

**Village of Williamsville  
Village Board Meeting Agenda  
5565 Main Street, Williamsville, New York  
December 15, 2025 at 7:30pm**

- I. **Call to Order**            Pledge of Allegiance  
   Roll Call
- II. **Approval of Minutes**    November 24, 2025
- III. **Rules of Procedure**
- IV. **Suspension of Rules for Public Participation**
- V. **Proclamation(s)**        None
- VI. **Public Hearing(s)**        None
- VII. **Village Board**

**Mayor Hunt – Reports, Resolutions & Appointments**

- a) Reports
- b) Authorize Transfers
- c) Authorize Payroll & Vouchers
- d) Resolution to approve creation of part time cleaner position
- e) Resolution to appointment of **Alana Fechter as a part time cleaner**
- f) Resolution to award contracts for Construction contract-ADA improvements to Village Hall
- g) Resolution to award contracts for Electric contract-ADA improvements to Village Hall
- h) Resolution to award contracts for Mechanical contract-ADA improvements to Village Hall
- i) Resolution to award contracts for Plumbing contract-ADA improvements to Village Hall
- j) Resolution to authorize Administrator to publish notice of budget meeting dates

**Deputy Mayor Celeste – Reports & Resolutions**

- a) Reports
- b) Resolution to approve Board and Administrator travel to 2026 annual NYCOM Legislative Meeting
- c) Resolution - GAP Grant

**Trustee Hahn – Reports & Resolutions**

- a) Reports
- b) Resolution to approve Administrator and Deputy Treasurer travel to the 2026 NYGFOA conference

**Trustee Jackson – Reports & Resolutions**

- a) Reports
- b) Resolution to accept resignation of **Pete Warn** from the Glen Park Joint

**Trustee Meyer – Reports & Resolutions**

- a) Reports
- b) Resolution – Invasive species grant abatement project.

- VIII. **Staff Reports**

- IX. **Adjournment**

*This meeting is conducted according to the Rules of Procedure as adopted by the Village Board on 7/14/25*

## Meetings Schedule

*(Dates/times are subject to change. Please call the Village Clerk's office at 632-4120 for the most up-to-date information)*

- 1<sup>st</sup> Mon Planning Board Work Session 7:00pm Meeting / 7:30pm
- 2<sup>nd</sup> Mon Village Board Work Session 6:00pm / Meeting 7:30pm
- 3<sup>rd</sup> Mon Environmental Advisory Council 7:15pm
- 3<sup>rd</sup> Mon Meeting House Events Committee 6:15pm (Mtg House)
- 4<sup>th</sup> Mon Village Board Work Session 6:00pm / Meeting at 7:30pm
- 3<sup>rd</sup> Tue Parks Committee 7:00pm
- 3<sup>rd</sup> Tue Tree Board 6:00pm
- 3<sup>rd</sup> Thu Youth & Rec 7:00pm
- 4<sup>th</sup> Tue HPC Work Session 7:00pm Meeting 7:30pm
- 4<sup>th</sup> Tue Youth & Recreation Committee 7:00pm (Aud)
- 2<sup>nd</sup> Wed Glen Park Joint Board 7:00pm in Conference Room
- 3<sup>rd</sup> Wed ZBA Work Session 7:00pm/ Meeting 7:30pm (Aud)
- 1<sup>st</sup> Thu Traffic & Safety Committee 6:30pm
- 1<sup>st</sup> Thu Technical Advisory Committee 9:00am
- 2<sup>nd</sup> Thu Arts, Culture & Diversity Committee 7:00pm
- 3<sup>rd</sup> Thu Glen Park Art Festival Meeting 7:00pm

## Village Board Liaisons

*(Updated 7/15/25)*

**MAYOR HUNT:** APD, Williamsville Fire Department, Executive Safety Committee, Records Management Committee, Co-Liaison DPW, Co-Liaison WBA

**DEPUTY MAYOR CELESTE:** Traffic & Safety, Meeting House, Co-Liaison DPW, Intergovernmental Agency, Youth & Recreation

**TRUSTEE HAHN:** Tree Board, Planning & Architectural Review Board, Beautification Committee, Erie County Energy, Community Plan Action Committee, Co-Liaison Williamsville Business Association

