

Minutes of the Reorganization Meeting of the Board of Trustees of the Village of Williamsville held in the Williamsville Village Hall, 5565 Main Street, Williamsville, New York on Monday, April 1, 1996 at 6:00 P.M.

Present:	Basil J. Piazza	Mayor
	Joseph Frese	
	Richard Langenfeld	
	Barbara Schofield	
	William Wutz	Trustees
	Theresa L. Cummins	Administrator/Clerk-Treas
	Patrick Kelly	Village Attorney
	James Zymanek	Fire Chief

Absent: David Laubisch Supt. of DPW

Mayor Piazza announced that newly elected trustees, Joseph Frese and Rick Langenfeld have been duly sworn in for the upcoming year.

Mayor Piazza announced that Joseph Frese would be Deputy Mayor for the 1996 - 1997 official Village year.

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

RESOLVED that Theresa L. Cummins is hereby appointed Village Administrator/Clerk-Treasurer until the end of the 1997-1998 official Village year.

Unanimously carried.

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

RESOLVED that Patrick Kelly is hereby appointed Village Attorney for the 1996-1997 official Village year.

Unanimously carried.

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

RESOLVED that Richard Czechowicz is hereby appointed Acting Village Justice for the 1996-1997 official Village year.

Unanimously carried.

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

RESOLVED that the position of Secretary to the Mayor is hereby created effective April 1, 1996.

Unanimously carried.

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

RESOLVED that the position of Deputy Clerk-Treasurer is hereby created effective April 1, 1996.

Unanimously carried.

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

RESOLVED that the position of Deputy Clerk and the position of Deputy Treasurer are hereby abolished effective April 1, 1996.

Unanimously carried.

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

RESOLVED that Sally Kuzon is hereby appointed the Deputy Clerk-Treasurer for the 1996-1997 official Village year.

Unanimously carried.

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

RESOLVED that Elaine Smith-Honan is hereby appointed Secretary to the Mayor for the 1996-1997 official Village year.

Unanimously carried.

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

RESOLVED that Theresa L. Cummins is hereby appointed Registrar of Vital Statistics and Elaine Smith-Honan is appointed Deputy Registrar for the 1996-1997 official Village year.

Unanimously carried.

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

RESOLVED that Theresa L. Cummins is appointed Collector of Taxes and Assessments for the 1996-1997 official Village year.

Unanimously carried.

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

RESOLVED that the Williamsville Historical Society is hereby appointed Village Historian for the 1996-1997 official Village year.

Unanimously carried.

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

RESOLVED that Glenn Murray is hereby appointed Prosecutor for the 1996-1997 official Village year.

Unanimously carried.

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

RESOLVED THAT the following annual liaison appointments are hereby made for the 1996 - 1997 official Village year:

MAYOR PIAZZA

1. Insurance
2. Personnel
3. Utilities
4. Community Development

TRUSTEE FRESE

1. Planning Board
2. Zoning Board of Appeals
3. Building Department
4. Village Hall
5. Beautification
6. Business & Professional Association

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TRUSTEE LANGENFELD

1. Justice Court
2. Fire Department
3. Traffic & Safety
4. Environmental
5. Criminal Justice Committee

TRUSTEE SCHOFIELD

1. Parks Committee
2. Youth & Recreation Committee
3. Old Home Days
4. Senior Citizens Committee

TRUSTEE WUTZ

1. Department of Public Works
2. Glen Park Joint Board
3. Meeting House
4. Historic Preservation

Unanimously carried.

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

RESOLVED that O'Brien & Gere are hereby appointed Engineers of Record for the 1996-1997 official Village year.

Unanimously carried.

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

RESOLVED that the Village Board hereby adopts the attached Rules as the Rules & Procedures of the Village of Williamsville Board to be followed during the 1996-1997 official Village year.

Unanimously carried.

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ON MOTION by Mayor Piazza, seconded by Trustee Wutz 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 August, when the regular meetings will be held on the fourth Monday and December when the regular meeting will be held on the second Monday. Meetings will be held in the Williamsville Village Hall, 5565 Main Street with Board Work Sessions to be held at 6:00 p.m.

Unanimously carried.

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

RESOLVED THAT the Amherst Bee is hereby designated the official newspaper for the Village of Williamsville for the 1996-1997 official Village year.

