES: (1) Window signs shall not be included in the count of total allotted signage. (2) Shall only apply to entrance points from public streets. (3) Freestanding signs may not be duplicated. Additional signage must be located on façade.		

§ 84-17 REGULATIONS BY SIGN TYPE

A. A-Frame Sign.

1) Requirements by District.

	R-1, R-2, R-3 Districts	R-3M District	NMU, MU Districts	M-1 District
Maximum Number	-	-	1 per use	1 per use
Maximum Area	-	-	6 square feet	6 square feet
Minimum Height	-	-	3 feet	3 feet
Maximum Height	-	-	4 feet	4 feet
Illumination	-	-	-	-

2) Additional Regulations.

- a. The sign must be brought in each day at the close of business.
- b. Uses along Main Street may place a-frame signs within the public sidewalk provided it does not impede pedestrian traffic and is set back at least four feet from the curb of the street.

3) Sign Design. Refer to Section 84-18 for sign design guidelines.



B. Awning Sign.

1) **Requirements by District.**

	R-1, R-2, R-3 Districts	R-3M District	NMU, MU Districts	M-1 District
Maximum Number	-	-	1 per awning	1 per awning
Maximum Area	-	-	4 square feet	4 square feet
Maximum Height	-	-	2 feet	2 feet
Minimum Clearance¹	-	-	9 feet	9 feet
Illumination	-	-	-	-

NOTE: (1) Measured from the elevation of the ground directly beneath the center of the awning to the bottommost edge of the awning

2) **Additional Regulations.**

- a. Awning signs shall be permitted on first-floor awnings only.
- b. A single use may utilize no more than two awnings for signage. Where a single use has more than one awning, each awning shall match in color and style.
- c. Where an awning relates to more than one use, each use shall be entitled to one sign on such awning provided the color and style of the signs are the same.
- d. Awnings upon which a sign is to be placed shall be comprised of high-quality, weather-resistant materials designed for exterior use.

3) **Sign Design.** Refer to Section 84-18 for sign design guidelines.



C. Ground Sign.

1) **Requirements by District.**

	R-1, R-2, R-3 Districts	R-3M District	NMU, MU Districts	M-1 District
Maximum Number	1 per lot	1 per lot	1 per lot	1 per lot
Maximum Area	6 square feet	16 square feet	20 square feet	30 square feet
Maximum Height	3 feet	3 feet	4 feet	6 feet
Illumination	-	-	Internal or External	Internal or External

2) **Additional Regulations.**

- a. All ground signs shall have a landscaped area at the base of the sign. The landscaping shall fully surround the sign and utilize appropriate plantings so as not to obscure the visibility of the sign.
- b. All plantings shall be properly manicured and maintained as the season may require. Dead or decaying plant material shall be replaced by the sign owner within 30 days of written notice by the Sign Officer.
- c. Segmental block and/or non-mortared stone is permitted for sign base materials only if like materials are in use throughout the principal structure. Landscape timbers are not permitted sign base materials.
- d. External lighting fixtures may be mounted on the ground or on the sign. Lighting fixtures mounted on the ground shall be shielded and directed so as to illuminate only the sign face.
- e. The use of neon tubes may be permitted with Planning Board review and approval.

3) **Sign Design.** Refer to Section 84-18 for sign design guidelines.



D. Projecting Sign.

1) **Requirements by Districts.**

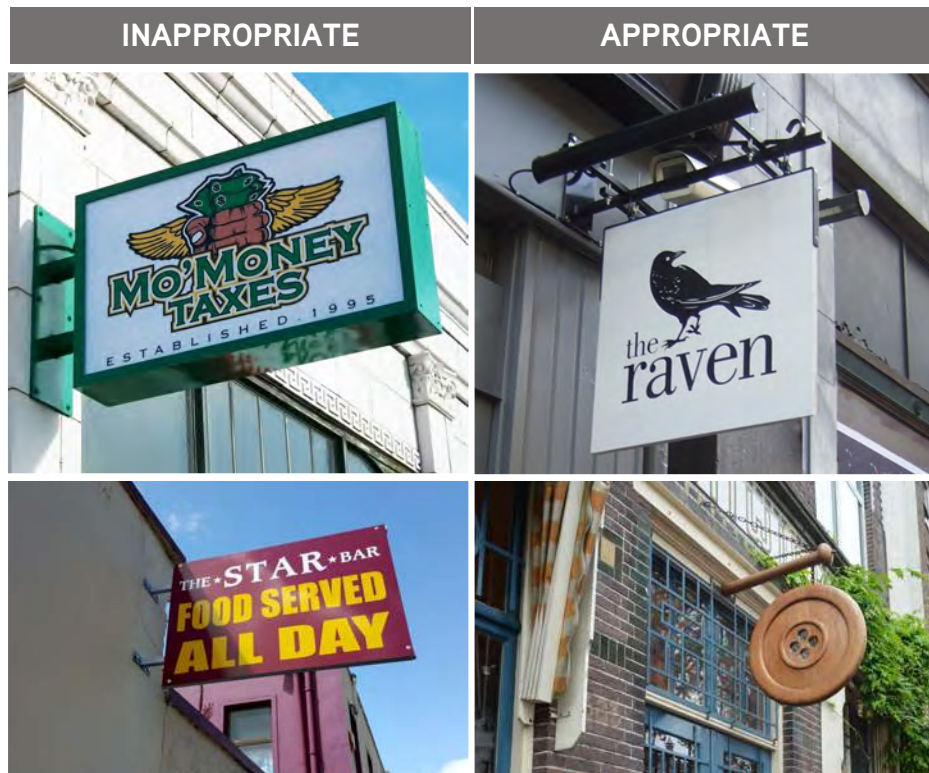
	R-1, R-2, R-3 Districts	R-3M District	NMU, MU Districts	M-1 District
Maximum Number	-	1 per use	1 per use	1 per use
Maximum Area	-	4 square feet	6 square feet	8 square feet
Maximum Height	-	2 feet	2 feet	3 feet
Minimum Clearance¹	-	9 feet	9 feet	9 feet
Illumination	-	-	External Only	External Only

