

Minutes of the annual Re-organization meeting held by the Village of Williamsville Board of Trustees on Tuesday, July 8, 2008, at 7:30 a.m., at Village Hall, 5565 Main Street, Williamsville, New York

Present: Mary E. Lowther, Mayor
Brian J. Geary, Trustee
Brian J. Kulpa, Trustee
Jeffrey L. Kingsley, Trustee
Basil J. Piazza, Trustee

Lynda L. Juul, Administrator/Clerk-Treasurer

ON MOTION by Mayor Lowther, seconded by Trustee Kulpa, the Re-organization meeting was opened at 7:35 a.m.

Unanimously carried.

Mayor Lowther appointed **Brian J. Kulpa** as *Deputy Mayor* for the **2008-2009** official Village year.

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

RESOLVED, that **Damon & Morey** is hereby appointed *Village Counsel* for the **2008-2009** official Village year.

Unanimously carried.

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

RESOLVED, that **Lynda L. Juul** is hereby appointed as **Administrator** until October 30, 2009.

Unanimously carried.

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

RESOLVED, that **Judith A. Kindron** is hereby appointed *Deputy Treasurer* for the **2008-2009** official Village year.

Unanimously carried.

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

RESOLVED, that **Deborah A. Habes** is hereby appointed *Deputy Clerk* for the **2008-2009** official Village year.

Unanimously carried.

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

RESOLVED, that **Cynthia M. Burnett** is hereby appointed *Secretary to the Mayor* for the **2008-2009** official Village year.

Unanimously carried.

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

RESOLVED, that **Deborah A. Habes** is appointed *Deputy Registrar* and **Judith A. Kindron**, **Cynthia M. Burnett** and **Joyce K. Brewer** are appointed *Sub-Registrars* for the **2008-2009** official Village year.

Unanimously carried.

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

RESOLVED, that **Lynda L. Juul** is appointed *Collector of Taxes and Assessments* for the **2008-2009** official Village year.

Unanimously carried.

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

RESOLVED that the **Williamsville Historical Society** is hereby appointed *Village Historian* for the **2008-2009** official Village year.

Unanimously carried.

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

RESOLVED, that **Thomas E. Webb** is hereby appointed *Prosecutor* for the **2008-2009** official Village year.

Unanimously carried.

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

Village Board Liaisons are appointed as follows:

MAYOR LOWTHER

1. Special Events Committee
2. Williamsville Business Association
3. Historic Preservation Commission
4. Personnel
5. Insurance

TRUSTEE GEARY

1. Inter-governmental Agent
2. Parks Committee
3. Tree Board
4. Fire Department

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TRUSTEE PIAZZA

1. Environmental Advisory Committee
2. Senior Citizens
3. AUC
4. Beautification Committee Co-liaison
5. DPW
6. Williamsville Business Association

TRUSTEE KULPA

1. Glen Park Joint Board
2. Meeting House Committee
3. Traffic & Safety Committee
4. Beautification Committee Co-liaison

TRUSTEE KINGSLEY

1. Zoning Board of Appeals
2. Planning and Architectural Review Board
3. Youth & Recreation Committee
4. Mill Restoration Committee
5. Community Response Committee

Unanimously carried.

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

RESOLVED, that **Basil Piazza** is hereby appointed to the *Amherst Utility Cooperative Board of Managers* until the end of the *2008-2009* official Village year.

Unanimously carried.

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ON MOTION by Trustee Piazza, seconded by Trustee Geary, 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 **2008-2009** official Village year.

Unanimously carried.

ON MOTION by Trustee Piazza, seconded by Trustee Geary, 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 **2008-2009** official Village year.

Unanimously carried.

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

RESOLVED, that the Village Board hereby adopts the attached *Emergency Preparedness Plan* as the official plan for the **2008-2009** official Village year.

Unanimously carried.

ON MOTION by Trustee Piazza, seconded by Trustee Geary, 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 **2008-2009** official Village year.

Unanimously carried.

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ON MOTION by Trustee Piazza, 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 meetings will be held on July 28th and December 15th, and that the 2009 Re-Organizational Meeting will be held on Monday, July 6, 2009, at 6:00 p.m. Meetings will be held in the Williamsville Village Hall, 5565 Main Street with work session meeting discussions to be held at 6:00 p.m.

Unanimously carried.

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

RESOLVED, that the Amherst Bee is hereby designated the *Official Newspaper* for the Village of Williamsville for the **2008-2009** official Village year.

Unanimously carried.

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

RESOLVED, that the Village Board, officials, department heads and employees are hereby authorized to attend various official meetings within Erie County and the expense is to be paid by the Village.

Unanimously carried.

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

RESOLVED, that the reimbursement rate for the authorized use of private motor vehicles for Village business will correspond to the standard Federal mileage rate as published by the IRS.

Unanimously carried.

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ON MOTION by Trustee Piazza, seconded by Trustee Geary, 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; and

BE IT FURTHER RESOLVED, that hotel expense will be reimbursed at the actual cost incurred.

