

**VILLAGE OF LANCASTER
BOARD MEETING**

AGENDA

- X 1. PLEDGE TO THE FLAG
- X 2. ROLL CALL
- X 3. MINUTES OF MEETINGS DATED: June 10 (regular meeting)
- X 4. ABSTRACT OF AUDITED VOUCHERS
- X 5. LISTED CORRESPONDENCE
- X 6. RESOLUTIONS
- X 7. AUDIENCE PARTICIPATION
- X 8. COMMITTEE REPORTS – FOLLOW UP
- X 9. DEPARTMENT HEAD REPORTS
- 10. HEARINGS
- X 11. MISCELLANEOUS
- X 12. ADJOURNMENT

NEXT SCHEDULED REGULAR MEETING

MONDAY, JULY 8, 2024

The regular meeting of the Village of Lancaster Board of Trustees was held in the Municipal Building Council Chambers, 5423 Broadway, Lancaster NY, on Monday, June 10, 2024, at 7:00 P.M.

Deputy Mayor Maciejewski led the pledge to the flag.

MEETINGS TO DATE 7
NO. OF REGULARS 5
NO. OF SPECIALS 2

Attendance:		<u>Attended / Absent</u>
Lynne T. Ruda	Mayor	7 / 0
Cynthia A. Maciejewski	Trustee/ Deputy Mayor	6 / 1
Tammie E. Malone Schaefer	Trustee	7 / 0
John Mikoley	Trustee	7 / 0
William C. Schroeder	Trustee	5 / 0

Also Present:	
Arthur A. Herdzik	Village Attorney
Michael E. Stegmeier	Clerk-Treasurer
Wayne Cisco	Superintendent of Public Works
Eric Feldmann	Fire Chief
Nolin Jackson (work session only)	Events Coordinator
Gavin O'Brien	175th Anniversary Committee Chairperson
Matthew Fischione	Town of Lancaster Supervising Code Enforcement Officer
Captain Jonathan Ziders	Town of Lancaster Police Department

ACCEPTANCE OF MINUTES

Motion by **Trustee Mikoley** and seconded by **Trustee Schroeder** to accept the minutes of the May 28, 2024, regular meeting.

Adopted Resolution: **144** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, Mikoley, and Schroeder

ABSTRACT OF AUDITED VOUCHERS

Motion by **Trustee Schroeder** and seconded by **Trustee Maciejewski** that the Treasurer be authorized to pay, from the vouchers, all the claims against the GENERAL, SEWER, TRUST, CAPITAL, EQUIPMENT RESERVE, COMMUNITY DEVELOPMENT and SPECIAL REPAIR RESERVE FUNDS for the period from 5/29/2024 to 6/10/2024.

Further, that the report of the Finance Committee be accepted from the abstract of the audited vouchers, a total of 63 claims were approved, and that all claims were paid against the:

GENERAL FUND -----in the amount of	\$	158,984.01
SEWER FUND -----in the amount of	\$	12,877.66
TRUST FUND -----in the amount of	\$	858.40
CAPITAL FUND -----in the amount of	\$	--
EQUIPMENT RESERVE -----in the amount of	\$	--
COMMUNITY DEVELOPMENT -----in the amount of	\$	--
SPECIAL REPAIR RESERVE FUND ----in the amount of	\$	--
For the period from <u>5/14/2024</u> To <u>5/28/2024</u>		

Claims that were processed and paid are identified by the following check numbers:

- General Fund checks # 91688 through # 91732
- Sewer Fund checks # 12104 through # 12110
- Trust Fund checks # 2579 through # 2580

Adopted Resolution: **145** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, Mikoley, and Schroeder

CORRESPONDENCE:

1) Correspondence from the Town of Lancaster Building Department providing a report of building permit applications, inspections, and open complaints that were filed for properties within the Village of Lancaster from May 17, 2024 – May 31, 2024.

Motion by **Trustee Mikoley** and seconded by **Trustee Schroeder** to receive and file this correspondence.

Adopted Resolution: **146** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, Mikoley, and Schroeder

2) Correspondence from Jeff Kupka, Depew-Lancaster Boys & Girls Club, providing a Special Events Application for the 46th Annual Bob Giza Memorial 10K Race to be held on Tuesday, July 4, 2024, starting at 8:00 a.m.

Motion by **Trustee Malone Schaefer** and seconded by **Trustee Maciejewski** to approve this event application as presented.

Adopted Resolution: **147** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, Mikoley, and Schroeder

3) Correspondence from Depew-Lancaster Boys & Girls Club providing a Special Events Application for a Beer Tent with Bands event to be held from July 3, 2024 - July 5, 2024, during the Lancaster Village 4th of July celebration.

Motion by **Trustee Malone Schaefer** and seconded by **Trustee Schroeder** to refer this correspondence to the Community Events Committee for review.

Adopted Resolution: **148** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, Mikoley, and Schroeder

4) Correspondence from Carol Ling, 37 Ivy Way, providing a Special Events Application for an Ivy Way Block Party to be held on Saturday, August 10, 2024, from 2:00 p.m. – 11:00 p.m.

Motion by **Trustee Malone Schaefer** and seconded by **Trustee Schroeder** to approve this event application as presented with the condition that a 20' pathway is kept open the entire length of the street to provide access for emergency response.

Adopted Resolution: **149** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, Mikoley, and Schroeder

- 5) Correspondence from Theodore Myers, P.E., NYS Department of Environmental Conservation, inviting Village officials including DPW Superintendent Wayne Cisco and Emergency Management Director Scott Kuhlmeiy to participate in the joint inspection of the Cayuga Creek Flood Protection Project on Thursday, June 13, 2024 at 9:00 a.m.

Motion by **Trustee Mikoley** and seconded by **Trustee Malone Schaefer** to refer this correspondence to DPW Superintendent Cisco.

Adopted Resolution: **150** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, Mikoley, and Schroeder

- 6) Correspondence from DPW Superintendent Wayne Cisco recommending to appoint Matthew Marschner as a permanent Laborer for the Department of Public Works following the successful completion of his probationary period effective on June 12, 2024.

Motion by **Trustee Maciejewski** and seconded by **Trustee Malone Schaefer** to approve the appointment of Matthew Marschner as a permanent Laborer for the Department of Public Works effective on June 12, 2024, per the recommendation of DPW Superintendent Cisco.

Adopted Resolution: **151** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, Mikoley, and Schroeder

RESOLUTIONS:

Motion by **Trustee Malone Schaefer** and seconded by **Trustee Mikoley** to table a resolution authorizing Mayor Ruda to sign and approve a Beer Tent Agreement with the Depew Lancaster Boys & Girls Club for the operation of a beer tent during the Independence Days Celebration on July 3, July 4, and July 5, 2024, with terms as presented, and to refer the Agreement to the Community Events Committee for further review and consideration.

Adopted Resolution: **152** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, Mikoley, and Schroeder

AUDIENCE PARTICIPATION:

Mike Gozdalski – 49 Camner Avenue: He commented regarding the status of the Aurora Street project and questioned whether blacktop would be reinstalled along the side of the road. He stated concerns with mud, drainage issues, and the overall condition of the area with vehicles constantly driving through the dirt area which contributes to the situation.

Mayor Ruda reviewed issues that are occurring with the grass not being established yet. The project engineer (CPL) has indicated that the contractor (Catco) needs to rectify a number of issues that have been identified. The Village will be demanding an in-person meeting with the engineer and contractor to address the concerns. She also explained the intent of the project which identified a need for a visual barrier (grass) for motorists as a safety feature to protect pedestrians on the sidewalk which is why the blacktop was removed and is being replaced with grass instead.

Mr. Gozdalski stated that there is a concern for safety and potential accidents happening with the current situation, especially at certain intersections in that area. Mayor Ruda will request the Lancaster Police Department to research accident data in the project area.

It was noted that next steps will include the Village confirming that the project is completed satisfactorily according to the specifications, and then it can be determined if the concerns are addressed or if further action is required at that time.

PUBLIC HEARING @ 7:15 PM RESTRICTED PARKING ON PRIVATE PROPERTY

Mayor Ruda opened the public hearing at 7:15 p.m. and read the following notice that was published in the Lancaster Bee:

PLEASE TAKE NOTICE; That the Village of Lancaster Board of Trustees will conduct a public hearing in the Council Chambers of the Lancaster Municipal Building, 5423 Broadway, Lancaster, New York on Monday, June 10, 2024, at 7:15 PM to consider a local law amending Village Code Chapter 325, Vehicles and Traffic, to include provisions accommodating the police enforcement of parking as restricted by signage on privately owned premises.

The proposed local law would provide for the ticketing of vehicles parked in violation of specified signage upon privately owned premises and in certain instances authorize towing and the imposition of towing and storage rates as to offending vehicles.

