

Minutes of the annual Re-organization meeting held by the Village of Williamsville Board of Trustees on Monday, July 2, 2012, at 6:00 p.m., at Village Hall, 5565 Main Street, Williamsville, New York

Present: Brian J. Kulpa, Mayor
Brian J. Geary, Trustee
Basil J. Piazza, Trustee
Amy R. Alexander, Trustee
Daniel O. DeLano, Trustee

Lynda L. Juul, Administrator/Clerk-Treasurer

Mayor Kulpa opened the Re-organization meeting at 6:00 p.m. with the Pledge of Allegiance.

Mayor Kulpa appointed **Trustee Basil J. Piazza** as *Deputy Mayor* for the *2012-2013* official Village year.

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

RESOLVED, that **Jaecle Fleischmann & Mugel, LLP** is hereby appointed *Village Counsel* for the *2012-2013* official Village year.

Unanimously carried.

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

RESOLVED, that **Judith A. Kindron** is hereby appointed *Deputy Treasurer* for the *2012-2013* official Village year.

Unanimously carried.

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

RESOLVED, that **Deborah A. Habes** is hereby appointed *Deputy Clerk* for the *2012-2013* official Village year.

Unanimously carried.

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

RESOLVED, that Colleen K. Poules is hereby appointed *Secretary to the Mayor* for the **2012-2013** official Village year.

Unanimously carried.

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

RESOLVED, that Lynda L. Juul is hereby appointed as *Registrar of Vital Statistics* for the **2012-2013** official Village year.

Unanimously carried.

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

RESOLVED, that Deborah A. Habes is appointed *Deputy Registrar of Vital Statistics* and Judith A. Kindron, Colleen K. Poules and Joyce K. Brewer are appointed *Sub-Registrars of Vital Statistics* for the **2012-2013** official Village year.

Unanimously carried.

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

RESOLVED, that Lynda L. Juul is appointed *Collector of Taxes and Assessments* for the **2012-2013** official Village year.

Unanimously carried.

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

RESOLVED, that **Lynda L. Juul** is appointed *Records Management Officer* for the *2012-2013* official Village year.

Unanimously carried.

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

RESOLVED, that **Lynda L. Juul** is appointed *Records Management Access Officer* for the *2012-2013* official Village year.

Unanimously carried.

The following resolution was held:

RESOLVED that the _____ is hereby appointed *Village Historian* for the *2012-2013* official Village year.

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

RESOLVED, that **Thomas E. Webb** is hereby appointed *Prosecutor* for the *2012-2013* official Village year.

Unanimously carried.

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

Village Board Liaison-ships are appointed as follows:

MAYOR KULPA

1. Williamsville Business Association Co-Liaison
2. Special Events Committee Co-Liaison
3. Personnel
4. Insurance
5. Glen Park Joint Board Co-Liaison
6. Mill Committee
7. Traffic & Safety Committee Co-Liaison
8. Theater, History, Entertainment Committee

TRUSTEE PIAZZA

1. Beautification Committee Co-Liaison
2. Planning and Architectural Review Board
3. Amherst Utility Cooperative
4. Department of Public Works
5. Zoning Board of Appeals
6. Environmental Advisory Council
7. Williamsville Business Association Co-Liaison

TRUSTEE GEARY

1. Beautification Committee Co-Liaison
2. Parks Committee Co-Liaison
3. Tree Board Co-Liaison
4. Fire Dept.
5. Inter-governmental Agency
6. Emergency Preparedness Information Committee Co-Liaison
7. Amherst Police Dept.

TRUSTEE ALEXANDER

1. Special Events Committee Co-Liaison
2. Meeting House Committee
3. Youth & Recreation Committee
4. Lehigh Memory Trail Committee Co-Liaison
5. Parks Committee Co-Liaison
6. Glen Park Joint Board Co-Liaison

TRUSTEE DELANO

1. Tree Board Co-Liaison
2. Historic Preservation Commission
3. Emergency Preparedness Information Committee Co-Liaison
4. Traffic & Safety Committee Co-Liaison
5. Lehigh Memory Trail Committee Co-Liaison

Unanimously carried.

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ON MOTION by Mayor Kulpa, seconded by Trustee Alexander, 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 **2012-2013** official Village year.

Unanimously carried.

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

RESOLVED, that the Village Board hereby adopts the “***Rules of Procedure***” as modified, to be followed by the Village of Williamsville Board of Trustees during the **2012-2013** official Village year.

Unanimously carried.