NOTE: (1) Measured from the elevation of the ground directly beneath the center of the sign to the bottommost edge of the sign.

2) **Additional Regulations.**

- a. Signs shall be located in the sign board area, unless otherwise approved by the Planning Board.
- b. The use of neon tubes may be permitted with Planning Board review and approval.

3) **Sign Design.** Refer to Section 84-18 for sign design guidelines.



E. Suspended Sign.

1) **Regulations by District.**

	R-1, R-2, R-3 Districts	R-3M District	NMU, MU Districts	M-1 District
Maximum Number	-	1 per use	1 per use	-
Maximum Area	-	6 square feet	6 square feet	-
Maximum Height	-	2 feet	2 feet	-
Minimum Clearance¹	-	9 feet	9 feet	-
Illumination	-	-	-	-

NOTE: (1) Measured from the elevation of the ground directly beneath the center of the sign to the bottommost edge of the sign.

2) **Additional Regulations.**

a. Signs shall be located in the sign board area, unless otherwise approved by the Planning Board.

3) **Sign Design.** Refer to Section 84-18 for sign design guidelines.



F. Temporary Sign.

1) **Regulations by District.**

	R-1, R-2, R-3 Districts	R-3M District	NMU, MU Districts	M-1 District
Maximum Number	1 per use	1 per use	1 per use	1 per use
Maximum Area	6 square feet	12 square feet	24 square feet	24 square feet
Maximum Height	3 feet	3 feet	6 feet	6 feet
Illumination	-	-	-	-

2) **Additional Regulations.**

- a. No sign shall be displayed for more than 30 days in a 90-day period.
- b. The display of a sign may be extended for up to two additional 30-day periods upon written request to the Sign Officer setting forth the special circumstances requiring such extension.
- c. No sign shall project above the first floor of any given building or beyond property lines.
- d. Banners, posters, pennants, ribbons, streamers, spinners, or balloons may be permitted as temporary signage, provided they are in conformance with this Section.

G. Wall Sign.

1) **Regulations by District.**

	R-1, R-2, R-3 Districts	R-3M District	NMU, MU Districts	M-1 District
Maximum Number	1 per structure	1 per structure	1 per façade	1 per façade
Maximum Area	4 square feet	8 square feet	20% of façade OR 50 square feet, whichever is less	20% of façade OR 50 square feet, whichever is less
Maximum Height	1 feet	2 feet	4 feet	6 feet
Illumination	Not Permitted	Not Permitted	External Only	Internal or External

2) **Additional Regulations.**

- a. Signs shall be located in the sign board area, unless otherwise approved by the Planning Board.
- b. Painted signs shall require Planning Board review and approval. No painted sign shall be located on the primary façade of a structure.

3) **Sign Design.** Refer to Section 84-18 for sign design guidelines.



H. Window Sign.

1) Regulations by District.

	R-1, R-2, R-3 Districts	R-3M District	NMU, MU Districts	M-1 District
Maximum Number	-	-	None	None
Maximum Area	-	-	25% of window area	50% of window area
Illumination	-	-	-	-

2) Additional Regulations.

- a. Window signs shall not be counted towards the total allotted signage for any use.
- b. Signs are permitted in first floor windows only.

3) Sign Design. Refer to Section 84-18 for sign design guidelines.



§ 84-18 SIGN DESIGN GUIDELINES

The following sign design guidelines are intended to assist applicants and review bodies in addressing issues related to sign compatibility, legibility, placement, and color.