Unanimously carried.

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

RESOLVED THAT the reimbursement rate for the authorized use of private motor vehicles for Village business is thirty cents (30¢) per mile.

Unanimously carried.

ON MOTION by Mayor Piazza, seconded by Trustee Wutz, 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:

Manufacturers and Traders Trust Co.
Marine Midland Bank NA
Fleet Bank
Citibank New York State NA
Key Banks
Chase Manhattan Bank
Chase Lincoln First Bank NA

Unanimously carried.

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ON MOTION by Mayor Piazza, seconded by Trustee Schofield 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 expenses to be paid by the Village.

Unanimously carried.

ON MOTION by Mayor Piazza, seconded by Trustee Frese 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 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

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internal control structure to provide a satisfactory level of accountability based on a data base 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 deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

VI. INTERNAL CONTROLS

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

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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>
Fleet Bank	\$ 1,000,000
Marine Midland Bank	100,000
Manufacturers & Traders Trust Company	500,000
Key Bank	500,000
Chase Manhattan Bank, NA	500,000
Chase Lincoln	200,000

VIII. COLLATERALIZING OF DEPOSITS

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

1. By a pledge of "eligible securities" with an aggregate "market value" as provided by GML §10, equal to the aggregate amount of deposits from the categories designated in Appendix A to the policy.
2. By an eligible "irrevocable letter of credit" issued by a qualified bank other than the bank with the deposits in favor of the government for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements.
3. By an eligible surety bond payable to the government for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

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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, commingled 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;

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- * Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
- * Obligations of the State of New York
- * Obligations issued pursuant to LFL §24.00 or 25.00 (with approval of the State Comptroller) by any municipality, school district or district corporation other than the Village of Williamsville.
- * Obligations of public authorities, public housing authorities, urban renewal agencies and industrial development agencies where the general State statutes governing such entities or whose specific enabling legislation authorizes such investments.
- * Certificates of Participation (COPs) issued pursuant to GML §109-b.
- * Obligations of this local government, but only with any moneys 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.

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XII. PURCHASE OF INVESTMENTS

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

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

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

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

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XIII. REPURCHASE AGREEMENTS

Repurchase agreements are authorized subject to the following restrictions:

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

APPENDIX A

Schedule of Eligible Securities

X (i) Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States government sponsored corporation.

X (ii) Obligations issued or fully guaranteed by the International Bank for Reconstruction and Development the Inter-American Development Bank, the Asian Development Bank, and the African Development Bank.

X (iii) Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the Market Value of the obligation that represents the amount of the insurance or guaranty.

X (iv) Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of such State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public moneys.

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- X (v) Obligations issued by states (other than the State of New York) of the United States rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- X (vi) Obligations of Puerto Rico rated in one of the three highest rating categories by a least one nationally recognized statistical rating organization.
- X (vii) Obligations of counties, cities and other governmental entities of a state other than the State of New York having the power to levy taxes that are backed by the full faith and credit of such governmental entity and rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- X (viii) Obligations of domestic corporations rated in one of the two highest rating categories by at least one nationally recognized statistical rating organization.
- X (ix) Any mortgage related securities, as defined in the Securities Exchange Act of 1934, as amended, which may be purchased by banks under the limitations established by bank regulatory agencies.
- X (x) Commercial paper and bankers' acceptances issued by a bank, other than the Bank, rated in the highest short term category by at least one nationally recognized statistical rating organization and having maturities of not longer than 60 days from the date they are pledged.
- X (xi) Zero coupon obligations of the United States government marketed as "Treasury strips".

Unanimously carried.