ON MOTION by Mayor Kulpa, 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 **2012-2013** official Village year.

Unanimously carried.

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

RESOLVED, that the Village Board hereby adopts the attached ***Emergency Preparedness Plan*** as modified, as the official plan for the **2012-2013** official Village year.

Unanimously carried.

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ON MOTION by Mayor Kulpa, 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 **2012-2013** official Village year.

Unanimously carried.

ON MOTION by Mayor Kulpa, seconded by Trustee Alexander, 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 2012 and December 2012, when the regular meetings will be held on Monday, July 23rd and Monday, December 17th, and for February 2012, when the second meeting will be held on Tuesday, February 26th; and that the 2013 Re-Organizational Meeting will be held on Monday, July 1, 2013, 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 Mayor Kulpa, seconded by Trustee Alexander, the following resolution was adopted:

RESOLVED, that the Wm. Schutt & Associates is hereby designated the *Engineer of Record* for the Village of Williamsville for the **2012-2013** official Village year.

Unanimously carried.

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

RESOLVED, that the Amherst Bee is hereby designated the *Official Newspaper* for the Village of Williamsville for the **2012-2013** official Village year.

Unanimously carried.

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

RESOLVED, that the firm of **The Evans Agency** is hereby appointed as the ***Insurance Broker of Record*** until the end of the ***2012-2013*** official year.

Unanimously carried.

ON MOTION by Mayor Kulpa, seconded by Trustee Piazza, 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 Mayor Kulpa, seconded by Trustee Piazza, 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.

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

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

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

Unanimously carried.

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ON MOTION by Mayor Kulpa, seconded by Trustee Alexander, 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
Evans Bank
First Niagara Bank
Five Star Bank
JPMorgan Chase
Key Bank of New York
Lakeshore Savings Bank
M & T Bank

Unanimously carried.

ON MOTION by Mayor Kulpa, seconded by Trustee Alexander, 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);

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- * to adequately safeguard principal (safety);
- * to provide sufficient liquidity to meet all operating requirements (liquidity); and
- * to obtain a reasonable rate of return (yield).

III. DELEGATION OF AUTHORITY

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

IV. PRUDENCE

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

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

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

V. DIVERSIFICATION

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

VI. INTERNAL CONTROLS

The Administrator/Clerk-Treasurer is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or

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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
Citizens' Bank	5,000,000
Evans Bank	5,000,000
First Niagara Bank	5,000,000
Five Star Bank	5,000,000
JPMorgan Chase	5,000,000
Key Bank of New York	5,000,000
Lakeshore Savings Bank	5,000,000
M & T Bank	5,000,000

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

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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, 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

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

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XII. PURCHASE OF INVESTMENTS

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

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

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

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

XIII. REPURCHASE AGREEMENTS

Repurchase agreements are authorized subject to the following restrictions:

- * All repurchase agreements must be entered into subject to a Master Repurchase Agreement.

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

APPENDIX A

Schedule of Eligible Securities

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

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ON MOTION by Mayor Kulpa, seconded by Trustee Alexander, 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 Trustee

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: \$2,220,000
Time Horizon: Long - More than 5 years

Modeled Return: 6%
1-Yr Loss Limit: -4.5%

"Safe Harbor" Compliance Options:
None selected

Allocation Range Legend

LL: Lower Limit
SA: Strategic Allocation

UL: Upper Limit

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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
	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

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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. 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

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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.

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.

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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.

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.

Minutes of the annual Re-organization meeting held by the Village of Williamsville Board of Trustees on Monday, July 2, 2012, at 6:00 p.m., at Village Hall, 5565 Main Street, Williamsville, New York

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.

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

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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
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

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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.
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.

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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 Kulpa, seconded by Trustee Geary, the following resolution was adopted:

RESOLVED, that the following *Fee Schedule* is hereby adopted for **2012-2013** official Village year:

CLERK'S OFFICE

Bounced Check	\$45.00
Mayor's Permit	\$30.00
Banner Permit	\$50.00
Street peddlers or vendors	\$30.00 per person
with vehicle	\$80.00 each vehicle
Refundable Clean-up deposit for Parades/races/walks	\$100.00
Snowplow Permit	\$35.00 per vehicle
Tax Certificate	\$20.00 per property
Water Status Letter	\$10.00
Unpaid Water/Sewer Placed on Tax Roll	\$20.00
Unpaid Tote Container on Tax Roll	\$25.00
Duplicate Tax bill	\$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	\$150.00
Refundable Security Deposit	\$150.00
All Others	\$250.00
All Others' refundable security deposit	\$250.00

