

AGENDA
VILLAGE OF WILLIAMSVILLE
REORGANIZATION MEETING
July 25, 2022
6:00 p.m.

1. The Mayor hereby appoints Daniel O. DeLano, Jr. as *Deputy Mayor* for the **2022-2023** official Village year.
2. **RESOLVED**, that Bond Schoeneck & King Attorneys is hereby appointed *Village Counsel* for the **2022-2023** official Village year.
3. **RESOLVED**, that Keaton DePriest is hereby appointed *Director of Community Development* for the **2022-2023** official Village year.
4. **RESOLVED**, that Kelsey Lieb is hereby appointed *Deputy Treasurer* for the **2022-2023** official Village year.
5. **RESOLVED**, that Colleen K. Poules is hereby appointed *Deputy Clerk* for the **2022-2023** official Village year.
6. **RESOLVED**, that Kathryn Rappleve is hereby appointed *Secretary to the Mayor* for the **2022-2023** official Village year.
7. **RESOLVED**, that Judith A. Kindron is hereby appointed as *Registrar of Vital Statistics* for the **2022-2023** official Village year.
8. **RESOLVED**, that Colleen K. Poules is appointed *Deputy Registrar of Vital Statistics* and Kelsey Lieb, Kathryn Rappleve and Corey Joss are appointed *Sub-Registrars of Vital Statistics* for the **2022-2023** official Village year.
9. **RESOLVED**, that Judith A. Kindron is appointed *Collector of Taxes and Assessments* for the **2022-2023** official Village year.
10. **RESOLVED**, that Judith A. Kindron is appointed *Records Management Officer* for the **2022-2023** official Village year.

11. **RESOLVED**, that **Judith A. Kindron** is appointed *Records Access Officer* for the **2022-2023** official Village year.

12. **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 **2022-2023** official Village year.

13. **RESOLVED**, that the **Williamsville Historical Society** is hereby appointed *Village Historian* for the **2022-2023** official Village year.

14. **RESOLVED**, that **Walter Pacer** is hereby appointed *Acting Justice* for the **2022-2023** official Village year.

15. **RESOLVED**, that **Thomas E. Webb** is hereby appointed *Prosecutor* for the **2022-2023** official Village year.

16. **The following is a listing of committees/associations/departments to be assigned:**
 - Amherst Police Department
 - Arts, Culture & Diversity Committee
 - Beautification 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
 - Personnel
 - Planning and Architectural Review Board
 - Records Management Committee
 - Traffic & Safety Committee
 - Tree Board
 - Waterfront Advisory Committee
 - Williamsville Business Association
 - Youth & Recreation Committee
 - Zoning Board of Appeals

Village Board liaison-ships are appointed as follows:

MAYOR ROGERS

1. Department of Public Works
2. Personnel
3. Insurance
4. Amherst Police Department
5. Executive Safety Committee
6. Records Management Committee
7. Fire Department
8. Parks Committee

TRUSTEE DELANO

1. Planning & Architectural Review Board
2. Zoning Board of Appeals
3. Tree Board

TRUSTEE LOWTHER

1. Beautification Committee
2. Williamsville Business Association
3. Youth & Recreation
4. Meeting House Events Committee
5. Historic Preservation Committee
6. Williamsville Business Association

TRUSTEE TORRE

1. Glen Park Joint Board
2. Traffic & Safety
3. Environmental Advisory Council
4. Waterfront Advisory Committee

TRUSTEE HUNT

1. Erie County Energy Aggregation
2. Inter-Governmental Agency
3. Arts, Culture & Diversity Committee

17. **RESOLVED**, that the Village Board hereby adopts the “*Rules of Procedure*” as attached, to be followed by the Village of Williamsville Board of Trustees during the **2022-2023** official Village year.

18. **RESOLVED**, that the Village Board hereby adopts the attached *Comprehensive Emergency Management Plan* provided by the Town of Amherst, which includes the *Mass Casualty Incident Emergency Response Plan* and the *Hazardous Materials Response Plan* as the official plan for the 2022-2023 official Village year.

