

Minutes of the special meeting of the Village of Williamsville Board of Trustees held at Village of Williamsville, 5565 Main Street, Williamsville, NY on Thursday, December 19, 2024 at 6:00 p.m.

The Village Board special meeting was opened at 6:10 pm by Mayor Hunt.

Village resident, Thomas Frank, led the Pledge of Allegiance at 6:10pm.

Present: Christine L. Hunt, Mayor
Eileen Torre, Deputy Mayor
James Celeste, Trustee
Jeffrey Hahn, Trustee
Amy Jackson, Trustee

Also present: Suzanne Canell, Administrator/Clerk-Treasurer
Charles D. Grieco, Village Attorney

ON MOTION by Mayor Hunt, seconded by Deputy Mayor Torre, the following amended resolution was adopted:

WHEREAS, twenty (20) Requests for Qualifications (RFQ) were issued as well as posted to the American Planning Association website for professional planning consultants on the Comprehensive Plan Update Project; and

WHEREAS, three of the responding firms that submitted statements of qualifications were interviewed and asked to provide proposals for the project.

IT IS RESOLVED, the contract for the Comprehensive Plan Update Project is hereby awarded to Colliers Engineering & Design, 40 La Riviere Drive, Buffalo, New York, for their proposal in the amount of \$160,000.00, of which \$122,000.00 will be paid for with American Rescue Plan Act (ARPA) funds.

BE IT FURTHER RESOLVED, that the Mayor is hereby authorized and directed to execute the contract for professional services with Colliers Engineering & Design on behalf of the Village of Williamsville.

Unanimously carried

RESOLVED, that the proposal from Niagara Boundary Land Surveyors for topographic survey base mapping on West Spring Street and Grove Street is hereby approved in the amount of \$2,106.96 to be paid for with American Rescue Plan Act (ARPA) funds.

BE IT FURTHER RESOLVED, that the Mayor is hereby authorized and directed to approve the proposal on behalf of the Village of Williamsville.

Unanimously carried

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ON MOTION by Mayor Hunt, seconded by Deputy Mayor Torre it was moved to go off agenda at 6:13 p.m.

Unanimously carried

ON MOTION by Mayor Hunt, seconded by Trustee Jackson, the following resolution was adopted:

RESOLVED, that the Village of Williamsville hereby establishes the following standard work days for these titles and will report the officials to the New York State and Local Retirement System based on their record of activities:

Title	Standard Work Day	Name	Current Term Begins/Ends	Participates in Employer's Time Keeping System (Y/N)	Record of Activities Result
Elected					
Trustee	6	Amy Jackson	7/01/24-6/30/25	N	2.59
Appointed					
Acting Village Justice	6	Walter Pacer	7/01/24-06/30/25	N	0.57
Village Prosecutor, P/T	6	Thomas E. Webb, Jr.	7/06/24-06/30/25	N	1.2

Unanimously carried

ON MOTION by Mayor Hunt, seconded by Deputy Mayor Torre it was moved to go back on agenda at 6:14 p.m.

Unanimously carried

ON MOTION by Mayor Hunt, seconded by Deputy Mayor Torre, it was moved to adjourn the meeting at 6:15 pm.

Unanimously carried

The next Village Board Work Session and Regular Meeting will be held on Monday, January 13, 2024, at Village Hall, 5565 Main Street, Williamsville, NY.

Suzanne Canell
Administrator/Clerk-Treasurer