

**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, July 6, 2004 at 5:00 P.M.**

Distribution: 12 copies Mayor, Trustees, Administrator-also original Dep.Treas, FireChief, DPW, Bldg.Dept., Vlg.Attorney, Bulletin Board-main hall
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Mayor Hazlett opened the meeting at 5:00 p.m. with the Pledge of Allegiance led by Trustee Daniels.

ON MOTION BY Mayor Hazlett, seconded by Trustee Lowther, it was moved to adjourn to Executive Session at 5:01 p.m.

Unanimously carried.

ON MOTION BY Mayor Hazlett, seconded by Trustee Lowther, it was moved to close Executive Session at 5:10 p.m.

Unanimously carried.

ON MOTION BY Mayor Hazlett, seconded by Trustee Lowther, it was moved to return to the regular agenda at 5:11pm.

Unanimously carried.

The Mayor asked the Administrator to call the roll:

Present:	F. Ray Hazlett	Mayor
	Mary Lowther	Trustees
	Ronald W. Daniels	
	Joan Seamans	
	Sally A. Kuzon	Administrator/Clerk-Treasurer
	J. Michael Hayes	Village Attorney
Excused:	Joseph Frese	Trustee

ON MOTION by Mayor Hazlett, seconded by Trustee Daniels, it was moved to appoint Joseph P. Frese Deputy Mayor for the 2004 – 2005 official Village year.

ON ROLL CALL:	Daniels	Yes
	Lowther	No
	Seamans	Yes
	Hazlett	Yes

Passed. 3 – 1.

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ON MOTION by Mayor Hazlett, seconded by Trustee Daniels, the following resolution was adopted:

BE IT RESOLVED THAT

WHEREAS Sally A. Kuzon under the prior Administration apparently entered into an employment agreement in the position of Village Administrator/Clerk/Treasurer just two weeks ago.

WHEREAS the office/position of Administrator/Clerk/Treasurer to the village and the Board involves special and unique duties in serving at the pleasure of the Board.

FURTHERMORE, the employment agreement could be interpreted as an attempt by the prior board to bind the hands of its successors in areas relating to governmental matters.

Based upon the foregoing, it is this Board's decision to continue Ms. Kuzon on the basis of the employment agreement made in April of 2000 to June 30, 2003 until July 14, 2003 so that this board can give study to and find a mutually satisfactory agreement to retain her effective, efficient and dedicated service to the Village Board and to this community.

Roll Call Vote:       Trustee Lowther – Yes  
                          Mayor Hazlett – Yes  
                          Trustee Maple – No  
                          Trustee Frese – No  
                          Trustee Daniels – Yes

Carried.

The Mayor announced that Mary E. Lowther is appointed Deputy Mayor for the 2003-2004 official Village year.

ON MOTION by Mayor Hazlett, seconded by Trustee Daniels, the following resolution was adopted:

RESOLVED that J. Michael Hayes is hereby appointed Village Attorney for the 2003-2004 official Village year.

Carried.

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

RESOLVED that Patrick M. Kelly is hereby appointed Acting Village Justice for the 2003-2004 official Village year.

Carried.

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

RESOLVED that Lynda L. Juul is appointed the Deputy Treasurer for the 2003-2004 official Village year.

Carried.

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

RESOLVED that Elaine Smith-Honan is appointed Secretary to the Mayor for the 2003-2004 official Village year.

Carried.

ON MOTION by Mayor Hazlett, seconded by Trustee Lowther, the following resolution was adopted:

RESOLVED that Deborah Habes is appointed Deputy Clerk for the 2003-2004 official Village year.

Carried.

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

RESOLVED that Elaine Smith-Honan is appointed Deputy Registrar and Lynda L. Juul, Joyce Brewer and Deborah Habes are appointed Sub-Registrars for the 2003-2004 official Village year.

Carried.

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

RESOLVED that Sally A. Kuzon is appointed Collector of Taxes and Assessments for the 2003-2004 official Village year.

