

**Minutes of the Regular Board Meeting of the Village of
Williamsville held in the Williamsville Village Hall, 5565 Main
Street, Williamsville, New York on January 8, 1996 at 7:30 P.M.**

Present: Basil Piazza, Mayor
Joseph Frese Trustees
Richard Langenfeld
Barbara Schofield
William Wutz

Patrick Kelly, Village Attorney
Theresa L. Cummins, Vlg. Admin./Clerk-Treasurer
David Laubisch, Supt. of Public Works

Mayor Piazza called the meeting to order with the Pledge of Allegiance at 7:30 P.M. The Board and audience then observed a moment of silence in honor of Rita Marchionda, a prior Village employee, who passed away during the past week.

ON MOTION by Mayor Piazza, seconded by Trustee Frese, it was moved to approve the minutes of the regular meeting held on December 11, 1995.

Unanimously carried.

ON MOTION By Mayor Piazza, seconded by Trustee Frese, it was moved to suspend rules for public participation.

Unanimously carried.

No one from the public spoke during public participation.

ON MOTION by Mayor Piazza, seconded by Trustee Frese it was moved to close public participation and return to the regular agenda.

Unanimously carried.

Mayor Piazza reported that since the last meeting he has been asked to sit on Senator Mary Lou Rath's Advisory Committee, so he did attend that meeting. He also has become a member of an Advisory Group chaired by Assemblyman Rick Anderson regarding moving the Thruway toll barrier somewhere to the east. We will have another meeting on January 18th and we will continue to progress in that direction.

Mayor Piazza also reported on the possible reimbursement from the State resulting from the exceptional snowfall in December. Administrator Cummins and Superintendent Laubisch have compiled costs and submitted them to the County. It is unknown, at the present time, if the Village will receive any funds, but we have submitted the necessary paperwork if funding becomes available.

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Mayor Piazza also reported that during the past week, he along with
 Trustee Wutz and Administrator Cummins and Superintendent Laubisch
 interviewed three engineering firms. We have pretty much decided
 on who the "Engineer of Record" will be and an appointment will be
 made at the next Village Board meeting.

ON MOTION By Mayor Piazza, seconded by Trustee Wutz, the following
 resolution was approved:

Vouchers in the amount of \$128,045.91 covering the period from
 December 8, 1995 - December 22, 1995 were approved as follows:

Payroll fund w/e 12/9/95	\$ 28,317.76
General Fund	64,860.64
Water Fund	1,111.63
Sewer Fund	5,954.01
Glen Park Fund	15,362.18
Trust & Agency Fund	8,243.99
Capital	4,195.70
Grand Total	<u>\$ 128,045.91</u>

Large Vouchers:

Key Trust Company	\$27,450.00
Lyons Equipment Co.	19,428.52

Unanimously carried.

ON MOTION By Mayor Piazza, seconded by Trustee Wutz the following
 resolution was approved:

Vouchers in the amount of \$118,425.38 covering the period from
 December 23, 1995 - January 4, 1996 were approved as follows:

Payroll fund w/e 12/23/95	\$ 23,728.49
General Fund	17,005.94
Water Fund	38,288.50
Sewer Fund	40.20
Glen Park Fund	100.93
Trust & Agency Fund	10,675.15
Capital	3,815.00
Community Development	24,771.17
Grand Total	<u>\$ 118,425.38</u>

Large Vouchers:

Erie County Water Authority	\$38,078.79
George & Swede Sales & Service	5,171.33

Unanimously carried.

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ON MOTION By Mayor Piazza, seconded by Trustee Wutz, the following
resolution was adopted:

RESOLVED that the proposed 1996 Community Development Funds in
the amount of \$55,000.00 are hereby allocated as follows:

Housing Rehabilitation	\$10,000.00
Handicap Access-Elevator in Village Hall	20,700.00
Infrastructure in the target area	24,300.00
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TOTAL	\$55,000.00
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Unanimously carried.

ON MOTION By Mayor Piazza, seconded by Trustee Wutz, the following
resolution was adopted:

RESOLVED that Theresa L. Cummins and Elaine Honan are hereby
authorized to attend the NYCOM Village Election Workshop in
Geneseo, New York on January 9, 1996 and the cost, not to
exceed \$100.00 to be paid by the Village of Williamsville.

Unanimously carried.