All-Island Event (Requires Village Board Approval; Island may not be closed off to residents)

Community Event	\$250.00
Refundable Security Deposit	\$250.00
All Others	\$1,000.00
Refundable Security Deposit	\$1,000.00

Alcoholic Beverage Permit fee:

Multiple Vendor Events	\$75.00
	\$25.00 each vendor

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Garrison Park Gazebo:

Personal/Family/Charitable/Other	\$50.00
Refundable Security Deposit	\$50.00
Alcoholic Beverage Permit fee	N/A (No alcohol allowed in Garrison Park)

Glen Park Noll Nature Center:

All uses	\$75.00
Refundable Security Deposit	\$75.00
Alcoholic Beverage Permit fee	N/A (No alcohol allowed in Glen Park)

MEETING HOUSE USE FEES

Custodial Fee	\$50.00 per day
<i>Only for youth groups, Seniors, Village/Community organizations, rehearsal groups (other than wedding rehearsal) and not-for-profit groups</i>	
Use fee	\$100.00 per day
Wedding & Rehearsal	\$225.00
Wedding only	\$150.00
Refundable Security Deposit	\$100.00 (in addition to use fee)
<i>(Refundable after inspection of premises-subject to Village Board approval 2-3 weeks after event)</i>	
Cancellation Fee (50% refund with 30 days written notice – If less than 30 days written notice, refund is forfeited)	

Unanimously carried.

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

RESOLVED, that the following *Building Department Permit Fee Schedule* is hereby adopted for the 2012-2013 official Village year:

(See next page for Building Permit Fee Schedule)

Minutes of the annual Re-organization meeting held by the Village of Williamsville Board of Trustees on Monday, July 2, 2012, at 6:00 p.m., at Village Hall, 5565 Main Street, Williamsville, New York

**VILLAGE OF WILLIAMSVILLE
BUILDING PERMIT FEE SCHEDULE**

5565 Main Street, Williamsville, NY 14221 • (716) 632-7747 • Fax (716) 626-4964
Office Hours: Monday – Friday 8:00 am to 3:00 pm

Fees approved 7/2/2012 by resolution of the Village Board of Trustees

FILING FEES - NEW BUILDING OR ADDITION ONLY (fee charged when filing plan only)

Residential	\$50.00
Commercial.....	\$100.00

BUILDING PERMIT FEES

NOTE: Minimum fee is \$50.00 for Residential applications and \$100.00 for Commercial applications.

New Buildings, Additions, Renovations, Garages, Porches.....	\$8.00 per \$1000 constr.
Open Decks.....	\$75.00
Sheds/Utility Buildings	\$50.00
Swimming Pools	
Above Ground.....	\$75.00
In Ground.....	\$8.00 per \$1000 constr.
Temporary Structures/Tents.....	\$75.00
Roof Replacement.....	\$8.00 per \$1000 constr.
Siding.....	\$8.00 per \$1000 constr.
Fences.....	\$50.00
Fireplaces/Gas Appliances (each).....	\$50.00
Other Equipment (Air Conditioners, etc.)	
Residential	\$50.00
Commercial.....	\$75.00 first \$1000 constr.
	Plus
\$8.00 per \$1000	
Generators.....	\$75.00
Not Otherwise Specified	\$75.00 first \$1000 constr.
	Plus
\$8.00 per \$1,000	
Sidewalk/Curb Cut.....	\$50.00
Demolition.....	\$100.00 per 1,000 sf
Signs – Permanent (Requires Planning Board Approval)	
Under 25 sq. ft.	\$100.00
25 to < 35 sq. ft.	\$150.00
5 to < 45 sq. ft.	\$200.00
45 to < 55 sq. ft.	\$250.00
Over 55 sq. ft.	\$300.00 Plus \$10/sf over 55
Use Fee.....	\$10.00 per year

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Note: Use fee is in addition to permit fee and billed on a 5-year cycle; contact Building Dept. for details

Signs – Temporary

New Business (90 day permit).....	\$50.00
Existing Business (30 day permit with up to 2 renewals)	\$30.00
Banner Signs (per two week period up to 4 times per year)	\$50.00

SEASONAL OUTDOOR SEATING

Up to 6 Seats	\$100.00
Over 6 Seats.....	\$200.00

PLEASE NOTE:
FEES WILL AUTOMATICALLY BE DOUBLED
IF AN APPROVED PERMIT IS NOT SECURED BEFORE WORK COMMENCES!