Carried.

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

RESOLVED that the Williamsville Historical Society is hereby appointed Village Historian for the 2003-2004 official Village year.

Carried.

ON MOTION by Mayor Hazlett, seconded by Trustee Daniels, the following resolution was adopted:

RESOLVED that Thomas E. Webb, Jr. is hereby appointed Prosecutor for the 2003-2004 official Village year.

Carried.

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

RESOLVED THAT the following annual appointments are hereby made for the 2003-2004 official Village year:

**MAYOR HAZLETT**

1. Smart Growth Task Force
2. Mayors Advisory Council
3. Fire Company
4. Personnel
5. Communitywide Liaison
6. Insurance

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TRUSTEE FRESE

1. Dept. of Public Works
2. Glen Park Joint Board
3. Parks Committee
4. Beautification Committee
5. Tree Warden
6. Facilities Coordinator

TRUSTEE MAPLE

1. Youth Activities Board
2. Vehicle & Pedestrian Use & Safety (Walkable Community)
3. Environmental Advisory Council

TRUSTEE LOWTHER

1. Building & Land Use Oversight
  - a. Building Department
  - b. Planning Commission
  - c. Zoning Board of Appeals
2. Village Meeting House Management
3. Historic Preservation Commission

TRUSTEE DANIELS

1. Senior Citizens
2. Utilities
3. Inter Governmental Agent
4. Commercial District Tree Warden

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

RESOLVED that O'Brien & Gere Engineers, Inc. are hereby appointed Engineers of Record for the 2003-2004 official Village year.

Carried.

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ON MOTION by Mayor Hazlett, seconded by Trustee Daniels, the following resolution was adopted:

RESOLVED that the Village Board hereby adopts the "Robert's Rules of Order" and attached addendum as the Rules & Procedures of the Village of Williamsville Board to be followed during the 2003-2004 official Village year.

Carried.

ON MOTION by Mayor Hazlett, seconded by Trustee Lowther, the following resolution was adopted:

RESOLVED that the Village Board hereby adopts the attached Emergency Preparedness Plan as the Official Plan for the 2003-2004 official Village year.

Carried.

ON MOTION by Mayor Hazlett, seconded by Trustee Frese, 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 2003-2004 official Village year.

Carried.

ON MOTION by Mayor Hazlett, seconded by Trustee Daniels, 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 meeting will be held on the second Monday, and July and December when the regular meeting will be held on the third Monday. 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.

Carried.

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ON MOTION by Mayor Hazlett, seconded by Trustee Lowther, the following resolution was adopted:

RESOLVED THAT the Amherst Bee is hereby designated the official newspaper for the Village of Williamsville for the 2003-2004 official Village year.

Carried.

ON MOTION by Mayor Hazlett, seconded by Trustee Daniels, the following resolution was adopted:

RESOLVED THAT the reimbursement rate for the authorized use of private motor vehicles for Village business is thirty-six and one-half cents (36.5¢) per mile.

Carried.

ON MOTION by Mayor Hazlett, seconded by Trustee Lowther, 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.  
HSBC Bank  
Fleet Bank  
Citibank New York State NA  
Key Bank of New York  
JPMorgan Chase  
Wyoming County Bank

Carried.

ON MOTION by Mayor Hazlett, seconded by Trustee Frese, 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.

Carried.

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ON MOTION by Mayor Hazlett, seconded by Trustee Lowther, 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 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.

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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.

**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	\$ 3,000,000
HSBC Bank	500,000
Manufacturers & Traders Trust Company	500,000
Key Bank of New York	500,000
JPMorgan Chase	4,000,000
Citibank New York State NA	200,000
Wyoming County Bank	1,000,000

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**VIII. COLLATERALIZING OF DEPOSITS**

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

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

**IX. SAFEKEEPING AND COLLATERALIZATION**

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

The security agreement shall provide that eligible securities are being pledged to secure local government deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the

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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;
- \* 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

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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 depositories, trading partners and custodians. Such listing shall be evaluated at least annually.