Unanimously carried.

ON MOTION by Trustee Piazza, 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:

Bank of America
Citizens' Bank
First Niagara
Five Star Bank
HSBC Bank
JPMorgan Chase
Key Bank of New York
Manufacturers and Traders Trust Co.
MBIA Class

Unanimously carried.

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

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

**INVESTMENT POLICY
FOR VILLAGE OF WILLIAMSVILLE**

I. SCOPE

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

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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>
Bank of America	\$ 5,000,000
JPMorgan Chase	5,000,000
Citizens' Bank	1,000,000
Five Star Bank	1,000,000

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HSBC Bank	1,000,000
Key Bank of New York	1,000,000
Manufacturers & Traders Trust Company	1,000,000
MBIA Class	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.

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

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be co-mingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

X. PERMITTED INVESTMENTS

As authorized by General Municipal Law, §11, the Village of Williamsville authorizes the Administrator/Clerk-Treasurer to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- * Special time deposit accounts;
- * Certificates of deposit;
- * Obligations of the United States of America;
- * Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
- * 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

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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:

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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

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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.

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

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

Investment Policy Statement

Village of Williamsville

Defined Benefit Length of Service Award Program

Retirement Plan – Directed by

Village Board of Trustees

Approved July, 2008

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Executive Summary

Type of Client: Non ERISA LOSAP Plan – Board Directed
Plan Name: Village of Williamsville
 LOSAP Defined Benefit Plan
Client Sub-type: ERISA Exempt
Fiduciary Standard of Care: Other - Prudent Man Rule
Tax Id: 16-6002529
Current Assets: \$1,800,000
Time Horizon: Long - More than 5 years
Modeled Return: 6.2%
1-Yr Loss Limit: -4.5%

"Safe Harbor" Compliance Options:
 None selected

Allocation Range Legend

LL: Lower Limit
 SA: Strategic Allocation
 UL: Upper Limit

Broad Asset Class	Peer Group	LL	SA	UL
Fixed Income - Broad Fixed Income	Multi-sector Bond	0.0	0.0	20.0
Fixed Income - Global Fixed Income	World Bond	5.0	10.0	10.0
Fixed Income - Intermediate Fixed Income	Inflation-Protected Bond	0.0	0.0	10.0
	Intermediate-Term Bond	20.0	25.0	100.0

This was implemented to continue the bond ladder to match intermediate term liabilities of the plan.
 In addition, this portion of the allocation can be used to boost yields: MBS, floating rate securities, etc.

Fixed Income - Short-term Fixed Income	Short-Term Bond	20.0	30.0	100.0
The intent is to implement this part of the portfolio using a bank CD ladder to match liabilities of the plan				
International Equity - Diversified	Foreign Large Blend	3.0	10.0	15.0
Large Cap Equity	Large Blend	10.0	10.0	30.0
Mid Cap Equity	Mid-Cap Blend	0.0	0.0	10.0
Money Market	Money Market Taxable As needed for cash payouts	0.0	5.0	100.0
Other	Conservative Allocation	0.0	0.0	100.0

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	Moderate Allocation	0.0	0.0	100.0
	Other	0.0	0.0	100.0
	Specialty-Natural Res	0.0	5.0	5.0
	Specialty-Real Estate	0.0	5.0	5.0
	World Allocation	0.0	0.0	100.0
Small Cap	Small Blend	0.0	0.0	5.0

Purpose

The purpose of this Investment Policy Statement (IPS) is to assist the Village Board of Trustees (Board) in effectively supervising, monitoring and evaluating the investment of the Village's Length of Service Award Plan (Plan) assets. The Plan's investment program is defined in the various sections of this IPS by:

1. Stating in a written document the Board's attitudes, expectations, objectives and guidelines for the investment of all of the Plan's assets.
2. Encouraging effective communications between the Board and all parties involved with the investment management decisions.
3. Establishing formal criteria to select, monitor, evaluate and compare the performance results achieved by each investment option on a regular basis.
4. Setting forth an investment structure for managing the Plan's assets. This structure includes various asset classes, investment management styles, asset allocation and acceptable ranges that, in total, are expected to produce an appropriate level of overall diversification and total investment return over the investment time horizon.
5. Providing guidelines for each investment portfolio that control the level of overall risk and liquidity assumed in that portfolio, so all Plan assets are managed in accordance with stated objectives.

Statement of Objectives

Background

The Plan is a defined benefit plan and currently covers 75 participants. Plan size is currently \$1,800,000 and annual contributions should total \$78,000. The purpose of the plan is to retain and recruit active volunteer firefighters and/or EMT's.

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This IPS has been arrived at upon consideration by the Board by a wide range of policies, and describes the prudent investment process the Board deems appropriate. This process includes offering various asset classes and investment management styles that, in total, are expected to offer the opportunity to diversify the portfolio in a manner consistent with the specified risk and return requirements of the portfolio.