19. **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 2022**, **August 2022** and **December 2022**, when the regular meetings will be held on **July 25th**, **August 22th** and **December 12th**, and that the 2023 Re-Organizational Meeting will be held on **Monday, July 3, 2023**, 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.

20. **RESOLVED**, that Wm. Schutt Associates is hereby designated the *Engineer of Record* for the Village of Williamsville for the 2022-2023 official Village year.

21. **RESOLVED**, that for the 2022-2023 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*.

22. **RESOLVED**, that the Evans Agency is hereby appointed as the *Insurance Broker of Record* until the end of the 2022-2023 official year.

23. **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.

24. **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 and regional seminars, NYCOM Fall Training School, and Legislative Meetings

Deputy Treasurer – NYS GFOA Annual Conference and regional seminars

Deputy Clerk – NYCOM Fall Training School; and

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

25. **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.

26. **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.

27. **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
- Citizens’ Bank
- Evans Bank
- Five Star Bank
- JPMorgan Chase
- Key Bank of New York
- M & T Bank
- Northwest Bank
- NYCLASS

28. **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

29. **RESOLVED**, that the Village of Williamsville hereby adopts the following investment policy:

**INVESTMENT POLICY
FOR VILLAGE OF WILLIAMSVILLE**

I. SCOPE

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

II. OBJECTIVES

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

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

III. DELEGATION OF AUTHORITY

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

IV. PRUDENCE

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

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 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
Bank of Buffalo	5,000,000
Citizens' Bank	5,000,000
Evans Bank	5,000,000
Five Star Bank	5,000,000
JPMorgan Chase	5,000,000
Key Bank of New York	5,000,000
M & T Bank	5,000,000
Northwest Bank	5,000,000
NYCLASS	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 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 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.

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.

- * 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.

30. **RESOLVED**, that the Village of Williamsville hereby adopts the following Length of Service Award Program investment policy:

(See attached Length of Service Award Program investment policy)

31. **RESOLVED**, that the following *Fee Schedule* is hereby adopted for the **2022-2023** official Village year:

CLERK'S OFFICE

Bounced Check	\$20.00
Mayor’s Permit	\$40.00
Street peddlers or vendors (with or without a vehicle)	
Background check required	\$100.00 each person/90days
Refundable Clean-up deposit for Parades/races/walks	\$100.00
Snowplow Permit	\$40.00 per vehicle
Tax Certificate	\$25.00 per property
Unpaid charges placed on tax roll	\$40.00
Duplicate Tax bill	\$1.00
Unpaid Tax Notice Letter	\$2.00

PARK STRUCTURE FEES

Island Park Small Shelter:

Personal/Family/Charitable/Other:	\$75.00
Refundable Security Deposit:	\$75.00

Island Park Large Pavilion:

Personal/Family/Charitable/Other	\$250.00
Refundable Security Deposit	\$250.00
All Others	\$700.00
All Others’ refundable security deposit	\$700.00

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

Community Event	\$500.00
Refundable Security Deposit	\$500.00
All Others	\$1,000.00
Refundable Security Deposit	\$1,000.00
Alcoholic Beverage Permit fee:	\$75.00
Multiple Vendor Events	\$25.00 each vendor

Garrison Park Gazebo:

All uses	\$125.00
Refundable Security Deposit	\$125.00
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)

Cancellation Fee

With 30 days written notice	50%
With less than 30 days written notice	\$0.00 (No refund)

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 (discount for Mon.-Thur. gets 25% off)	\$100.00 per day
Wedding & Rehearsal	\$300.00
Wedding only	\$200.00
Refundable Security Deposit (All Rentals)	\$100.00
Cancellation Fee	
With 30 days written notice	50%
With less than 30 days written notice	\$0.00 (No refund)

32. **RESOLVED**, that the attached ***Building Department Permit Fee Schedule*** is hereby adopted for the **2022-2023** official Village year:

(See attached 2022-2023 Building Permit Fee Schedule)

33. **RESOLVED**, that the attached ***Plumbing Permit Fee Schedule*** is hereby adopted for the **2022-2023** official Village year:

(See attached 2022-2023 Plumbing Permit Fee Schedule)

34. **RESOLVED**, that the following *Justice Court Fee Schedule for Parking Violations* is hereby adopted for the **2022-2023** official Village year:

01. Winter parking prohibition November 1 thru April 1 1:00 a.m. - 7:00 a.m.	\$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
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

35. **RESOLVED**, that the following are hereby appointed to the *Arts, Culture & Diversity Committee* until the end of the **2022-2023** official Village year.