**XII. PURCHASE OF INVESTMENTS**

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

1. Directly, including through a repurchase agreement, from an authorized trading partner.
  
2. By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such

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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.

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- \* 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.

Carried.

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

RESOLVED that the Village of Williamsville hereby adopts the following service award program, policies and procedures:

**SERVICE AWARD PROGRAM  
INVESTMENT POLICIES AND PROCEDURES  
DEFINED BENEFIT PLAN**

I.) SCOPE

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

II.) OBJECTIVES OF FUND

The primary objective of the Village of Williamsville investment activities for the Firemen's Service Award Program are:

- To provide adequate liquidity for making payouts to entitled firefighters
- To provide adequate liquidity for death/disabilities as required by law and our plan document
- To obtain a reasonable rate of return according to the long-term objectives of the fund

III.) PRUDENCE

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

Investments shall be made with judgments and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercised 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.

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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.

**IV.) INVESTMENT OBJECTIVES**

Actuarial earnings assumptions remain at 6.00%. This rate is generally not available in U.S. Government guaranteed securities. Lowering the actuarial earnings assumptions increases the cost of the plan. Increasing the taxpayer funding costs is not an acceptable solution. Instead we seek to obtain a 6.00% rate of return through diversification of investment assets as follows:

Asset Allocation

<u>Investment</u>	<u>Targeted Earnings</u>		<u>Approximate Allocation</u>		<u>Weighted Return</u>
U.S. Gov't Guaranteed	3.00%	x	40%	=	1.20%
Fixed Income Mutual Funds	6.00%	x	30%	=	1.80%
Stock Mutual Funds	10.0%	x	30%	=	<u>3.00%</u>
					6.00%

To maintain flexibility, we maintain the following limits on investments:

- Money markets As needed
- Obligation of the United States of America 100%
- Obligations of agencies of the United States of America 100%
- Mutual funds investing in any type of fixed income investments 20%-50%
- Mutual funds or trusts investing in blue chip stocks of the United States of America 20%-40%

Investment policies will be reviewed (Annually) with our investment adviser, and adjustments maybe made accordingly.

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

RESOLVED that the following building department fee schedule is hereby adopted for the 2003-2004 official Village year:

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**BUILDING PERMIT FEE SCHEDULE**

**NEW RESIDENTIAL BUILDINGS AND/OR ADDITIONS:**

Up to 500 sq. ft. of floor area.....	\$100.00
Over 500 sq. ft. ....	\$100 plus 10 cents ea. sq. ft.
Garage, attached.....	10 cents ea.sq.ft.(min.of.\$35.00)
Detached accessory bldgs & structures (Incl.sheds)..	10 cents ea.sq.ft. (min of \$15.00)

**RESIDENTIAL ALTERATIONS AND EQUIPMENT INSTALLATIONS:**

Up to 1000 sq.ft. of floor area (plus ea. add'l sq.ft).....	\$100.00 plus 10 cents ea.sq.ft.
Deck/Porch .....	\$ 40.00
Fence (any type) .....	\$ 20.00
Solid Gas Fuel Burning Appliances .....	\$ 40.00
Swimming Pools/Hot Tubs/Saunas .....	\$ 35.00 above ground
.....	\$ 75.00 in-ground
Electrical (when not included in building permit).....	\$ 15.00
Not otherwise specified .....	\$ 30.00

**DEMOLITIONS**

Up to 2000 sq. ft.....	\$ 50.00
Over 2000 sq. ft.....	\$110.00

**SIDEWALK INSTALLATION/CURB CUT.....\$ 25.00**

**NON-RESIDENTIAL (including accessory structures and additions)**

0 - 500 sq. ft. floor area .....	\$125.00
Over 500 sq. ft. ....	\$100 plus 10 cents ea. sq. ft.
Alterations/Repairs/Conversions up to 500 sq.ft.....	\$125.00
Each sq.ft. over 500 sq.ft.....	\$100 plus 10 cents ea. sq. ft.
Equipment Installations .....	\$ 50.00
Electrical (when not included in building permit).....	\$ 25.00
New Off-Street Parking .....	\$ 5/space
Not otherwise specified.....	\$ 35.00