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

RESOLVED that the following building department fee schedule is hereby adopted for the 1996-1997 official Village year:

BUILDING PERMIT FEE SCHEDULE

RESIDENTIAL BUILDINGS AND/OR ADDITIONS:

Up to 1,000 sq. ft. of floor area.....\$100.00
Over 1,000 sq. ft.....\$.06 ea. sq. ft.
Garage, attached/detached.....\$ 35.00

RESIDENTIAL ALTERATIONS AND EQUIPMENT INSTALLATIONS:

Deck/Porch.....\$35.00
Fence (any type).....\$15.00
Shed.....\$15.00
Solid Fuel Burning Appliances.....\$25.00
Swimming Pools/Hot Tubs/Saunas.....\$30.00 above
\$50.00 in-ground
Not otherwise specified.....\$25.00

DEMOLITIONS

Residential Buildings/Structures.....\$50.00
Commercial Buildings/Structures.....\$75.00
Sidewalk Installation/Curb Cut.....\$25.00

NON-RESIDENTIAL (including accessory structures and additions)

0 - 1,000 sq. ft. floor area.....\$100.00
Over 1,000 sq. ft.....\$.08 ea. sq. ft.
Alterations/Repairs/Conversions.....\$100.00
Equipment Installations.....\$ 50.00
New Off-Street Parking.....\$5/space

*****IF AN APPROVED PERMIT IS NOT SECURED BEFORE WORK COMMENCES, THE FEE WILL AUTOMATICALLY BE DOUBLED.

Unanimously carried.

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

RESOLVED THAT the following residents are hereby appointed to the Planning/Architectural Review Board until the end of the 1998-1999 official Village year:

1. Richard Baer
2. Nancy Delo
3. Wesley Stone

FURTHER RESOLVED that Douglas Adema is hereby appointed Chairperson for the 1996-1997 official Village year.

Unanimously carried.

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

RESOLVED THAT Donald Schueckler, 124 S. Union Road is hereby appointed to the Zoning Board of Appeals until the end of the 2000-2001 official Village year.

Unanimously carried.

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

RESOLVED THAT the following residents are hereby appointed to the Parks Committee until the end of the 1996 - 1997 official Village year:

1. Cindy Simmons
2. David Fusani
3. Evelyn Frese
4. Sharon Daniels
5. Craig Donnelly
6. Dawn Johnson

Unanimously carried.

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

RESOLVED that the Traffic & Safety rules are hereby changed so that all members shall have a one-year term.

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FURTHER RESOLVED THAT the following residents are hereby appointed to the Traffic and Safety Committee until the end of the 1996 - 1997 official Village year:

1. Douglas Sandburg
2. Rita Andrews
3. Edwin Lavery
4. Harmon Whipple
5. Cliff Horey
6. Thomas McMahon
7. Pat Armitage

FURTHER RESOLVED THAT Douglas Sandburg is hereby designated Chairperson until the end of the 1996 - 1997 official Village year.

Unanimously carried.

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

RESOLVED that the membership of the Environmental Advisory Council is hereby reduced from seven members to five members effective immediately.

FURTHER RESOLVED THAT the following residents are hereby appointed to the Environmental Advisory Council until the end of the 1996 -1997 official Village year:

1. Frank Mischler
2. Ruth Stroman
3. Kevin Murphy
4. Jeffrey Hahn
5. Molly Knibloe

FURTHER RESOLVED THAT Molly Knibloe is hereby designated Chairperson until the end of the 1996 - 1997 official Village year.

Unanimously carried.

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ON MOTION by Mayor Piazza, seconded by Trustee Frese, the following resolution is adopted:

RESOLVED THAT the following residents are hereby appointed to the Beautification Committee until the end of the 1996 -1997 official Village year.

1. MaryAnn Piazza
2. Michael Meldrum
3. Sharon Daniels
4. Peg Allare
5. Ron Daniels
6. Nancy Langenfeld
7. Deborah Habes
8. Joan Deinhart
9. Jean Duffy
10. Betty Haykel
11. Mary Wetzal
12. Joyce Brewer
13. Patricia Moslow

FURTHER RESOLVED THAT Jean Duffy is hereby designated Chairperson until the end of the 1996 - 1997 official Village year.

Unanimously carried.

ON MOTION by Mayor Piazza, seconded by Trustee Frese the following resolution is adopted:

RESOLVED THAT the following residents are hereby appointed to the Meeting House Management Committee until the end of the 1996 - 1997 official Village year:

1. Gartley Weller
2. Paul Sugg
3. Carolyn Schlifke
4. Thomas Huestis
5. Eleanor Master

FURTHER RESOLVED THAT Gartley Weller is hereby designated Chairperson until the end of the 1996-1997 official Village year.

Unanimously carried.

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

RESOLVED THAT the following residents are hereby appointed to the Mayor's Advisory Council until the end of the 1996-1997 official Village year.

