

**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 Wednesday, July 6, 2005 at 6:00 P.M.**

Distribution: 12 copies Mayor, Trustees, Administrator-also original Dep.Treas, FireChief, DPW, Bldg.Dept., Vla.Attorney.
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Trustee Daniels called the meeting to order at 6:00 p.m.

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

RESOLVED, that Mary E. Lowther is appointed **Mayor** for the **2005 – 2006** official Village year.

Roll Call:	Piazza	Abstained
	Geary	Yes
	Daniels	Yes
	Lowther	Yes

Motion carried.

Mayor Lowther announced the appointment of Richard P. Sweeney as **Trustee** for the **2005 – 2006** official Village year.

Mayor Lowther led the Pledge of Allegiance.

Mayor Lowther announced the appointment of Trustee Ronald W. Daniels as **Deputy Mayor** for the **2005 – 2006** official Village year.

The Mayor asked the Administrator to call the roll:

Present:	Mary E. Lowther	Mayor
	Brian J. Geary	Trustee
	Ronald W. Daniels	Trustee
	Richard P. Sweeney	Trustee
	Basil J. Piazza	Trustee
	Sally A. Kuzon	Administrator/Clerk-Treasurer
	Lynda L. Juul	Deputy Clerk-Treasurer
	J. Michael Hayes	Village Attorney

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

RESOLVED, that J. Michael Hayes is hereby appointed *Village Attorney* for the *2005-2006* official Village year.

Unanimously carried.

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

RESOLVED, that Lynda L. Juul is appointed the *Deputy Treasurer* for the *2005-2006* official Village year.

Unanimously carried.

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

RESOLVED, that Deborah A. Habes is appointed *Deputy Clerk* for the *2005-2006* official Village year.

Unanimously carried.

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

RESOLVED, that Cynthia M. Burnett is appointed *Secretary to the Mayor* for the *2005-2006* official Village year.

Unanimously carried.

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

RESOLVED, that Deborah A. Habes is appointed **Deputy Registrar** and Lynda L. Juul, Cynthia M. Burnett, Joyce Brewer are appointed **Sub-Registrars** for the **2005-2006** official Village year.

Unanimously carried.

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

RESOLVED, that Sally A. Kuzon is appointed **Collector of Taxes and Assessments** for the **2005-2006** official Village year.

Unanimously carried.

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

RESOLVED, that the Williamsville Historical Society is hereby appointed **Village Historian** for the **2005-2006** official Village year.

Unanimously carried.

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

RESOLVED, that Thomas E. Webb, Jr. is hereby appointed **Prosecutor** for the **2005-2006** official Village year.

Unanimously carried.

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

RESOLVED, that the following *Annual Appointments* are hereby made for the **2005-2006** official Village year:

MAYOR LOWTHER

1. Personnel
2. Parks

TRUSTEE DANIELS

1. Youth & Recreation
2. Tree Board
3. Fire Department
4. Inter-governmental Agency
5. Facilities Coordinator

TRUSTEE GEARY

1. Planning and Architectural Review Board
2. Glen Park Joint Board
3. Beautification Committee

TRUSTEE SWEENEY

1. Traffic & Safety
2. Environmental Advisory Council
3. Zoning Board of Appeals

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**TRUSTEE PIAZZA**

1. Amherst Utility Cooperative
2. Senior Citizens
3. Historic Preservation Commission
4. Insurance

Unanimously carried.

ON MOTION BY Mayor Lowther, seconded by Trustee Piazza, 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 ***2005-2006*** official Village year.

Unanimously carried.

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

RESOLVED, that the Village Board hereby adopts the attached ***Hazard Analysis Report - 2005 Version*** as the official plan for the ***2005 – 2006*** official Village year.

Unanimously carried.

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

RESOLVED, that the Village Board hereby adopts the attached ***Mass Casualty Incident Emergency Response Plan*** as the official plan for the ***2005 – 2006*** official Village year.

Unanimously carried.

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

RESOLVED, that the Village Board hereby adopts the attached *Emergency Preparedness Plan* as the official plan for the **2005-2006** official Village year.

Unanimously carried.

ON MOTION BY Mayor Lowther, seconded by Trustee Piazza, 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 **2005-2006** official Village year

Unanimously carried.