**PLUMBING PERMIT FEES are in addition to the Building Permit fees.**

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

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

RESOLVED that the following building department fee schedule is hereby adopted for the 2003-2004 official Village year:

**PLUMBING PERMIT FEE SCHEDULE**

**FILING FEES:**

One or two family dwellings.....\$ 10.00  
All other plans..... \$ 20.00

**VARIED FIXTURE FEES:**

Per fixture (*also see other fixture fees*)\$.....\$ 3.00

**SEWER AND DRAIN: (*each 100 ft. of pipe or each fraction thereof*)**

4" or smaller.....\$ 3.00  
4" but not more than 6".....\$ 5.00  
6", but not more than 8".....\$ 9.00  
8", but not more than 10"..... 10.00  
10", but not more than 12".....\$ 11.00  
12" and over..... 12.00

Each Conductor – exterior or interior.....\$ 6.00

Backflow Prevention Devices:.....\$ 30.00

**ROAD CUTS**

½ Cut (32" or less)..... \$ 150.00  
Full Cut (more than 32")..... \$300.00

All road cuts must be cold patched immediately

**SIDEWALK CUTS** *Must be replaced as per Village specs. See Building Permit for fees.*

**SANITARY SEWER TAPS**

One or Two Family Dwelling  
Two bedrooms or less.....\$200.00

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Three or more bedrooms.....\$250.00

All Other Taps

¾ inch tap.....\$400.00

One inch tap.....\$500.00

Over 1”.....\$1,000.00

*Buildings having both residential and non-residential use, serviced by one (1) water line shall be assessed fees as established for “all other taps”.*

SANITARY SEWER DYE TEST.....\$ 40.00

STORM SEWERS - For NEW CONSTRUCTION, *See Sanitary Sewer Section for fees.*

STORM TAPS

Residential (detached).....\$150.00

Residential (attached).....\$100.00

All Other.....\$500.00

BUBBLER (allowed only when no storm sewer is available within 100’).....\$ 10.00  
(plus pipe & insp.)

WATER SERVICE

WATER TAP – Fee includes corporation cock, curb stop and street box. Private plumber **must do all installation.** Call Water Dept. at 632-5009.

¾” tap.....\$450.00

1” tap.....\$500.00

1 ½” tap.....\$650.00

3” or larger tap.....\$700.00

WATER METER (1” or larger) – *Meter cost + installation charge. Call Water Dept. at 632-5009.*

TESTING – (*disputed water bill*).....\$ 25.00

WATER LEAK (*between water main and meter*)

Size of Water line (per day): ¾” .....\$ 15.00

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1".....	\$ 20.00
1 3/4 ".....	\$ 25.00
1 1/2".....	\$ 30.00
2".....	\$ 40.00
2" or larger.....	\$ 75.00

LAWN SPRINKLER (Installation, Alteration, Addition,  
Repair or Replacement).....\$ 35.00

**OTHER FIXTURE FEES**

Hot Water Tank, residential.....	\$ 5.00
Hot Water Tank, non-residential.....	\$ 10.00
Dishwasher.....	\$ 5.00
Air conditioner (per ton).....	\$ 5.00
Catch Basin.....	\$ 5.00
Subsoil Drainage System.....	\$ 5.00
Garbage Disposal, residential.....	\$ 5.00
Garbage Disposal, non-residential.....	\$ 10.00
Sump Pump.....	\$ 5.00
Vacuum air gap.....	\$ 5.00

**INSPECTIONS**

INSIDE INSPECTIONS.....	\$ 15.00 ea.
OTHER ( <i>FireSprinkler Systems</i> ).....	\$ 30.00
OUTSIDE INSPECTIONS.....	\$ 15.00 ea.
OTHER ( <i>Demolition-sewer and/or water line</i> ).....	\$ 20.00