Further, the proposed local law would exempt specified signage limiting parking upon privately owned premises from the requirement of a building permit, a certificate of appropriateness pursuant to Village Code Chapter 184, Historic Districts and Landmarks, and signage regulations included within Village Code Chapter 350, Zoning.

The full text of the proposed local law may be reviewed at the Village of Lancaster website <https://lancastervillage.ny.gov> or during office hours at the office of the Village Clerk, Lancaster Municipal Building, 5423 Broadway, Lancaster, New York.

At said hearing, all persons so desiring shall have the opportunity to be heard.

*Michael E. Stegmeier
Village Clerk*

Audience Participation: -None-

Motion by Trustee Mikoley and seconded by Trustee Maciejewski to close the public hearing at 7:16 p.m.

Adopted Resolution: **153** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, Mikoley, and Schroeder

There was no action taken on the proposed local law following the public hearing. A decision was postponed pending feedback and comments from the Historic Preservation Commission.

COMMITTEE REPORTS & FOLLOW UPS:

➤ **FINANCE & CLAIMS – Trustee Schroeder**

He reported that the firefighter property tax exemption bill did not pass all the necessary approvals in Albany to be adopted into legislation. This matter will be removed from committee at this time. He encourages sending support to local politicians to have this bill considered for approval again in the future.

Motion by **Trustee Schroeder** and seconded by **Trustee Mikoley** to approve the appointment of Hometown Firefighter & EMS Services as the new administrator for the Length of Service Award Program (LOSAP) effective immediately pending notification to the prior administrator (VFIS) and completion of any forms and processes required for this transition.

Adopted Resolution: **154** Ayes: Trustees Maciejewski, Malone Schaefer, Mikoley, and Schroeder

Abstained: Mayor Ruda

➤ **PUBLIC WORKS** – Trustee Mikoley

The new remote-controlled mower has arrived and will be placed in service this week.

The bucket truck has broken down and will be repaired. This truck is scheduled to be the next large equipment purchase which will need to be addressed soon due to a significant lead time for delivery. The existing truck will be serviceable for a good amount of time once repairs are made.

He commented regarding positive feedback received from a resident on how beautiful the Village looks with the flowers, banners, and other efforts put in place by the 175th Anniversary Committee.

➤ **PUBLIC SAFETY** – Trustee Maciejewski

The Safety Committee meeting for this month is cancelled as it falls on the Juneteenth holiday (June 19). The next meeting is scheduled for Wednesday, July 17th at DPW.

Motion by **Trustee Maciejewski** and seconded by **Trustee Malone Schaefer** to schedule a work session on Monday, July 8, 2024, at 5:00 p.m. to review and discuss the specifications and financing options for replacement of the Engine 2 fire apparatus.

Adopted Resolution: **155** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, Mikoley, and Schroeder

➤ **BUILDING, LIGHTS & CODES** – Trustee Malone Schaefer

No report.

Trustee Schroeder commented regarding food truck permits and suggested that the Village Board should consider eliminating or reducing the fee substantially to promote more participation from vendors.

Trustee Malone Schaefer noted that the Village Events Committee is not charging food trucks to participate in a single event. If a vendor wants to operate in the Village and participate in events for the entire year, then they pay the annual fee.

Attorney Herdzik reviewed the provisions of the Village Code related to mobile food vending that allows the Village Board to set the fees for these permits at its discretion.

➤ **HUMAN RESOURCES** – Trustee Maciejewski

Motion by **Trustee Maciejewski** and seconded by **Trustee Schroeder** to appoint the following individuals as seasonal employees for the Department of Public Works at the budgeted rate of \$16.00 / hour with effective start dates as noted:

- Jayden Schaefer June 27, 2024
- Matthew Mazur June 11, 2024

Adopted Resolution: **156** Ayes: Mayor Ruda, Trustees Maciejewski, Mikoley, and Schroeder

Abstained: Trustee Malone Schaefer

The job posting for Active Village Justice has ended. The next step is to schedule a date and time for interviewing the applicants.

Motion by Trustee Maciejewski and seconded by Trustee Malone Schaefer to schedule a work session for interviewing candidates in executive session for the position of Acting Village Justice on Wednesday, June 12, 2024, starting at 4:15 p.m.

Adopted Resolution: **157** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, Mikoley, and Schroeder

She reached out to the administrator of the Employee Assistance Program (EAP) and was told that there is currently about 19% usage of the program by Village of Lancaster employees and officials. A newsletter and training materials will be sent out in the near future to provide more information and encourage higher utilization of the program.

➤ **COMMUNITY EVENTS – Trustee Malone Schaefer**

She reviewed the following upcoming events:

- Car Show on June 22nd – they are still looking for more registrations.
- 4th of July Celebration from July 3rd to July 5th
- Garden Walk from July 19th to July 21st

➤ **ECONOMIC DEVELOPMENT – Mayor Ruda**

175th Anniversary Celebration – Please refer to Department Head Reports for report provided by committee chairperson Gavin O’Brien.

Mayor Ruda thanked the Beautification Committee for all of the years of work and how their program and efforts to beautify the Village has grown and evolved over time.

➤ **SEWER – Trustee Mikoley**

Letters are being sent to all homeowners in the Village regarding upcoming sewer inspections. A draft letter has been prepared and is expected to be sent out in the next few weeks with assistance from the Clerk’s office. Postcards will then be sent to specific targeted properties following this general letter being sent to all property owners.

➤ **GRANTS – Mayor Ruda**

The Clean Energy Communities (CEC) grant has been received. This grant may be removed from the committee follow up list.

Firefighters Park Renovation

CPL has indicated that this project is still on schedule to be completed before the 4th of July.

CDBG – Aurora Street Pedestrian Improvements

We have reviewed responses from CPL regarding resident concerns. Most of the issues need to be addressed by the contractor. We need to schedule a follow-up meeting with Catco and CPL to address the deficiencies before the project can be closed out. Trustee Maciejewski will also participate in this meeting along with the Grants Committee.

Municipal Planning Grant – Comprehensive Plan Updates

The Core Team met and will be reviewing survey questions and scheduling the first Steering Committee meeting before the end of the month.

➤ **TECHNOLOGY & MARKETING** – Trustee Schroeder

The livestream issue that occurred at the last meeting has been identified and resolved. A cable wire was unplugged inadvertently, and staff are now aware to check the wires and a sign has been placed in an effort to prevent this from happening again.

➤ **CLIMATE SMART** – Mayor Ruda

The Forestry Advisory Board and Climate Smart Communities Task Force meetings were held last week and run by Amy Stypa. The minutes for both meetings were provided in the board packets for Village Board review.

DEPARTMENT HEAD REPORTS & FOLLOW UPS:

➤ **CLERK – TREASURER** – Michael E. Stegmeier

Motion by **Trustee Maciejewski** and seconded by **Trustee Schroeder** to authorize advertising for a provisional employee for the position of Account Clerk Typist for the Clerk-Treasurer’s office.

The civil service exam list of eligibles for this position has been canvassed with no positive responses to this date.

Adopted Resolution: **158** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, Mikoley, and Schroeder

➤ **SUPERINTENDENT OF PUBLIC WORKS** – Wayne Cisco

He has started work on the sewers with Watts Architects & Engineers over the past few weeks. They have received approval to begin work in the Parkview Court neighborhood with smoke testing and dye testing.

➤ **VILLAGE ATTORNEY** – Arthur A. Herdzik

He reviewed the issue of mobile food vending regulations and fees as a follow-up to discussions earlier in the meeting. There are exceptions related to Village events and Special Events Applications and waivers that may be given by the Code Enforcement Officer. He further noted that there is an entirely separate issue

related to fees which allows the Village Board to set fees at its discretion on an annual basis. Currently, such a resolution has not been adopted to set the fee for a mobile food vending permit since this code regulation was put into place. After discussion, it was determined that a resolution to set the mobile food vending permit fee will be added to the annual organizational meeting agenda to be adopted each year.

He commented on a proposed local law related to avoidable alarms that has been prepared and is currently pending review by the Lancaster Fire Department. Chief Feldmann indicated that he was in agreement with the proposal. He will send an email after the meeting to confirm this agreement so that the proposal may continue to move forward for consideration.

➤ **FIRE CHIEF** – Eric Feldmann

The two (2) new chief trucks arrived and were placed in service. There was an issue with the radio in one of the trucks that is being addressed, and he is currently using a loaner until the repair is completed.

He sent the specifications for a new fire truck pumper to the Village Board. Mayor Ruda commented that the specs will be forwarded to the Village Attorney for review. There will be a joint meeting with the Village Board and Fire Department truck committee to review and discuss the matter which has been scheduled for Monday, July 8th at 5:00 p.m.