1. *Christine Petrie*
2. *Patrice Hannotte*
3. *Tricia Evans*
4. *Donna DeLano-Kerr*
5. *Debbie Steinbruckner*

36. **RESOLVED**, that _____ is hereby designated *Chairperson of the Arts, Culture & Diversity Committee* until the end of the **2022-2023** official Village year.

37. **RESOLVED**, that the following are hereby appointed to the *Beautification Committee* until the end of the **2022-2023** official Village year.

1. *Elise Fila*
2. *Myra Lenz*
3. *Edie Malizia*
4. *Marcia Roth*
5. *Dian Lewin*
6. *Patricia Earing*
7. *Deborah Habes*
8. *Melissa Warner*
9. *Ramona Schickling*
10. *Sharon Daniels*
11. *Michele Pagliaroli*
12. *Joanne Miechowski*
13. *Liveleen Gill*
14. *Jinge Hu*

38. **RESOLVED**, that *Deborah Habes* is hereby designated *Chairperson* of the *Beautification Committee* until the end of the **2022-2023** official Village year.

39. **RESOLVED**, that the following are hereby appointed to the *Environmental Advisory Council* until the end of the **2022-2023** official Village year:

1. *Frank Mischler*
2. *Marisa Riggi*
3. *Jane Vohwinkel*
4. *Jon Nickerson*
5. *Carol Descutner*
6. *Steven Schulz*
7. *Luke Wolfe*
8. *Jeffrey Hahn*

40. **RESOLVED**, that *Jane Vohwinkel* is hereby designated *Chairperson of the Environmental Advisory Council* until the end of the **2022-2023** official Village year.

41. **RESOLVED**, that the following are hereby appointed to the *Executive Safety Committee* for the **2022-2023** official Village year:

1. *Judith A. Kindron*
2. *Ben Vilonen*
3. *Kevin Stahrr*

42. **RESOLVED**, that *Sharon Daniels, Douglas Richardson & Amy Jackson* are hereby appointed to *Glen Park Joint Board* through **June 30, 2025**.

43. **RESOLVED**, that *Chuck Ackers, Jim Tammaro, Catherine Waterman-Kulpa* are hereby appointed to *Historic Preservation Commission* through **June 30, 2026**.

44. **RESOLVED**, that *Thomas Barrett, Wesley Stone and Susan Palmer* are hereby appointed as *Resource Officers* to the *Historic Preservation Commission* through the end of the **2022-2023** Official Village year.

45. **RESOLVED**, that the following are hereby appointed to the *Meeting House Events Committee* until the end of the **2022-2023** official Village year:

1. *Doug Kern*
2. *Elaine LaVigne*
3. *Kathleen McNally*
4. *Linda Pacer*
5. *Doug Richardson*
6. *Joan Scalfani*
7. *Maria Testa*
8. *Denis Uminski*
9. *Pauline Dyson*

46. **RESOLVED**, that *Doug Kern* is hereby designated *Chairperson of the Meeting House Events Committee* until the end of the **2022-2023** official Village year.

47. **RESOLVED**, that the following are hereby appointed to the *Parks Committee* until the end of the **2022-2023** official Village year:

1. *Carrie Duquin*
2. *Julie Perello*
3. *Lauren Schellinger*
4. *Marty Visciano*
5. *Maura Lester*
6. *Maureen McQuiston*
7. *Greg Garten*

48. **RESOLVED**, that *Lauren Schellinger & Carrie Duquin* are hereby designated *Co-Chairpersons* of the *Parks Committee* until the end of the **2022-2023** official Village year.