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

RESOLVED that the following Justice Court fee schedule for parking violations is hereby adopted for the 2003-2004 official Village year:

01 Winter parking prohibition November 1 thru April 1 1:00 AM ---7:00 AM	\$25.00
02 Parked within 15 feet of fire hydrant	\$25.00
03 Parked in fire lane	\$25.00
04 Handicap area (includes surcharge)	\$80.00

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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

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

RESOLVED THAT the following residents are hereby appointed to the Beautification Committee until the end of the 2003-2004 official Village year.

1. Jennifer Hannon
2. Myra Lenz
3. Matt Bierl
4. Deborah Habes
5. Dorothy Stack
6. Carol Strahl
7. Michele O'Connor
8. Angela Barczak
9. Jean Duffy
10. Richard Duffy
11. Paul Krieter
12. Frank Weckerle

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13. Marie Phillips
14. Gretchen O'Connor
15. Michaela Barton
16. Charles Werth
17. Wendy Schutte
18. Dona Bronkie
19. Pamela Voyer
20. Patricia Hume
21. Sylvia Fredricks

FURTHER RESOLVED THAT Wendy Schutte is hereby designated Chairperson until the end of the 2003-2004 official Village year.

ON MOTION by Mayor Hazlett, seconded by Trustee Daniels, the following resolution was adopted:

RESOLVED THAT Richard Andrews is hereby appointed to the Zoning Board of Appeals until the end of the 2007-2008 official Village year and Margaret Santillo until the end of the 2003-2004 official Village year.

Carried.

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

RESOLVED that the following resident is hereby appointed to the Historical Preservation Commission until the end of the 2003-2004 official Village year.

1. Kathleen Delaney

FURTHER RESOLVED that Kathleen Delaney is hereby designated Chairperson of the Historical Preservation Committee until the end of the 2003-2004 official Village year.

Carried.

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ON MOTION by Mayor Hazlett, seconded by Trustee Daniels, the following resolution was adopted:

RESOLVED THAT the following residents are hereby appointed to the Mayor's Advisory Council until the end of the 2003-2004 official Village year.

1. Marina Woolcock
2. Ted Young
3. Lawrence Hillebrand
4. James Lion
5. George Gates
6. Kevin Lester

Carried.

ON MOTION by Trustee Lowther, seconded by Trustee Daniels, the following resolution was adopted:

RESOLVED THAT the following resident is hereby appointed to the Meeting House Management Committee until the end of the 2003-2004 official Village year:

1. Carolyn Schlifke

FURTHER RESOLVED that Carolyn Schlifke is hereby designated Chairperson until the end of the 2003-2004 official Village year.

Carried.

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

RESOLVED THAT the following residents are hereby appointed to the Parks Committee until the end of the 2003-2004 official Village year:

1. Tim Doyle
2. Paul Krieter
3. Judy Urbanek
4. Daniel Urbanek
5. Helen Klebes

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FURTHER RESOLVED THAT Paul Krieter is hereby designated Chairperson until the end of the 2003-2004 official Village year.

Carried.

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

RESOLVED THAT the following residents are hereby appointed to the Planning and Architectural Review Board:

1. Trey Measer until the end of the 2004-2005 official Village year.
2. David Sutton until the end of the 2005-2006 official Village year.
3. Douglas Adema until the end of the 2005-2006 official Village year.

Carried.

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

RESOLVED that the following are hereby appointed to the Records Management Committee until the end of the 2003-2004 official Village year:

1. Sally A. Kuzon
2. F. Ray Hazlett
3. Michael Hayes
4. Cheri Carver
5. Lynda L. Juul

Carried.

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

RESOLVED THAT the following residents are hereby appointed to the Senior Citizens Committee until the end of the 2005-2006 official Village year:

1. Rita Andrews
2. Helen Klebes
3. Rita Breen

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FURTHER RESOLVED THAT Helen Klebes is hereby designated Chairperson until the end of the 2003-2004 official Village year.