There were 39 calls last month and a total of 183 calls for the year to date.

Firefighters have logged over 1,500 training hours for the year to date.

➤ **175th ANNIVERSARY COMMITTEE** – Gavin O'Brien

He reported that the Chamber of Commerce stage is not available for the Jubilee event due to logistics. He has obtained a quote for renting a stage, but he needs to get 2 more quotes per the procurement policy. This cannot be addressed tonight, and he will work on having this ready for approval at the next meeting.

He reviewed that the music portion of the Jubilee event will be held in the Save-a-lot parking lot with the vendor fair on West Main Street.

He gave a recap of last month's committee meeting where they worked to finalize summer events and discussed the banner process.

He met with Channel 2 News to discuss upcoming events.

He reviewed upcoming Speaker Series events in June. On Wednesday, June 12th, Captain Ziders will be discussing the history of the Lancaster Police Department. On Sunday, June 23rd, Douglas Kohler will be at the Lancaster Senior Center to discuss hidden messages found within gravestones throughout Erie County.

The upcoming Car Show event is taking place on Saturday, June 22nd.

➤ **SPECIAL EVENTS** – Nolin Jackson

He provided the following report during the work session prior to the regular meeting:

- He received approval from Bob Over at St. Mary's Parish to move forward with the fireworks to be launched on their property again this year.

- He reviewed activities for the 4th of July celebration and discussions he has had with the Beautification Committee regarding the event. He will send out a breakdown of the event activities before the end of business tomorrow.

➤ **TOWN POLICE DEPARTMENT** – Captain Jonathan Ziders

He met with the Lancaster Village Merchants Association (LVMA) along with Captain Greco to discuss their events compared to Village events and concerns that the Lancaster Police Department might have when events take place. LVMA representatives have been given their direct contact information to reach out to them to address issues when planning events.

➤ **TOWN BUILDING DEPARTMENT** – Matt Fischione

His department has issued 16 building permits in the Village of Lancaster over the last 2 weeks. There were 25 complaints mostly related to exterior property maintenance. There were 2 fire safety property inspections completed along with food truck inspections. He also noted that information regarding open housing cases was received from the court offices today.

MISCELLANEOUS:

-None-

ADJOURNMENT:

Motion by **Trustee Schroeder** and seconded by **Trustee Maciejewski** to adjourn the meeting at 7:45 p.m. in memory of past Fire Chief Robert M. Herget.

Adopted Resolution: **159** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, Mikoley, and Schroeder

Respectfully submitted,

Michael E. Stegmeier
Clerk – Treasurer

ABSTRACT

June 24, 2024

Motion by _____, seconded by _____, that the Treasurer be authorized to pay, from the vouchers, all the claims against the GENERAL, SEWER, TRUST, CAPITAL, EQUIPMENT RESERVE, COMMUNITY DEVELOPMENT, and SPECIAL REPAIR RESERVE FUNDS for the period from

June 11, 2024 to June 24, 2024

Further, that the report of the Finance Committee be accepted from the abstract of the audited vouchers, and that all claims were paid against the:

GENERAL FUND -----in the amount of	\$ 235,796.51
SEWER FUND -----in the amount of	\$ 9,733.07
TRUST FUND -----in the amount of	\$
CAPITAL FUND -----in the amount of	\$
EQUIPMENT RESERVE -----in the amount of	\$
COMMUNITY DEVELOPMENT -----in the amount of	\$
SPECIAL REPAIR RESERVE FUND ----in the amount of	\$
TOTAL	245,529.58

For the period from May 29, 2024 to June 10, 2024

MAYOR’S CERTIFICATION:

I certify that the vouchers above were audited by the Village Treasurer and the Finance and Claims Committee in the amounts above. You are hereby authorized and directed to pay each of the claimants the amount opposite name.

Total Claims.....	59
General Fund Ck#.....	91733-91781
Sewer Fund Ck#.....	12111-12116
Trust Fund Ck#.....	_____
Capital Fund Ck#.....	_____
Community Development Fund Ck#	_____

Mayor Lynne T. Ruda

Abstract Summary of Funds

Board Meeting Date: June 24, 2024

	<u>General Fund (A)</u>	<u>Sewer Fund (G)</u>	<u>Trust Fund (T)</u>	<u>Capital Fund (H)</u>
Vouchers Paid by Check (2023-24 Budget)	\$ 118,594.68	\$ 1,042.75		
2024-2025 Budget	\$ 17,313.11	\$ 37.99		
FICA Voucher 6/7/2024	\$ 6,875.99	\$ 614.87		
Payroll Voucher 6/7/24	\$ 89,059.99	\$ 8,037.46		
TASC	\$ 3,952.74			
	\$ -			
	\$ -			
	\$ -			
	\$ -			
TOTALS	\$ 235,796.51	\$ 9,733.07	\$ -	\$ -

TOTAL ALL FUNDS **\$ 245,529.58**

P.O. Type: All
 Range: First to Last
 Format: Detail without Line Item Notes First Enc Date Range: First to 05/31/25
 Vendors: All
 Rcvd Batch Id Range: First to Last
 Open: N Paid: N Void: N
 Rcvd: Y Held: N Aprv: N
 Bid: Y State: Y Other: Y Exempt: Y
 * Means Prior Year Line

PO #	PO Date	Vendor	Contract	PO Type	Acct Type	Description	Amount	Charge Account	Stat/Chk	Enc Date	First Rcvd	Chk/Void	Invoice
24-01624	05/31/24	ADPIN005 ADP, INC.					755.75	A -1325-435-300	R	05/31/24	05/31/24		662324517
		1 MAY 2024 TIME&ATTEND/REPORTS											
24-01625	05/31/24	AMERI005 AMERICAN PUBLIC WORKS ASSOC.					573.00	A -5010-471-000	R	05/31/24	05/31/24		636847
		1 MEMBERSHIP RENEWAL 2024					191.00	G -8115-471-000	R	05/31/24	05/31/24		636847
		2 MEMBERSHIP RENEWAL 2024					764.00						
24-01626	05/31/24	BEYON005 BEYOND PRINT SOLUTIONS, LLC					1,128.50	A -7550-417-000	R	05/31/24	05/31/24		24863
		1 BANNERS VOL BUILDINGS 175TH											
24-01627	05/31/24	BEYON005 BEYOND PRINT SOLUTIONS, LLC					35.00	A -8510-401-000	R	05/31/24	05/31/24		INV-0023563
		1 BEAUTIFICATION - CORO SIGNS 3											
24-01628	05/31/24	BXIC005 BXI CONSULTANTS, INC					14.30	A -1640-435-000	R	05/31/24	05/31/24		234311
		1 COLORED PRINTS PER CONTRACT											
24-01629	05/28/24	BROMW005 JACK J BROMWICH					240.00	A -1110-471-000	R	05/28/24	05/28/24		5/28/2024
		1 BALIFF/COURT SUPP. 4/2-5/21											
24-01630	05/31/24	CJKRA005 C J KRANTZ TOPSOIL INC.					312.00	A -5110-475-000	R	05/31/24	05/31/24		12-3407
		1 TOPSOIL/BLACK MULCH GARDENS					310.50	A -7110-435-000	R	05/31/24	05/31/24		12-3407
		2 TOPSOIL/BLACK MULCH GARDENS					622.50						
24-01631	05/31/24	CRYST005 CRYSTAL ROCK LLC					12.00	A -1620-435-000	R	05/31/24	05/31/24		17792057
		1 LIBRARY COOLER RENTAL											
24-01632	05/31/24	CRYST005 CRYSTAL ROCK LLC					38.48	A -1325-435-000	R	05/31/24	05/31/24		17800284
		1 DPW/CTO WATER COOLER RENTAL					109.92	A -1640-435-000	R	05/31/24	05/31/24		17800284
		2 DPW/CTO WATER COOLER RENTAL					148.40						