ON MOTION By Mayor Piazza, seconded by Trustee Wutz the following
resolution was adopted:

WHEREAS, the Williamsville Village Administrator/Clerk has
previously undertaken a program for the establishment of a
local government archives and records management system; and

WHEREAS, the Village of Williamsville is desirable to have a
records management program in place on a continuing basis; and

WHEREAS, the Williamsville Records Management Program is
anticipated to be a constant source of cost savings over the
years; and

WHEREAS, the objectives of the Williamsville Village Board are
best achieved by the official adoption of a comprehensive
records management program; now, therefore be it

RESOLVED:

Section 1: Village Administrator/Clerk:

The Village Administrator/Clerk is designated as the
Records Management Officer and shall be responsible for the
records management program established by this resolution and
subsequent amendments thereto. Said officer will be

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responsible for administering the non-current and archival public records for the Village of Williamsville in accordance with local, state, and federal laws and guidelines. Said officer shall also be responsible for overseeing microfilming of Village records according to recognized standards and specifications.

Section 2: Powers and Duties:

The Village Administrator/Clerk or his/her designee shall have all the necessary powers to carry out the efficient administration, determination of value, use, preservation, storage, and disposition of the non-current and archival public records kept, filed, or received by the offices and departments of the Village of Williamsville.

The Village Administrator/Clerk or his/her designee shall establish guidelines for proper records management in any department or agency of Village government in accordance with local, state, and federal laws and guidelines.

The Village Administrator/Clerk or his/her designee shall report annually to the Village Board on the powers and duties herein mentioned including, but not limited to, the cost/benefit ratio of programs implemented by the Village Administrator/Clerk.

Section 3: Records Center:

The Village Administrator/Clerk shall have at his/her disposal a storage room in the Village Hall dedicated specifically for the storage, processing, and servicing of all non-current and archival records for all Village Departments and agencies. The building shall be called the Williamsville Records Center. The Village Administrator/Clerk shall operate the Williamsville Records Center.

Section 4: Sole Officer:

The Village Administrator/Clerk or his/her designee shall be the sole official designated in the "Public Officer's Certification for Using Records Retention and Disposition Schedules" or its successor. He/she shall be the sole officer with authority over the disposition of Village records, after receiving approval of the respective Village Officer or Department Head who has custody of the records of his respective office or department.

Section 5: Records Management Board:

The Williamsville Village Board shall appoint a six member Records Management Board based on recommendations by the Village Administrator/Clerk. The Records Management Board

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shall be composed of the Village Administrator/Clerk, the Village Mayor, the Town Clerk of Amherst, a representative of the Williamsville Historical Society and two Village and/or Town residents with expertise in the field of archives programs, or records management programs, or a related field. The function of this board shall be to advise and make suggestions to the Village Administrator/Clerk or his/her designee on improvements to be made to the Williamsville Records Management Program. The board shall meet at least twice a year and more so if needed.

The Village Administrator/Clerk or his/her designee shall be responsible for calling all meetings of the Records Management Board, making progress reports concerning the Records Management Program to the Records Management Board, and following up on advise and/or suggestions offered by the Records Management Board.

Section 6: Construction - Inconsistent Laws:

If any part of this resolution, or its application to any persons or circumstances, is adjudged by a court to be invalid or ineffectual, such judgement shall not affect the remainder of the resolution or its application to any other person or circumstance. This resolution shall supersede all prior resolutions inconsistent with it to the extent of such inconsistency, but in all other respects shall be deemed supplemental to such resolutions.

Section 7: Definitions:

(A) "Archives" means those official records which have been determined by the Records Management Officer to have sufficient historical or other value to warrant their continued preservation by the Village.

(B) "Records" means any documents, books, papers, photographs, sound recordings, microforms, or any other materials, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official Village business.

(C) "Records management" means the planning, controlling, directing, organizing, training, promotion and other managerial activities involved in records creation, records maintenance and use and records disposition, including, records preservation, records disposal and records centers or other storage facilities.

(D) "Records disposition" means:

(1) The removal by the Village in accordance with approved records control schedules, of records no longer necessary for the conduct of business by such agency through removal methods which may include:

(a) the disposal of temporary records by destruction or donation; or

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(b) the transfer of records to the Records Center for temporary storage of archival records and permanent storage of records determined to have historical or other sufficient value warranting continued preservation; and

(2) The transfer of records from one Village agency to any other Village agency.

(E) "Records Center" means an establishment maintained by the Village of Williamsville primarily for the storage, servicing, security and processing of records which must be preserved for varying periods of time and need not be retained in office equipment or space.

(F) "Servicing" means making information in records available to any County agency for official use or to the public.

Section 8: Effective Date:

This resolution shall take effect immediately.

Unanimously carried.

ON MOTION By Mayor Piazza, seconded by Trustee Schofield the following resolution was adopted:

RESOLVED that the position of Records Inventory Clerk/P.T. is hereby created in the Village Clerk's Office, effective immediately.

Unanimously carried.