Carried.

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

RESOLVED THAT the following residents are hereby appointed to the Traffic and Safety Committee until the end of the 2003-2004 official Village year:

1. Amherst Police Officer
2. Molly Knibloe
3. Pat Armitage
4. Don Sapienza
5. Nancy Drost
6. Maureen Whipple
7. Victor Pacquet

Carried.

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

RESOLVED THAT the following residents are hereby appointed to the Youth and Recreation Committee until the end of the 2003-2004 official Village year:

1. Tiffany Fuzak
2. Kate Maple
3. June Grier
4. Cathleen Dukarm

Carried.

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

RESOLVED that Brad Archdeacon is hereby appointed as Tree Warden until the end of the 2003-2004 official year.

Carried.

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ON MOTION by Trustee Daniels, seconded by Trustee Lowther, the following resolution was adopted:

RESOLVED that Vicki Lattin is hereby appointed Commercial District Tree Warden until the end of the 2003-2004 official year.

Carried.

ON MOTION by Mayor Hazlett, seconded by Trustee Daniels, the following resolution was adopted:

RESOLVED THAT the firm of L. R. Frank & Associates is hereby appointed as the Insurance Broker of Record until the end of the 2003-2004 official year.

Carried.

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

RESOLVED THAT the following residents are hereby appointed to the Glen Park Joint Board until April 30, 2004 per the Glen Park Joint Board Agreement:

1. Richard Sweeney

FURTHER RESOLVED that Richard Sweeney is hereby designated Chairperson until the end of the 2003-2004 official village year.

Carried.

ON MOTION by Mayor Hazlett, seconded by Trustee Maple, the following resolution was adopted:

RESOLVED that the Village Board hereby adopts the following Procurement Policy as the official Procurement Policy for the 2003-2004 official Village year:

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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 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

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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:

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
\$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:

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

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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.

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

Carried.

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

RESOLVED that the following fee schedule is hereby adopted for 2003-2004 official Village year:

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CLERK'S OFFICE

Bounced Checks	\$25.00
Mayors Permits	15.00
Banner permit	25.00
Street peddlers or vendors	
with vehicle	30.00
without vehicle	15.00
Snowplow Permit	15.00
Tax Certificates	7.50
Unpaid Water Placed on Tax Roll	20.00
Duplicate Tax bills	.50
Unpaid Tax Notice Letter	2.00

PARK STRUCTURE FEES

Island Park: Small Shelter:	50.00
Large Pavilion:	
Personal/Family/Charitable Activities	125.00
All Others	250.00
Alcohol Permits	75.00

MEETING HOUSE USE FEES

Custodial Fee	25.00
Rental fee	75.00 per day
Wedding & Rehearsal	225.00
Wedding only	125.00

Carried.

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

Authorize the Village Administrator to publish Notice of Public Hearing to be held by the Board of Trustees of the Village of Williamsville on Monday, July 28, 2003 at 7:35 p.m. in Village Hall, 5565 Main St., Williamsville, New York for the purpose of hearing all persons interested in a request by Louis Angrisano, record owner of 22 Pfohl Terrace, for the re-zoning of the currently C-2 zoned northern portion of the property to R-2, thereby making the entire property R-2 zoned.

Carried.

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ON MOTION by Mayor Hazlett, seconded by Trustee Maple, the following resolution was adopted:

RESOLVED that Barbara Fersch of 4720 Harlem Road and Amy Kalczynski of 1257 Millersport Hwy are hereby appointed Recreation Attendants full-time for the 2003 summer season at a rate of \$7.00 per hour.

Carried.

ON MOTION by Mayor Hazlett, seconded by Trustee Daniels, it was moved to adjourn at 8:40 p.m.

Carried.

Sally A. Kuzon  
Administrator/Clerk-Treasurer

