

**Minutes of the Reorganization Meeting of the Board of Trustees of the Village of Williamsville held in the Williamsville Village Hall, 5565 Main Street, Williamsville, New York on Monday, April 3, 2000 at 6:15 P.M.**

Present:	Basil J. Piazza	Mayor
	Joseph Frese	Trustees
	Richard Langenfeld	
	William Wutz	
	Barbara Schofield	
	Sally A. Kuzon	Administrator/Clerk-Treasurer
	Lynda L. Juul	Deputy Clerk Treasurer
	Patrick Kelly	Village Attorney

Mayor Piazza opened the meeting at 6:15 p.m., seconded by Trustee Frese.

Mayor Piazza announced that \_\_\_\_\_ Joseph Frese \_\_\_\_\_ would be Deputy Mayor for the 2000-2001 official Village year.

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

RESOLVED that the official year will run from April 3, 2000 – July 2, 2001.

Unanimously carried.

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

RESOLVED that Sally A. Kuzon is appointed Administrator/Clerk-Treasurer for the period April 3, 2000 – June 30, 2003.

Unanimously carried.

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

RESOLVED that the Mayor is authorized to sign an employment contract between the Village Administrator/Clerk-Treasurer and the Village of Williamsville for the period April 3, 2000 to June 30, 2003.

Unanimously carried.

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

RESOLVED that Sally A. Kuzon is appointed Registrar of Vital Statistics for the period April 3, 2000 to June 30, 2003.

Unanimously carried.

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

RESOLVED that Patrick Kelly is hereby appointed Village Attorney for the 2000-2001 official Village year.

Unanimously carried.

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

RESOLVED that Richard Czechowicz is hereby appointed Acting Village Justice for the 2000-2001 official Village year.

Unanimously carried.

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

RESOLVED that Lynda L. Juul is appointed the Deputy Clerk-Treasurer for the 2000-2001 official Village year.

Unanimously carried.

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

RESOLVED that Elaine Smith-Honan is appointed Secretary to the Mayor for the 2000-2001 official Village year.

Unanimously carried.

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

RESOLVED that Elaine Smith-Honan is appointed Deputy Registrar and Lynda L. Juul, Joyce Brewer and Gail Sears are appointed Sub-Registrars for the 2000-2001 official Village year.

Unanimously carried.

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

RESOLVED that Sally A. Kuzon is appointed Collector of Taxes and Assessments for the 2000-2001 official Village year.

Unanimously carried.

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

RESOLVED that the Williamsville Historical Society is hereby appointed Village Historian for the 2000-2001 official Village year.

Unanimously carried.

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

RESOLVED that Glenn Murray is hereby appointed Prosecutor for the 2000-2001 official Village year.

Unanimously carried.

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

RESOLVED that the following annual appointments are hereby made for the 2000-2001 official Village year:

MAYOR PIAZZA

1. Insurance
2. Mayor's Advisory Committee
3. Personnel
4. Utilities
5. Community Development

TRUSTEE FRESE

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

TRUSTEE LANGENFELD

1. Criminal Justice Committee
2. Fire Department
3. Glen Park Joint Board

4. Justice Court
5. Traffic & Safety Committee
6. Environmental Committee

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TRUSTEE SCHOFIELD

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

TRUSTEE WUTZ

1. Dept. of Public Works
2. Meeting House
3. Historic Preservation
4. Parks
5. Town of Amherst Task Force on Drug Abuse

Unanimously carried.

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

RESOLVED that O'Brien & Gere are hereby appointed Engineers of Record for the 2000-2001 official Village year.

Unanimously carried.

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

RESOLVED that the Village Board hereby adopts the attached Rules as the Rules & Procedures of the Village of Williamsville Board to be followed during the 2000-2001 official Village year.

Unanimously carried.

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

RESOLVED that the Village Board hereby adopts the attached Emergency Preparedness Plan as the Official Plan for the 2000-2001 official Village year.

Unanimously carried.

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

RESOLVED that the Village Board hereby adopts the attached Hazardous Materials Emergency

Response Plan as the official plan for the 2000-2001 official Village year.

Unanimously carried.

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

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

Unanimously carried.

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

RESOLVED THAT the Amherst Bee is hereby designated the official newspaper for the Village of Williamsville for the 2000-2001 official Village year.

Unanimously carried.

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

RESOLVED THAT the reimbursement rate for the authorized use of private motor vehicles for Village business is thirty one cents (31¢) per mile.

Unanimously carried.

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

RESOLVED THAT the following depositories are designated by this Board of Trustees as the banks of deposit for the Village of Williamsville and all monies received by the Treasurer and Clerk of the Village of Williamsville:

Manufacturers and Traders Trust Co.  
HSBC Bank  
Fleet Bank  
Citibank New York State NA  
Key Bank of New York  
Chase Manhattan Bank NA

Unanimously carried.