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

RESOLVED, that the Regular Board Meetings of the Village of Williamsville Board of Trustees will be held at 7:30 p.m. on the second and fourth Mondays of each month, except for July and December, when the regular meeting will be held on July 25<sup>th</sup> and December 19<sup>th</sup>. Meetings will be held in the Williamsville Village Hall, 5565 Main Street with work session meeting discussions to be held at 6:00 p.m.

Unanimously carried.

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

RESOLVED, that the Amherst Bee is hereby designated the *Official Newspaper* for the Village of Williamsville for the **2005-2006** official Village year.

Unanimously carried.

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

RESOLVED, that the reimbursement rate for the authorized use of private motor vehicles for Village business is forty and one-half cents (40.5¢) per mile.

Unanimously carried.

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

RESOLVED, that meal and incidental expenses related to travel will be paid on a per diem rate basis, as per IRS Publication 1542 "Per Diem Rates" at the rate in effect for the city of travel at the time of travel.

Unanimously carried.

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ON MOTION by Mayor Lowther, seconded by Trustee Geary, 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:

Citibank New York State NA  
Bank of America  
HSBC Bank  
Key Bank of New York  
Manufacturers and Traders Trust Co.  
JPMorgan Chase  
Wyoming County Bank

Unanimously carried.

ON MOTION BY Mayor Lowther, seconded by Trustee Daniels, 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.

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

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

V. DIVERSIFICATION

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

VI. INTERNAL CONTROLS

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

VII. DESIGNATION OF DEPOSITARIES

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

<u>Depository Name</u>	<u>Maximum Amount</u>
JPMorgan Chase	\$ 5,000,000
Fleet Bank (Bank of America)	5,000,000
HSBC Bank	1,000,000
Manufacturers & Traders Trust Company	1,000,000
Key Bank of New York	1,000,000
Citibank New York State NA	1,000,000
Wyoming County Bank	1,000,000

VIII. COLLATERALIZING OF DEPOSITS

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

secured:

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

## IX. SAFEKEEPING AND COLLATERALIZATION

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

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

name of the local government, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Village of Williamsville or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, 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 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 program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific program has been authorized by the governing board.

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

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

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

### **XIII. REPURCHASE AGREEMENTS**

Repurchase agreements are authorized subject to the following restrictions:

- \* All repurchase agreements must be entered into subject to a Master Repurchase Agreement.
- \* Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.
- \* Obligations shall be limited to obligations of the United States of America and obligations guaranteed by agencies of the United States of America.

- \* No substitution of securities will be allowed.
- \* The custodian shall be a party other than the trading partner.

## APPENDIX A

### Schedule of Eligible Securities

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

Unanimously carried.

held in the **Williamsville Village Hall, 5565 Main Street, Williamsville, New York on Wednesday, July 6, 2005 at 6:00PM**

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

RESOLVED, that the following building department fee schedule is hereby adopted for the 2005-2006 official Village year:

<b>VILLAGE OF WILLIAMSVILLE BUILDING PERMIT FEE SCHEDULE</b>
--

Building Dept. (716) 632-7747

FAX: (716) 626-4964

Fees take effect on 7/6/05 as per resolution of the Village Board of Trustees.

**NEW RESIDENTIAL BUILDINGS AND/OR ADDITIONS**

Up to 500 s/f of floor area.....	\$ 100
Over 500 s/f: \$100 plus .10 per each s/f of floor area over 500 s/f.....	\$100 +.10 per s/f
<b>Attached garage or accessory structure</b> minimum of	\$ 40.00
<i>\$40.00 plus .10 per each s/f of floor area over 500 s/f.....</i>	<i>\$ 40 +.10 per s/f</i>
<b>Detached accessory bldgs. &amp; struct. (Incl. sheds)</b> minimum of	
<i>\$30.00 plus .10 per each s/f of floor area over 500s/f.....</i>	<i>\$ 30 +.10 per s/f</i>

