

Village of Williamsville

Departmental Information

The following information is a description of the functions associated with the various departments within the Village of Williamsville. We hope this will help our residents and property owners to better understand the responsibilities of each department, and what areas of the budget they are responsible for.

Mayor

The Village Mayor is responsible for oversight of all operations of the Village. The position is a part-time, executive-level position and the Mayor is elected by voters to a term of four years. The Mayor sets policy for Village government and is ultimately responsible for Village services and the undertaking of projects throughout the Village. The Mayor presides over Village Board work sessions and meetings. The Mayor is one of the five voting members of the Village Board of Trustees and can serve as a liaison to volunteer committees.

Board of Trustees

The Village Board of Trustees is responsible for serving as the legislative arm of the Village of Williamsville government and for helping to set a yearly budget for the village. The board is composed of five members including the mayor, with one equal vote each. Board members are elected by voters to terms of four years. Members of the board, which serve in at-large seats and not through a geographical ward system, can draft resolutions and help to create local laws applicable to the village. They can also serve as liaisons to volunteer committees. They are elected to four-year terms, and two are elected every two years.

Building Department

The Building Department is responsible for regulating building construction and adherence to the building and fire codes. The department consists of a staff, including a Building Inspector, a Fire Inspector and a Building Clerk, appointed by the Board of Trustees. The Building Inspector and Building Clerk are chosen from a civil service list.

Duties include:

1. Reviewing construction plans and building permit applications for conformance with the Codes of the Village of Williamsville and New York State.
2. Reviewing Site Plans (including grading, utility, parking, etc.) and related documentation for compliance with the Code of the Village of Williamsville.

3. Referring all applicable plans to various Village of Williamsville committees including Traffic & Safety, Environmental, Historic Preservation, etc.
4. Reviewing and referring as applicable all Zoning Board of Appeals applications and documentation and serving as liaison to the ZBA.
5. Reviewing and referring as applicable all exterior plans, site plans, sign permits, etc. to the Planning & Architectural Review Board and serving as liaison to the P&ARB.
6. Reviewing and processing all plumbing plans and permit applications for conformance with the Codes of the Village of Williamsville and New York State.
7. Reviewing and processing all sign permit applications for conformance with the Code of the Village of Williamsville.
8. Conducting field inspections of all required elements of construction for conformance with the Codes of the Village of Williamsville and New York State and the submitted building permit.
9. Conducting field inspections of all required elements of plumbing for conformance with the Codes of the Village of Williamsville and New York State and the submitted plumbing permit.
10. Investigating all property complaints and issuing citations as applicable. Conducting follow up inspections of violations. Where required, issuing court summons for violations and participate in the court process through resolution.
11. Conducting annual fire inspections of all public buildings including offices, mercantile, public assembly, apartments and mixed-use buildings for conformance with the Codes of the Village of Williamsville and New York State and the submitted building permit.

Department of Public Works

The Department of Public Works is responsible for maintenance of all Village property and infrastructure, including street paving and plowing, storm and sanitary sewers, garbage and recycling of waste, and Village-owned tree maintenance. The department consists of a General Crew Chief, Working Crew Chief, and eight Motor Equipment Operators. The General Crew Chief oversees the department.

Street maintenance duties include:

1. Street sweeping.
2. Milling and repaving roads with new asphalt.
3. Patching and cold patching potholes in winter.
4. Striping of crosswalks and travel lanes.
5. Traffic control signage along Village streets, such as speed limit, parking, and other regulations.
6. Snow plowing and removal, salting of roads.

Storm water collection system:

1. Monitoring of drainage within the Village.
2. Repair of existing infrastructure, i.e.: receivers and pipe collection systems.

3. Installing new drainage.
4. Preparing annual storm water report for NYSDEC review.
5. Monitoring and reporting illicit discharges.
6. Inspection of commercial and residential connections to system per Village code.

Sanitary sewer system:

1. Monitoring flows within Village limits.
2. Inspecting and maintaining existing infrastructure.
3. Cleaning and clearing mains from obstruction.
4. Televising and reporting findings to NYSDEC for annual permit compliance.
5. Root cutting within mains.
6. Repairing manholes, rims, and main line connections.
7. Inspecting all commercial and residential connections to sanitary sewer system per Village code.

Garbage and recycling pickup:

1. Oversight of waste and recycling contract.
2. Picking up of brush and branches for recycling.
3. Picking up of metal and electronics for recycling.
4. Leaf collection in fall.

Tree maintenance:

1. Planting new trees in right-of-way and village parks.
2. Pruning of limbs.
3. Stump-grinding service for all residents.

Buildings and grounds:

1. Maintaining Village Hall, Village Meeting house, Williamsville Water Mill, Department of Public Works facility.
2. Maintaining parks – mowing grass, landscaping, two public swimming pools, pavilion and gazebos, tennis courts and playgrounds.