The objectives of the Plan are:

1. Have the ability to pay all benefit and expense obligations when due.
2. Control costs of administering the plan and managing the investments.
3. Maximize return within reasonable and prudent levels of risk in order to minimize contributions.

Time Horizon

The investment guidelines are based upon an investment horizon of greater than five years. The Plan's strategic asset allocation is also based on this long-term perspective. Short-term liquidity requirements are anticipated to be covered by the plans assets.

Risk Tolerances

The Board recognizes that some risk must be assumed in order to achieve the investment objectives of the plan. In establishing the risk tolerances of the IPS, the ability to withstand short and intermediate term variability were considered.

A 1-yr loss limit of -4.5% has been calculated for the portfolio. Statistically speaking, there is a 5% chance (once in every twenty years) that the 1-year return will actually be lower than -4.5%.

In summary, The Plan's long time horizon, current financial condition and several other factors suggest collectively some interim fluctuations in market value and rates of return may be tolerated in order to achieve the longer-term objectives.

Performance Expectations

The desired investment objective is a long-term rate of return on assets that is at least 6.00%. The target rate of return for the Plan has been based upon the assumption that future real returns will approximate the long-term rates of return experienced for each asset class in the IPS.

The Board realizes market performance varies and a 6.00% rate of return may not be meaningful during some periods. Accordingly, relative performance benchmarks for the investment options are set forth in the "Monitoring" section.

Duties and Responsibilities

Village Board of Trustees

As fiduciaries under the Plan, the primary responsibilities of the Board are:

1. Prepare and maintain this investment policy statement.
2. Prudently diversify the Plan's assets to meet an agreed upon risk/return profile.
3. Prudently select investment options.
4. Control and account for all investment, record keeping and administrative expenses associated with the Plan.
5. Monitor and supervise all service vendors and investment options.
6. Avoid prohibited transactions and conflicts of interest.

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Custodian

Custodians are responsible for the safekeeping of the Plan's assets. The specific duties and responsibilities of the custodian are:

1. Value the holdings.
2. Collect all income and dividends owed to the Plan.
3. Settle all transactions (buy-sell orders).
4. Provide monthly reports that detail transactions, cash flows, securities held and their current value, and change in value of each security and the overall Plan since the previous report.
5. Maintain separate accounts by legal registration.

Investment Advisor

The Investment Advisor serves as an objective, third-party professional retained to assist the Board in managing the overall investment process. The Advisor is responsible for managing the assets and guiding the Board through a disciplined and rigorous investment process to enable the Board to meet the fiduciary responsibilities outlined above.

Asset Class Guidelines

The Board believes long-term investment performance, in large part, is primarily a function of asset class mix. The Board has reviewed the long-term performance characteristics of the broad asset classes, focusing on balancing the risks and rewards.

Historically while interest-generating investments, such as bonds, have the advantage of relative stability of principal value, they provide little opportunity for real long-term capital growth due to their susceptibility to inflation. On the other hand, equity investments, such as common stocks, clearly have a significantly higher expected return but have the disadvantage of much greater year-by-year variability of return. From an investment decision-making point of view, this year-by-year variability may be worth accepting given the Plan's long time horizon.

The following asset classes were selected and ranked in ascending order of "risk" (least to most) according to the most recent quarter's median 3-year Standard Deviation values.

Money Market Taxable
Short-Term Bond
Intermediate-Term Bond
Conservative Allocation
Multi-sector Bond
Inflation-Protected Bond
Moderate Allocation
World Bond
World Allocation
Large Blend
Foreign Large Blend
Mid-Cap Blend
Small Blend
Specialty-Real Estate
Specialty-Natural Res
Other

The performance expectations (both risk and return) of each broad asset class are contained in Appendix A.

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Rebalancing of Strategic Allocation

The percentage allocation to each asset class may vary depending upon market conditions. Please reference the allocation table in the Executive Summary for the lower and upper limits for each asset class. When necessary and/or available, cash inflows/outflows will be deployed in a manner consistent with the strategic asset allocation and allocation ranges of the Plan. If there are no cash flows, the allocation of the Plan will be reviewed quarterly.

If the Board judges cash flows to be insufficient to bring the Plan within the target allocation ranges, the Board shall decide whether to effect transactions to bring the allocation of Plan assets within the threshold ranges.

Implementation

The Board will apply the following due diligence criteria in selecting each money manager or mutual fund.

1. Regulatory oversight: Each investment option should be managed by: (i) a bank; (ii) an insurance company; (iii) a registered investment company (mutual fund); or, (iiii) a registered investment adviser.
2. Correlation to style or peer group: The investment option should be highly correlated to the asset class being implemented. This is one of the most critical parts of the analysis since most of the remaining due diligence involves comparisons of the investment option to the appropriate peer group.
3. Performance relative to a peer group: The investment option's performance should be evaluated against the peer group's median manager return, for 1-, 3- and 5-year cumulative periods.
4. Performance relative to assumed risk: The investment option's risk-adjusted performance (Alpha and/or Sharpe Ratio) should be evaluated against the peer group's median manager's risk-adjusted performance.
5. Minimum track record: The investment option should have sufficient history so that performance statistics can be properly calculated.
6. Assets in the product: The investment option should have sufficient assets so that the portfolio manager can properly trade the account.
7. Holdings consistent with style: The underlying securities of the investment option should be consistent with the associated broad asset class.
8. Expense ratios/fees: The investment option's fees should be fair and reasonable. Core/Satellite approach can be implemented to control expenses. This is the recognition that passive management and index funds should be used for the more efficient asset classes combined with active management for less efficient asset classes.
9. Stability of the organization: There should be no perceived organizational problems.