**TRUSTEE JACKSON:** Arts/ Culture & Diversity Committee, Co-Liaison Glen Park Joint Board, Parks Committee

**TRUSTEE MEYER:** Environmental Advisory Committee, Historic Preservation Commission, Zoning Board of Appeals, Co-Liaison Glen Park Joint Board

## Meetings & Events

*(Dates/times are subject to change. Please call the Village Clerk's office at 632-4120 for the most up to date information)*

### December 2025

- 1 Planning Board
- 4 Traffic & Safety Committee
- 15 Village Board Work Session 6:00pm**
- 15 Village Board Regular Session 7:30pm**
- 15 Environmental Advisory Committee 7:15 pm
- 17 Tree Board 6:00pm

### January 2026

- 5 Planning Board 7:30pm
- 8 Arts, Culture & Diversity 7:00pm
- 8 *Tentative* Traffic & Safety Committee 6:30pm
- 8 Technical Advisory Committee 9:00am
- 12 Village Board Work Session 6:00pm**
- 12 Village Board Regular Session 7:30pm**
- 14 Glen Park Joint Board 7:00pm
- 19 Meeting House Events Committee 6:30pm
- 19 Environmental Advisory Committee 7:15pm
- 20 Tree Board 6:00pm
- 20 Parks Committee 7:00pm
- 21 Zoning Board of Appeals 7:00pm
- 26 Village Board Work Session 6:00pm**
- 26 Village Board Regular Session 7:30pm**
- 27 Historic Preservation Commission 6:00pm
- 29 Comprehensive Plan Update Committee 6:30pm



Visit the Village website at

[www.williamsvilleny.gov](http://www.williamsvilleny.gov)

For Village information, news & events.

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[www.Facebook.com/williamsville](https://www.facebook.com/williamsville)

**HUNT #1**

**BE IT RESOLVED**, that the following *budget transfers* are hereby made in the *General Fund* for the **2025-2026** fiscal year:

To:	001-5110.4161.0912 Repairs 2020 Case 621G Hi-Lift.....	\$1,739.00
	001-5110.4161.0916 Repairs 2012 Chevy 2500 HD 4x4 .....	\$2,202.00
	001-5110-4161-0918 Repairs 2010 Ford 350XL Pick up (Green).....	\$200.00
From:	001-5110-4161 Repairs Equipment.....	\$4,141.00
To:	001-5182-4920 Flags .....	\$386.00
From:	001-5182-4270 Repair Lights.....	\$386.00
To:	001-1620-4260 Maintenance Supplies .....	\$186.00
From:	001-1620-4240 Paint/Carpet/Etc .....	\$186.00
To:	001.7141.4430 .....	\$94.00
From:	001.7141.4352 .....	\$94.00

**HUNT #2**

**BE IT RESOLVED**, that payroll and vouchers in the amount of **\$310,636.63** covering the period from **11/17/2025** through **12/10/2025** are hereby approved as follows:

<b>PAYROLL COVERING 11/17/25-11/30/25</b>	<b>\$ 50,329.00</b>
<b>VOUCHERS COVERING FY 2025/2026</b>	
GENERAL FUND	\$ 240,264.31
SEWER FUND	\$ 17,235.16
GLEN PARK FUND	\$ 366.35
TRUST & AGENCY FUND	\$ 2,441.81
	<b>\$ 260,307.63</b>
<b>GRAND TOTAL</b>	<b><u>\$ 310,636.63</u></b>

**HUNT #3**

**WHEREAS**, a new part time position entitled “Cleaner” shall be created with the responsibilities and duties as defined by the Village Board of Trustees effective November 2025.

**HUNT #4**

**RESOLVED**, that *Alana Fechter* of Tonawanda, New York, is hereby appointed as part-time *Cleaner* effective November 25, 2025 at the rate of \$17.50 per hour.

**HUNT #5**

**WHEREAS**, pursuant to an advertisement for bids for Village Hall ADA Improvements – Contract C, one bid was received and was opened on November 20, 2025.