**I.) RESIDENTIAL ALTERATIONS, RENOVATIONS & REPAIRS**

<b>Up to 500 s/f of floor area plus .10 ea. s/f over 500 s/f...</b>	<b>\$100 + .10 per s/f</b>
<b>Deck/Porch.....</b>	<b>\$ 40</b>
<b>Fence (any type).....</b>	<b>\$ 30</b>
<b>Solid /Gas Fuel Burning Appliances.....</b>	<b>\$ 40</b>
<b>Swimming Pools/Hot Tubs/Saunas.....</b>	<b>\$ 40 (above-ground)</b>
	<b>\$ 75 (in-ground)</b>
<b>Electrical (When not included in building permit)**.....</b>	<b>\$ 30</b>
<b>Not otherwise specified.....</b>	<b>\$ 30</b>
<b>Equipment installation</b>	<b>\$ 30</b>

**II.) DEMOLITIONS**

Up to 2,000 s/f.....	\$ 50
Over 2,000 s/f.....	\$110

**(Some applications may require a Mayor's Permit)**

**SIDEWALK INSTALLATION/CURB CUT..... \$ 30**

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

0-500 s/f floor area.....	\$ 125
Over 500 s/f : \$125 plus .10 per <i>each</i> s/f over 500 s/f ...	\$ 125 +.10 per s/f
<b>Alterations/Repairs/Conversions</b> up to 500 s/f floor area.....	\$ 125
<i>Each</i> s/f of floor area over 500 s/f.....	\$ 125 + .10 per s/f
<b>Equipment Installations</b> .....	\$ 50
<b>Electrical</b> (When not included in building permit)**.....	\$ 25
<b>New Off-Street Parking</b> .....	\$ 10/space
<b>Not otherwise specified</b> .....	\$ 35

**Plumbing permit fees** are in *addition* to the Building Permit fees.

**\*\*Electrical inspections** are not conducted by this department, but rather through the *New York Board of Fire Underwriters*. Call 626-1571 for information and fees

**PLEASE NOTE:  
FEE(S) WILL AUTOMATICALLY BE DOUBLED IF AN APPROVED PERMIT IS NOT  
SECURED BEFORE WORK COMMENCES.**

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

RESOLVED, that the following plumbing fee schedule is hereby adopted for the 2005-2006 official Village year:

**PLUMBING PERMIT FEE SCHEDULE**

FILING FEES:

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

VARIED FIXTURE FEES:

Fixture installation or replacement without a roughing change.	
Minimum Fee.....	\$ 50.00
Per Fixture fee.....	\$ 15.00

For the purpose of computing plumbing permit fees, a fixture shall be defined as a bathtub, sink, laundry tray, drinking fountain, dishwashing machine, lavatory sink, shower stall, urinal, water closet, floor drain, roof drain, whirlpool tub, bidet, water heater, hot water tank residential, hot water tank commercial, air conditioner, catch basin, subsoil drainage system, garbage disposal residential, garbage disposal commercial, sump pump and vacuum air gap.

SANITARY SEWER AND DRAIN INSTALLATION (from street to house)	\$55.00
STORM SEWER AND DRAIN INSTALLATION (from street to house)...	\$55.00

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
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) waterline 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): 3/4" .....	\$15.00
1" .....	\$20.00
1 3/4 " .....	\$ 25.00
1 1/2".....	\$30.00
2".....	\$40.00
over 2" or larger.....	\$75.00

LAWN SPRINKLER (Installation, Alteration, Addition,  
Repair, Replacement and Water Service  
tie-in).....\$50.00

INSPECTIONS

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

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

Unanimously carried.

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

RESOLVED, that the following *Justice Court Fee Schedule* for parking violations is hereby adopted for the **2005-2006** 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
05 Parallel parking	\$25.00
06 Expired registration	\$30.00
07 Expired inspection	\$25.00
08 Less than 20 feet from crosswalk	\$25.00
09 Blocking driveway	\$25.00
10 Right side of vehicle more than 12 inches From the curb	\$25.00

11	Parking prohibited upon publicly or privately Owned premise without permission	\$25.00
12	Parked on sidewalk	\$25.00
13	Parked on bridge	\$25.00
14	No parking, stopping, standing	\$25.00
15	Restricted zone	\$25.00
16	Parked beyond time limit	\$25.00
17	Parked within intersection	\$25.00
18	Double parked	\$25.00
19	Parked in bus route, certain hours	\$25.00

20. Parked against the direction of authorized Traffic movement	\$25.00
21 Other	\$25.00

Unanimously carried.

