

**Minutes of the regular meeting of the Village of Williamsville Board of Trustees held at Village of Williamsville, 5565 Main Street, Williamsville, NY on Monday, January 8, 2024 at 7:30 p.m.**

The Village Board meeting was opened at 7:38 pm by Mayor Hunt.

Deputy Treasurer Kristine Voight led the Pledge of Allegiance at 7:38pm.

Present: Christine L. Hunt, Mayor  
Daniel O. DeLano, Deputy Mayor  
Jim Celeste, Trustee  
Jeffrey Hahn, Trustee  
Eileen Torre, Trustee

Also present: Sue Canell, Administrator/Clerk-Treasurer  
Kristine Voight, Deputy Treasurer  
Charles Grieco, Village Attorney  
Ben Vilonen, DPW Crew Chief

**ON MOTION** by Mayor Hunt, seconded by Trustee Torre, it was moved to approve the minutes with corrections of the regular meeting held on December 11, 2023

Unanimously carried

**ON MOTION** by Mayor Hunt, seconded by Deputy Mayor DeLano, it was moved at 7:45 pm to open the public participation portion of the meeting.

Unanimously carried

Member(s) of the audience who addressed the Board and their comment(s) [*Board of Trustees' comments are in italics*]:

- 1.) **Sergio Fornasiero-Village resident**- Thinks Glen Park is a wonderful asset. Discussed whether Touch of Brass could be bought/donated to the Village so it can become part of Glen Park. Could enhance the entrance with green space, benches, etc. [*Attorney Grieco clarified the Village cannot solicit donations, but they can accept donations.*]
- 2.) **Nick Roth-Village resident**-Asked about dam grant with FEMA. Status and dollar amount. Asked the Board if the LWRP was part of the strategy? [*Ben Vilonen clarified this study was based on the corridor established by LWRP.*] Asked if Town of Amherst was involved with study. [*Mayor Hunt said Supervisor Kulp was going to wait for the results from the FEMA study. Deputy Mayor DeLano said he will check in with Town on this.*] Asked about NY Forward grant and how much the Village applied for? [*Mayor Hunt answered \$4.5 million to upgrade S. Long end of Village including S. Long Park, Lehigh Station, Section House & DPW.*]

**Minutes of the regular meeting of the Village of Williamsville Board of Trustees held at Village of Williamsville, 5565 Main Street, Williamsville, NY on Monday, January 8, 2024 at 7:30 p.m.**

- 3.) **Joe Stalteri -Village resident-** Asked about Davolio awning. [*Mayor Hunt replied it was in the Courts.*] Met with T&S committee. Didn't feel they had a sense of urgency. Wants to know if we could make Rinewalt one way? [*Deputy Mayor DeLano-We were evaluating proposed drawings to determine best plan.*]
- 4.) **Tom Frank-Village resident-** GBNRTC has a meeting January 3<sup>rd</sup>. Part of long-term plan through 2050 multi-phase project. UB School of Architecture & Planning deadlines January 19 for Federal funding. Amherst Planning Board meeting to discuss public participation about Amherst Central Park greenway.

**ON MOTION** by Mayor Hunt, seconded by Trustee Torre, it was moved at 8:04 pm to close the public participation.

Unanimously carried

**Report – Mayor Hunt**

**ON MOTION** by Mayor Hunt, seconded by Trustee Celeste the following resolution was adopted:

**RESOLVED**, that the following *budget transfers* are hereby made in the *General Fund* for the **2023-2024** fiscal year:

