

**Village of Williamsville
Village Board Meeting Agenda
5565 Main Street, Williamsville, New York
April 13, 2026 at 7:30pm**

- I. **Call to Order** Pledge of Allegiance
 Roll Call
- II. **Approval of Minutes** March 23, 2026
- III. **Rules of Procedure**
- IV. **Suspension of Rules for Public Participation**
- V. **Proclamation(s)**
- VI. **Public Hearing(s)** Tentative 2026-2027 Budget
- VII. **Village Board**

Deputy Mayor Celeste – Reports & Resolutions

- a) Reports
- b) Authorize Transfers
- c) Authorize Payroll & Vouchers
- d) Resolution: Adopting Tentative Budget
- e) Resolution: NYSDOT EBO System
- f) Resolution: Award Bid for Sidewalks
- g) Resolution: Appoint Secretary to the Mayor

Trustee Hahn – Reports & Resolutions

- a) Reports
- b) Resolution: Appoint Comprehensive Plan Committee Member
- c) Resolution: Authorized to Publish Advertisement for Bid for Lehigh Valley Section House Exterior Abatement Phase 3

Trustee Jackson – Reports & Resolutions

- a) Reports
- b) Resolution: No Mow May
- c) Resolution: Approve Bioswale Funding
- d) Resolution: Resolution: Create Internship Position

Trustee Meyer – Reports & Resolutions

- a) Reports
- b) Resolution: Approval of Change Order – CIR Electrical
- c) Resolution: Approval of Change Order – Foreman Enterprises
- d) Resolution: Approval of Change Order – Parise Mechanical

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)

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

April 2026

- 2 Traffic & Safety 6:30pm
- 11 Glen Park Joint Board 7:00pm
- 13 Village Board Work Session 6:00pm**
- 13 Village Board Regular Session 7:30pm**
- 14 Beautification Committee 1pm
- 15 Zoning Board of Appeals 7:00pm
- 16 Youth & Recreation
- 20 Meeting House Events Committee 6:30pm
- 20 Environmental Advisory Council 7:15pm
- 21 Tree Board 6:00pm
- 21 Parks Committee 7:00pm
- 27 Village Board Work Session 6:00pm**
- 27 Village Board Regular Session 7:30pm**
- 24 Historic Preservation Commission 7:00pm

May 2026

- 4 Planning Board 7:00pm
- 5 Comprehensive Plan Committee 6:30pm
- 7 Traffic & Safety 6:30pm
- 11 Village Board Work Session 6:00pm**
- 11 Village Board Regular Session 7:30pm**
- 12 Beautification Committee 1pm
- 13 Glen Park Joint Board 7:00pm
- 14 Arts and Culture 7:00pm
- 18 Meeting House Events Committee 6:30pm
- 18 Environmental Advisory Council 7:15pm
- 19 Tree Board 6:00pm
- 19 Parks Committee 7:00pm
- 20 Zoning Board of Appeals 7:00pm
- 21 Youth and Recreation 7:00pm
- 26 Village Board Work Session 6:00pm**
- 26 Village Board Regular Session 7:30pm**
- 27 Historic Preservation Commission 7:00pm



Visit the Village website at

www.williamsvilleny.gov

For Village information, news & events.