VILLAGE OF WILLIAMSVILLE
BUILDING PERMIT FEE SCHEDULE

5565 Main Street, Williamsville, NY 14221 • (716) 632-7747 • Fax (716) 626-4964
 Office Hours: Monday – Friday 8:00 am to 3:00 pm

Fees approved 7/2/2012 by resolution of the Village Board of Trustees

COMMERCIAL FIRE PROTECTION EQUIPMENT FEES (In addition to Building Permit Fees)

NEW EQUIPMENT

Fire Alarm System	\$150.00
Fire & Smoke Detection System	
<25 Units	\$150.00
25 or More Units	\$300.00
Automatic Fire Extinguishing System	
<25 Units or single restaurant hood	\$150.00
25 or More Units or multiple restaurant hoods	\$300.00
Fire Pumps or other Fire Protection Equipment	\$150.00

ALTERATIONS OR REPLACEMENTS

Fire Alarm Systems	\$100.00
Fire & Smoke Detection System	
<25 Units	\$100.00
25 or More Units	\$200.00
Automatic Fire Extinguishing System	
<25 Units or single restaurant hood	\$100.00
25 or More Units or multiple restaurant hoods	\$200.00
Fire Pumps or other Fire Protection Equipment	\$100.00

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ZONING BOARD OF APPEALS REFERRALS

Zoning Board of Appeals Variance Application:

Residential.....	\$100.00
Commercial.....	\$150.00

OTHER INSPECTION/MISCELLANEOUS FEES

Zoning Conformance Certification.....	\$50.00
School Inspection.....	\$125.00
Requested Fire Inspections.....	\$75.00

PLUMBING PERMIT FEES are in *addition* to Building Permit fees. Please see Plumbing Permit Fee Schedule.

ELECTRICAL PERMIT FEES

Permits and inspections are done through the **Town of Amherst Building Department**
Please contact them at 5583 Main St., Williamsville, New York 14221, (716) 631-7080

Permit applications and forms can also be downloaded from our website at www.village.williamsville.ny.us

**PLEASE NOTE:
FEES WILL AUTOMATICALLY BE DOUBLED
IF AN APPROVED PERMIT IS NOT SECURED BEFORE WORK COMMENCES!**

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

RESOLVED, that the following *Plumbing Permit Fee Schedule* is hereby adopted for the **2012-2013** official Village year:

(See next page)

Minutes of the annual Re-organization meeting held by the Village of Williamsville Board of Trustees on Monday, July 2, 2012, at 6:00 p.m., at Village Hall, 5565 Main Street, Williamsville, New York

**VILLAGE OF WILLIAMSVILLE
PLUMBING PERMIT FEE SCHEDULE**

5565 Main Street, Williamsville, NY 14221 • (716) 632-7747 • Fax (716) 626-4964
Office Hours: Monday – Friday 8:00 am to 4:00 pm

Fees approved 7/02/2012 by resolution of the Village Board of Trustees.

Please Note: All fees include a filing fee, inspection fee and the fee appropriate for the job.

FILING FEES:

One or two family dwellings.....\$20.00
All other plans.....\$30.00

VARIED FIXTURE FEES

Per Fixture Fee.....\$15.00

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

SANITARY SEWER AND DRAIN INSTALLATION/REPLACEMENT

From street to house/building.....\$150.00

STORM SEWER AND DRAIN INSTALLATION/REPLACEMENT

From street to house/building.....\$150.00

WATER LINE INSTALLATION/REPLACEMENT

From street to house/building.....\$150.00

BACKFLOW PREVENTION DEVICE:.....\$100.00

**ROAD CUTS
*immediately***

Note: All road cuts must be cold patched

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

SIDEWALK CUTS

Must be replaced as per Village specs – Please see Building Permit Fee Schedule

SANITARY SEWER TAPS

One or Two Family Dwelling
Two bedrooms or less.....\$200.00
Three or more bedrooms.....\$250.00

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All Other Taps\$400.00
Buildings having both residential and non-residential use, serviced by one (1) water line shall be assessed fees as established for "all other taps".

SANITARY SEWER DYE TEST..... **\$75.00**

PLEASE NOTE:
FEES WILL AUTOMATICALLY BE DOUBLED
IF AN APPROVED PERMIT IS NOT SECURED BEFORE WORK COMMENCES!