To:	001-1110-4190-0000 (Village Justices/Stenographer) .....	\$210.00
From:	001-1110-4161-0000 (Village Justices/Audit) .....	\$210.00
To:	001-1410-4161-0000 (Village Clerk/Audit) .....	\$5,540.00
	001-1410-4450-0000 (Village Clerk/Misc) .....	\$186.00
	001-1410-4600-0000 (Village Clerk/Computer Support) .....	\$403.00
From:	001-1410-4030-0000 (Village Clerk/Printing & Advertising) .....	\$3,129.00
	001-1410-4055-0000 (Village Clerk/Tax Collection-Lockbox).....	\$2,000.00
	001-1410-2000-0000 (Village Clerk/Equipment).....	\$1,000.00
To:	001-1411-4810-0000 (Records Management/Electronics Records Storage) .....	\$3,572.00
From:	001-1411-1110-0000 (Records Management/Service Contracts) .....	\$3,572.00
To:	001-1620-4071-0000 (Buildings/Sewer Charges) .....	\$172.00
	001-1620-4230-0000 (Buildings/Buildings Maint.) .....	\$3,268.00
From:	001-1620-4070-0000 (Buildings/Utilities) .....	\$2,500.00
	001-1620-4160-0000 (Buildings/Building Repairs).....	\$940.00
To:	001-3410-4160-3402 (Fire Protection/Truck Expense Engine 2) .....	\$330.00
	001-3410-4230-0000 (Fire Protection/Explorer Past) .....	\$200.00
From:	001-3410-4470-0000 (Fire Protection/Building Maintenance) .....	\$530.00

**Minutes of the regular meeting of the Village of Williamsville Board of Trustees held at Village of Williamsville, 5565 Main Street, Williamsville, NY on Monday, January 8, 2024 at 7:30 p.m.**

To:	001-3410-4160-3409 (Fire Protection/Inspection Truck 9).....	\$21.00
	001-3410-4160-3407 (Fire Protection/Inspection R7).....	\$21.00
	001-3410-4160-3404 (Fire Protection/Oil Change/Inspection R4) .....	\$122.00
From:	001-3410-4160-0000 (Fire Protection/Truck Expense).....	\$164.00
To:	001-5010-4450-0000 (Street Admin./Misc.) .....	\$20.00
From:	001-5010-4111-0000 (Street Admin./Internet Access.).....	\$20.00
To:	001-5110-4161-0905 (Street Maint./Repairs 2007 Int'l Sander/Plow/Dump) .....	\$18.00
	001-5110-4161-0906 (Street Maint./Repairs2007 Int'l 4300 Dump).....	\$1153.00
	001-5110-4161-0913 (Street Maint./Repairs 1993 GMC CJ-1600 Sewer Jet).....	\$1299.00
	001-5110-4161-0914 (Street Maint./Repairs 2017 Wille Sidewalk Plow).....	\$118.00
	001-5110-4161-0916 (Street Maint./Repairs 2012 Chevy 2500 LTD 4x4) .....	\$21.00
	001-5110-4161-0917 (Street Maint./Repairs 2018 Chevy 3500 HD 4x4) .....	\$26.00
	001-5110-4161-0919 (Street Maint./Repairs 2021 Chevy Pickup) .....	\$26.00
	001-5110-4161-0921 (Street Maint./Repairs 2008 Ford F-250 Pickup Green).....	\$21.00
	001-5110-4161-0926 (Street Maint./Repairs 2012 Chevy Tahoe) .....	\$799.00
From:	001-5110-4161-0000 (Street Maint./Repairs to Equipment) .....	\$3481.00
To:	001-8560-2000-0000 (Shade Trees/Equipment).....	\$62.00
	001-8560-4360-0000 (Shade Trees/Tress Replacement Regular) .....	\$701.00
From:	001-8560-4280-0000 (Shade Trees/Equipment Rental) .....	\$763.00

Unanimously carried

**ON MOTION** by Mayor Hunt, seconded by Trustee Celeste, the following resolution was adopted:

**RESOLVED**, that payroll and vouchers in the amount of **\$257,989.81** covering the period from **12/4/2023 to 12/31/2023** are hereby approved as follows:

<b>PAYROLL COVERING 12/4/2023-12/31/2023</b>	<b>\$ 74,929.56</b>
<b>VOUCHERS COVERING- 12/8/2023-12/31/2023</b>	
<b>GENERAL FUND</b>	<b>\$ 140,796.76</b>
<b>WATER FUND-</b>	<b>\$ 0.00</b>
<b>SEWER FUND-</b>	<b>\$ 5,274.15</b>
<b>GLEN PARK FUND-</b>	<b>\$ 898.97</b>
<b>TRUST &amp; AGENCY FUND-</b>	<b>\$ 36,090.37</b>
<b>DEBT SERVICE FUND-</b>	<b>\$ <u>0.00</u></b>
	<b>\$ 183,060.25</b>
 <b>GRAND TOTAL</b>	 <b>\$ 257,989.81</b>

Unanimously carried

**Minutes of the regular meeting of the Village of Williamsville Board of Trustees held at Village of Williamsville, 5565 Main Street, Williamsville, NY on Monday, January 8, 2024 at 7:30 p.m.**

**ON MOTION** by Mayor Hunt, seconded by Trustee Torre, the following resolution was adopted:

**RESOLVED**, that *Kristine Voight* of 8 Michael Anthony Lane, Depew, NY, is hereby appointed as *Deputy Treasurer* with Village of Williamsville at \$62,000.00 per year effective January 2, 2024.

Unanimously carried

**ON MOTION** by Mayor Hunt, seconded by Deputy Mayor DeLano, the following resolution was adopted with corrections:

**RESOLVED**, that the following Fee Schedule is hereby adopted as amended for the 2023-2024 official Village year:

**CLERK'S OFFICE:**

Bounced Check.....	\$20.00
<b>Mayor's Permit:</b>	
Residential .....	<b>\$50.00 per event</b>
Business-Vendors .....	<b>\$75.00 per event</b>
Music on Main.....	<b>\$500.00 per venue/per season</b>
Street Peddlers or Vendors (with or without a Vehicle)	
Background Check Required.....	\$100.00 each person/90days
Refundable Clean-up Deposit for Parades/Races/Walks .....	<b>\$250.00</b>
Snowplow Permit .....	\$40.00 per vehicle
Tax Certificate .....	\$25.00 per property
Unpaid Charges Placed On Tax Roll .....	\$40.00
Duplicate Tax Bill .....	\$1.00
Unpaid Tax Notice Letter .....	\$2.00

**PARK STRUCTURE FEES:**

**Island Park Small Shelter:**

All uses: .....	<b>\$100.00</b>
Refundable Security Deposit: .....	<b>\$100.00</b>
Alcoholic Beverage Permit fee: .....	\$75.00

**Schlifke Large Pavilion:**

Personal/Family/Charitable .....	<b>\$300.00</b>
Refundable Security Deposit .....	<b>\$300.00</b>
All Others .....	<b>\$750.00</b>
All Others' refundable security deposit .....	<b>\$750.00</b>
Alcoholic Beverage Permit fee: .....	\$75.00

**Minutes of the regular meeting of the Village of Williamsville Board of Trustees held at Village of Williamsville, 5565 Main Street, Williamsville, NY on Monday, January 8, 2024 at 7:30 p.m.**

**All-Island Event:** *(Requires Village Board Approval; Island cannot be closed off to general public)*

Not-for-Profit Event .....	\$500.00
Refundable Security Deposit .....	\$500.00
All Others .....	<b>\$1,500.00</b>
Refundable Security Deposit .....	<b>\$1,500.00</b>
Alcoholic Beverage Permit fee: .....	\$75.00
Alcoholic Beverage Permit fee Vendor Events .....	<b>\$250.00 each vendor</b>

**Garrison Park Gazebo:**

All uses .....	<b>\$150.00</b>
Refundable Security Deposit .....	<b>\$150.00</b>
Alcoholic Beverage Permit fee N/A <i>(No alcohol allowed in Garrison Park)</i>	

**South Long Park Shelter:**

All uses .....	<b>\$150.00</b>
Refundable Security Deposit .....	<b>\$150.00</b>
Alcoholic Beverage Permit fee N/A <i>(No alcohol allowed in South Long Park)</i>	

**Cancellation Fee:**

With 30 days written notice .....	50%
With less than 30 days written notice .....	\$0.00 <i>(No refund)</i>

Unanimously carried

**ON MOTION** by Mayor Hunt, seconded by Deputy Mayor DeLano, the following resolution was adopted:

**WHEREAS**, the next Special Village Election will be held on June 18, 2024; and

**WHEREAS**, the offices to be filled and the terms thereof, are as follows:

One (1) Trustee for a term of one (1) year

**NOW, THEREFORE, BE IT RESOLVED**, that the Administrator is hereby authorized to publish a legal notice designating the date of the special election, the office to be filled, and the terms thereof in the January 17, 2024 Amherst Bee.