ON MOTION By Mayor Piazza, seconded by Trustee Wutz, the following resolution was adopted:

RESOLVED that Cheri Lynn Carver, 3563 Harlem Road, Cheektowaga, New York, is hereby appointed Record's Inventory Clerk/P.T. effective January 11, 1996 at the rate of \$7.00 per hour.

Unanimously carried.

ON MOTION By Mayor Piazza, seconded by Trustee Langenfeld, it was moved to suspend rules to consider a resolution which did not appear on the agenda

Unanimously carried.

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ON MOTION By Mayor Piazza, seconded by Trustee Schofield, the
following resolution was adopted:

WHEREAS, the next General Village Election for officers will
be held on March 19, 1996, and,

WHEREAS no person shall be entitled to vote at any Village
election whose name does not appear on the register of the
election district in which he claims to be entitled to vote,
and,

WHEREAS it is the duty of inspectors of election to prepare
such register of qualified voters for the district for which
they are appointed, and,

WHEREAS, the Village Board has determined that in person
registration shall be held for the upcoming Village election,

NOW, THEREFORE BE IT RESOLVED that the inspectors of election
shall meet on the 9th day of March 1996, at the Village
Clerk's office, 5565 Main Street, beginning at 12:00 noon and
ending at 5:00 P.M. to commence the preparation of the
register for the forthcoming Village Election, and,

FURTHER RESOLVED, that at least ten days prior to registration
day set in this resolution, a copy shall be posted in at least
one conspicuous place in each election district.

Unanimously carried.

Trustee Langenfeld passed on the request of the Fire Chief that
residents who have fire hydrants in front of their property that
they should shovel them out in the event they are needed.

Trustee Schofield discussed the questionnaire that was completed by
the high school students. She is looking to a joint venture
between the Amherst Youth Board and the Village to determine the
needs of students. The information will be assessed and then we
will decide what events will be put forward. She asked the Youth
to support the programs once they are started.

ON MOTION By Trustee Wutz, seconded by Trustee Schofield, the
following resolution was adopted:

RESOLVED that the Mayor is hereby authorized to sign snow
removal contracts, as amended, with the County of Erie
covering the 5 year period commencing in 1995 and extending
through 2000.

Unanimously carried.

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ON MOTION By Trustee Wutz, seconded by Trustee Schofield, the following resolution was adopted:

RESOLVED that the Village Administrator publish notice of public hearing to be held in Village Hall, 5565 Main Street, Williamsville, New York, on Monday, January 22, 1996, for the purpose of hearing all persons interested in discussing a proposed decrease in the Village water rates.

Unanimously carried.

ON MOTION By Mayor Piazza, seconded by Trustee Wutz, it was moved to suspend rules to consider a resolution not on the agenda

Unanimously carried.

ON MOTION By Trustee Wutz, seconded by Trustee Frese the following resolution was adopted:

RESOLVED that Huck Plumbing & Heating is hereby appointed to install various water meters throughout the Village for an amount, not to exceed \$19,500.00.

Unanimously carried.

ON MOTION By Mayor Piazza, seconded by Trustee Frese, it was moved to return to the regular agenda.

Unanimously carried.

Trustee Frese urged everyone to vote in the Village election, especially students who are over 18. He spoke about the new directory which has been mailed to all Village residents by the Williamsville Business & Professional Association. He complimented the Association regarding the Professional way the booklet was put together. We also have some available at the Village Hall.

Trustee Frese complimented the Village DPW and Superintendent Laubisch on the way they removed the snow in the Village, especially in light of the fact that we had about 87 inches during the last two months.

Administrator Cummins reported on the makeup of the New Records Management Board and the need for two residents who have some expertise in records, who will be appointed to the Board.

Superintendent Laubisch thanked Trustee Frese for his kind words. He stated because of the heavy snow, the DPW is late in picking up the Christmas trees. This has just started. They are taken to the DPW and ground up into mulch for use by Village residents. He reported on the water work that was done on California Drive. It must now be chlorinated and pressure tested before house connections can be made.

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ON MOTION By Mayor Piazza, seconded by Trustee Wutz it was moved to go into Executive Session to discuss hiring a cleaner for the Meeting House, to discuss Administrative job titles in the Village offices and to discuss Glen Park personnel.

Unanimously carried.

ON MOTION By Mayor Piazza, seconded by Trustee Frese, it was moved to close Executive Session and return to the regular agenda at 8:55 P.M.

Unanimously carried.

ON MOTION By Mayor Piazza, seconded by Trustee Frese, it was moved to adjourn the meeting at 8:56 P.M.

Unanimously carried.

Theresa L. Cummins
Administrator/Clerk-Treasurer