1. Marina Woolcock
2. Edward Rath III
3. Donald Schueckler
4. John Tammaro
5. Peter Galie
6. Lois Idzak
7. Walter Pacer

FURTHER RESOLVED THAT Lois Idzak is hereby designated Chairperson until the end of the 1996 - 1997 official Village year.

Unanimously carried.

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

RESOLVED THAT the following residents are hereby appointed to the Historical Preservation Committee until the end of the 1997 - 1998 official Village year:

1. Ronald Daniels
2. Pat Reidel
3. Wesley Stone
4. Basil Piazza
5. Gartley Weller
6. Joseph Lenahan

FURTHER RESOLVED THAT Ronald Daniels is hereby designated Chairperson until the end of the 1996 - 1997 official Village year.

Unanimously carried.

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

RESOLVED THAT the following residents are hereby appointed to the Youth and Recreation Committee until the end of the 1996 -1997 official Village year:

1. Rita Andrews
2. Linda Pacer
3. Darlene Maples
4. Richard Czechowicz
5. Janet Schmidt
6. Janet Zapfel
7. Thomas Lucia
8. James Maxson
9. Shea Elizabeth Akers

FURTHER RESOLVED THAT Linda Pacer is hereby designated Chairperson for the 1996-1997 official Village year.

Unanimously carried.

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

RESOLVED THAT the following residents are hereby appointed to the Senior Citizens Committee as follows:

1. Erma Weatherbee

FURTHER RESOLVED that Rita Andrews is hereby designated Chairperson until the end of the 1996-1997 official Village year.

Unanimously carried.

ON MOTION by Mayor Piazza, seconded by Trustee Wutz the following residents were adopted:

RESOLVED THAT the firm of L. R. Frank Associates, Inc. is hereby appointed as the Insurance Broker of Record until the end of the 1996 - 1997 official year.

Unanimously carried.

ON MOTION by Trustee Frese, seconded by Trustee Schofield it was moved to reopen the resolution appointing the members of the Planning Board.

Unanimously carried.

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

RESOLVED that the following residents are hereby appointed to the Planning/Architectural Review Board until the end of the 1988-89 official Village year:

1. Richard Baer
2. Nancy Delo
3. Wesley Stone

FURTHER RESOLVED that William Wutz, Sr. is hereby appointed Chairperson for the 1996-1997 official Village year.

Trustee Frese stated this change was necessary because of the Planning Board policy of rotating Chairpersons each year.

Unanimously carried.

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

RESOLVED that the Village Board hereby adopts the following Procurement Policy as the official Procurement Policy for the 1996-1997 official Village year:

VILLAGE OF WILLIAMSVILLE

PROCUREMENT POLICY

WHEREAS, Section 104-b of the 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

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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 \$10,000 and public works contracts under \$20,000; 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 \$10,000 and public works contracts over \$20,000; goods purchased from agencies for the blind or severely handicapped pursuant to Section 175-b of the State Finance Law; goods purchased from correctional institutions pursuant to Section 186 of the Correction Law; purchases under State contracts pursuant to Section 104 of the General Municipal Law; purchases under county contracts pursuant to Section 103(3) of the General Municipal Law; or purchases pursuant to subdivision 6 of this policy:

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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>
\$500 - \$2,999	3 verbal quotations
\$3,000 - \$9,999	3 written/fax quotations or 3 written request for proposals

<u>Estimated Amount of Public Works Contract</u>	<u>Method</u>
\$500 - \$2,999	3 verbal quotations
\$3,000 - \$4,999	3 written/fax quotations or
\$5,000 - \$19,999	3 written/fax quotations or 3 written request for proposals

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 an explanation is required whenever a contract is awarded to other than the lowest responsible offeror. This documentation will include an explanation of how the award will achieve savings or how the offeror was not responsible. A determination that the offeror 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:

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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, judgement, integrity, and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into this category the BOARD OF TRUSTEES shall take into consideration the following guidelines: (a) whether the services are subject to State licensing or testing requirements; (b) whether substantial formal education or training is a necessary prerequisite to the performance of the services; and (c) whether the services require a personal relationship between the individual and municipal officials. Professional or technical services shall include but not be limited to the following: services of an attorney; services of a physician; technical services of an engineer engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; investment management services; printing services involving extensive writing, editing or art work; management of municipally owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packaged software.