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Monitoring

Performance Objectives

The Board acknowledges fluctuating rates of return characterize the securities markets, particularly during short-term time periods. Recognizing that short-term fluctuations may cause variations in performance, the Board intends to evaluate investment performance from a long-term perspective.

The Board is aware the ongoing review and analysis of the investment options is just as important as the due diligence process. The performance of the investment options will be monitored on an ongoing basis and it is at the Board's discretion to take corrective action by replacing a manager if they deem it appropriate at any time.

On a timely basis, but not less than annually, the Board will meet to review whether each investment option continues to conform to the search criteria outlined in the implementation section; specifically:

1. The investment option's adherence to the watch list criteria;
2. Material changes in the investment option's organization, investment philosophy and/or personnel; and,
3. Any legal, SEC and/or other regulatory agency proceedings affecting the investment options organization.

Benchmarks

The Board has determined it is in the best interest of the Plan's participants that performance objectives be established for each investment option. Manager performance will be evaluated in terms of an appropriate market index (e.g. the S&P 500 stock index for large-cap domestic equity manager) and the relevant peer group (e.g. the large-cap growth mutual fund universe for a large-cap growth mutual fund).

Peer Group	Index
Conservative Allocation	Dow Jones U.S. Moderately Conservative
Foreign Large Blend	MSCI World ex US NDTR_D
Inflation-Protected Bond	Lehman Brothers U.S. Treasury TIPS
Intermediate-Term Bond	Lehman Brothers 5-10 Yr Govt/Credit Bond
Large Blend	Russell 1000
Mid-Cap Blend	Standard & Poors Midcap 400 PR
Moderate Allocation	Dow Jones U.S. Moderate Portfolio
Money Market Taxable	3 Month T-Bill
Multisector Bond	Lehman Brothers U.S. Universal Bond

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Other	3 Month T-Bill
Short-Term Bond	Lehman Brothers 1-5 Yr Govt/Credit Bond
Small Blend	Russell 2000
Specialty-Natural Res	Goldman Sachs Natural Resources
Specialty-Real Estate	DJ Wilshire REIT
World Allocation	MSCI World NDTR_D
World Bond	Citigroup Non-USD WGBI USD

Watch List Criteria

An investment option may be placed on a Watch List and a thorough review and analysis of the investment option may be conducted, when:

1. An investment option performs below median for their peer group over a 1-, 3- and/or 5-year cumulative period.
2. An investment option's 3-year risk adjusted return (Alpha and/or Sharpe) falls below the peer group's median risk adjusted return.
3. There is a change in the professionals managing the investment option.
4. There is a significant decrease or increase in the investment option's assets.
5. There is an indication the investment option is deviating from the stated style and/or strategy.
6. There is an increase in the investment option's fees and expenses.
7. Any extraordinary event occurs that may interfere with the investment option's ability to prudently manage investment assets.

The decision to retain or terminate an investment option cannot be made by a formula. It is the Board's confidence in the investment option's ability to perform in the future that ultimately determines the retention of an investment option.

Measuring Costs

The Board will review at least annually all costs associated with the management of the Plan, including:

1. Expense ratios of each mutual fund against the appropriate peer group.
2. Administrative Fees; costs to administer the Plan, including record keeping, custody and trust services.

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3. The proper identification and accounting of all parties receiving soft dollars and/or 12b-1 fees generated by the Portfolio.

Investment Policy Review

The Board will review this IPS at least annually to determine whether stated investment objectives are still relevant and the continued feasibility of achieving the same. It is not expected that the IPS will change frequently. In particular, short-term changes in the financial markets should not require adjustments to the IPS.

Prepared by:

David M Rogers
RBC Dain Rauscher

Signature

Date

Approved by:

**Village of Williamsville
Board of Trustees**

Mayor

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Appendix A

Fiduciary Analytics capital market assumptions (modeled return, modeled standard deviation, and correlation coefficients) for the broad asset classes. Assumptions are as of April 2005.