VILLAGE OF WILLIAMSVILLE
 PLUMBING PERMIT FEE SCHEDULE

5565 Main Street, Williamsville, NY 14221 • (716) 632-7747 • Fax (716) 626-4964
 Office Hours: Monday – Friday 8:00 am to 4:00 pm

STORM SEWERS

Storm Taps
 Residential\$150.00
 All Other\$500.00

Bubbler\$20.00

WATER SERVICE

WATER TAP

Note: *Private plumber must excavate minimum 4 sf area at least 6" below the water tap.*

*Fee includes DPW installation, corporation cock, curb stop and street box.
 Call Water Dept. at 632-5009.*

¾" tap.....\$450.00
 1" tap.....\$500.00
 1 ½" tap.....\$650.00
 3" or larger tap\$700.00

WATER METER *(Damaged Meters - Property owner is responsible for damage to the meter)
 Meter cost + installation charge. Call Water Dept. at 632-5009.*

TESTING WATER METER *(Disputed water bill)*\$200.00

WATER SERVICE TURN –ON/OFF\$30.00

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WATER LEAK (*Between water main and meter*)

Up to 1" line \$50.00 per day
Larger than 1" line \$150.00 per day

LAWN SPRINKLER (Installation, Alteration, Addition, Repair, or Replacement).....\$50.00

FIRE SPRINKLER (Installation, Alteration, Addition, Repair, or Replacement)\$75.00

INSPECTIONS

INSIDE INSPECTIONS (Minimum of 1-2 inspections per job).....\$25.00 each

OUTSIDE INSPECTIONS (Minimum of 1 inspection per job).....\$25.00 each

OTHER (Includes demolition of water or sewer line).....\$40.00

**PLEASE NOTE:
FEES WILL AUTOMATICALLY BE DOUBLED
IF AN APPROVED PERMIT IS NOT SECURED BEFORE WORK COMMENCES!**

CALL 632-7747 AT LEAST 24 HOURS IN ADVANCE TO SCHEDULE
INSPECTIONS
PERMIT APPLICATIONS MAY BE DOWNLOADED AT OUR WEBSITE:
www.village.williamsville.ny.us

Unanimously carried.

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

RESOLVED, that the following *Justice Court Fee Schedule for Parking Violations* is hereby adopted for the 2012-2013 official Village year:

- | | |
|---|---------|
| 01 Winter parking prohibition November 1 thru April 1
1:00 AM ---7:00 AM | \$25.00 |
| 02 Parked within 15 feet of fire hydrant | \$80.00 |
| 03 Parked in fire lane | \$35.00 |
| 04 Handicap area (includes surcharge) | \$80.00 |
| 05 Parallel parking | \$25.00 |
| 06 Expired registration | \$30.00 |

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07 Expired inspection	\$25.00
08 Less than 20 feet from crosswalk	\$25.00
09 Blocking driveway	\$25.00
10 Right side of vehicle more than 12 inches from the curb	\$25.00
11 Parking prohibited upon publicly or privately owned premise without permission	\$25.00
12 Parked on sidewalk	\$25.00
13 Parked on bridge	\$25.00
14 No parking, stopping, standing	\$25.00
15 Restricted zone	\$25.00
16 Parked beyond time limit	\$25.00
17 Parked within intersection	\$25.00
18 Double parked	\$25.00
19 Parked in bus route, certain hours	\$25.00
20 Parked against the direction of authorized traffic movement	\$25.00
21 Other	\$25.00

Unanimously carried.

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

RESOLVED, that the following are hereby appointed to the *Beautification Committee* until the end of the **2012-2013** official Village year.

- 1. Marcia Roth**
- 2. Myra Lenz**
- 3. Elise Fila**
- 4. Shawn Michel**
- 5. Catherine Zimmerman**
- 6. Dona Bronkie**
- 7. Paula Hinz**

Unanimously carried.

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

RESOLVED, that *Marcia Roth* is hereby appointed *Chairperson of the Beautification Committee* until the end of the *2012-2013* official Village year.

Unanimously carried.

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

RESOLVED, that the Village of Williamsville Emergency Response Committee shall hereby be named *Emergency Preparedness Information Committee (EPIC)*, effective immediately.

Unanimously carried.

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

RESOLVED, that the following are hereby appointed to the Emergency Preparedness Information Committee (EPIC), until the end of the *2012-2013* official Village year:

- 1. James Bernsdorf**
- 2. Jack Thompson**
- 3. Joseph Frese**
- 4. Nick Roth**

Unanimously carried.

The following resolution was held:

RESOLVED, that _____ is hereby appointed as *Co-Chairman of the Emergency Preparedness Information Committee* until the end of the *2012-2013* official Village year.