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

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

d. Goods or services under \$500. 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.

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

Unanimously carried.

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

RESOLVED that the following fee schedule is hereby adopted for 1996-1997 official Village year:

Clerk's Office

Bounced Checks	\$15.00
Mayors Permits	15.00
Street peddlers or vendors	
with vehicle	25.00
without vehicle	15.00
Snowplow Permit	15.00
Tax Certificates	7.25
Unpaid Water Placed on Tax Roll	20.00
Duplicate Tax bills	.50
Unpaid Tax Notice Letter	1.00 per notice

Park Structure Fees

Garrison Park Gazebo	\$20.00 Vllg. res. only
Island Park	
Small Shelter	20.00 Village
	50.00 Non-Village
Large Pavilion	50.00 Village
	150.00 Non-Village

Charitable Activities	\$100.00 Village residents
	100.00 Non-Village

Fundraising events or Company Parties	\$150.00
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Alcohol Permits	\$ 35.00
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Meeting House Use Fees

Custodial Fee	15.00
Under 50 persons	30.00
Over 50 persons	45.00
If Admission Charged	75.00
Wedding & Rehearsal	100.00

Unanimously carried.

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ON MOTION by Mayor Piazza, seconded by Trustee Schofield, the meeting was adjourned at 7:45 PM.

Unanimously carried.

Theresa L. Cummins
Administrator/Clerk-Treasurer

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**RULES AND PROCEDURES
OF THE
BOARD OF TRUSTEES**

I. PROCEDURES AT BOARD MEETINGS

SECTION 1. Quorum.

The Mayor and two Trustees, or three Trustees without the Mayor, shall constitute a quorum for the transaction of business, but a lesser number may adjourn and compel the attendance of absent members.

SECTION 2. Role of the Mayor at Board Meetings.

The Mayor of the Village shall presided at the meetings of the Board of Trustees, shall decide all questions of order subject to appeal, and may vote on all matters and questions coming before the Board.

SECTION 3. Voting.

The affirmative vote of a majority of the full membership of the Board, including abstentions and vacancies, shall be required to exercise the authority of the Board in the transaction of its business.

Each member shall have one vote. The method of voting shall be discretionary with the presiding officer, provided it reveals how each member votes. At the request of a Trustee, the vote shall be taken by ayes and noes and the names of the Trustees present and their votes shall be entered in the minutes.

SECTION 4. Basic Procedural Rules for Board Meeting.

Consistent with the commonly accepted parliamentary rules for the conduct of business in small boards, the basic rules of procedure for meetings of the Board shall be as follows: ("Robert's Rules of Order")

- A. Members are not required to rise but must be recognized by the presiding office before making motions and speaking.
- B. Motions require a second.
- C. There is no limit to the number of times a member may speak on a question.
- D. Informal discussion of a subject is permitted while no motion is pending.

- E. The presiding officer need not rise while putting questions to a vote.
- F. The presiding officer may speak in discussion without rising or leaving the chair.
- G. The presiding officer may make motions, and vote on all questions.
- H. Motions to close or limit debate may be entertained but shall require a three-fifths vote.

There is no limitation as to when or as to the number of times the motion to reconsider may be moved. Reconsideration may be moved not only by a member who voted on the prevailing (winning) side, but also by one who was absent or abstained. A two thirds vote is required to reconsider, unless all members who voted on the prevailing side are present or have received notification of the intention to move to reconsider, in which case only a majority vote is required.

SECTION 5. Minutes of Board Meetings.

Minutes shall contain only a record of action taken by the Board rather than a summary of the discussion leading to the action. Minutes shall contain the following: ("Robert's Rules of Order")

- A. Name of Board.
- B. Type of meeting (regular, special, annual).
- C. Date, place and time of meeting.
- D. Notation of presence or absence of Board members and time of arrival or departure if different from time or call to order and adjournment.
- E. Names and titles of the Village Administrator and other Village officials who were present as well as the approximate number of visitors.
- F. Whether the minutes of the previous meeting were approved as distributed or as corrected.
- G. A record of all main motions placed before the Board, except those that were withdrawn, giving the wording in which each was finally adopted or rejected or otherwise disposed of (tabled, postponed, referred).
- H. Names of movers of motions.
- I. Record of how each Board member voted.