Community beautification:

1. Maintaining flower pots and hanging baskets.
2. Hanging and removing banners.
3. Hanging holiday decorations.

Community Development

Reporting to the Mayor and Board of Trustees with and through the Village Administrator, the Director of Community Development sets and guides the strategy for

all economic development and communication initiatives, and clearly articulates the Village's mission to create a walkable, sustainable community through smart growth and New Urbanism principles. The Director of Community Development is appointed to a one-year term by the Mayor.

Duties include:

1. Working with residents, businesses and other elected officials to advance the vision set by the Mayor and Board of Trustees.
2. Creating a brand for the Village of Williamsville and communicating the vision effectively by speaking with the media, local and national, and with elected officials and their staff.
3. Developing, implementing and evaluating the annual communications plan in collaboration with the Mayor, Board of Trustees, Administrator and necessary constituents.
4. Generating, fostering and managing contacts for all preferred developers and their staff for the purpose of communicating possible development opportunities.
5. Leading the generation of traditional and online content that engages audience segments and leads to measurable action. Working with the Administrator, Mayor and Trustees to decide to whom, where and when to disseminate and through what means.
6. Generating regular briefings for the Administrator, Mayor and Board of Trustees on current events and pertinent information mined from print and online media sources.
7. Coordinating, organizing and scheduling press conferences, interviews, commercials and all other events necessary to effectively communicate the Village of Williamsville message.
8. Coordinating, organizing and scheduling all meetings necessary to engage the Village's network of volunteers and constituencies.

Fire Department

The Fire Department is a 100 percent volunteer department operated by the Village 24 hours per day and 365 days per year. It operates with fully equipped fire and emergency apparatus, including three first response vehicles, two light rescue units, two 1500 GPM service pumpers, 1 heavy rescue, 1- 100 foot aerial platform, 1 six by six ATV, 100 gallon mini firefighting unit and a technical rescue trailer/command post.

The Fire Department is a full service department providing fire suppression, emergency medical services, technical rescue of all types, including auto accident victim extrication, water rescue, low angle rescue, and response during weather-related emergencies.

The Fire Department also provides EMS services for Village events, such as Old Home Days, the Taste of Williamsville and Winterfest. The department is active in the community with fire prevention public education, providing apparatus at block parties and participating in many village events, such as the Evening in the Village, the Village Block Party, etc.

The department is run by the Fire Chief, elected by the Hutchinson Hose Company and appointed by the Village Board. The chief has two Assistant Chiefs, five Captains and ten Line Officers. The chief of the department is the department head and is responsible for all department operations and administration and reports to the Mayor and the Village Board of Trustees.

The officers and firefighters of the department attend required yearly training to maintain knowledge of recent developments in the ever-changing fire and emergency medical service and rescue service field. Members of the department also maintain certification as New York State Emergency Medical Technicians and New York State Certified First Responders.

Court

The Village of Williamsville court system is responsible for legal matters within village boundaries. The court consists of a Village Justice elected by voters to a four-year term, an Acting Village Justice appointed by the Mayor to a one-year term, a Village Prosecutor, a Court Clerk who works 30 hours per week, and a Court Clerk who works 15 hours per week.

Duties include:

1. Processing parking tags.
2. Processing traffic tickets.
3. Processing criminal and civil matters.
4. Processing the payment of fines.
5. Accepting pleas.
6. Processing the filing of small claims.

The court office is open from 8 a.m. to 3 p.m. Monday through Friday. The Village Justice presides over court each Friday at 9 a.m. The court also hosts arraignments for the Amherst Town Court under special circumstances.

Village Clerk's Office

The Village Clerk's Office is overseen by the Administrator/Clerk-Treasurer. Duties of this position include providing overall direction, coordination and control of the day to day activities and operations of the Village, oversight and coordination of the activities of all village departments. The department also consists of a Deputy Clerk, Deputy Treasurer, Secretary to the Mayor, and Account Clerk-Typist.

Functions handled through the Village Clerk's Office include:

1. Handle all resident inquiries, or refer to the appropriate village official or department head
2. Prepare agendas and minutes for Village Board meetings
3. Oversight of Village elections

4. Budget preparation and filing with NYS
5. Tax preparation and collection
6. Records management – maintain control of all records, including Village Board minutes, committee minutes, capital projects, easements, election, legal documents, etc.
7. Respond to Freedom of Information Requests
8. Issue Mayor's permits, park shelter permits, snow plow permits, etc.
9. Coordination of events on Island Park
10. Hire and oversee pool attendants
11. Act as Registrar of Vital Statistics and maintain all related documents
12. Oversee Bonding
13. Prepare and have legal notices printed
14. Filing of Local Laws