Minutes of the annual Re-organization meeting held by the Village of Williamsville Board of Trustees on Monday, July 2, 2012, at 6:00 p.m., at Village Hall, 5565 Main Street, Williamsville, New York

The following resolution was held:

RESOLVED, that _____ is hereby appointed as *Co-chairman of the Emergency Preparedness Information Committee* until the end of the **2012-2013** official Village year.

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

RESOLVED, that the following are hereby appointed to the *Environmental Advisory Council* until the end of the **2012-2013** official Village year:

- 1. Karen McMahan**
- 2. Frank Mischler**
- 3. Jon Nickerson**
- 4. Eileen Torre**
- 5. Jane Vohwinkel**
- 6. Melody Von Smith**

Unanimously carried.

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

RESOLVED, that **Frank Mischler** is hereby designated *Chairperson of the Environmental Advisory Council* until the end of the **2012-2013** official Village year.

Unanimously carried.

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

RESOLVED, that the following are hereby appointed to the *Executive Safety Committee* for the **2012-2013** official Village year:

- 1. Lynda L. Juul**
- 2. Ken Kostowniak**

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3. Kevin Stahrr

Unanimously carried.

The following resolution was held:

RESOLVED, that _____ is hereby appointed to the *Glen Park Joint Board* until *April 30, 2015*.

The following resolution was held:

RESOLVED, that the following are hereby appointed to the *Historic Preservation Commission* for the *2015-2016* official Village year:

1. _____
2. _____
3. _____
4. _____

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

RESOLVED, that the following are hereby appointed to the *Lehigh Trail Committee* for the *2012-2013* official Village year:

1. **Carolyn Schlifke**
2. _____
3. _____
4. _____

The following resolution was held:

RESOLVED, that _____ is hereby appointed as *Chairperson* of the *Lehigh Trail Committee* for the *2012-2013* official Village year:

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

RESOLVED, that the following are hereby appointed to the *Meeting House Committee* for the **2012-2013** official Village year:

- 1. Joan Sillman**
- 2. Toni Mohny-Teleha**
- 3. Debbie Major**
- 4. Debbie Rogers**
- 5. Beatrice Slick**
- 6. Barbara Richardson**
- 7. Sarah Mischler**
- 8. Linda Pacer**
- 9. Joan Scalfani**
- 10. Barbara Richardson**
- 11. Megan Wolf-Kibler**

Unanimously carried.

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

RESOLVED, that **Deb Rogers** is hereby appointed *Chairperson* of the *Meeting House Committee* until the end of the **2012-2013** official Village year.

Unanimously carried.

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

RESOLVED, that the following are hereby appointed to the *Mill Committee* until the end of the **2012-2013** official Village year:

- 1. Stephen Dyson**
- 2. Joe Frese**
- 3. Catherine Waterman-Kulpa**
- 4. Wes Stone**
- 5. Jeff Kingsley**

Unanimously carried.

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

RESOLVED, that *Jeff Kingsley* is hereby appointed *Chairperson* of the *Mill Committee* until the end of the *2012-2013* official Village year.

Unanimously carried.

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

RESOLVED, that the following are hereby appointed to the *Parks Committee* until the end of the *2012-2013* official Village year:

- 1. Noel Bartlo**
- 2. Matt Bierl**
- 3. Lauren Block**
- 4. Ester Donner**
- 5. Christopher Donner**
- 6. Tracy Galuski**
- 7. Anne Gilles-Thomas**
- 8. Dave Hernandez**
- 9. Al Hershberger**
- 10. Mark Klepadlo**
- 11. Nancy Locke**
- 12. Stephen Tiffany**
- 13. Daniel Urbanek**

Unanimously carried.

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

RESOLVED, that *Noel Bartlo* is hereby designated *Co-Chairperson* of the *Parks Committee* until the end of the *2012-2013* official Village year.

Unanimously carried.

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

RESOLVED, that *Dave Hernandez* is hereby designated *Co-Chairperson* of the *Parks Committee* until the end of the *2012-2013* official Village year.

Unanimously carried.

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

RESOLVED, that *Charles Rizzone* is hereby appointed to the *Planning and Architectural Review Board* until the end of the *2014-2015* official Village year.

Unanimously carried.

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

RESOLVED, that *J. P. Armitage* is hereby appointed to the *Planning and Architectural Review Board* until the end of the *2014-2015* official Village year.

Unanimously carried.