PO #	PO Date	Vendor	Item Description	Amount	Charge Account	Acct Type	Contract PO Type	Description	Stat/Chk	Enc Date	Rcvd Date	Chk/Void Date	Invoice
24-01633	05/31/24	CYNCO005 CYNCON EQUIPMENT INC.					E	SANITARY SEWERS-REPAIRS & MAINT TO EQUIP	R	05/31/24	05/31/24		94716
		1 REPAIR PARTS TRUCK # 5		447.75	G -8120-453-000								
24-01634	05/31/24	DIVAL005 DIVAL SAFETY EQUIP. INC.					E	FIRE DEPT-HELMETS/SUPPLIES	R	05/31/24	05/31/24		VARIOUS
		1 HELMET SHIELDS, CO CALIBRATION		360.00	A -3411-260-200								
		2 HELMET SHIELDS, CO CALIBRATION		150.95	A -3411-479-000								VARIOUS
				510.95									
24-01635	05/31/24	DOBME005 DOBMEIER JANITOR SUPPLY INC					E	SHARED SERVICES - JANITORIAL SUPPLIES	R	05/31/24	05/31/24		900152
		1 JANITORIAL SUPP. ALL BUILDINGS		217.17	A -1620-402-000								900152
		2 JANITORIAL SUPP. ALL BUILDINGS		217.17	A -1621-419-000								900152
		3 JANITORIAL SUPP. ALL BUILDINGS		217.16	A -1640-402-000								900152
				651.50									
24-01636	05/31/24	DOBME005 DOBMEIER JANITOR SUPPLY INC					E	SHARED SERVICES - JANITORIAL SUPPLIES	R	05/31/24	05/31/24		900295
		1 JANITORIAL SUPP ALL BUILDINGS		119.78	A -1620-402-000								900295
		2 JANITORIAL SUPP ALL BUILDINGS		119.78	A -1621-419-000								900295
		3 JANITORIAL SUPP ALL BUILDINGS		119.78	A -1640-402-000								900295
				359.34									
24-01637	05/31/24	EATON005 EATON OFFICE SUPPLY					E	VILLAGE JUSTICE - OFFICE SUPPLIES	R	05/31/24	05/31/24		PINVL193325
		1 OFFICE SUPPLIES-BINDER CLIPS		4.93	A -1110-401-000								
24-01638	05/28/24	EATON005 EATON OFFICE SUPPLY					E	VILLAGE JUSTICE - OFFICE SUPPLIES	R	05/28/24	05/28/24		PINVL192064
		1 OFFICE SUPPLIES		93.58	A -1110-401-000								
24-01639	05/31/24	APPAR005 EMPIRE EMERGENCY APPARATUS					E	EQUIPMENT	R	05/31/24	05/31/24		11145/11151
		2 DECALS, LIGHTS, SIRENS, RADIOS		33,476.78	A -3411-200-000								
24-01640	05/31/24	EVOLU005 EVOLUTION APPAREL					E	DEPT PUBLIC WORKS - UNIFORMS	R	05/31/24	05/31/24		1581
		1 T-SHIRTS		754.00	A -1640-403-000								
24-01641	05/31/24	FINGE005 FINGER LAKES / CASTLE					E	STREETS MAINT-REPAIRS/MAINT: TRUCKS/EQUIP	R	05/31/24	05/31/24		901332
		1 SHOP RESTOCK SUPPLIES		560.00	A -5110-452-000								
24-01642	05/31/24	HOMED005 HOME DEPOT CREDIT SVCS					E	DEPT PUBLIC WORKS GRGE-BUILD/GRDS MAINT	R	05/31/24	05/31/24		MAY-24
		1 PARTS&SUPPLIES MAY 2024		33.54	A -1640-450-000								MAY-24
		2 PARTS&SUPPLIES MAY 2024		99.88	A -7110-432-000			E PARKS - FERTILIZER/ WEED CONTROL	R	05/31/24	05/31/24		MAY-24

PO #	PO Date	Vendor	Item Description	Amount	Charge Account	Contract PO Type	Acct Type Description	Stat/Chk	First Rcvd	Chk/Void	Invoice
									ENC Date	Date	
24-01642	05/31/24	HOMED005 HOME DEPOT CREDIT SVCS	Continued								
3		PARTS&SUPPLIES MAY 2024	931.60	A -7550-417-000	E CELEBRATIONS - 175TH ANNIVERSARY	R			05/31/24	05/31/24	MAY-24
			1,065.02								
24-01643	05/31/24	HURTU005 HURTUBISE TIRE INC									
1		WHEEL CHANGE ET AL STREET SW.	78.00	A -8170-452-000	E ST CLEANING-REPAIR/MAINT TRUCKS/EQUIP	R			05/31/24	05/31/24	244606
24-01644	05/31/24	JARTR005 JAR TROPHIES & ENGRAVING									
1		NAME BADGES REINHOLD/KULMEY	127.00	A -3411-260-300	E FIRE DEPT-FIRE COATS/SUPPLIES	R			05/31/24	05/31/24	5164
24-01645	05/31/24	KENSU005 KEN'S VILLAGE TRANSMISSION, IN									
1		TRANSMISSION REPAIR TK 3	3,500.00	A -5110-452-000	E STREETS MAINT-REPAIRS/MAINT:TRUCKS/EQUIP	R			05/31/24	05/31/24	24489
24-01646	05/31/24	LANCA050 LANCASTER FIRE DEPT.									
1		FF1 BOOT CAMP FEE REIMBURSEMENT	60.00	A -3411-470-000	E FIRE DEPT-TRAINING	R			05/31/24	05/31/24	N/A
24-01647	05/31/24	MANNY005 MANNY'S ACE HARDWARE									
1		PARTS&SUPPLIES MAY 2024	30.58	A -1620-453-000	E SHARED SERVICES-EQUIPMENT REPAIR & MAINT	R			05/31/24	05/31/24	MAY-24
2		PARTS&SUPPLIES MAY 2024	58.46	A -1640-402-000	E DEPT PUBLIC WORKS-JANITORIAL SUPPLIES	R			05/31/24	05/31/24	MAY-24
3		PARTS&SUPPLIES MAY 2024	80.08	A -1640-450-000	E DEPT PUBLIC WORKS GRGE-BUILD/GRDS MAINT	R			05/31/24	05/31/24	MAY-24
4		PARTS&SUPPLIES MAY 2024	19.41	A -5010-402-000	E STREETS ADMINISTRATION-OFFICE SUPPLIES	R			05/31/24	05/31/24	MAY-24
5		PARTS&SUPPLIES MAY 2024	75.54	A -5110-412-000	E STREETS MAINT-SIGNS	R			05/31/24	05/31/24	MAY-24
6		PARTS&SUPPLIES MAY 2024	14.01	A -5110-419-000	E STREETS MAINT-TOOLS & PAINT	R			05/31/24	05/31/24	MAY-24
7		PARTS&SUPPLIES MAY 2024	365.62	A -7110-414-000	E PARKS-MATERIALS-OTHER	R			05/31/24	05/31/24	MAY-24
8		PARTS&SUPPLIES MAY 2024	102.22	A -7110-453-000	E PARKS-REPAIRS TO EQUIPMENT	R			05/31/24	05/31/24	MAY-24
9		PARTS&SUPPLIES MAY 2024	138.25	A -8540-414-000	E DRAINAGE-MATERIALS & PIPE	R			05/31/24	05/31/24	MAY-24
10		PARTS&SUPPLIES MAY 2024	32.01	G -8120-434-000	E SANITARY SEWERS-REPAIRS/MATERIALS DPW	R			05/31/24	05/31/24	MAY-24
			916.18								
24-01648	05/31/24	NEWEN005 NEW ENTERPRISE STONE & LIME CO									
1		ASPHALT	257.18	A -5110-413-000	E STREETS MAINT-RESURFACING MATERIALS	R			05/31/24	05/31/24	8325499
24-01649	05/31/24	NOCOE005 NOCO ENERGY CORP- FUELS									
1		GAS FY 2023-2024	132.70	A -3411-416-000	E FIRE DEPT-GASOLINE & OIL	R			05/31/24	05/31/24	SP12822735
2		GAS FY 2023-2024	346.89	A -5110-416-000	E STREETS MAINT-GASOLINE & OIL	R			05/31/24	05/31/24	SP12822735
3		GAS FY 2023-2024	92.46	A -8160-416-000	E REFUSE & GARBAGE-GASOLINE & OIL	R			05/31/24	05/31/24	SP12822735
4		GAS FY 2023-2024	102.63	A -8170-416-000	E STREET CLEANING-GASOLINE & OIL	R			05/31/24	05/31/24	SP12822735
5		GAS FY 2023-2024	99.62	A -8560-416-000	E SHADE TREES-GASOLINE & OIL	R			05/31/24	05/31/24	SP12822735