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

RESOLVED, that the following residents are hereby appointed to the *Beautification Committee* until the end of the **2005 -2006** official Village year.

1. Deborah Habes
2. Myra Lenz
3. Elizabeth Shabala
4. Dorothy Stack
5. Carol Strahl
6. Michelle O'Connor
8. Edie Flaherty
9. Paul Krieter
10. Marie Phillips
11. Dona Bronkie
12. Pamela Voyer
13. Linda Belling
14. Beth Curtis
15. Carl Fila (Glen Park Area)
16. Elise Fila (Glen Park Area – Co-chair)
17. \_\_\_\_\_
18. \_\_\_\_\_
19. \_\_\_\_\_
20. \_\_\_\_\_
21. \_\_\_\_\_
22. \_\_\_\_\_

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FURTHER RESOLVED, Deborah Habes is hereby designated ***Chairperson of the Beautification Committee*** until the end of the **2005-2006** official Village year.

FURTHER RESOLVED, Myra Lenz is hereby designated ***Co-Chairperson of the Beautification Committee*** until the end of the **2005 – 2006** official Village year.

Unanimously carried.

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

RESOLVED, that Malcolm L. Mackay is hereby appointed to the ***Zoning Board of Appeals*** until the end of the **2009-2010** official Village year.

Unanimously carried.

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

RESOLVED, that Richard Andrews is hereby appointed ***Chairperson of the Zoning Board of Appeals*** until the end of the **2005 – 2006** official Village year.

Unanimously carried.

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

RESOLVED, that     Catherine Waterman-Kulpa     is hereby appointed to the ***Historic Preservation Commission*** until the end of the **2005 – 2006** official Village Year.

Unanimously carried.

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

RESOLVED, that     Kathleen Delaney     is hereby designated ***Chairperson of Historic Preservation Commission*** until the end of the **2005 – 2006** official Village year.

Unanimously carried.

ON MOTION BY Mayor Lowther, seconded by Trustee Sweeney, the following motion was adopted:

RESOLVED, that the following residents are hereby appointed to the ***Environmental Advisory Council*** until the end of the **2005-2006** official Village year:

1.     Charles Akers
2.     Marietta Brown
3.     Karen McMahon
4.     Eileen Torre
5.     Frank Mischler
6.     Peter Warn (ex-officio)
7.     Carol Descutner

**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 Wednesday, July 6, 2005 at 6:00PM**

FURTHER RESOLVED, that TBD is hereby designated *Chairperson of the Environmental Advisory Council* until the end of the **2005-2006** official Village year.

Unanimously carried.

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

RESOLVED, that the following residents are hereby appointed to the *Parks Committee* until the end of the **2005-2006** official Village year:

1. Matt Bierl
2. Paul Krieter
3. Lisa Fessard
4. Herbert Nikisch
5. Brian Kulpa
6. \_\_\_\_\_
7. \_\_\_\_\_

FURTHER RESOLVED, that Lisa Fessard is hereby designated *Chairperson of the Parks Committee* until the end of the **2005-2006** official Village year.

Unanimously carried.

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

RESOLVED, that the following residents are hereby appointed to the *Planning and Architectural Review Board* until the end of the **2007 – 2008** official Village year.

1. Walter Pacer
2. Kevin Lester
3. Nancy Delo

Roll Call:	Geary	Yes
	Daniels	Yes
	Lowther	Yes
	Sweeney	Yes
	Piazza	No

Motion carried, 4 – 1.

FURTHER RESOLVED, that TBD is hereby designated *Chairperson of the Planning and Architectural Review Board* until the end of the **2005-2006** official Village year.

Unanimously carried.

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

RESOLVED, that the following are hereby appointed to the *Records Management Committee* until the end of the **2005-2006** official Village year:

1. Sally A. Kuzon
2. Lynda L. Juul
3. J. Michael Hayes
4. Deborah A. Habes
5. \_\_\_\_\_

Unanimously carried.

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

RESOLVED, that the following residents are hereby appointed to the *Traffic and Safety Committee* until the end of the **2005-2006** official Village year:

1.     Lt. Willard Tillman(Amherst Police Officer)
2.     James Zymanek    (ex-officio)
3.     Pat Armitage
4.     Victor Paquet
5.     Nancy Drost
6.     Don Sapienza
7.     William Tuyn
8.     Douglas Richardson
9.