**WHEREAS**, Foreman Enterprises, Inc was the sole bid for the project, with a base bid of \$595,000.

**WHEREAS**, as part of the bid award, Foreman Enterprises provided prices for the Alternate Bids of \$10,000 for Alternate #1, comprising the Courtroom Judge’s Bench alterations, and \$22,500 for Alternate #2, encompassing replacement of the rear doors. This bid further included a price of \$11,200 per month for Unit Price #1, comprising the cost per month for temporary toilet facilities in the quantities specified on the drawings.

**NOW, THEREFORE BE IT RESOLVED THAT** the Mayor and Administrator are hereby authorized and directed to enter a contract with Foreman Enterprises, Inc and sign any documents related to this contract in the name of the Village of Williamsville for the Village Hall ADA Improvements – Contract C, including the base bid and Alternates #1 and #2, in the total amount of \$627,500.

**HUNT #6**

**WHEREAS**, pursuant to an advertisement for bids for Village Hall ADA Improvements – Contract E, one bid was received and was opened on November 20, 2025.

**WHEREAS**, CIR Electrical Construction Corporation was the sole bid for the project, with a base bid of \$83,900.

**WHEREAS**, as part of the bid award CIR Electrical Construction Corporation provided a price for Alternate Bid #1 of \$23,300, comprising the Courtroom Judge’s Bench alterations.

**NOW, THEREFORE BE IT RESOLVED THAT** the Mayor and Administrator are hereby authorized and directed to enter a contract with CIR Electrical Construction Corporation and sign any documents related to this contract in the name of the Village of Williamsville for the Village Hall ADA Improvements – Contract E, including the base bid and Alternates #1, in the total amount of \$107,200.

**HUNT #7**

**WHEREAS**, pursuant to an advertisement for bids for Village Hall ADA Improvements – Contract M, one bid was received and was opened on November 20, 2025.

**WHEREAS**, Parise Mechanical, Inc was the sole bid for the project, with a base bid of \$36,800. This project did not include any Alternate Bids.

**NOW, THEREFORE BE IT RESOLVED THAT** the Mayor and Administrator are hereby authorized and directed to enter a contract with Parise Mechanics, Inc and sign any documents related to this contract in the name of the Village of Williamsville for the Village Hall ADA Improvements – Contract M, in the total amount of \$36,800.

**HUNT #8**

**WHEREAS**, pursuant to an advertisement for bids for Village Hall ADA Improvements – Contract P, one bid was received and was opened on November 20, 2025.

**WHEREAS**, Willett Builders, Inc. was the sole bid for the project, with a base bid of \$153,000. This project did not include any Alternate Bids.

**NOW, THEREFORE BE IT RESOLVED THAT** the Mayor and Administrator are hereby authorized and directed to enter a contract with Willett Builders, Inc. and sign any documents related to this contract in the name of the Village of Williamsville for the Village Hall ADA Improvements – Contract P, in the total amount of \$153,000.

**HUNT #9**

**RESOLVED**, that the Village Administrator is hereby authorized to publish a public hearing notice in the Amherst Bee of the 2026-2027 Budget Meetings to be held on Saturday, January 24, 2026, Saturday, February 7, 2026 and Saturday February 21, 2026 at 8:00am in the Village Hall Conference Room.

**CELESTE #1**

**RESOLVED**, that the Village Board and Administrator is hereby authorized to travel to the 2026 Annual Legislative Meeting of NYCOM to be held in Albany, New York, from February 1, 2026 to February 3, 2026, at a cost not to exceed \$650.00 per person. Additionally, mileage to be reimbursed at the federal rate.

**CELESTE #2**

**WHEREAS**, the Village of Williamsville is progressing a transportation project with Federal Aid administered through the New York State Department of Transportation (“NYSDOT”); and

**WHEREAS**, NYSDOT requires a Village Resolution and a Supplemental Agreement signed by the Village evidencing the Village’s commitment to continue to participate in the administration and funding of the various phases of the project; and

**WHEREAS**, NYSDOT has presented Supplemental Agreement No. 1 (“SA #1”) to Federal Aid Project Agreement No. D040782 for execution by the Village; and

**WHEREAS**, SA #1 authorizes a total amount not to exceed \$993,384.00, representing the combined Federal and Non-Federal share, for the project’s Engineering (Design I–VI), Right-of-Way Incidentals, and Construction/Construction Inspection phases; and