PO #	PO Date	Vendor	Item Description	Amount	Charge Account	Contract PO Type	Acct Type Description	Stat/Chk	Enc Date	Rcvd Date	Chk/Void Date	Invoice
24-01649	05/31/24	NOCOE005	NOCO ENERGY CORP- FUELS		Continued							
			6 GAS FY 2023-2024	98.20	G -8120-416-000		E SANITARY SEWERS-FUEL & LUBE	R	05/31/24	05/31/24		SP12822735
				872.50								
24-01650	05/31/24	NOCOE005	NOCO ENERGY CORP- FUELS									
			1 GAS FY 2023-2024	497.23	A -5110-416-000		E STREETS MAINT-GASOLINE & OIL	R	05/31/24	05/31/24		5/13/2024
			2 GAS FY 2023-2024	221.16	A -8160-416-000		E REFUSE & GARBAGE-GASOLINE & OIL	R	05/31/24	05/31/24		5/13/2024
			3 GAS FY 2023-2024	102.68	A -8170-416-000		E STREET CLEANING-GASOLINE & OIL	R	05/31/24	05/31/24		5/13/2024
			4 GAS FY 2023-2024	102.13	A -8560-416-000		E SHADE TREES-GASOLINE & OIL	R	05/31/24	05/31/24		5/13/2024
			5 GAS FY 2023-2024	126.04	G -8120-416-000		E SANITARY SEWERS-FUEL & LUBE	R	05/31/24	05/31/24		5/13/2024
				1,049.24								
24-01651	05/31/24	N0000015	N Y S E G									
			1 37 CENTRAL AVE.	34.30	A -7550-400-000		E CELEBRATIONS-CONTRACTUAL EXPENSES	R	05/31/24	05/31/24		1001-833339-308
24-01652	05/31/24	SELEC005	SELECTIVE INSURANCE									
			1 COMMERCIAL S 1825033	168.00	A -1910-400-000		E SPECIAL ITEMS-UNALLOCATED INSURANCE	R	05/31/24	05/31/24		292-238-680
24-01653	05/31/24	SOUTH005	SOUTHWORTH-MILTON, INC.									
			1 ROLLER- STREETS MAINTENANCE	55,900.00	A -5112-434-000		E CONSL HWY IMPR PGR-PAVING & RECONSTRUCT	R	05/31/24	05/31/24		INV3240462
24-01654	05/31/24	TOLLS005	TOLLS BY MAIL									
			1 PLATE # nyaz5914	2.50	A -5010-471-000		E STREETS ADMINISTRATION-EXPENSE & TRAVEL	R	05/31/24	05/31/24		17988886328
24-01655	05/31/24	TOWN005	TOWN OF LANCASTER									
			1 CODE ENF OFF 03-05 2024	7,626.00	A -3989-435-000		E BLDG INSPECTION-TOWN CONTRACTUAL SVCS	R	05/31/24	05/31/24		CEMCA#1
24-01656	05/31/24	THOMS005	THOMSON REUTERS - WEST PAYMENT									
			1 ONLINE SOFTWARE/SUBS. 5/2024	144.42	A -1420-409-000		E LAW - LAW BOOKS	R	05/31/24	05/31/24		850254720
24-01657	05/31/24	UNITE005	UNITED RENTALS NORTH AMERICA I									
			1 RESTROOM - SPRAY POOL	445.00	A -7110-414-000		E PARKS-MATERIALS-OTHER	R	05/31/24	05/31/24		234134736-001
24-01658	05/31/24	VERIZ015	VERIZON									
			1 DPW FLEET TRACKING MAY 2024	147.75	A -5110-435-000		E STREETS MAINT-SERVICES MAINT CONTRACT	R	05/31/24	05/31/24		324000064456
			2 DPW FLEET TRACKING MAY 2024	147.75	A -5132-430-000		E SNOW REMOVAL-CONTRACTUAL SERVICES	R	05/31/24	05/31/24		324000064456
			3 DPW FLEET TRACKING MAY 2024	147.75	A -7110-414-000		E PARKS-MATERIALS-OTHER	R	05/31/24	05/31/24		324000064456
			4 DPW FLEET TRACKING MAY 2024	147.75	A -8560-476-000		E SHADE TREES-CONTR REMOVAL BY OTHERS	R	05/31/24	05/31/24		324000064456

PO #	PO Date	Vendor	Item Description	Amount	Charge Account	Contract PO Type	Acct Type Description	Stat/Chk	Enc Date	First Rcvd Date	Chk/Void Date	Invoice
24-01658	05/31/24	VERIZON	5 DPW FLEET TRACKING MAY 2024	147.75	G -8120-435-000	E	SANITARY SEWERS-CONTRACTUAL SERVICES	R	05/31/24	05/31/24		324000064456
				738.75								
24-01659	05/31/24	WALLY005 WALLY'S TOWING LLC	1 TOW FROM DPW - KENS TRANS.	135.00	A -5110-452-000	E	STREETS MAINT-REPAIRS/MAINT:TRUCKS/EQUIP	R	05/31/24	05/31/24		1491
24-01660	05/31/24	WEXBA010 WEX BANK	1 FUEL FOR CHIEFS-RESCUE7 MAY24	882.26	A -3411-416-000	E	FIRE DEPT-GASOLINE & OIL	R	05/31/24	05/31/24		97418057
24-01661	05/31/24	WMCOR005 WM CORPORATE SERVICES INC	1 DUMPSTER SERVICE LMB/DPW	598.53	A -8160-434-000	E	REFUSE & GARBAGE-CONTRACT SVCS-DISPOSAL	R	05/31/24	05/31/24		4947073-1342-0
24-01662	05/31/24	WITMER PUBLIC SAFETY GROUP	1 REWARD PROGRAM PURCHASES	74.32	A -3411-440-000	E	FIRE DEPT-RECRUITMENT/RETENTION PROGRAM	R	05/31/24	05/31/24		INV484773
24-01663	05/31/24	WITME005 WITMER PUBLIC SAFETY GROUP	1 SEEK FIREPRO300 & CARIBINER	929.00	A -3990-402-000	E	DISASTER PREPAREDNESS-MISC SUPPLIES	R	05/31/24	05/31/24		50422819
24-01664	05/31/24	WMSCH005 WM SCHUTT & ASSOCIATES, PC	1 VOL PROF SVCS ENDING 5/25/2024	3,454.95	A -1010-435-900	E	BOARD OF TRUSTEES - ENGINEERING	R	05/31/24	05/31/24		34141
Total Purchase Orders: 41 Total P.O. Line Items: 73 Total List Amount: 119,637.43 Total Void Amount: 0.00												

Total's by Year-Fund Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
	4-A	118,594.68	0.00	0.00	118,594.68
	4-G	1,042.75	0.00	0.00	1,042.75
Total of All Funds:		<u>119,637.43</u>	<u>0.00</u>	<u>0.00</u>	<u>119,637.43</u>

P.O. Type: A11
 Range: First to Last
 Format: Detail without Line Item Notes
 Vendors: A11
 Rcvd Batch Id Range: First to Last
 First Enc Date Range: First to Last
 Include Non-Budgeted: Y
 Open: N Paid: N Void: N
 Rcvd: Y Held: N Aprv: N
 Bid: Y State: Y Other: Y Exempt: Y
 Prior Year Only: N * Means Prior Year Line

PO #	PO Date	Vendor	Item Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	Enc Date	First Rcvd	Chk/Void	Invoice
25-00001	06/07/24	BEEGR005 BEE GROUP PUBLICATIONS INC										
		1 PH PUBLICATION RE CH. 325		86.67	A -1325-430-000	E	FINANCE TREASURER - PRINTING & ADVERTISE	R	06/07/24	06/07/24		67366C99-0010
25-00002	06/10/24	CHART005 CHARTER COMMUNICATIONS										
		1 DPW PHONES		90.21	A -1640-431-000	E	DEPT PUBLIC WORKS - TELEPHONE	R	06/10/24	06/10/24		6.32704E+13
		2 NEFH PHONES		28.53	A -1621-439-000	E	NORTH END FIRE HALL - TELEPHONE	R	06/10/24	06/10/24		6.32704E+13
		3 LMB PHONES		150.90	A -1620-439-000	E	SHARED SERVICES - TELEPHONE	R	06/10/24	06/10/24		6.32704E+13
				269.64								
25-00003	06/07/24	DELAG005 DELAGE LANDEN FINANCIAL SVC										
		1 FD COPIER & DOCUWEAR JUNE		106.78	A -3411-260-100	E	FIRE DEPT-COPIER	R	06/07/24	06/07/24		82615165
		2 FD COPIER & DOCUWEAR JUNE		710.00	A -1325-435-200	E	FINANCE TREASURER - SVC MAINT CONTRACTS	R	06/07/24	06/07/24		82615165
				816.78								
25-00004	06/07/24	DELAG005 DELAGE LANDEN FINANCIAL SVC										
		1 COURT/CLERK/CLIMATE SMART		96.85	A -1110-473-000	E	VILLAGE JUSTICE - COPIER MAINTENANCE	R	06/07/24	06/07/24		82700105
		2 COURT/CLERK/CLIMATE SMART		303.05	A -1325-434-000	E	INANCE TREASURER - PROFESSIONAL SERVICES	R	06/07/24	06/07/24		82700105
		3 COURT/CLERK/CLIMATE SMART		99.41	A -8090-435-000	E	ENVIRONMENTAL - CONTRACTUAL SVCS	R	06/07/24	06/07/24		82700105
				499.31								
25-00005	06/08/24	DELAG005 DELAGE LANDEN FINANCIAL SVC										
		1 DPW COPIER LEASE PMT		259.00	A -1640-435-000	E	DEPT PUBLIC WORKS-CONTRACTUAL SERVICES	R	06/08/24	06/08/24		82702443
25-00006	06/07/24	DELFT005 DELFT PRINTING INC.										
		1 2500 #10 WINDOW ENVELOPES		324.18	A -1325-401-000	E	FINANCE TREASURER - OFFICE SUPPLIES	R	06/07/24	06/07/24		24-39943
25-00007	06/07/24	NYCOM005 NYCOM										
		1 MEMBERSHIP 2024-2025		4,443.00	A -1920-400-000	E	SPECIAL ITEMS-MUNICIPAL ASSOCIATION DUES	R	06/07/24	06/07/24		2024
25-00008	06/07/24	NEXTI005 NEXTIVA, INC										
		1 AP & NEXTIVA CLOUD JUNE 2024		280.00	A -1640-431-000	E	DEPT PUBLIC WORKS - TELEPHONE	R	06/07/24	06/07/24		40003042712
		2 AP & NEXTIVA CLOUD JUNE 2024		50.00	A -1621-439-000	E	NORTH END FIRE HALL - TELEPHONE	R	06/07/24	06/07/24		40003042712