Follow us on

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

CELESTE #1

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

To:	001-5110-4161-0915 Repairs 2013 Ravo Sweeper.....	\$2,398.00
	001-5110-4161-0914 Repairs 2017 Willie Sidewalk Plow.....	\$2,260.00
	001-5110-4161-0910 Repairs 2009 Ford F350 (Green) Purchased 4/09.....	\$1,197.00
	001-5110-4161-0917 Repairs 2018 Chevy 3500HD 4x4.....	\$847.00
	001-5110-4161-0906 Repairs 2007 International 4300 Dump.....	\$425.00
	001-5110-4161 Repairs Equipment.....	\$256.00
	001-5110-4161-0925 Repairs 2013 Mini Loader.....	\$52.00
	001-5110-4161-0908 Repairs 2011 Chevy Silverado 3500 HD.....	\$4.00
From:	001-5110-4250 Gas & Oil.....	\$7,439.00
To:	001-5110-4050 Drug/Alcohol Testing.....	\$79.00
From:	001-5010-4061 Cellular Phone.....	\$79.00
To:	001-3410-4160-3402 Truck Expense Engine 2.....	\$334.00
From:	001-3410-4160 Truck Expense.....	\$334.00
To:	001-3410-4070 Utilities.....	\$164.00
From:	001-3410-4071 Sewer Charges.....	\$164.00
To:	001-3410-2020 Expendable Equipment.....	\$84.00
From:	001-3410-2070 Office Equipment.....	\$84.00
To:	001-1950-4100 Refund of Village Taxes.....	\$920.00
	001-1920-4000 Association Dues.....	\$126.00
From:	001-1640-4440 Parts.....	\$1,046.00
To:	001-1640-4160 Building Repairs & Maintenance.....	\$887.00
	001-1640-4260 Maintenance Supplies.....	\$197.00
From:	001-1640-4161 Small Equipment Repairs.....	\$1,084.00
To:	001-1620-4260 Maintenance Supplies.....	\$128.00
	001-1620-4230 Building Maintenance.....	\$104.00
From:	001-1620-4240 Paint/Carpet/Etc.....	\$232.00
To:	001-8745-4160 Repairs-Maintenance & Paint, Etc.....	\$3,750.00
From:	001-8560-4350 Trees-Maintenance.....	\$3,750.00
To:	001-8163-4330 Dump Fees.....	\$148.00
From:	001-8162-4700 Leaf Composting.....	\$148.00
To:	001-7530-4070 Utilities.....	\$1,372.00
From:	001-7530-4230 Maintenance.....	\$1,372.00

To: 001-7110-4071 Sewer Charges\$691.00
 From: 001-7110-4161 Repairs – Lights\$691.00

To: 001-1410-4050 Tax Roll Preparation\$4.00
 From: 001-1410-4060 Telephone.....\$4.00

CELESTE #2

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

To: 007-8120-4163 Sewer Cleaning/Televising\$2,075.00
 From: 007-8120-4161 Repairs - Lines\$2,075.00

CELESTE #3

BE IT RESOLVED, that payroll and vouchers in the amount of **\$274,898.27** covering the period from **3/23/2026** through **4/09/2026** are hereby approved as follows:

PAYROLL COVERING 3/23/26-4/05/2026	\$ 51,963.27
VOUCHERS COVERING 4/01/2026-4/09/2026	
GENERAL FUND	\$ 68,930.50
SEWER FUND	\$ 6,577.82
GLEN PARK FUND	\$ 42.93
TRUST & AGENCY FUND	\$ 3,055.88
VILLAGE HALL RENOVATIONS	\$ 126,320.73
COMMUNITY PLAN	\$ 18,007.14
	\$ 222,935.00
GRAND TOTAL	<u>\$ 274,898.27</u>

CELESTE#4

WHEREAS, the *Tentative Budget* for the *2026-2027* fiscal year has been duly represented to the Village Board by the Budget Officer and a duly advertised public hearing has been held thereon;

NOW, THEREFORE, BE IT RESOLVED, pursuant to Section 5-508(4) of Village Law, that the said tentative budget and the salaries and wages as stated in the Salary Schedule are hereby adopted for the Village of Williamsville for the *2026-2027* fiscal year, as follows:

- General Fund \$3.2815 per \$1,000 of assessed value at 100% equalization
- Water Fund \$1.87 surcharge
- Sewer Fund \$0.4223 per \$1,000 of assessed value
\$10.4610 per 1,000 gallons of water consumed
- Glen Park Fund \$72,000
- Debt Service Fund \$464,790

CELESTE #5

WHEREAS, the New York State Department of Transportation (NYSDOT) has implemented a web-based reporting system called Equitable Business Opportunities (EBO) to streamline and satisfy Title VI Civil Rights Reporting requirements for Federal-Aid locally sponsored contracts; and

WHEREAS NYSDOT requires that each local municipality as a sub-recipient to NYSDOT of Federal funds and sponsor of Federal-Aid Contracts to identify primary users in order to access and use the systems for Title VI compliance reporting requirements.

THEREFORE, BE IT RESOLVED, that the Village Board identifies Christine L. Hunt as the Responsible Local Official (RLO), and Benjamin Vilonen as the EBO Administrator for the Village of Williamsville effective immediately.

CELESTE #6

WHEREAS, pursuant to an advertisement for bids for the Village of Williamsville Sidewalk Gap project, one bid was received; and

WHEREAS, Millenium Construction, Inc., was the sole bid for the project, with a base bid of \$849,976.00; **NOW, THEREFORE BE IT RESOLVED THAT** the Village of Williamsville hereby awards the Sidewalk Gap Project contract to Millenium Construction, Inc., for their bid of \$849,976.00;

BE IT FURTHER RESOLVED, that the Board of Trustees acknowledge that this bid exceeds the programmed amount of \$635,384.00 which is to be paid through the TAP Federal Assistance fund program, and acknowledges that the Village will cover any costs exceeding the programmed amount from general fund appropriations.

