AGENDA
VILLAGE OF WILLIAMSVILLE
REORGANIZATION MEETING
July 13, 2026
6:00 p.m.

I, **Christine Hunt**, as Mayor of the Village of Williamsville, appoint ***James Celeste*** of Williamsville, as Deputy Mayor for the Village of Williamsville to the end of the 2026-2027 official Village year.

I, **Christine Hunt**, as Mayor of the Village of Williamsville, appoint ***David Vitka*** of Williamsville to the Planning and Architectural Review Board for the Village of Williamsville to the end of the 2029 official Village year.

I, **Christine Hunt**, as Mayor of the Village of Williamsville, appoint ***Catherine Waterman-Kulpa*** of Williamsville to the Planning and Architectural Review Board for the Village of Williamsville to the end of the 2029 official Village year.

I, **Christine Hunt**, as Mayor of the Village of Williamsville, appoint ***Catherine Waterman-Kulpa*** of Williamsville as chairperson of the Planning and Architectural Review Board to the end of the 2027 Village year.

I, **Christine Hunt**, as Mayor of the Village of Williamsville, appoint ***Walter Pacer*** of Williamsville to the Planning and Architectural Review Board for the Village of Williamsville to the end of the 2029 official Village year.

I, **Christine Hunt**, as Mayor of the Village of Williamsville, appoint ***Pat Fulwiler*** of Williamsville, to the Zoning Board of Appeals for the Village of Williamsville to the end of the 2031 official Village year.

I, **Christine Hunt**, as Mayor of the Village of Williamsville, appoint ***Daniel DeLano, Jr.*** of Williamsville, as an alternate the Zoning Board of Appeals for the 2026-2027 official Village year.

The following is a listing of committees/associations/departments to be assigned:

- Amherst Police Department
- Arts, Culture & Diversity Committee
- Beautification Committee
- Bioswale Committee
- Community Plan Update Committee
- Department of Public Works
- Environmental Advisory Council
- Erie County Energy Aggregation
- Executive Safety Committee
- Fire Department
- Glen Park Joint Board
- Historic Preservation Commission
- Insurance

- Inter-governmental Agency
- Meeting House Events Committee
- Parks Committee
- Exempt Personnel
- Planning and Architectural Review Board
- Records Management Committee
- Traffic & Safety Committee
- Tree Board
- Williamsville Business Association
- Youth & Recreation Committee
- Zoning Board of Appeals

Village Board Liaisons are appointed as follows:

Mayor Hunt
1. Personnel
2. Insurance
3. Amherst Police Department
4. Fire Department
5. Executive Safety Committee
6. Records Management Committee
7. Co-liaison DPW
8. Co-liaison Williamsville Business Association

Deputy Mayor Celeste
1. Traffic & Safety
2. Meeting House
3. Department of Public Works
4. Intergovernmental
5. Co-Liaison – Glen Park Joint Board

Trustee Hahn
1. Tree Board
2. Beautification
3. Erie County Energy
4. Historic Preservation Commission
5. Zoning Board of Appeals

Trustee Jackson
1. Arts, Culture & Diversity
2. Co-Liaison - Glen Park Joint Board
3. Parks Committee

Trustee Meyer
1. Environmental Advisory Committee
2. Planning Board and Architectural Review
3. Youth and Recreation Committee
4. Co-Liaison – Williamsville Business Association

RESOLVED, that the following are hereby appointed to the ***Arts, Culture & Diversity Committee*** until the end of the ***2026-2027*** official Village year.

- ***Ian Artis***
- ***Joan Ess***
- ***Trisheia Shelton***

RESOLVED, that the following are hereby appointed to the ***Beautification Committee*** until the end of the ***2026-2027*** official Village year.

- ***Joyce Alberti***
- ***Linda Anscombe***
- ***Vicki Carr***
- ***Monica Celeste***
- ***Sharon Daniels***
- ***Elise Fila***
- ***Liveleen Gill***
- ***Deb Habes***
- ***Joyce Haskell***
- ***Robin Kashyap***
- ***Myra Lenz***
- ***Dian Lewin***
- ***Jennifer Licht***
- ***Edie Malizia***
- ***Melanie McMahan***
- ***Joanne Miechowski***
- ***Michele Pagliaroli***
- ***Cynthia Primus***
- ***Marcia Roth***
- ***Ramona Schickling***
- ***Sharon Schwartz***
- ***Nicholas Tiede***
- ***Melissa Warner***
- ***Sally White***
- ***Diane Witczak***

RESOLVED, that ***Joanne Miechowski and Melissa Warner*** are hereby designated ***Co-Chairpersons*** of the ***Beautification Committee*** until the end of the ***2026-2027*** official Village year.