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

RESOLVED, that *Ed Zabel* is hereby appointed as an *Alternate Member* of the *Planning and Architectural Review Board* until the end of the *2014-2015*.

Unanimously carried.

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

RESOLVED, that *Kevin Lester* is hereby appointed *Chairman of the Planning and Architectural Review Board* until the end of the *2012-2013* official Village year.

Unanimously carried.

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

RESOLVED, that the following are hereby appointed to the *Records Management Committee* until the end of the *2012-2013* official Village year:

- 1. Lynda L. Juul**
- 2. Judith A. Kindron**
- 3. Deborah A. Habes**
- 4. Charles D. Grieco**

Unanimously carried.

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

RESOLVED, that the following are hereby appointed to the *Special Events Committee* until the end of the *2012-2013* official Village year:

- 1. Cheryl Cristler**
- 2. Matt Bierl**
- 3. Kathleen Delaney**
- 4. Bonnie Hazlett**
- 5. Gerard Kawczynski**
- 6. Robert Kogutek**
- 7. Sue Kogutek**
- 8. Joanne Lucas**
- 9. Debbie Major**
- 10. Barb Richardson**
- 11. Doug Richardson**

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- 12. Gail Sfeir**
- 13. Pat Siracuse**
- 14. Paul Steinbruckner**
- 15. Debbie Steinbruckner**

Unanimously carried.

The following resolution was held:

RESOLVED, that _____ is hereby appointed as *Chairperson of the Special Events Committee* until the end of the **2012-2013** official Village year.

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

RESOLVED, that the following are hereby appointed to the *Theater, History and Entertainment Committee* until the end of the **2012-2013** official Village year:

- 1. Bruce Boissonault**
- 2. Barbara Demerest**
- 3. Debbie Doucette**
- 4. Gary Gassman**
- 5. Jack Hausman**
- 6. Susan Hausman**
- 7. Maria MacPeek**
- 8. Bill MacPeek**
- 9. Sharon Rich**
- 10. Richard Rich**
- 11. Kathryn Shorey**
- 12. Joan Sillman**
- 13. Bill Smith**
- 14. Anthony Vitiello**

Unanimously carried.

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

RESOLVED, that **Sharon Rich** is hereby designated *Chairperson of the Theater, History and Entertainment (T.H.E.) Committee* until the end of the **2012-2013** official Village year.

Unanimously carried.

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

RESOLVED, that the following are hereby appointed to the *Traffic and Safety Committee* until the end of the **2012-2013** official Village year:

- 1. Patricia Armitage**
- 2. Nancy Drost**
- 3. Walter Pacer**
- 4. Nick Perino**
- 5. Doug Richardson**
- 6. Nick Roth**
- 7. Carl Janish**
- 8. John Olesko (Amherst Police Dept.--Ex-officio)**
- 9. Chris Petrie (Fire Chief--Ex-officio)**

Unanimously carried.

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

RESOLVED, that **Walter Pacer** is hereby appointed *Chairman* of the *Traffic & Safety Committee* until the end of the **2012-2013** official Village year.

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Unanimously carried.

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

RESOLVED, that ***Carl Janish*** is hereby appointed to the ***Tree Board*** until the end of the ***2014-2015*** official Village year.

Unanimously carried.

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

RESOLVED, that ***Noel Bartlo*** is hereby appointed to the ***Tree Board*** until the end of the ***2014-2015*** official Village year.

Unanimously carried.

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

RESOLVED, that ***Tom Draves*** is hereby appointed as ***Village Forester*** until the end of the ***2012-2013*** official year.

Unanimously carried.

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

RESOLVED, that the following are hereby appointed to the ***Youth and Recreation Committee*** until the end of the ***2012-2013*** official Village year:

- 1. Anne Marie Duquin**
- 2. Joann Kiefer**

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- 3. Jennifer Hoeger**
- 4. Julie Yates**
- 5. Melissa Veronica**
- 6. Craig Alexander**
- 7. Vic Paquet**
- 8. Morey Gare**

Unanimously carried.

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

RESOLVED, that *Jennifer Hoeger* is hereby designated *Chairperson of the Youth and Recreation Committee* until the end of the **2012-2013** official Village year.

Unanimously carried.

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

RESOLVED, that *Larry Hillebrand* is hereby appointed to the *Zoning Board of Appeals* until the end of the **2016-2017** official Village year.

Unanimously carried.

The following resolution was held:

RESOLVED, that _____ is hereby appointed *Alternate Member of the Zoning Board of Appeals* until the end of the **2012-2013** official Village year.