Table of Expected Returns and Standard Deviations

Asset Class	Expected Return	Standard Deviation	Corresponding Morningstar Category
Large-Cap Equity	9.52	17.19	Large Blend
Mid-Cap Equity	10.02	18.74	Mid-Cap Blend
Small-Cap Equity	10.17	20.00	Small Blend
International Equity	9.85	20.82	Foreign Large Blend
REITS	7.67	15.53	Specialty – Real Estate
Global Fixed Income	5.83	11.36	World Bond
Broad Fixed Income	5.54	7.25	Multisector Bond
Intermediate Fixed Income	5.06	5.49	Intermediate-term Bond
Short-Term Fixed Income	4.10	3.37	Short-term Bond
Money Market	3.20	1.34	Money Market - Taxable

Table of Correlation Coefficients

Asset Class	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Large-Cap Equity (1)	1.00	0.85	0.70	0.60	0.56	0.10	0.26	0.22	0.16	-0.06
Mid-Cap Equity (2)	0.85	1.00	0.85	0.55	0.53	0.08	0.22	0.20	0.14	-0.05
Small-Cap Equity (3)	0.70	0.85	1.00	0.50	0.75	0.05	0.20	0.18	0.12	-0.05
International Equity (4)	0.60	0.55	0.50	1.00	0.28	0.20	0.18	0.16	0.10	-0.08
REITS (5)	0.56	0.53	0.75	0.28	1.00	-0.02	0.16	0.14	0.08	-0.07
Global Fixed Income (6)	0.10	0.08	0.05	0.20	-0.02	1.00	0.50	0.45	0.40	0.05
Broad Fixed Income (7)	0.26	0.22	0.20	0.18	0.16	0.50	1.00	0.85	0.80	0.02
Intermediate Fixed Income (8)	0.22	0.20	0.18	0.16	0.14	0.45	0.85	1.00	0.75	0.04
Short-Term Fixed Income (9)	0.16	0.14	0.12	0.10	0.08	0.40	0.80	0.75	1.00	0.18
Money Market (10)	-0.06	-0.05	-0.05	-0.08	-0.07	0.05	0.02	0.04	0.18	1.00

Unanimously carried.

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

RESOLVED, that the following *Fee Schedule* is hereby adopted for **2008-2009** official Village year:

CLERK'S OFFICE

Bounced Checks	40.00
Mayor's Permits	20.00
Banner Permit	40.00
Street peddlers or vendors	25.00 per person
with vehicle	75.00 each vehicle
Refundable Clean-up deposit for Parades/races/walks	100.00
Snowplow Permit	15.00
Tax Certificates	15.00
Water Status Letter	5.00
Unpaid Water/Sewer Placed on Tax Roll	20.00
Unpaid Tote Container on Tax Roll	20.00
Duplicate Tax bills	1.00
Unpaid Tax Notice Letter	2.00

PARK STRUCTURE FEES

Island Park Small Shelter:

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

Island Park Large Pavilion:

Personal/Family/Charitable/Other	125.00
Refundable Security Deposit	125.00
All Others	250.00
All Others refundable security deposit	250.00

Alcoholic Beverage Permit fee: 75.00

Garrison Park Gazebo:

Personal/Family/Charitable/Other	50.00
Refundable deposit	50.00
Alcoholic Beverage Permit fee	N/A (No alcohol allowed at Garrison)

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MEETING HOUSE USER FEES

Custodial Fee	25.00 per day
(Only for youth groups, seniors, Village Homeowners Associations, rehearsal groups-other than wedding rehearsal plus \$100.00 security fee)	
Use fee	100.00 per day
Wedding & Rehearsal	225.00
Wedding only	125.00
Refundable Security Deposit	100.00 (in addition to user fee)
(One-time use, refundable after inspection of premises-subject to Village Board approval 2-3 weeks after event)	
Cancellation Fee (6 month written notice)	25.00

Unanimously carried.

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

RESOLVED, that the following *Building Department Permit Fee Schedule* is hereby adopted for the 2008-2009 official Village year:

<p>VILLAGE OF WILLIAMSVILLE BUILDING PERMIT FEE SCHEDULE</p>

Fees take effect on 7/08/08 as per resolution of the Village Board of Trustees.

NEW RESIDENTIAL BUILDINGS AND/OR ADDITIONS

Filing Fee	\$ 20
Up to 500 s/f of floor area	\$100
Over 500 s/f of floor area:	
\$100 plus .10 per each s/f of floor area over 500 s/f	\$100 + .10 per s/f
Attached or Detached garage or accessory structure	
Minimum of \$40 plus .10 per s/f of floor area over 500 s/f	\$ 40 + .10 per s/f

RESIDENTIAL ALTERATIONS, RENOVATIONS & REPAIRS

Interior Renovations	
Up to 500 s/f of floor area, plus .10 per ea. s/f. over 500.....	\$100 + .10 per s/f
Deck/Porch.....	\$ 40
Fence (any type).....	\$ 40
Shed	\$ 40
Roof	\$ 40

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Solid /Gas Fuel Burning Appliances	\$ 40
Swimming Pools/Hot Tubs/Saunas	
Above Ground	\$ 40
In-Ground	\$ 75
Not otherwise specified.....	\$ 40
Equipment Installation (includes A/C, furnaces, etc.)	\$ 50
Generators (Permanent installation).....	\$ 75