A. Compatibility.

- 1) Signs should be constructed of high quality materials that are compatible with the building form and the desired character of the area in which they are located.
- 2) Signs should be appropriately scaled for the building or site upon which they are located, so as not to dominate the façade or streetscape.
- 3) Signs on buildings that have a monolithic or plain façade should be used to establish appropriate design rhythm, scale, and proportion and create visual interest.
- 4) Signs should be designed to include relief in the lettering or sign face to create shadows and provide depth and visual interest.

B. Legibility.

- 1) Hard to read, intricate typefaces should be avoided. The number of lettering styles on a single sign should be limited to two for small signs and three for larger signs.
- 2) Letters and words should not be spaced too closely together. Generally, letters should not occupy more than 75% of the sign area.
- 3) Large areas of blank spaces should be avoided. Generally, 50% or more blank area should be avoided for boxed sign areas or framed signs.
- 4) Strangely shaped or unnecessarily narrow signs should be avoided. If an unusual shape is not symbolic it is more likely to be confusing.

C. Placement.

- 1) Signs should be so located to respect and compliment a building's façade, utilizing logical signage areas created by existing architectural details or ornamentation.
- 2) Signs should be placed at or near the public entrance to a building to indicate the most direct access.
- 3) Signs located on a building façade should be located in the sign board area.

D. Color.

- 1) Signs should feature substantial contrast between the color and material of the background and text or symbols.
- 2) Sign colors should complement the materials and colors of adjacent buildings, including accent and trim colors, where applicable.

- 3) Use of color and color combinations utilized for signs should be limited. Generally, a sign should not utilize more than three colors, including accent colors.
- 4) Day-glo or florescent colors should be avoided.

§ 84-19 NONCONFORMING SIGNS

- A.** Any sign that does not comply with this Chapter is eligible for characterization as a legal nonconforming sign if the sign complied with all requirements in effect at the time it was erected.
- B.** Nonconforming signs must be brought into compliance with this Chapter under the following conditions:
 - 1) The sign is altered in any way, such as size, design, structure, or type of illumination (except for normal maintenance).
 - 2) The sign is relocated or replaced.
 - 3) The property or business to which the sign relates changes ownership or primary use.
- C.** Any nonconforming sign that is removed from its position or siting and not replaced in-kind within 30 days shall be presumed to be abandoned and discontinued, and therefore may not be restored or re-erected except in compliance with this Chapter.
- D.** No nonconforming sign may be altered in any way that would increase its nonconformity with the regulations of this Chapter, including but not limited to area, height, setback, and illumination.
- E.** A nonconforming sign shall not be repaired, reconstructed or replaced, except in conformity with all the provisions of this chapter if it is damaged to an extent that the cost of repairing the sign to its former condition or replacing it with an equivalent sign equals or exceeds 50% of the replacement value of the sign so damaged, including labor.
- F.** Nothing in this section shall relieve the owner or user of a nonconforming sign or owner of the property on which the nonconforming sign is located from complying with the provisions of this Chapter regarding safety, maintenance and repair of signs. Any repainting, cleaning, or routine maintenance or repair of the sign or sign structure shall not be deemed to modify the sign in any way.
- G.** The amortization period of any legal nonconforming pole sign in a M, NMU or MU District as provided for in the Village of Williamsville Local Law No. 7-2015 shall remain in effect. An extension of 180 days to the original amortization period shall be permitted as part of this Chapter update. The Zoning Board of Appeals may permit a longer amortization period upon the submission of competent proof by the owner of the sign that a longer amortization period is necessary to allow the owner to recover its investment.

February 9, 2017

Village of Williamsville
5565 Main Street
Williamsville, NY 14221

Attn: Lynda Juul, Administrator/Clerk-Treasurer

**Re: South Long Street Green Infrastructure Design, Williamsville NY
GIGP Grants – Additional Work Request**

Dear Mrs. Juul:

In accordance with your request for revisions to Village Square Lane to add in a parking lane, we are pleased to submit this proposal to provide additional engineering services for the South Long Street Green Infrastructure Design Project. Modifications to 10 drawings and the addition of one new drawing will be required along with revisions to the drainage report and preparation of a revised Construction cost estimate.

This additional work for design, testing and construction administration services can be completed for a the fees as follows:

DiDonato Fee	\$ 7,200
Additional CA Work	\$ 2,300
Additional Testing	<u>\$ 1,000</u>
Total Lump Sum Fee	\$ 10,500

As discussed, we feel that we will be able to absorb this additional fee in our T&M CI Services as presented in our original fee proposal dated 8-15-15. We allotted 240 calendar days to complete the construction work and our current Contract Bid Manual states 180 calendar days (2 month shorter duration).

Please let us know you are in agreement and we will begin working on the additional scope items. If you have any questions regarding this matter, please do not hesitate to call.

Very truly yours,
DiDonato Associates, P.E., P.C.



John DiDonato, P.E.
Principal
ACCEPTANCE:

Lynda Juul, Village of Williamsville