**WHEREAS**, SA #1 supersedes the original agreement total value of \$238,000.00 by moving funds from the Right-of-Way Incidentals phase to the Engineering (Design I–VI) phase and by adding the Construction/Construction Inspection phase; and

**WHEREAS**, NYSDOT requires reimbursement requests to be submitted at least once every six (6) months;

**NOW, THEREFORE, BE IT RESOLVED**, that the Village Board of Trustees of the Village of Williamsville hereby authorizes and directs the Mayor Christine Hunt of the Village of Williamsville, as the Village’s approved signatory, to execute Supplemental Agreement No. 1 (SA #1) to Federal Aid Project Agreement No. D040782 with NYSDOT, together with any and all related documents and certifications necessary to effectuate the intent of this Resolution, in a form acceptable to the Village Attorney; and

**BE IT FURTHER RESOLVED**, that the Village hereby reaffirms its commitment to continue participation in the administration and funding of the applicable phases of this Federal Aid project, including timely submission of reimbursement requests to NYSDOT at least once every six (6) months, as required.

**HAHN #1**

**RESOLVED**, that the Village Administrator as well as the Village Deputy Treasurer are hereby authorized to travel to the 2026 Annual GFOA meeting to be held in Albany, New York, from April 14, 2026 to April 17, 2026 at a cost not to exceed \$900.00 per person. Additionally, mileage to be reimbursed at the federal rate.

**JACKSON #1**

**WHEREAS** the Village Board would like to recognize Pete Warn for his many years of volunteerism and dedication to the maintenance of Glen Park, as well as serving as Chairperson of the Glen Park Joint Board

**RESOLVED** that the Village of Williamsville Board of Trustees has received and accepted the resignation of Pete Warn as co-chair and member of the Glen Park Joint Board effective immediately.

**MEYER #1**

**WHEREAS**, the New York State Department of Environmental Conservation (NYS DEC) has announced the availability of funding through the Invasive Species Grant Program – Round 4, supported by the Environmental Protection Fund, to assist municipalities with projects that prevent, detect, respond to, and manage invasive species across New York State; and

**WHEREAS**, the Village of Williamsville is eligible to apply for such funding and desires to undertake a project entitled “Glen Park Spotted Lanternfly Trapping and Host Abatement Project” (the “Project”) under the ISGP 2 – Terrestrial and Aquatic Invasive Species Rapid Response and Control category; and

**WHEREAS**, the total Project cost is \$40,000, of which the Village of Williamsville and the Town of Amherst will jointly seek \$30,000 in grant funding, and will collectively provide the required twenty-five percent (25%) match totaling \$10,000; and

**WHEREAS**, the Village of Williamsville and the Town of Amherst agree to split the required match equally, with each contributing twelve and one-half percent (12.5%), or \$5,000, to be deposited into the Glen Park Fund for use toward the Project;

**NOW, THEREFORE, BE IT RESOLVED**, that the Village Board of the Village of Williamsville hereby authorizes and directs the Mayor to submit, jointly with the Town of Amherst, a grant application to the New York State Department of Environmental Conservation for funding under the Invasive Species Grant Program – Round 4, and to execute all documents, contracts, and agreements necessary to carry out the Project and to comply with all applicable requirements; and

**BE IT FURTHER RESOLVED**, that the Village Board hereby commits to providing twelve and one-half percent (12.5%), or \$5,000, the required local match, from Village funds, and affirms that such match shall not include other State or federal grant funds; and

**BE IT FURTHER RESOLVED**, that the Village of Williamsville shall assume full responsibility for administering the Project, including managing the Glen Park Fund and making all payments to consultants, contractors, and vendors associated with the Project, and that all such expenditures shall be processed and disbursed solely by the Village in accordance with applicable laws, grant requirements, and established municipal financial procedures.

**BE IT FURTHER RESOLVED**, that Christine Hunt, as Mayor of the Village of Williamsville, is hereby authorized and directed to accept any awarded funds from the New York State Department of Environmental Conservation as part of the Village's joint grant application with the Town of Amherst.

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