DEMOLITIONS – Mayor’s Permit Required

Up to 2,000 s/f.....	\$ 75
Over 2,000 s/f.....	\$150

SIDEWALK INSTALLATION/CURB CUT \$ 50

NON-RESIDENTIAL (INCLUDING ACCESSORY STRUCTURES & ADDITIONS)

New Construction:	
0-500 s/f floor area.....	\$ 125
Over 500 s/f of floor area	\$ 125 + .10 per s/f
Alterations/Repairs/Conversions	
0-500 s/f floor area	\$125
Over 500 s/f of floor area	\$125 + .10 per s/f
Roof	\$ 75
Equipment Installation (includes A/C, furnaces, etc.)	\$ 75
Generators (Permanent Installation)	\$100
New Off-Street Parking	
Up to 10 spaces	\$ 10/space
11 or more spaces	\$ 25/space
Not otherwise specified	\$ 75

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.**

Unanimously carried.

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

RESOLVED, that the following *Plumbing Permit Fee Schedule* is hereby adopted for the **2008-2009** official Village year:

<p><u>VILLAGE OF WILLIAMSVILLE</u> <u>PLUMBING FEE SCHEDULE</u> July 2008 – July 2009 Building Dept. – 632-7747 Fax 626-4964</p>
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Please Note: All fees include a filing fee, inspection fee and the fee appropriate for the job.

FILING FEES:

One or two family dwellings	\$ 20
All other plans	\$ 30

VARIED FIXTURE FEES:

Fixture installation or replacement, without a roughing change	
Minimum Fee	\$ 50
Per Fixture Fee	\$ 15
Per fixture (<i>also see other side</i>)	

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.

<u>SANITARY SEWER AND DRAIN INSTALLATION/REPLACEMENT</u>	\$150
(From street to house/building)	

<u>STORM SEWER AND DRAIN INSTALLATION/REPLACEMENT</u>	\$150
(From street to house/building)	

<u>WATER LINE INSTALLATION/REPLACEMENT</u>	\$150
(From street to house/building)	

<u>BACKFLOW PREVENTION DEVICE:</u>	\$ 50
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ROAD CUTS (Note: All road cuts must be cold patched immediately)

½ Cut (32" or less)	\$150
Full Cut (more than 32")	\$300

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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
Three or more bedrooms	\$250

All Other Taps	\$400
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Buildings having both residential and non-residential use, serviced by one (1) water line shall be assessed fees as established for "all other taps".

<u>SANITARY SEWER DYE TEST</u>	\$75
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PLEASE NOTE:
FEE(S) WILL AUTOMATICALLY BE DOUBLED IF AN APPROVED PERMIT IS NOT SECURED BEFORE WORK COMMENCES.

STORM SEWERS (For new construction, see Sanitary Sewer Section for fees)

STORM TAPS

Residential	\$150
All Other	\$500

BUBBLER (allowed only when no storm sewer is available within 100')	\$ 20
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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
1" tap	\$500
1 ½" tap	\$650
3" or larger tap	\$700

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

TESTING WATER METER – (<i>disputed water bill</i>)	\$200
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WATER SERVICE TURN –ON	\$ 30
WATER SERVICE TURN-OFF	\$ 30

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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 Kingsley, the following resolution was adopted:

RESOLVED, that **Walter Pacer** is hereby appointed to the *Planning and Architectural Review Board* until the end of the **2010-2011** official Village year.

Unanimously carried.

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

RESOLVED, that **Kevin Lester** is hereby appointed to the *Planning and Architectural Review Board* until the end of the **2010-2011** official Village year.

Unanimously carried.

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

RESOLVED, that **Catherine Kulpa** is hereby appointed to the *Planning and Architectural Review Board* until the end of the **2010-2011** official Village year.

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

RESOLVED, that **Shawn Michel** is hereby appointed as an *Alternate Member* to the *Planning and Architectural Review Board* until the end of the *2009-2010* Village year.

Unanimously carried.

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

RESOLVED, that **Kevin Lester** is hereby appointed *Chairperson of the Planning and Architectural Review Board* until the end of the *2008-2009* official Village year.

Unanimously carried.

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

RESOLVED, that **Richard Andrews** is hereby appointed to the *Zoning Board of Appeals* until the end of the *2012-2013* official Village year.

Unanimously carried.

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

RESOLVED, that **Richard Andrews** is hereby appointed *Chairperson of the Zoning Board of Appeals* until the end of the *2008-2009* official Village year.

Unanimously carried.

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

RESOLVED, that the following are hereby appointed to the *Beautification Committee* until the end of the **2008-2009** official Village year.

1. Dona Bronkie
2. Carl Fila
3. Elise Fila
4. Edie Flaherty
5. Deborah Habes
6. Paul Krieter
7. Myra Lenz
8. April LoTempio
9. Shawn Michel
10. Kathryn Nikisch
11. Chris Richthammer
12. Wendy Schutte
13. Elizabeth Shabala
14. Robert Sweeney
15. Pamela Voyer
16. Lettie Dory
17. Marcia Roth
18. Deborah Draman
19. Richard Doll
20. Mary Celso
21. Linda Wutz

BE IT FURTHER RESOLVED, that **Marcia Roth** is hereby designated *Chairperson of the Beautification Committee* until the end of the **2008-2009** official Village year; and

BE IT FURTHER RESOLVED, that **Shawn Michel** is hereby appointed *Co-chairperson of the Beautification Committee* until the end of the **2008-2009** official Village year.