PO #	PO Date	Vendor	Contract PO Type	Amount	Charge Account	Acct Type Description	Stat/Chk	Enc Date	Rcvd Date	Chk/Void Date	Invoice
25-00008	06/07/24	NEXTI005 NEXTIVA, INC	Continued								
		3 AP & NEXTIVA CLOUD JUNE 2024		372.61	A -1620-439-000	E SHARED SERVICES - TELEPHONE	R	06/07/24	06/07/24		40003042712
				702.61							
25-00009	06/07/24	MUNIC005 MUNICIPAL ADM. OFFICERS ASSOC.									
		1 MEMBERSHIP DUES 2024-2025		60.00	A -1325-432-000	E FINANCE TREASURER - DUES & SUBSCRIPTIONS	R	06/07/24	06/07/24		2024
25-00010	06/05/24	NYSUR005 NYS URBAN FORESTRY COUNCIL									
		1 REGISTRATION 4 EMP. WORKSHOP		160.00	A -5010-406-000	E STREETS ADMINISTRATION-PROF TRAINING	R	06/05/24	06/05/24		RELEASE WORKSHOP
25-00011	06/07/24	PITNE025 PITNEY BOWES RESERVE ACCOUNT									
		1 REFILL ON POSTAGE METER		2,000.00	A -1325-436-000	E FINANCE TREASURER - POSTAGE	R	06/07/24	06/07/24		6/3/2024
25-00012	06/07/24	TASC005 TASC									
		1 HRA ADMIN PER PART. 7/1-9/30		314.00	A -9060-800-000	E EMPLOYEE BENEFITS-HOSPITAL & MEDICAL INS	R	06/07/24	06/07/24		IN3114077
25-00013	06/07/24	TECHN015 TECHNET MSP LLC									
		1 NETWORK MAIT/DPW MICRO/FD MAIT		3,134.00	A -1325-435-200	E FINANCE TREASURER - SVC MAINT CONTRACTS	R	06/07/24	06/07/24		1223
		2 NETWORK MAIT/DPW MICRO/FD MAIT		1,228.00	A -5010-403-000	E STREETS ADMINISTRATION-COMPUTER SOFTWARE	R	06/07/24	06/07/24		1223
		3 NETWORK MAIT/DPW MICRO/FD MAIT		1,653.00	A -3411-477-000	E FIRE DEPT-RED ALERT PROG/INFO & TECH	R	06/07/24	06/07/24		1223
				6,015.00							
25-00014	06/07/24	TSLC005 TSL CO INC									
		1 SOFTWARE/WEBSITE MAINTENANCE		700.00	A -1325-435-200	E FINANCE TREASURER - SVC MAINT CONTRACTS	R	06/07/24	06/07/24		656
25-00015	06/10/24	VERIZ010 VERIZON WIRELESS									
		1 PHONES JUNE 2024		50.94	A -1010-485-000	E BOARD OF TRUSTEES - CELL PHONE	R	06/10/24	06/10/24		9965494832
		2 PHONES JUNE 2024		31.22	A -1210-485-000	E EXECUTIVE MAYOR - CELL PHONE	R	06/10/24	06/10/24		9965494832
		3 PHONES JUNE 2024		31.22	A -7550-420-000	E CELEBRATIONS-MISC OVERHEAD EXPENSES	R	06/10/24	06/10/24		9965494832
		4 PHONES JUNE 2024		31.22	A -1325-485-000	E FINANCE TREASURER - CELL PHONE	R	06/10/24	06/10/24		9965494832
		5 PHONES JUNE 2024		31.22	A -1640-485-000	E DEPT PUBLIC WORKS GARAGE-CELL PHONE	R	06/10/24	06/10/24		9965494832
		6 PHONES JUNE 2024		69.21	A -3990-476-000	E DISASTER PREP-MOBILE PH & DATA CARD	R	06/10/24	06/10/24		9965494832
		7 PHONES JUNE 2024		37.99	A -3989-485-000	E BUILDING INSPECTION-CELL PHONE	R	06/10/24	06/10/24		9965494832
		8 PHONES JUNE 2024		303.92	A -3411-485-000	E FIRE DEPT - CELL PHONES / DATA PLANS	R	06/10/24	06/10/24		9965494832
		9 PHONES JUNE 2024		75.98	A -8560-475-000	E SHADE TREES-UNCLASSIFIED	R	06/10/24	06/10/24		9965494832
		10 PHONES JUNE 2024		37.99	G -8115-485-000	E ADMINISTRATION-CELL PHONE	R	06/10/24	06/10/24		9965494832
				700.91							

PO #	PO Date	Vendor	Item Description	Amount	Charge Account	Contract PO Type	Acct Type Description	Stat/Chk	First Rcvd	Enc Date	Chk/Void	Invoice
Total Purchase Orders:				15	Total P.O. Line Items:	15	Total List Amount:	17,351.10	Total void Amount:	0.00		

Totals by Year-Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
	5-A	17,313.11	0.00	0.00	17,313.11
	5-G	37.99	0.00	0.00	37.99
Total of All Funds:		<u>17,351.10</u>	<u>0.00</u>	<u>0.00</u>	<u>17,351.10</u>

Batch Id: FICA Batch Date: 06/07/24 Batch Type: Recurring

Account No. Account Description	Type	Entry Description	Amount	Tracking Id	Seq
A -9030-800-000 EMPLOYEE BENEFITS-SOCIAL SECURITY	Expenditure	Accrued FICA paydate 6/07/2024	6,875.99		1
Db: A -522-000 EXPENDITURE CONTROL		Cr: A -200-000 CASH			
G -9030-800-000 EMPLOYEE BENEFIT-SOCIAL SECURITY	Expenditure	Accrued FICA paydate 6/07/2024	614.87		2
Db: G -522-000 EXPENDITURE CONTROL		Cr: G -200-000 CASH			

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Fund Description	Fund	Expenditures	Reimbursements	Transfer In	Transfer Out	Cancel	Encumbrances
	A	6,875.99	0.00	0.00	0.00	0.00	0.00
	G	614.87	0.00	0.00	0.00	0.00	0.00
Total of All Funds:		7,490.86	0.00	0.00	0.00	0.00	0.00

	Entries	Amount
Expenditures:	2	7,490.86
Reimbursements:	0	0.00
Transfer In:	0	0.00
Transfer Out:	0	0.00
Cancel:	0	0.00
Encumbrance:	0	0.00
YTD 1099:	0	0.00
Total:	2	

There are NO errors in this listing.