CELESTE #7

RESOLVED, that *Tamera Thomas* of *Cheektowaga, NY*, is hereby appointed as Secretary to the Mayor at a salary of \$42,770 per year effective April 6, 2026, to fill a vacancy through the 2025-2026-Village year.

HAHN #1

WHEREAS, the Comprehensive Plan update is currently underway for the Village of Williamsville; and

WHEREAS, every member of the Williamsville Planning & Architectural Review Board must be assigned to the Comprehensive Plan Committee per County grant guidelines;

THEREFORE, BE IT RESOLVED, that the Village of Williamsville Board of Trustees hereby appoint current Planning Board Member, *Eugene Richards* of Williamsville, New York, to the Comprehensive Plan Update Committee effective immediately.

HAHN #2

RESOLVED, that the Village Clerk is hereby authorized and instructed to publish an advertisement for bids for the Lehigh Valley Section House Exterior Abatement Phase 3 project located in the Village of Williamsville. Bids for the abatement project are to be received at the office of the Village Clerk until Thursday, May 14th, 2025, at 10:00am local time.

JACKSON #1

WHEREAS, the Village desires to support pollinators which are critical for the ecosystem and experiencing population decline; and

WHEREAS, allowing lawns to grow unmown in late spring provides essential early-season foraging habitat;

THEREFORE, BE IT RESOLVED, that as per the Village Code, Chapter 11-2 (D), the Village Board of Trustees have determined for 2026, the period of May 1, 2026 through June 1, 2026 as the period of suspension to prohibition provided for in the Village Code, Chapter 11-2 (Unlawful growth of weeds, grass and poisonous plants), subsections A and B, to be more commonly referred to as the period of “No Mow May”.

BE IT FURTHER RESOLVED that this initiative is strictly voluntary, and residents must continue to adhere to ordinances regarding noxious weeds.

JACKSON #2

WHEREAS, the Village of Williamsville is committed to implementing green infrastructure to manage stormwater runoff, improve water quality, and promote ecological sustainability; and

WHEREAS, the Village of Williamsville has previously installed bioswales to serve as natural stormwater management systems; and

WHEREAS, these bioswales require regular, scheduled maintenance-including but not limited to, sediment removal, vegetation management, weeding, debris removal, and erosion repair-to function as designed;

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees authorizes the Mayor and Administrator to execute a contract with Alexandra Zirkle, PhD for professional services to in the amount of \$7,750.00, including procurement of plant stock and supervision of intern, to be paid out of the Parks Capital Improvements appropriations.

JACKSON #3

WHEREAS, the Village of Williamsville desires to provide educational and professional development opportunities to students while supporting its operational needs; and

WHEREAS, the Board of Trustees has identified a need for temporary assistance with maintenance of the bioswales throughout the Village;

NOW, THEREFORE, BE IT RESOLVED, that a temporary, paid internship position titled “Village Intern” is hereby created with the Office of the Village Clerk, at a rate of \$16.00 per hour, not to exceed 120 hours for Summer and 120 hours for Fall seasons.

MEYER #1

WHEREAS, the Village of Williamsville entered into a contract with CIR Electrical Construction Corporation for electrical work related to the ADA Upgrades to Village Hall and Fire Department; and

WHEREAS, in the course of work, it became necessary to modify the scope of work and materials which are necessary to complete the project and are in the best interest of the Village;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees hereby approves the proposed change order for an increase of \$4,498.04, for a total new contract sum of \$11,698.04.

MEYER #2

WHEREAS, the Village of Williamsville entered into a contract with Foreman Enterprises, Inc., for general construction related to the ADA Upgrades to Village Hall and Fire Department; and

WHEREAS, in the course of work, it became necessary to modify the scope of work and materials which are necessary to complete the project and are in the best interest of the Village;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees hereby approves the proposed change order for an increase of \$13,772.00, for a total new contract sum of \$641,272.00.

MEYER #3

WHEREAS, the Village of Williamsville entered into a contract with Parise Mechanical, Inc., for mechanical work related to the ADA Upgrades to Village Hall and Fire Department; and

WHEREAS, in the course of work, it became necessary to modify the scope of work and materials which are necessary to complete the project and are in the best interest of the Village;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees hereby approves the proposed change order for an increase of \$212.00, for a total new contract sum of \$37,012.00.

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