Unanimously carried

**Minutes of the regular meeting of the Village of Williamsville Board of Trustees held at Village of Williamsville, 5565 Main Street, Williamsville, NY on Monday, January 8, 2024 at 7:30 p.m.**

**ON MOTION** by Mayor Hunt, seconded by Trustee Torre, the following resolution was adopted:

**WHEREAS**, the next Special Village Election is to be held on Tuesday, June 18, 2024; and

**WHEREAS**, the hours of voting shall be from 12:00 noon until 9:00 p.m.

**NOW, THEREFORE, BE IT RESOLVED**, that said Village has one (1) election district which includes the entire area of the municipal boundaries of the Village of Williamsville; and

**BE IT FURTHER RESOLVED** that the sole polling place of holding such election shall be at Williamsville Village Hall, 5565 Main Street, Williamsville.

Unanimously carried

**ON MOTION** by Mayor Hunt, seconded by Deputy Mayor DeLano, it was moved at 8:20pm to go off agenda:

Unanimously carried

**ON MOTION** by Mayor Hunt, seconded by Trustee Torre, the following resolution was adopted:

**RESOLVED**, that the Administrator is hereby authorized to publish a notice in the Villages official newspaper announcing that the Villages Audited Annual Financial report for

2022-2023 fiscal year has been filed with the NY State Comptroller's Office and is available for inspection in the Village Clerk's office.

Unanimously carried

**ON MOTION** by Mayor Hunt, seconded by Trustee Celest, the following resolution was adopted:

**RESOLVED**, that the Mayor is hereby authorized and directed to sign the Pre-Hospital Emergency Medical Services Agreement between the Towns of Amherst, Clarence and Newstead, Villages of Akron & Williamsville, Clarence, Eggertsville & Snyder Fire Districts, on the one hand, and Twin City Ambulance Corp. on the other hand, effective January 1, 2024.

**Minutes of the regular meeting of the Village of Williamsville Board of Trustees held at Village of Williamsville, 5565 Main Street, Williamsville, NY on Monday, January 8, 2024 at 7:30 p.m.**

Unanimously carried

**ON MOTION** by Mayor Hunt, seconded by Deputy Mayor DeLano, it was moved at 8:25pm to go back to regular agenda:

Unanimously carried

**Report – Deputy Mayor DeLano**

**ON MOTION** by Deputy Mayor DeLano, seconded by Trustee Mayor Hunt, the following resolution was adopted:

**WHEREAS**, the Village Board desires to pursue funds opportunities to complete the Main Street Sidewalk Gap Project Phase II.

**WHEREAS**, the Village Board desires to provide this type of facility to residents at the lowest possible cost to the Village and Village taxpayers, and

**WHEREAS**, the Village Board desires to apply for financial assistance from the NYSDOT Transportation Alternative Program (TAP), and

**WHEREAS**, the Village Board commits to providing the required local matching funds to insure the timely implementation of the proposed project.

**THEREFORE BE IT RESOLVED**, that the Village Board authorizes and submits an application for the New York State Department of Transportation: 2023 Transportation Alternative Program funds for the Main Street Sidewalk Gap Project Phase II in an amount not to exceed \$3,280,000.00 (80% of the total project cost of \$4,100,000.00), and

**BE IT FURTHER RESOLVED**, that upon approval of the application for financial assistance that the Village make available \$820,000.00 (20%) in matching funds to satisfy the requirements of the funding program, and

**BE IT FURTHER RESOLVED**, that the Village Board authorizes the Mayor to sign all documents and agreements related to the Transportation Alternative Program (TAP) application

**RESOLVED**, That Christine Hunt, as Mayor of the Village of Williamsville, is hereby authorized and directed to file an application for funds from the New York State Department of Transportation, Transportation Alternatives Program, in an amount no less than 20% of the approved funding and upon approval of said request to enter into and execute a project agreement with the State of New York for such financial assistance to the Village of Williamsville for the proposed Main Street Sidewalk Gap Project Phase II.