FURTHER RESOLVED, that Victor Paquet is hereby designated Chairperson of the *Traffic & Safety Committee* until the end of the **2005-2006** official Village year.

Unanimously carried.

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

RESOLVED, that the following residents are hereby appointed to the *Tree Board* until the end of the **2005-2006** official Village year.

1.     Richard Sweeney
2.     Jean Duffy

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FURTHER RESOLVED, that the following resident is hereby appointed to the *Tree Board* until the end of the **2006-2007** official Village year.

1. David Bauer

Unanimously carried.

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

RESOLVED, that the following residents are hereby appointed to the *Youth and Recreation Committee* until the end of the **2005-2006** official Village year:

1. Joanne Kiefer
2. Tiffany Fuzak
3. James Lion
4. Christopher Manning
5. Brian Spence
6. Kim Hurley - Gianelli

FURTHER RESOLVED, that James Lion is hereby designated *Chairperson of the Youth and Recreation Committee* until the end of the **2005-2006** official Village year.

Unanimously carried.

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

RESOLVED, that Richard Stedman is hereby appointed as *Tree Forester* until the end of the **2005-2006** official year.

Unanimously carried.

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ON MOTION BY Mayor Lowther, 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 ***2005-2006*** official year.

Unanimously carried.

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

RESOLVED, that the following residents are hereby appointed to the ***Glen Park Joint Board until April 30, 2007*** per the Glen Park Joint Board Agreement:

1. Christopher Bonaventura
2. Thomas E. Webb

Unanimously carried.

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

RESOLVED, that the Village Board hereby adopts the following ***Procurement Policy as the official Procurement Policy*** for the ***2005-2006*** 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 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:

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

Estimated Amount of Public Works Contract      Method

\$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 offer. This documentation will include an explanation of how the award will achieve savings or how the offer was not responsible. A determination that the offer is not responsible shall be made by the purchaser and may not be challenged under any circumstances.

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

a. Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, 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.

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

Unanimously carried.

**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 Wednesday, July 6, 2005 at 6:00PM**

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

RESOLVED, that the following *Fee Schedule* is hereby adopted  
For the *2005-2006* official Village year:

**CLERK'S OFFICE**

Bounced Checks	\$30.00
Mayor's Permits	15.00
Banner Permit	35.00
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**

<b><i>Island Park</i> Small Shelter Rental:</b>	50.00
Refundable Security Deposit:	50.00
<b>Large Shelter Rental:</b>	
Personal/Family/Charitable	125.00
Refundable Security Deposit:	125.00
All Others:	250.00
Refundable Security Deposit:	250.00

Alcoholic Beverage Permit fee: 75.00

**Garrison Park Gazebo Rental**

Personal/Family/Charitable/Other:	50.00
Refundable Security Deposit:	50.00
Alcoholic Beverage Permit fee:	N/A

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**MEETING HOUSE FEES**

Custodial Fee	25.00
Rental fee	100.00 per day
Wedding & Rehearsal	225.00
Wedding only	125.00
Refundable Security Deposit (One-time use)	100.00

Unanimously carried.

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

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

**VILLAGE OF WILLIAMSVILLE  
ETHICS POLICY  
JULY, 2004**

Article 18 of the General Municipal law requires each municipality to adopt a local code of ethics that regulates or prescribes conduct for all officers, employees or persons acting on behalf of the Village of Williamsville. Officers, employees and persons acting on behalf of the Village of Williamsville shall hold their positions to serve and benefit the public and not for personal gain or advantage. The Village of Williamsville recognizes that in order to implement this fundamental principle there is a need for clear and reasonable standards of ethical conduct. This Ethics Policy establishes such standards by defining and prohibiting acts incompatible with the public interest. The Village of Williamsville also recognizes that compliance with ethical standards rests primarily on personal integrity, and further recognizes the integrity of its officers, employees and persons acting on behalf of the Village of Williamsville. However, in order that the offending case be discerned with certainty and corrected quickly, this Ethics Policy also establishes a Board of Ethics, which shall render opinions with respect to this Policy and establish compliance with the ethical standards set forth herein. The Board of Ethics shall be comprised of the Mayor and Trustees. The Village of Williamsville recognizes that officers, employees and persons acting on behalf of the Village of Williamsville

have a right to privacy and a right to share in the normal benefits of the democratic society they serve and the economy to which they contribute; therefore this Ethics Policy is not intended and should not be interpreted to intrude unreasonably upon the privacy of any officer, employee or persons acting on behalf of the Village of Williamsville or to deny the right to participate in government programs open to the public. The policy requires the following:

- Disclosure of interest in legislation before the local governing body
- Prohibits holding of investments in conflict with official duties
- Prohibits private employment in conflict with official duties
- Prohibits future employment (revolving door or ability to appear before boards where persons were instrumental in legislation, etc.)

Full public disclosure must be made when contracting, purchasing or entering into any expenditure for or on behalf of the Village when dealing with any of the above.

No municipal officer, employee or person acting on behalf of the Village of Williamsville shall:

- Directly or indirectly solicit any gift, accept or receive any gift having a value of seventy-five dollars or more, whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form, under any circumstances that could reasonably be inferred that the gift was intended to influence the officer or employee in the performance of official duties or serve as a reward for any official actions on their part.
- Disclose confidential information acquired in the course of official duties to further personal interests
- Receive or enter into any agreement for compensation for services rendered in relation to any matter before any municipal agency

Any officer, employee or person acting on behalf of the Village of Williamsville that knowingly violates this Ethics Policy may be suspended or removed from office or employment by the Ethics Board.

This Ethics Policy shall also apply to all volunteer positions that act in any capacity on behalf of the Village or Village Board.

Signed and Agreed To \_\_\_\_\_  
Name

Date of Signature \_\_\_\_\_

Unanimously carried.

**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 Wednesday, July 6, 2005 at 6:00PM**

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

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

VILLAGE OF WILLIAMSVILLE  
**VOLUNTEER APPLICATION**

NAME \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

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

HOME PHONE \_\_\_\_\_ CELL \_\_\_\_\_ AGE \_\_\_\_\_ BIRTHDATE \_\_\_\_/\_\_\_\_/\_\_\_\_

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

EDUCATIONAL BACKGROUND \_\_\_\_\_

\_\_\_\_\_

TRAINING & EXPERIENCE

\_\_\_\_\_

\_\_\_\_\_

WHY DO YOU WANT TO VOLUNTEER? \_\_\_\_\_

\_\_\_\_\_

**WORK AND/OR VOLUNTEER REFERENCES (STATE MOST RECENT POSITIONS FIRST)**

1. \_\_\_\_\_  
SUPERVISOR'S NAME ADDRESS CITY STATE PHONE

---

WORK PERFORMED DATES WORKED

2. 

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SUPERVISOR'S NAME ADDRESS CITY STATE PHONE

---

WORK PERFORMED DATES WORKED

**PERSONAL REFERENCES (Not related to you)**

1. 

---

NAME PHONE

---

STREET CITY STATE ZIP

2. 

---

NAME PHONE

---

STREET CITY STATE ZIP

**YOUR AVAILABILITY**

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**ADDITIONAL COMMENTS**

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***THE FOLLOWING QUESTION IS FOR YOUTH & RECREATION COMMITTEE APPLICANTS ONLY:***

Have you ever been convicted and/or pled guilty to a misdemeanor or felony in New York State or any other jurisdiction?

Yes \_\_\_ No \_\_\_ If yes, please explain: \_\_\_\_\_

---

I affirm that all of the information in this application is accurate. I understand that falsification of this application, or an incomplete application, will prevent me from volunteering for the Village of Williamsville. I authorize the Village of Williamsville to verify the information contained herein and contact the above references.

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APPLICANT'S SIGNATURE DATE

Unanimously carried.

**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 Wednesday, July 6, 2005 at 6:00PM**

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

RESOLVED, that Basil J. Piazza is hereby appointed to the *Amherst Utility Cooperative Board of Managers* until the end of the *2005 - 2006* official Village year.

Unanimously carried.

ON MOTION BY Mayor Lowther, seconded by Trustee Daniels, it was moved to adjourn the meeting at 7:28 pm.

Unanimously carried.

\_\_\_\_\_  
SALLY A. KUZON  
Administrator/  
Clerk-Treasurer