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The following resolution was held:

RESOLVED, that _____ is hereby appointed *Chairperson* of the *Zoning Board of Appeals* until the end of the **2012-2013** official Village year

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

RESOLVED, that the Village Board hereby adopts the following *Procurement Policy* as the official Procurement Policy for the **2012-2013** official Village year:

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; and

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 \$20,000 and public works contracts under \$35,000; 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.

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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 \$20,000 and public works contracts over \$35,000; 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
\$1,000 - \$2,999	2 verbal quotations
\$3,000 - \$19,999	3 written quotations or 3 written requests for proposals

Estimated Amount of Public Works Contract	Method
\$1,000 - \$2,999	2 verbal quotations
\$3,000 - \$34,999	3 written quotations or 3 written requests 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.

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

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

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

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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 \$1000. 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 Kulpa, seconded by Trustee Geary, 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.

(See next page)

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**VILLAGE OF WILLIAMSVILLE
VOLUNTEER APPLICATION**

For further information, please contact the Village Clerk's Office at 632-4120, ext. 3009

NAME _____
 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 your most recent job or activity first)

1. _____
 SUPERVISOR'S NAME ADDRESS CITY STATE
 PHONE _____
 WORK PERFORMED DATES WORKED

2. _____
 SUPERVISOR'S NAME ADDRESS CITY STATE PHONE
 WORK PERFORMED DATES WORKED

PERSONAL REFERENCES (Not related to you)

1. _____
 NAME PHONE
 STREET CITY STATE ZIP

2. _____
 NAME PHONE
 STREET CITY STATE ZIP

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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:

Social Security # _____ - _____ - _____ **Please note: background information will be verified and examined.**

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

**Please return completed application to:
Village Clerk's Office, Williamsville Village Hall, 5565 Main St., Williamsville, NY 14221**

Unanimously carried.

ON MOTION by Mayor Kulpa, 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.

(See next page)

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**VILLAGE OF WILLIAMSVILLE
ETHICS POLICY
2012-2013**

Article 18 of the General Municipal Law requires each municipality to adopt a local code of ethics that regulates or prescribes conduct for all officers, employees or persons acting on behalf of the Village of Williamsville. Officers, employees and persons acting on behalf of the Village of Williamsville shall hold their positions to serve and benefit the public and not for personal gain or advantage. The Village of Williamsville recognizes that in order to implement this fundamental principle there is a need for clear and reasonable standards of ethical conduct. This Ethics Policy establishes such standards by defining and prohibiting acts incompatible with the public interest. The Village of Williamsville also recognizes that compliance with ethical standards rests primarily on personal integrity, and further recognizes the integrity of its officers, employees and persons acting on behalf of the Village of Williamsville. However, in order that the offending case be discerned with certainty and corrected quickly, this Ethics Policy also establishes a Board of Ethics, which shall render opinions with respect to this Policy and establish compliance with the ethical standards set forth herein. The Board of Ethics shall be comprised of the Mayor and Trustees. The Village of Williamsville recognizes that officers, employees and persons acting on behalf of the Village of Williamsville have a right to privacy and a right to share in the normal benefits of the democratic society they serve and the economy to which they contribute; therefore this Ethics Policy is not intended and should not be interpreted to intrude unreasonably upon the privacy of any officer, employee or persons acting on behalf of the Village of Williamsville or to deny the right to participate in government programs open to the public. The policy requires the following:

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

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

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

- Directly or indirectly solicit any gift, accept or receive any gift having a value of seventy-five dollars or more, whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form, under any circumstances that could reasonably be inferred that the gift was intended

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- 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 Kulpa, seconded by Trustee Geary, 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.

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

RESOLVED, that Brian J. Kulpa, as Mayor of the Village of Williamsville, is hereby authorized and directed to file an application for funds from the New York State Office of Parks , Recreation and Historic Preservation in accordance with the provisions of Title 9 of the Environmental Protection Act of 1993, in an

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amount not to exceed \$300,000.00, and upon approval of said request to enter into and execute a project agreement with the State for such financial assistance to the Village of Williamsville for the Williamsville Meeting House Restoration Project and, if appropriate, a conservation easement/preservation covenant to the deed of the assisted property.

Unanimously carried.

ON MOTION by Mayor Kulpa, seconded by Trustee Geary, it was moved to adjourn the meeting at 8:35 p.m.

Unanimously carried.

Lynda L. Juul

Administrator/Clerk-Treasurer