**Minutes of the regular meeting of the Village of Williamsville Board of Trustees held at Village of Williamsville, 5565 Main Street, Williamsville, NY on Monday, January 8, 2024 at 7:30 p.m.**

Unanimously carried

**Report – Trustee Torre**

**ON MOTION** by Trustee Torre, seconded by Mayor Hunt, the following resolution was adopted as written:

**WHEREAS**, the Village Meeting House has been declared a local historic landmark; and

**WHEREAS**, the front entrance of the Meeting House building needs upgrades to improve its sustainability against weather conditions; and

**WHEREAS**, the current condition of the existing doors could lead to building security and accessibility issues;

**NOW THEREFORE BE IT RESOLVED**, that the 2024 Community Development Block Grant (CDBG) funding of approximately \$44,000 be allocated to repairing and upgrading the Village Meeting House front entrance.

**RESOLVED**, that the Administrator is hereby authorized to approve proposal from Abstract Architecture in the amount of \$6500.00 for the consultation on installation of new entry door and door frame at the Village Meeting House 5655 Main Street, Williamsville NY.

Unanimously carried

**Report – Trustee Celeste**

**ON MOTION** by Trustee Celeste, seconded by Trustee Torre, the following resolution was adopted as written:

**WHEREAS**, the need to procure an additional IT server for Village Hall dedicated to the Village camera surveillance operating system and file storage has become evident;

**NOW THEREFORE BE IT RESOLVED**, that the Board hereby approves the purchase and installation of a new Dell server to be located at Village Hall;

**RESOLVED**, that the Administrator is hereby authorized to approve quote from current provider, Digital Surveillance Solutions, in the amount of \$10,015.98 for new server at Village Hall, backup configuration and restore, and update of client workstations.

Unanimously carried

**Minutes of the regular meeting of the Village of Williamsville Board of Trustees held at Village of Williamsville, 5565 Main Street, Williamsville, NY on Monday, January 8, 2024 at 7:30 p.m.**

**ON MOTION** by Mayor Hunt, seconded by Trustee Torre, it was moved at 8:20pm to open the Executive Session portion of the agenda to discuss the status of two employees:

Unanimously carried

**ON MOTION** by Mayor Hunt, seconded by Trustee Torre, it was moved at 8:33pm to close the Executive Session portion of the agenda.

Unanimously carried

**Report – Trustee Hahn**

**ON MOTION** by Trustee Hahn, seconded by Deputy Mayor DeLano, the following resolution was adopted:

**RESOLVED**, the Clerk-part time for the Village of Williamsville Court is authorized to work up to 32 hours per week effective January 2, 2024.

Unanimously carried

**ON MOTION** by Trustee Hahn, seconded by Mayor Hunt, the following resolution was adopted:

**RESOLVED**, that the Village Board authorizes Kevin Stahrr, DPW employee to continue to work part time on an interim basis effective immediately to be revisited in 90 days or sooner if requested.

Unanimously carried

**Minutes of the regular meeting of the Village of Williamsville Board of Trustees held at Village of Williamsville, 5565 Main Street, Williamsville, NY on Monday, January 8, 2024 at 7:30 p.m.**

**Staff Reports:**

*Attorney Grieco: No report*

*Administrator Canell: No report*

*DPW Crew Chief: No report*

**ON MOTION** by Mayor Hunt, seconded by Deputy Mayor DeLano, it was moved to adjourn the meeting at 8:49 pm.

Unanimously carried

---

Sue Canell  
Administrator/Clerk-Treasurer