Batch Id: PAYROLL Batch Date: 06/07/24 Batch Type: Recurring

Account No. Account Description	Type	Entry Description	Amount	Tracking Id	Seq
A -1010-100-000 BOARD OF TRUSTEES - PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 6/07/2024 Cr: A -200-000 CASH	1,547.90		1
A -1110-100-000 VILLAGE JUSTICE - PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 6/07/2024 Cr: A -200-000 CASH	2,404.59		2
A -1210-100-000 EXECUTIVE MAYOR - PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 6/07/2024 Cr: A -200-000 CASH	681.09		3
A -1325-100-000 FINANCE TREASURER - PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 6/07/2024 Cr: A -200-000 CASH	5,747.88		4
A -1420-100-000 LAW - PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 6/07/2024 Cr: A -200-000 CASH	1,682.95		5
A -1620-100-000 SHARED SERVICES - PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 6/07/2024 Cr: A -200-000 CASH	257.60		6
A -1621-100-000 NORTH END FIRE HALL - PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 6/07/2024 Cr: A -200-000 CASH	60.00		7
A -1640-100-000 DEPT PUBLIC WORKS -PERSONAL SERVICE Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 6/07/2024 Cr: A -200-000 CASH	21,254.79		8
A -3411-100-000 FIRE DEPARTMENT - PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 6/07/2024 Cr: A -200-000 CASH	229.90		10
A -3620-100-000 SAFETY INSPECTION-PERSONAL SERVICES Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 6/07/2024 Cr: A -522-000 EXPENDITURE CONTROL	0.00		11
A -3989-100-000 BUILDING INSP-PERSONAL SVCS-CODE ENFCMT Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 6/07/2024 Cr: A -522-000 EXPENDITURE CONTROL	0.00		12
A -3990-100-000 DISASTER PREPAREDNESS-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 6/07/2024 Cr: A -200-000 CASH	138.52		13
A -4020-100-000 REGISTRAR VITAL STATS-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 6/07/2024 Cr: A -200-000 CASH	168.84		14

Account No. Account Description	Type	Entry Description	Amount	Tracking Id	Seq
A -5010-100-000 STREETS ADMINISTRATION-PERSONAL SVCS Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 6/07/2024 Cr: A -200-000 CASH	23,931.44		15
A -5110-100-000 STREETS MAINT-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 6/07/2024 Cr: A -200-000 CASH	11,001.09		16
A -5132-100-000 SNOW REMOVAL-PERSONAL SERVICES Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 6/07/2024 Cr: A -522-000 EXPENDITURE CONTROL	0.00		17
A -7110-100-000 PARKS-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 6/07/2024 Cr: A -200-000 CASH	3,074.27		18
A -7550-100-000 CELEBRATIONS-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 6/07/2024 Cr: A -200-000 CASH	600.88		19
A -7550-102-000 DPW - Overtime Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 6/07/2024 Cr: A -522-000 EXPENDITURE CONTROL	0.00		20
A -7550-103-000 DPW - Regular Time Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 6/07/2024 Cr: A -522-000 EXPENDITURE CONTROL	0.00		21
A -8020-100-000 PLANNING-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 6/07/2024 Cr: A -200-000 CASH	76.65		22
A -8160-100-000 REFUSE & GARBAGE-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 6/07/2024 Cr: A -200-000 CASH	8,308.08		23
A -8170-100-000 STREET CLEANING-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 6/07/2024 Cr: A -200-000 CASH	1,890.40		24
A -8540-100-000 DRAINAGE-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 6/07/2024 Cr: A -200-000 CASH	687.36		25
A -8560-100-000 SHADE TREES-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 6/07/2024 Cr: A -200-000 CASH	868.58		26
A -8989-100-000 ECONOMIC DEV-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 6/07/2024 Cr: A -200-000 CASH	83.70		27

Account No. Account Description	Type	Entry Description	Amount	Tracking Id	Seq
A -9060-800-000 EMPLOYEE BENEFITS-HOSPITAL & MEDICAL INS Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 6/07/2024 Cr: A -522-000 EXPENDITURE CONTROL	822.23-		28
A -5010-405-000 STREETS ADMINISTRATION-MEAL ALLOWANCE Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 6/07/2024 Cr: A -522-000 EXPENDITURE CONTROL	0.00		29
A -5132-405-000 SNOW REMOVAL-MEAL ALLOWANCES Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 6/07/2024 Cr: A -522-000 EXPENDITURE CONTROL	0.00		30
G -8115-100-000 ADMINISTRATION-PERSONAL SERVICES Db: G -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 6/07/2024 Cr: G -200-000 CASH	5,123.42		31
G -8120-100-000 SANITARY SEWERS-PERSONAL SERVICES Db: G -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 6/07/2024 Cr: G -200-000 CASH	2,914.04		32
G -8115-405-000 ADMINISTRATION-MEAL ALLOWANCE Db: G -200-000 CASH	Expenditure	Payroll charges for paydate 6/07/2024 Cr: G -522-000 EXPENDITURE CONTROL	0.00		33
A -3120-100-000 POLICE-PERSONAL SVCS-CROSSING GUARDS Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 6/07/2024 Cr: A -200-000 CASH	2,664.00		35
A -1640-403-000 DEPT PUBLIC WORKS - UNIFORMS Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 6/07/2024 Cr: A -522-000 EXPENDITURE CONTROL	0.00		36
A -9030-800-000 EMPLOYEE BENEFITS-SOCIAL SECURITY Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 6/07/2024 Cr: A -522-000 EXPENDITURE CONTROL	0.00		37
A -9030-800-000 EMPLOYEE BENEFITS-SOCIAL SECURITY Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 6/07/2024 Cr: A -522-000 EXPENDITURE CONTROL	0.00		38
A -1640-100-000 DEPT PUBLIC WORKS -PERSONAL SERVICE Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 6/07/2024 Cr: A -522-000 EXPENDITURE CONTROL	0.00		39
A -1640-100-000 DEPT PUBLIC WORKS -PERSONAL SERVICE Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 6/07/2024 Cr: A -522-000 EXPENDITURE CONTROL	0.00		40
A -8090-100-000 ENVIRONMENTAL - PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 5/24/2024 Cr: A -200-000 CASH	2,521.71		41

WARNING: This account would have a negative balance: A -7550-100-000. Balance would be: 600.88-.

Fund Description	Fund	Expenditures	Reimbursements	Transfer In	Transfer Out	Cancel	Encumbrances
	A	89,059.99	0.00	0.00	0.00	0.00	0.00
	G	8,037.46	0.00	0.00	0.00	0.00	0.00
Total of All Funds:		97,097.45	0.00	0.00	0.00	0.00	0.00

	Entries	Amount
Expenditures:	39	97,097.45
Reimbursements:	0	0.00
Transfer In:	0	0.00
Transfer Out:	0	0.00
Cancel:	0	0.00
Encumbrance:	0	0.00
YTD 1099:	0	0.00
Total:	39	

There are warnings in this listing, but can proceed with update.

Please note that batch lines with zero amounts will not be updated.

Batch Id: TASC Batch Date: 06/04/24 Batch Type: Standard

Account No. Account Description	Type	Entry Description	Amount	Tracking Id	Seq
A -9060-800-000 EMPLOYEE BENEFITS-HOSPITAL & MEDICAL INS	Expenditure	MAY HRA Transactions	3,952.74		1
Db: A -522-000 EXPENDITURE CONTROL					
		Cr: A -200-000 CASH			

Fund Description	Fund	Expenditures	Reimbursements	Transfer In	Transfer Out	Cancel	Encumbrances
	A	3,952.74	0.00	0.00	0.00	0.00	0.00
Total of All Funds:		3,952.74	0.00	0.00	0.00	0.00	0.00

	Entries	Amount
Expenditures:	1	3,952.74
Reimbursements:	0	0.00
Transfer In:	0	0.00
Transfer Out:	0	0.00
Cancel:	0	0.00
Encumbrance:	0	0.00
YTD 1099:	0	0.00
Total:	1	

There are NO errors in this listing.

LISTED CORRESPONDENCE

June 24, 2024

	1 st Motion	2 nd Motion	
1.	_____	_____	Correspondence from the Town of Lancaster Building Department providing a report of building permit applications and open complaints that were filed for properties within the Village of Lancaster from May 31, 2024 – June 13, 2024.
	<i>ACTION -</i>	<i>Rec File Refer to:</i>	
2.	_____	_____	Correspondence from Nolin Jackson providing a Special Events Application for the Village of Lancaster Independence Day Celebration to be held on July 3 – July 5, 2024.
	<i>ACTION -</i>	<i>Rec File Refer to:</i>	
3.	_____	_____	Correspondence from Tommy R. Sweeney requesting a contract and insurance related to the use of his parking lot during the 4 th of July celebration (same as last year) along with restricting access to PAC Way during the event to allow dedicated parking for Performance Advantage Company employees and Glassco permit holders.
	<i>ACTION -</i>	<i>Rec File Refer to:</i>	
4.	_____	_____	Correspondence from Frances Stern, NYS Parks, Recreation and Historic Preservation, providing a summary of audit findings related to the Village of Lancaster’s participation in the Certified Local Government (CLG) program and requiring a response within 120 days regarding any noted deficiencies on the report.
	<i>ACTION -</i>	<i>Rec File Refer to:</i>	
5.	_____	_____	Correspondence from Charter Communications indicating that local customers are being notified of price increases for certain products effective on or after July 16, 2024.
	<i>ACTION -</i>	<i>Rec File Refer to:</i>	
6.	_____	_____	Correspondence from Amy Stypa, Sustainability and Community Climate Energy Coordinator, requesting approval to proceed with the hiring process for a NYSERDA Clean Energy Intern to assist with Climate Smart Initiatives through NYSERDA’s Clean Energy Internship and funds allocated in the 2024-2025 budget for this purpose.
	<i>ACTION -</i>	<i>Rec File Refer to:</i>	
7.	_____	_____	Correspondence from Skoob’s Village Grille providing a Permanent Special Use Permit Application for its outdoor patio extension that was granted a Temporary Special Use Permit by the Planning Commission in June 2023.
	<i>ACTION -</i>	<i>Rec File Refer to:</i>	
8.	_____	_____	Correspondence from Patricia Marshall, President of the Lancaster Village Merchant Association (LVMA), providing a revision to the Special Events Application for the 3 rd Annual Lancaster Renaissance Faire on Saturday, August 3, 2024, requesting the additional closure of Central Avenue between Broadway and Pleasant Avenue and the inclusion of the Backyard BBQ Throwdown as part of the event.
	<i>ACTION -</i>	<i>Rec File Refer to:</i>	