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

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

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Unanimously carried.

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

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

INVESTMENT POLICY  
FOR VILLAGE OF WILLIAMSVILLE

I. SCOPE

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

II. OBJECTIVES

The primary objectives of the local government's investment activities are, in priority order,

- \* to conform with all applicable federal, state and other legal requirements (legal);
- \* to adequately safeguard principal (safety);
- \* to provide sufficient liquidity to meet all operating requirements (liquidity); and
- \* to obtain a reasonable rate of return (yield).

III. DELEGATION OF AUTHORITY

The governing board's responsibility for administration of the investment program is delegated to the Administrator/Clerk-Treasurer who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a database or records incorporating description and amounts of investments, transaction dates and other relevant

information and regulate the activities of subordinate employees.

IV. PRUDENCE

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

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

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

V. DIVERSIFICATION

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

VI. INTERNAL CONTROLS

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

VII. DESIGNATION OF DEPOSITARIES

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

<u>Depository Name</u>	<u>Maximum Amount</u>
Fleet Bank	\$ 1,000,000
HSBC Bank	100,000
Manufacturers & Traders Trust Company	500,000
Key Bank of New York	500,000
Chase Manhattan Bank	500,000

### 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:

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

### IX. SAFEKEEPING AND COLLATERALIZATION

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

The security agreement shall provide that eligible securities are being pledged to secure local government deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable

the local government to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the local government, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Village of Williamsville or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the **Minutes of the Reorganization Meeting of the Board of Trustees of the Village of Williamsville held in the Williamsville Village Hall, 5565 Main Street, Williamsville, New York on Monday, April 3, 2000 at 6:15 P.M.**

custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

#### X. PERMITTED INVESTMENTS

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

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

- \* Certificates of Participation (COPs) issued pursuant to GML §109-b.
- \* Obligations of this local government, but only with any moneys in a reserve fund established pursuant to GML §§6-c, 6-d, 6-e, 6-g, 6-h, 6-j, 6-k, 6-l, 6-m, or 6-n.

All investment obligations shall be payable or redeemable at the option of the Village of Williamsville within such times as the proceeds will be needed to meet expenditures for purposes for **Minutes of the Reorganization Meeting of the Board of Trustees of the Village of Williamsville held in the Williamsville Village Hall, 5565 Main Street, Williamsville, New York on Monday, April 3, 2000 at 6:15 P.M.**

which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Village of Williamsville within two years of the date of purchase.

#### XI. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Village of Williamsville shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution or dealer. All financial institutions with which the local government conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Village of Williamsville. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Administrator/Clerk-Treasurer is responsible for evaluating the financial position and maintaining a listing of proposed depositaries, trading partners and custodians. Such listing shall be evaluated at least annually.

#### XII. PURCHASE OF INVESTMENTS

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

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

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

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

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custodial agreement as described in General Municipal Law, §10.

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

**XIII. REPURCHASE AGREEMENTS**

Repurchase agreements are authorized subject to the following restrictions:

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

APPENDIX A

Schedule of Eligible Securities

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

X (ii) Obligations issued or fully guaranteed by the International Bank for Reconstruction and Development  
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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.

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

RESOLVED that the following building department fee schedule is hereby adopted for the 2000-2001 official Village year:

BUILDING PERMIT FEE SCHEDULE

RESIDENTIAL BUILDINGS AND/OR ADDITIONS:

Up to 1,000 sq. ft. of floor area.....	\$100.00
Over 1,000 sq. ft. ....	\$100 plus \$.06 ea. sq. ft.
Garage, attached/detached .....	\$35.00

**RESIDENTIAL ALTERATIONS AND EQUIPMENT INSTALLATIONS:**

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

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**DEMOLITIONS**

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

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

0 - 1,000 sq. ft. floor area .....	\$100.00
Over 1,000 sq. ft. ....	\$100 plus \$.08 ea. sq. ft.
Alterations/Repairs/Conversions .....	\$100.00
Equipment Installations .....	\$50.00
New Off-Street Parking .....	\$5/space

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

Unanimously carried.

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

**RESOLVED THAT** the following residents are hereby appointed to the Beautification Committee until the end of the 2000-2001 official Village year.

1. Marie Phillips
2. Mary Ann Piazza
3. Chris Chase
4. Peg Allaire
5. Carol Strahl
6. Deborah Habes

7. Joan Deinhart
8. Jean Duffy
9. Jim Maley
10. Frank Weckerle
11. Richard Duffy
12. Angela Barczak
13. Myra Lenz
14. Paul Krieter
15. Joan Maley
16. Dorothy Stack
17. Gretchen O'Connor
18. Laurie Schlosser
19. Charles Werth
20. Wendy Schutte
21. Joan Lazarus

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FURTHER RESOLVED THAT Jean Duffy is hereby designated Chairperson and Wendy Schutte is hereby designated Co-Chairperson until the end of the 2000-2001 official Village year.