Unanimously carried.

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

RESOLVED, that the following are hereby appointed to the *Community Response Committee* until the end of the **2008-2009** official Village year:

1. James Lion
2. Jack Thompson

Unanimously carried.

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

RESOLVED, that Stephen Dyson is hereby appointed to the *Historic Preservation Commission* until the end of the **2011-2012** official Village year.

Unanimously carried.

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

RESOLVED, that Wesley Stone is hereby appointed to the *Historic Preservation Commission* until the end of the **2011-2012** official Village year.

Unanimously carried.

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

RESOLVED, that Arvela Heider is hereby appointed to the *Historic Preservation Commission* until the end of the **2011-2012** official Village year.

Unanimously carried.

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

RESOLVED, that **Catherine Kulpa** is hereby appointed to the *Historic Preservation Commission* until the end of the **2011-2012** official Village year.

Unanimously carried.

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

RESOLVED, that **Kathleen Delaney** is hereby appointed to the *Historic Preservation Commission* until the end of the **2009-2010** official Village year.

Unanimously carried.

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

RESOLVED, that **Robert Ess** is hereby appointed to the *Historic Preservation Commission* until the end of the **2009-2010** official Village year.

Unanimously carried.

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

RESOLVED, that **Kathleen Delaney** is hereby appointed as *Chairperson* of the *Historic Preservation Commission* until the end of the **2009-2010** official Village year.

Unanimously carried.

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

RESOLVED, that the following are hereby appointed to the *Environmental Advisory Council* until the end of the **2008-2009** official Village year:

1. Karen McMahon
2. Eileen Torre
3. Frank Mischler
4. Melody Von Smith
5. Carol Descutner
6. Jon Nickerson
7. Jane Vohwinkel
8. _____
9. _____
10. Peter Warn (Ex-officio)

BE IT FURTHER RESOLVED, that **Frank Mischler** is hereby designated *Chairperson of the Environmental Advisory Council* until the end of the **2008-2009** official Village year.

Unanimously carried.

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

RESOLVED, that **Matthew Etu** is hereby appointed to the *Glen Park Joint Board* until **April 30, 2011**.

Unanimously carried.

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

RESOLVED, that the following are hereby appointed to the *Meeting House Committee* for the **2008-2009** official Village year:

1. Debbie Steinbruckner
2. Margaret Craig
3. Ellie Grenauer

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4. Kathy Monahan
5. Deborah Major
6. Beatrice Slick
7. Susan Kogutek

BE IT FURTHER RESOLVED, that **Debbie Steinbruckner** is hereby appointed *Chairperson* of the *Meeting House Committee* until the end of the **2008-2009** official Village year.

Unanimously carried.

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

RESOLVED, that the following are hereby appointed to the *Parks Committee* until the end of the **2008-2009** official Village year:

1. Matt Bierl
2. Paul Krieter
3. Noel Bartlo
4. Jeffrey Voelkl
5. Mike Blumenson
6. George Gates
7. Mark Klepadlo
8. Al Hershberger
9. Dave Pennington
10. Nancy Locke
11. Lauren Block
12. Anne Gilles-Thomas
13. Lauren Rosso
14. April LoTempio

BE IT FURTHER RESOLVED, that **Jeffrey Voelkl** is hereby designated *Chairperson* of the *Parks Committee* and **Noel Bartlo** is hereby appointed *Co-Chairperson* of the *Parks Committee* until the end of the **2008-2009** official Village year.

Unanimously carried.

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

RESOLVED, that the following are hereby appointed to the *Mill Restoration Committee* until the end of the **2008-2009** official Village year:

1. Marina Woolcock
2. Joseph Voelkl
3. Dan Chase
4. Dr. Stephen Dyson
5. Charles Ciotta
6. Joseph Frese
7. Mary Ann Kingsley
8. Thomas Kingsley
9. Catherine Kulpa
10. David Lipinoga
11. David McIntyre
12. Herb Nikisch
13. Gary Nizinski
14. Joan Seamans
15. Wesley Stone
16. David Vitka
17. Bill Wutz
18. Marie Robillard – Archivist
19. Carol Strahl – Archivist

Unanimously carried.

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

RESOLVED, that the following are hereby appointed to the *Records Management Committee* until the end of the **2008-2009** official Village year:

1. Lynda L. Juul
2. Judith A. Kindron
3. Deborah A. Habes
4. Christopher A. Cardillo
5. Cheri Carver

Unanimously carried.