- J. Record of communications presented to the Board and action, if any, taken thereon.
- K. Record of reports made by Board or staff members.
- L. Name, Address and Topic of Speakers at Public Participation.
- M. Time of adjournment.
- N. Signature of the Village Clerk.

Written statements by individual Trustees who wish to explain their votes on a given question shall be appended to the minutes.

SECTION 6. Guidelines for Public Participation in Board Meeting.

- A. Speakers are requested to use the centrally located microphone, when available.
- B. Prior to addressing the Board, speakers should state their name, address and organizational affiliation, if any.
- C. Questions and comments should be addressed to the entire Board and not to individual Board members, the Village Administrator or to other members of the audience.
- D. A limit of three minutes will be allotted to each speaker on any given topic.
- E. On controversial issues, speakers for or against a given question may be recognized alternately by the Chair.
- F. Board members may, with the permission of the Mayor, interrupt a speaker during their remarks, but only for the purpose of clarification or information.
- G. A speaker who does not need a full three minutes may not yield the unused portion of time to another person.
- H. It is expected that speakers will observe the commonly accepted rules of courtesy, decorum, dignity and good taste. Resort to personalities will be ruled out of order, as will the use of intemperate, abusive and defamatory language.
- I. Written statements will be received by the Board in addition to, or in lieu of, oral presentations.

II. MEETINGS OF THE BOARD

SECTION 1. Regular Meetings

A. Order of Business. The order of business for regular meetings of the Board of Trustees, as scheduled at the Annual Meeting, will be as follows unless otherwise determined by unanimous consent (without objection) or by majority vote of the Board.

1. Call to Order (Pledge of Allegiance).
2. Roll Call.
3. Approval of Minutes.
4. Public Hearing (when applicable)
5. Suspension of Rules for Public Participation (limited to three minutes per speaker).
6. Reports/Resolutions of Mayor.
7. Reports/Resolutions of Trustees.
8. Report of Village Administrator.
9. Reports of Department Heads.
10. Adjournment.

B. Agendas. Preparation of the agendas for Board meetings shall be the responsibility of the Mayor or the Mayor's designee(s). Individual Board members and the Village Administrator may contribute agenda items. Material must be submitted to the Village Administrator's Office no later than 12 Noon on the Wednesday preceding the meeting.

Any matters which are received after the Wednesday preceding the meeting and are deemed by the Mayor or the Mayor's designee(s) to be necessary to be acted upon at that meeting will be included in a Supplemental Agenda to be distributed to members of the Board no later than 12 Noon preceding the meeting.

SECTION 2. EXECUTIVE SESSIONS

Upon a majority vote of the total membership of the Board of Trustees, taken in an open meeting pursuant to a motion identifying the general area or areas of the subject or subjects to be considered, the Board may conduct an executive session for the below enumerated purposes only, provided, however, that no action by formal vote shall be taken to appropriate public moneys:

- A. Matters which will imperil the public safety if disclosed;

- B. Any matter which may disclose the identity of a law enforcement agent or informer;
- C. Information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;
- D. Discussions regarding proposed, pending or current litigation;
- E. Collective bargaining negotiations;
- F. The medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
- G. The preparation, grading or administration of examinations; and
- H. The proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by the Village, but only when publicity would substantially affect the value thereof.

III. SUSPENSIONS OF THE PROCEDURES

Procedures whose provisions are not mandated by statutory law may be suspended by unanimous consent without objection or by a majority vote of the Board. The suspension shall apply to a particular instance and matter, and shall not be generally applicable beyond the pending instance and matter.

IV. AMENDMENTS TO THE PROCEDURES

The procedures may be amended from time-to-time by a majority vote of the Board, provided that notice of the intent to amend has been given at the previous meeting or in the notice of the meeting at which the amendment is to be proposed.

V. PREEMINENCE OF STATUTORY AUTHORITY

In the event of conflict between any provisions of these procedures and New York State Law or the Code of the Village of Williamsville, the pertinent provision of the New York State Law or the Code of the Village of Williamsville shall be controlling.