RESOLVED, that the following are hereby appointed to the ***Environmental Advisory Council*** until the end of the ***2026-2027*** official Village year:

- ***Carol Descutner***
- ***William Flannery***
- ***Frank Mischler***
- ***Jon Nickerson***
- ***Marisa Riggi***
- ***Steven Schulz***
- ***Eileen Torre***
- ***Jane Vohwinkel***
- ***Luke Wolfe***

RESOLVED, that ***Jane Vohwinkel*** is hereby designated ***Chairperson of the Environmental Advisory Council*** until the end of the ***2026-2027*** official Village year.

RESOLVED, that the following are hereby appointed to the ***Glen Park Joint Board*** until the end of the ***2026-2027*** official Village year:

- ***Paul Glauber***
- ***Paulette Jakiel***
- ***Kevin Rishel***
- ***Doug Richardson***
- ***Kyle Townsend***

RESOLVED, that ***Paul Glauber*** is hereby designed ***Chairperson of the Glen Park Joint Board*** until the end of the **2026-2027** official Village Year.

RESOLVED, that the following are hereby appointed to the ***Executive Safety Committee*** for the ***2026-2027*** official Village year:

- ***Nicholas McCormick***
- ***Ben Vilonen***
- ***Adam Oehmler***

RESOLVED, that the following are hereby appointed to the ***Meeting House Events Committee*** until the end of the ***2026-2027*** official Village year:

- ***Pauline Dyson***
- ***Doug Kern***
- ***Elaine LaVigne***
- ***Liz Marabella***
- ***Linda Pacer***
- ***Doug Richardson***
- ***Joan Scalfani***
- ***Steven Schultz***
- ***Maria Testa***
- ***Denis Uminski***

RESOLVED, that ***Doug Kern*** is hereby designated ***Chairperson of the Meeting House Events Committee*** until the end of the ***2026-2027*** official Village year.

RESOLVED, that the following are hereby appointed to the ***Parks Committee*** until the end of the ***2026-2027*** official Village year:

- ***Julie Flanagan***
- ***Nancy MacDonald***
- ***Maureen McQuistion-Michel***
- ***Doug Richardson***
- ***Marty Visciano***

RESOLVED, that ***Julie Flanagan*** is hereby designated ***Chairperson*** of the ***Parks Committee*** until the end of the ***2026-2027*** official Village year.

RESOLVED, that the following are hereby appointed to the ***Records Management Committee*** until the end of the ***2026-2027*** official Village year:

- ***Suzanne Canell***
- ***Kathryn Rappleye***
- ***Carol Boeck***
- ***Charles D. Grieco***

RESOLVED, that the following are hereby appointed to the ***Traffic and Safety Committee*** until the end of the ***2026-2027*** official Village year:

- ***Patrice Hannotte***
- ***Walter Pacer***
- ***Thomas Petrocelli***
- ***Dan Rider***
- ***Nick Roth***
- ***Matthew Schery***
- ***Sam Spritzer***
- ***Doug Richardson***

Traffic & Safety Ex-Officios through the end of 2026-2027 official Village year:

- ***Captain Charles Persons (Amherst Police Dept.)***
- ***Mike Vogel (Fire Department)***
- ***Bill Tuyn (Transportation Professional)***

RESOLVED, that ***Walter Pacer*** is hereby designated ***Chairperson of the Traffic & Safety Committee*** until the end of the ***2026-2027*** official Village year.

RESOLVED, that ***Daniel DeLano, Jr*** is hereby designated ***Chairperson of the Tree Board Committee*** until the end of the ***2026-2027*** official Village year.

RESOLVED, that the following is hereby appointed to the ***Tree Board Committee*** until the end of the ***2026-2027*** official Village year:

- ***Noel Bartlo***
- ***Paul Kreiter***
- ***James Lion***
- ***Doug Richardson***
- ***Rimme St. George***

Tree Board Ex-Officios through the end of 2026-2027 official Village year:

- ***Tom Draves*** (***Village Forester)***
- ***Ben Vilonen (DPW)***

RESOLVED, that the following are hereby appointed to the ***Youth and Recreation Committee*** until the end of the ***2026-2027*** official Village year:

- ***Daniel Overton***

RESOLVED, that ***Rick Andrews*** is hereby appoint ***Chairperson*** of the ***Zoning Board of Appeals*** until the end of the ***2026-2027*** official Village year.

RESOLVED, that ***Bond, Schoeneck & King,*** is hereby appointed ***Village Counsel*** for the ***2026-2027*** official Village year.

RESOLVED, that the ***Village Attorneys of Record*** (***Charles D. Grieco, Esq., of counsel)*** is hereby designated to hear and determine appeals regarding the denial of access to records under the Freedom of Information Law for the ***2026-2027*** official Village year.