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

RESOLVED, that the following are hereby appointed to the *Special Events Committee* until the end of the **2008-2009** official Village year:

1. Kathleen Delaney
2. Lisa Fessard
3. Bonnie Hazlett
4. Sue Kogutec
5. Robert Kogutec
6. Denine Kavany
7. Helen Klebes
8. Pat Siracuse
9. Paul Steinbruckner
10. Matt Bierl
11. Joanne Lucas
12. Debbie Major
13. Richard Wojtowicz

Unanimously carried.

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

RESOLVED, that the following are hereby appointed to the *Traffic and Safety Committee* until the end of the **2008-2009** official Village year:

1. Nancy Drost
2. William Tuyn
3. Douglas Richardson
4. Nicholas Perino
5. Walter Pacer
6. _____
7. _____
8. Lt. John Olesko (Amherst Police Dept.--Ex-officio)
9. Richard Maddigan (Fire Chief--Ex-officio)

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BE IT FURTHER RESOLVED, that Walter Pacer is hereby designated *Chairperson of the Traffic & Safety Committee* until the end of the **2008-2009** official Village year.

Unanimously carried.

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

RESOLVED, that the following are hereby appointed to the *Tree Board* until the end of the **2009-2010** official Village year.

1. Al Hershberger
2. Mark Klepadlo

Unanimously carried.

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

RESOLVED, that the following are hereby appointed to the *Tree Board* until the end of the **2010-2011** official Village year.

1. Nick Roth
2. Dave Pennington
3. Rich Sweeney

BE IT FURTHER RESOLVED, that Nick Roth is hereby appointed *Chairperson* of the *Tree Board* until the end of the **2008-2009** official Village year.

Unanimously carried.

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

RESOLVED, that the following residents are hereby appointed to the *Youth and Recreation Committee* until the end of the **2008-2009** official Village year:

1. Tiffany Fuzak
2. Kim Gianelli-Calos
3. James Lion, Jr.
4. Joanne Kiefer
5. Robin Gare
6. Toby Paquet
7. Vic Paquet
8. Amy Alexander

BE IT FURTHER RESOLVED, that **James Lion, Jr.** is hereby designated *Chairperson of the Youth and Recreation Committee* until the end of the **2008-2009** official Village year.

Unanimously carried.

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

RESOLVED, that **Richard Stedman** is hereby appointed as *Village Forester* until the end of the **2008-2009** official year.

Unanimously carried.

ON MOTION by Mayor Lowther, seconded by Trustee Piazza, 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 **2008-2009** official year.

Unanimously carried.

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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 **2008-2009** 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

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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:

Estimated Amount of Purchase Contract	Method
\$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

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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.

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Unanimously carried.

ON MOTION by Mayor Lowther, seconded by Trustee Piazza, 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
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2. _____

_____	SUPERVISOR'S NAME	ADDRESS	CITY	STATE	PHONE
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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

ADDITIONAL COMMENTS

*******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, 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.

APPLICANT'S SIGNATURE

DATE

Unanimously carried.

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ON MOTION by Mayor Lowther, seconded by Trustee Piazza, 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 2008**

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.

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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.

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

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

(See attached **Discrimination/Harassment Policy**)

Unanimously carried.

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

RESOLVED, that Lynda Juul and Judith Kindron are hereby authorized to attend the NYS Government Finance Officer's Association Western Region Summer Seminar in Lockport, New York, on July 17, 2008, at a cost not to exceed \$140.00, to be paid by the Village of Williamsville.

Unanimously carried.

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

RESOLVED, that Richard Maddigan and Jack Oehmler are hereby authorized to travel to Poughkeepsie, New York, on July 25, 2008, to attend a press conference being held in recognition of a patient that was saved by the Williamsville Fire Department on April 26, 2008, at no cost to the Village of Williamsville.

Unanimously carried.

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

RESOLVED, that the Mayor is hereby authorized to sign NYS Community Projects Appropriation Contract #TM08635, and all associated paperwork, in order to obtain a grant received by the Fire Department in the amount of \$12,000.00 for the purchase of a thermal imaging camera; and

BE IT FURTHER RESOLVED, that there is no match to this grant.

Unanimously carried.

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

WHEREAS, this organization has received a special grant in the 2008-09 New York State Budget; and

WHEREAS, there are specific requirements and regulations governing the expenditure of these funds;

NOW, THEREFORE, this body resolves the following:

1. Administration of all funds under this grant will be in accordance with all terms and conditions contained in “GUIDELINES for projects over \$50,000 or involving construction of bidding – Fiscal Year 2008-2008”, provided by the New York State Office of Parks, Recreation, and Historic Preservation
2. That Mary Lowther, as Mayor of the Village of Williamsville, is hereby authorized to sign legal documents on behalf of our organization and that such signature is acknowledgement of the acceptance by this body of compliance with all terms and conditions of the grant agreement, to be executed for the grant.

Unanimously carried.

ON MOTION by Mayor Lowther, seconded by Trustee Kingsley, it was moved to adjourn the meeting at 7:58 a.m.

Unanimously carried.

Lynda L. Juul

Administrator/Clerk-Treasurer