Unanimously carried.

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

RESOLVED THAT Gerald Fornes is hereby appointed to the Zoning Board of Appeals until the end of the 2004-2005 official Village year.

Unanimously carried.

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

RESOLVED that the following persons are hereby appointed to the Criminal Justice Committee until the end of the 2000-2001 official Village year:

1. Capt. Enzo Villalta (Police Liaison)
2. Nancy Haug
3. Gail Adema
4. Joanne Miechowski, Ch.
5. Michael Miechowski
6. Vacant
7. Vacant

FURTHER RESOLVED THAT Joanne Miechowski is hereby designated

Chairperson until the end of the 2000-2001 official Village year.

Unanimously carried.

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

RESOLVED THAT the following residents are hereby appointed to the Environmental Advisory Council until the end of the 2000-2001 official Village year:

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

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FURTHER RESOLVED THAT Frank Mischler is hereby designated Chairperson until the end of the 2000-2001 official Village year.

Unanimously carried.

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

RESOLVED THAT the following residents are hereby appointed to the Mayor's Advisory Council until the end of the 2000-2001 official Village year.

1. Marina Woolcock
2. Walter Pacer
3. Donald Schueckler
4. John Tammaro
5. Peter Galie
6. Vacant
7. Vacant

FURTHER RESOLVED THAT John Tammaro is hereby designated Chairperson until the end of the 2000-20001 official Village year.

Unanimously carried.

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

RESOLVED THAT the following residents are hereby appointed to the Meeting House

Management Committee until the end of the 2000-2001 official Village year:

1. Gartley Weller
2. Paul Sugg
3. Carolyn Schlifke
4. Mary Lowther
5. Vacant

FURTHER RESOLVED THAT Gartley Weller is hereby designated Chairperson until the end of the 2000-2001 official Village year.

Unanimously carried.

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

RESOLVED that the Parks Committee is reduced to a 5-member board effective April 3, 2000 each term will be one year.

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Unanimously carried.

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

RESOLVED THAT the following residents are hereby appointed to the Parks Committee until the end of the 2000-2001 official Village year:

1. Beth Donnelly
2. Paul Krieter
3. Laurie Schlosser
4. Vacant
5. Vacant

FURTHER RESOLVED THAT Beth Donnelly is hereby designated Chairperson until the end of the 2000-2001 official Village year.

Unanimously carried.

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

RESOLVED THAT the following residents are hereby appointed to the Planning/Architectural Review Board until the end of the 2002-2003 official Village year:

1. Doug Adema
2. Trey Measer

FURTHER RESOLVED THAT Wesley Stone is hereby designated Chairperson until the end of the 2000-2001 official Village year.

Unanimously carried.

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

RESOLVED that the following are hereby appointed to the Records Management Committee until the end of the 2000-2001 official Village year:

1. Sally A. Kuzon
2. Basil Piazza
3. Patrick Kelly
4. Cheri Carver
5. Lynda L. Juul
6. Vacant
7. Vacant

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Unanimously carried.

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

RESOLVED THAT the following residents are hereby appointed to the Senior Citizens Committee until the end of the 2002-2003 official Village year:

1. Rita Andrews
2. Dolores Hitzges
3. Rita Breen
4. Vacant                                      official 00-01 year
5. Vacant                                      official 01-02 year
6. Vacant                                      official 01-02 year
7. Vacant                                      official 01-02 year

FURTHER RESOLVED THAT Rita Andrews is hereby designated Chairperson until the end of the 2000-2001 official Village year.

Unanimously carried.

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

RESOLVED THAT the following residents are hereby appointed to the Traffic and Safety Committee until the end of the 2000-2001 official Village year:

1. Lt. Kevin Hoffman (Amherst Police Officer)
2. Rita Andrews
3. Edwin Lavery
4. Harmon Whipple
5. Cliff Horey
- 6 .Thomas McMahon
7. Pat Armitage

FURTHER, RESOLVED THAT Harmon Whipple is hereby designated Chairperson until the end of the 2000-2001 official Village year.

Unanimously carried.

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

RESOLVED THAT the following residents are hereby appointed to the Youth and Recreation Committee until the end of the 2000-2001 official Village year:

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1. Barbara Gruppo
2. Rita Andrews
3. Darlene Maple
4. Richard Czechowicz
5. Patricia Batt
6. Joanne Kiefer
7. Cathleen Dukarm
8. Vacant
9. Vacant

FURTHER RESOLVED THAT Darlene Maple is hereby designated Chairperson for the 2000-2001 official Village year.