RESOLVED, that ***Rotella Grant Management*** is hereby appoint ***Village Grant Writers*** for the 2026-2027 official Village year.

RESOLVED, that ***Nicholas McCormick*** is hereby appointed as ***Administrator/Clerk-Treasurer*** for the ***2026-2027*** official Village year.

RESOLVED, that ***Terri Sherman*** is hereby appointed ***Deputy Treasurer*** for the ***2026-2027*** official Village year.

RESOLVED, that ***Kathryn Rappleye*** is hereby appointed ***Deputy Clerk*** for the ***2026-2027*** official Village year.

RESOLVED, that ***Justine Yamonaco*** is hereby appointed ***Secretary to the Mayor*** for the ***2026-2027*** official Village year.

RESOLVED, that ***Nicholas McCormick*** is hereby appointed as ***Registrar of Vital Statistics*** for the ***2026-2027*** official Village year.

RESOLVED, that ***Kathryn Rappleye*** is appointed ***Deputy Registrar of Vital Statistics*** for the ***2026-2027*** official Village year.

RESOLVED, that ***Suzanne Canell*** is appointed ***Subregistrar of Vital Statistics*** for the ***2026-2027*** official Village year.

RESOLVED, that ***Nicholas McCormick*** is appointed ***Collector of Taxes and Assessments*** for the ***2026-2027*** official Village year.

RESOLVED, that ***Nicholas McCormick*** is appointed ***Records Management Officer*** for the ***2026-2027*** official Village year.

RESOLVED, that ***Nicholas McCormick*** is appointed ***Records Access Officer*** for the ***2026-2027*** official Village year.

RESOLVED, that ***Walter Pacer*** is hereby appointed ***Acting Justice*** for the ***2026-2027*** official Village year.

RESOLVED, that ***Howard Cadmus*** is hereby appointed as ***Prosecutor*** for the ***2026-2027*** official Village year.

RESOLVED, that the ***Williamsville Historical Society*** is hereby appointed ***Village Historian*** for the ***2026-2027*** official Village year.

RESOLVED, that ***WM. Schutt Associates*** is hereby designated the ***Engineer of Record*** for the Village of Williamsville for the ***2026-2027*** official Village year.

RESOLVED, that ***WM. Schutt Associates*** are hereby designated to act as the Stormwater Management Officer (SMO) for the Village of Williamsville for the ***2026-2027*** official Village year.

RESOLVED, that for the ***2026-2027*** Official Village year the ***Amherst Bee*** is hereby designated the ***Official Newspaper*** for the Village of Williamsville and in the event that it is necessary to meet legal deadlines, the ***Buffalo News***.

RESOLVED, that the ***Gallagher Insurance*** is hereby appointed as the ***Insurance Broker of Record*** until the end of the ***2026-2027*** official year.

RESOLVED, that the Village Board hereby adopts the attached "***Rules of Procedure"*** *(Attachment 1)* to be followed by the Village of Williamsville Board of Trustees during the ***2026-2027*** official Village year.

RESOLVED, that the Village Board hereby adopts the attached ***Comprehensive Emergency Management Plan*** provided by the Town of Amherst *(Attachment 2)*, which includes the ***Mass Casualty Incident Emergency Response Plan*** and the ***Hazardous Materials Response Plan*** as the official plan for the ***2026-2027*** official Village year.

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 2026**, **August 2026** and **December 2026**, when the regular meetings will be held on **July 13**, **August 10, August 31** and **December 14**, and that the **2027** Re-Organizational Meeting will be held in July. 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.

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.

RESOLVED, that the following travel outside Erie County is hereby authorized, using a cost-effective and reasonable method of travel:

Mayor: NYCOM Legislative Meetings
Trustees: NYCOM Legislative Meetings
Administrator: NYS GFOA Annual Conference & regional seminars and NYCOM Legislative Meetings
Deputy Treasurer – NYS GFOA Annual Conference and regional seminars and NYCOM Fall Training School
Deputy Clerk – NYCOM Fall Training School

BE IT FURTHER RESOLVED, that all other travel outside Erie County must be approved by resolution of the Board of Trustees prior to attendance.

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.