49. **RESOLVED**, that Wesley Stone and James Nau are hereby appointed to the **Planning and Architectural Review Board** until the end of the **2024-2025** official Village year.

50. **RESOLVED**, that Catherine Waterman-Kulpa is hereby appointed as an **Alternate Member** to the **Planning and Architectural Review Board** until the end of the **2022-2023** official Village year.

51. **RESOLVED**, that Amy Alexander is hereby appointed **Chairperson of the Planning and Architectural Review Board** until the end of the **2022-2023** official Village year.

52. **RESOLVED**, that the following are hereby appointed to the **Records Management Committee** until the end of the **2022-2023** official Village year:

1. Judith A. Kindron
2. Kelsey Lieb
3. Colleen Poules
4. Charles D. Grieco

53. **RESOLVED**, that the following are hereby appointed to the **Traffic and Safety Committee** until the end of the **2022-2023** official Village year:

1. Walter Pacer
2. Daniel Rider
3. Nick Roth
4. Matthew Schery
5. Marilyn Alfes
6. Debby Cambria
7. Patrice Hannotte

Captain Kevin Brown (Amherst Police Dept. - Ex-officio)
_____ (Fire Department- Ex-officio)
_____ (Transportation Professional - Ex-officio)

54. **RESOLVED**, that Walter Pacer is hereby designated **Chairperson of the Traffic & Safety Committee** until the end of the **2022-2023** official Village year.

55. **RESOLVED**, that Nick Roth & Noel Bartlo are hereby appointed to the **Tree Board** until the end of the **2024-2025** official Village year.

56. **RESOLVED**, that Tom Draves is hereby appointed as **Village Forester** until the end of the **2022-2023** official year.

57. **RESOLVED**, that the following are hereby appointed to the *Youth and Recreation Committee* until the end of the **2022-2023** official Village year:

1. *Amy Alexander*
2. *Lauren Schellinger*
3. *Anne Scalfani*
4. *Ashley Wendelboe*

58. **RESOLVED**, that *Amy Alexander* is hereby designated *Chairperson of the Youth and Recreation Committee* until the end of the **2022-2023** official Village year.

59. **RESOLVED**, that *Christine Petrie & Tom Petrocelli* are hereby appointed to the *Zoning Board of Appeals* until the end of the **2026-2027** official Village year.

60. **RESOLVED**, that *Richard Andrews* is hereby appointed *Chairperson* of the *Zoning Board of Appeals* until the end of the **2022-2023** official Village year.

61. **RESOLVED**, that *Matthew Carson* is hereby appointed as an Alternate member of the *Zoning Board of Appeals* until the end of the **2022-2023** official Village year.

62. **RESOLVED**, that the Village Board hereby adopts the following *Procurement Policy* as the official Procurement Policy for the **2022-2023** official Village year:

VILLAGE OF WILLIAMSVILLE

PROCUREMENT POLICY

WHEREAS, Section 104-b of the New York State General Municipal Law requires the governing body of every municipality to adopt a procurement policy for all goods and services which are not required by law to be publicly bid; and

WHEREAS, comments have been solicited from all officers in the VILLAGE OF WILLIAMSVILLE involved in the procurement process;

NOW, THEREFORE, BE IT 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.

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 and 7 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
\$20,000 and above	Formally bid pursuant to Section 103 of NYS General Municipal Law

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

\$35,000 and above

Formally bid pursuant to Section 103 of NYS General Municipal Law

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

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

5. Documentation and a detailed explanation are 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 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. The Village, in accordance with subdivision 16 of General Municipal Law (GML) § 103, is authorized to purchase apparatus, materials, equipment and supplies, and to contract for services related to the installation, maintenance or repair of those items, through the use of contracts let by the United States or any agency thereof, any state or any other political subdivision or district therein. The contract must be let in a manner that constitutes competitive bidding “consistent with state law,” and made available for use by other governmental entities.

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

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

(SEE ATTACHED 2022-2023 VOLUNTEER APPLICATION FORM)

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

**(SEE ATTACHED
2022-2023
SEXUAL HARRASSMENT PREVENTION POLICY
AND
NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY)**

MOTION TO ADJOURN