Unanimously carried.

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

RESOLVED THAT Brad Archdeacon is hereby appointed as Tree Warden until the end of the 2000-2001 official year.

Unanimously carried.

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

RESOLVED THAT the firm of L. R. Frank Associates, Inc. is hereby appointed as the Insurance Broker of Record until the end of the 2000-2001 official year.

Unanimously carried.

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

RESOLVED that the Village Board hereby adopts the following Procurement Policy as the official Procurement Policy for the 2000-2001 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 **Minutes of the Reorganization Meeting of the Board of Trustees of the Village of Williamsville held in the Williamsville Village Hall, 5565 Main Street, Williamsville, New York on Monday, April 3, 2000 at 6:15 P.M.**

RESOLVED, that the VILLAGE OF WILLIAMSVILLE does hereby adopt the following procurement policy which is intended to apply to all goods and services which are not required by law to be publicly bid.

#### PROCUREMENT POLICY FOR THE VILLAGE OF WILLIAMSVILLE

1. Every purchase to be made must be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year. The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: purchase contracts under \$10,000 and public works contracts under \$20,000; emergency purchases; certain municipal hospital purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under State and county contracts; and surplus and second-hand purchases from another governmental entity.

The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or any other written documentation that is

appropriate.

2. All goods and services will be secured by use of written requests for proposals, written quotations, verbal quotations, or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided, except in the following circumstances: purchase contracts over \$10,000 and public works contracts over \$20,000; goods purchased from agencies for the blind or severely handicapped pursuant to Section 175-b of the State Finance Law; goods purchased from correctional institutions pursuant to Section 186 of the Correction Law; purchases under State contracts pursuant to Section 104 of the General Municipal Law; purchases under county contracts pursuant to Section 103(3) of the General Municipal Law; or purchases pursuant to subdivision 6 of this policy:

3. The following method of purchase will be used when required by this policy in order to achieve the highest savings:

<u>Estimated Amount of Purchase Contract</u>	<u>Method</u>
\$500 - \$2,999	3 verbal quotations
\$3,000 - \$9,999	3 written/fax quotations or 3 written request for proposals

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

A good faith effort shall be made to obtain the required number of proposals or quotations. If the Village purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to the procurement.

4. Documentation is required of each action taken in connection with each procurement.

5. Documentation and an explanation is required whenever a contract is awarded to other than the lowest responsible offeror. This documentation will include an explanation of how the award will achieve savings or how the offeror was not responsible. A determination that the offeror is not responsible shall be made by the purchaser and may not be challenged under any circumstances.

6. Pursuant to General Municipal Law Section 104-b(2)(f), the procurement policy may contain

circumstances when, or types of procurement for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the municipality. In the following circumstances it may not be in the best interests of the VILLAGE OF WILLIAMSVILLE to solicit quotations or document the basis for not accepting the lowest bid:

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.

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

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

d. Goods or services under \$500. The time and documentation required to purchase through this policy may be more costly than the item itself and would therefore not be in the best interests of the taxpayer. In addition, it is not likely that such de minimis contracts would be awarded based on favoritism.

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

Unanimously carried.

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

RESOLVED that the following fee schedule is hereby adopted for 2000-2001 official Village year:

Clerk's Office

Bounced Checks	\$20.00
Mayors Permits	15.00
Street peddlers or vendors	
with vehicle	30.00
without vehicle	15.00
Snowplow Permit	15.00
Tax Certificates	7.50
Unpaid Water Placed on Tax Roll	20.00
Duplicate Tax bills	.50
Unpaid Tax Notice Letter	1.00 per notice

Park Structure Fees

Island Park	
Small Shelter	30.00 Village 60.00 Non-Village
Large Pavilion	100.00 Village

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Charitable Activities	175.00 - Non-Village 125.00 - Village res. 125.00 - Non-Village
Fund Raising events or Company Parties	175.00
Alcohol Permits	40.00

Meeting House Use Fees

Custodial Fee	15.00
Rental fee	55.00 per day
Wedding & Rehearsal	175.00

Unanimously carried.

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

RESOLVED THAT the Village of Williamsville hereby authorizes the Town of Amherst to maintain the

South Long Street ball diamonds for the 2000 baseball season. As part of this authorization, the Town of Amherst will collect all fees and be responsible for scheduling all games with the understanding that any Village of Williamsville team will be given first preference in the scheduling of games.

Unanimously carried.

ON MOTION by Mayor Piazza, seconded by Trustee Frese, the meeting was adjourned at 6:50 p.m.

Sally A. Kuzon  
Administrator/Clerk-Treasurer