RESOLVED, that meals 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 that the per diem rate for the first and last day of travel will be paid based on IRS Publication 1542 "Per Diem Rates" at the rate in effect for the city of travel at the time of travel, and that deductions shall be made from claimed reimbursement for any meals covered by the hotel, conference, or by any other party; and

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

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
Bank on Buffalo
Canal Bank
Citizens' Bank
Five Star Bank
JPMorgan Chase
Key Bank of New York
M & T Bank
Northwest Bank
NYCLASS

WHEREAS, pursuant to General Municipal Law Section 104-b, the Village's procurement policy allows for types of procurement for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations would not be in the best interest of the municipality for various reasons, including choosing an individual or company based on accountability, reliability, responsibility, skill, education and training, judgment, integrity and moral worth and these qualifications are not necessarily found in the individual or company that offers the lowest price;

NOW, THEREFORE, BE IT RESOLVED, that the Village Board of Trustees authorizes the following Fire Department vendors as preferred vendors:

10-75 Emergency Lighting
Aerial Testing
Bound Tree Medical
Breathing Air Systems
Dival Safety Equipment
Gabes Collision
Mobile Storage Solutions
Moore Medical Supplies
Municipal Emergency Services (MES)
New Egg Business
Occustar Inc.
Saia Communications

Sam's Apparatus Maintenance
Sewing Technologies
The Fire Store
Twin Tier Fire & Safety Services Bonnie Vale, Inc.
West Herr Automotive Group

RESOLVED, that the Village Board hereby adopts the attached ***Investment Policy for the Village of Williamsville*** *(Attachment 3)* as attached during the ***2026-2027*** official Village year.

RESOLVED, that the Village of Williamsville hereby adopts the attached ***Length of Service Award Program Investment Policy*** *(Attachment 4)* during the ***2026-2027*** official Village year.

RESOLVED, that the Village of Williamsville hereby adopts the attached ***Clerk's Office Fee Schedule*** *(Attachment 5)* as attached during the ***2026-2027*** official Village year.

RESOLVED, that Village of Williamsville hereby adopts the attached ***Building Department and Plumbing Permit Fee Schedule*** *(Attachment 6)* as attached for the ***2026-2027*** official Village year:

RESOLVED, that the following ***Justice Court Fee Schedule for Parking Violations*** is hereby adopted for the ***2026-2027*** official Village year:

Winter parking prohibition November 1 thru April 1	$25.00
Parked within 15 feet of fire hydrant	$80.00
Parked in fire lane	$35.00
Handicap area (includes surcharge)	$80.00
Parallel parking	$25.00
Expired registration	$30.00
Expired inspection	$25.00
Less than 20 feet from crosswalk	$25.00
Blocking driveway	$25.00
Right side of vehicle more than 12 inches from curb	$25.00
Parking prohibited upon publicly or privately owned premise without permission	$25.00
Parked on sidewalk	$25.00
Parked on bridge	$25.00
No parking, stopping, standing	$25.00
Restricted zone	$25.00
Parked beyond time limit	$25.00
Parked within intersection	$25.00
Double parked	$25.00
Parked in bus route, certain hours	$25.00
Parked against the direction of authorized traffic movement	$25.00

RESOLVED, that the Village Board hereby adopts the attached ***Procurement Policy*** *(Attachment 7)* as the official Procurement Policy for the ***2026-2027*** official Village year:

WHEREAS, pursuant to General Municipal Law Section 104-b, the Village's procurement policy allows for types of procurement for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations would not be in the best interest of the municipality for various reasons, including choosing an individual or company based on accountability, reliability, responsibility, skill, education and training, judgment, integrity and moral worth and these qualifications are not necessarily found in the individual or company that offers the lowest price;

NOW, THEREFORE, BE IT RESOLVED, that the Village Board of Trustees authorizes the following Village Hall and Department of Public Works vendors as preferred vendors:

10-75 Emergency Lighting
Armored Alarm
Aerial Testing
Bound Tree Medical
Breathing Air Systems
Dival Safety Equipment
Foreman Enterprises
Frey Drilling
Gabes Collision
Lineage
Mischler's Florist
Mobile Storage Solutions
Moore Medical Supplies
Municipal Emergency Services (MES)
New Egg Business
Occustar Inc.
Saia Communications
Sam's Apparatus Maintenance
Sewing Technologies
Solstice Glass
Staples
The Fire Store
Twin Tier Fire & Safety Services Bonnie Vale, Inc.
WB Mason
West Herr Automotive Group

RESOLVED, that the attached ***Volunteer Application*** *(Attachment 8)* is hereby approved and must be completed by all appointed volunteers/committee members of the Village of Williamsville.

RESOLVED, that the attached ***Sexual Harassment Prevention Policy, the Non- Discrimination Policy and the Anti-Harassment Policy*** *(Attachment 9)* are hereby adopted and are to be signed by all Elected Officials, Village employees, appointed employees and volunteer committee members.

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Attachments:
Attachment 1 – Rules of Procedure
Attachment 2 – Comprehensive Emergency Management Plan
Attachment 3 – Investment Policy
Attachment 4 – Lenth of Service Program
Attachment 5 – Clerk's Office Fee Schedule
Attachment 6 – Building Department Fee Schedule
Attachment 7 – Procurement Policy
Attachment 8 – Volunteer Application
Attachment 9 – Sexual Harassment Policy