LISTED # 1
CORRESPONDENCE
MEETING DATE 6/24/2024

VILLAGE COVER SHEET

JUNE 17, 2024 BOARD MEETING

PERMITS ISSUED 17

VILLAGE PERMIT TOTAL

ERECT FENCE	6
INSTALL ROOF	2
DUMPSTER	1
ERECT SHED	2
INSTALL POOL	1
INSTALL RESIDENTIAL PLUMBING	3
ERECT RESIDENTIAL ALT/ADD	2
TOTAL PERMITS FOR THE VILLAGE	17

Iroquois Fence	50 Camner	Fence
Instead Amhed	134 Sawyer Ave.	Residential Alt.
Carol Boberg	113 Irwinwood	Fence
James Louisos	13 Cayuga Ave	Fence
Heather Short English	209 Aurora St.	Residential Plumbing
City Fence	103 Pleasant Ave.	Fence
Tuff Shedf	157 Erie St.	Shed
Kyle Mathews	172 Central Ave.	Shed
Amecol Construction, LLC	33 Church St.	Residential Alt.
DJR Rauscher Construction	10 Lombardy St.	Residential Plumbing
Buffalo's Best Roofing	35 Lombardy St.	Roof
Melanie Schultz	29 Briarwood Dr.	Fence
Franks Plumbing	20 Sherborne Ave.	Residential Plumbing
Dennis Cronin	26 Camner Ave.	Dumpster
Christopher Brennan	31 Laverack Ave.	Pool
Nathan Punaro	122 S. Irwinwood Rd	Fence
John Barbaro	30 Irwinwood Rd	Roof

Complaint By Date

Complaint #	Location	Identifier	Complaint Type	Status	Owner	Complainant
<i>Open Date: 05/31/24</i>						
2024-0372	25 Brady Ave	104.15-11-5	Work w/out Permit	Open	Francis Andrews	
Open Date: 05/31/24 Total #: 1						
<i>Open Date: 06/03/24</i>						
2024-0378	55 Lake Ave	115.27-1-21	Exterior Property Maint	Open	Mike Chapman	
Open Date: 06/03/24 Total #: 1						
<i>Open Date: 06/04/24</i>						
2024-0385	64 Church St	115.27-4-34	Work w/out Permit	Open	Ronald Balducci	
2024-0388	258 Aurora St	115.11-3-9	High Grass/Weeds	Open	Dennis Fiorella	
Open Date: 06/04/24 Total #: 2						
<i>Open Date: 06/05/24</i>						
2024-0390	36 Vandenberg Av	104.16-7-5	Interior Property Maint	Open	Joanne Karn	
2024-0391	42 Camner Ave	115.11-17-6	Exterior Property Maint	Open	Jacob Steck	Diana McCarthy
2024-0392	5482 Broadway St	104.83-2-16.2	Exterior Property Maint	Open	Jennifer Buyea	
2024-0394	53 Oxford Ave	115.11-16-6	Animals	Open	Heather Kerl	
2024-0395	59 Oxford Ave	115.11-16-8	Trash/Rubbish	Open	Joan Beck	John Scalfaro
Open Date: 06/05/24 Total #: 5						
<i>Open Date: 06/06/24</i>						
2024-0401	75 Fairfield Ave	115.11-1-32	Trash/Rubbish	Open	Michael Feness	
2024-0402	69 Fairfield Ave	115.11-1-30	Exterior Property Maint	Closed	Josephine Lapinski	
Open Date: 06/06/24 Total #: 2						
<i>Open Date: 06/07/24</i>						
2024-0408	25 Edgewood Rd	115.11-10-17	Trash/Rubbish	Open	Fannie Mae	
Open Date: 06/07/24 Total #: 1						
<i>Open Date: 06/10/24</i>						
2024-0410	3461 Walden Ave	104.11-1-6.1	Exterior Property Maint	Open	Carl Mrozek	Geoff Gane
2024-0413	37 Wayne St	104.15-18-34	Misc	Open	Caben Enterprises, LLC	
Open Date: 06/10/24 Total #: 2						
<i>Open Date: 06/11/24</i>						
2024-0415	75 Fairfield Ave	115.11-1-32	Exterior Property Maint	Closed	Michael Feness	
2024-0416	69 Fairfield Ave	115.11-1-30	Exterior Property Maint	Closed	Josephine Lapinski	
Open Date: 06/11/24 Total #: 2						
<i>Open Date: 06/12/24</i>						
2024-0420	48 6th Ave	115.12-8-11	Trash/Rubbish	Open	Cameron Laderer	
2024-0421	Bobby Ortez, 99 6th	115.11-9-9.1	High Grass/Weeds	Open	Robert Mitchell	

Complaint By Date

Complaint #	Location	Identifier	Complaint Type	Status	Owner	Complainant
Open Date: 06/12/24 Total #: 2						
<i>Open Date: 06/13/24</i>						
2024-0427	3465 Walden Ave	104.11-1-8	Misc	Open	Poseidon Property Group LLC	
Open Date: 06/13/24 Total #: 1						
<i>Open Date: 10/22/01</i>						
2017-00719	12 Cayuga Ave	115.26-3-15	Work w/out Permit	Closed	Heinl Robert & W Mika	
Open Date: 10/22/01 Total #: 1						
Grand Total: 20						

Village of Lancaster, New York
Village Code Chapter 285 Special Events Application
 Municipal Building • 5423 Broadway • Lancaster, NY 14086 • (716) 683-2105

Pursuant to §285-2 of the Village Code, a special event is an event 1) proposed to be held on public property or on private property, but affecting public property, 2) requiring Village support services, or 3) for which a waiver of one or more mobile food vending regulations set forth at §209-8 of Chapter 209, Mobile Food Vending, will be requested.

If additional space is required, please note in the appropriate box and attach extra sheet(s)

Event Name: <u>INDEPENDENCE DAY CELEBRATION</u>	
Type of Event (Race/Walk, Festival, Concert, Neighborhood Celebration, Parade/Motorcade, Other, etc.): <u>CELEBRATION</u>	
Event Date(s): <u>July 3, 4, 5</u>	Event Time(s): <u>7A - 10pm</u>
Applicant Name: <u>NOLIN JACKSON</u>	Event Location: <u>VARIES</u>
Individual/Group/Corporation Name Holding Event: <u>Village of Lancaster.</u>	Village Property Affected (If Applicable) <u>W. MAIN ST, N. Aurora.</u>
Applicant Address, City, State, Zip: <u>5423 Broadway LANCASTER, NY 14086</u>	Support Services Requested of the Village (If Applicable) <u>Street closures - W. MAIN + N. Aurora ST MARYS → ST JOHN ASSTO. DTW SUPPORT.</u>
Applicant Email: <u>EVENTS@LANCASTERVILLAGE.ORG</u>	Applicant Phone <u>716-545-8256.</u>

Pursuant to Village Code §285-3(B)(2)(c), there must be an identified "in charge person" on premise during all hours of the event.

"In charge person":	Contact cell and email:	Date & Time(s) On-Premise at Event:
<u>Tammie Malone - Schaefer</u>	<u>Tschaefer@LancasterVillage.org</u> <u>716-545-8256</u>	<u>July 3, 4, 5 Varies.</u>
<u>Nolin Jackson</u>	<u>events@lancaster.village.org</u>	<u>July 3, 4, 5</u> <u>3rd: 10M - 11:30P</u> <u>4th: 7A - 11:30P</u> <u>5: 3-1130</u>

Anticipated Peak Attendance Number: <u>PARADE - 1,000 - spread throughout Village.</u>	Anticipated Age Range of those in Attendance: <u>ALL AGES.</u>
Will Alcohol be consumed? Applicant must comply with Village Code Section 85-3 "Alcoholic Beverages"	Will there be Amplified Sound or Music? If so, provide particulars including hours: <u>YES, Parade Marshalls</u> <u>12-3</u>

Will Animals be part of the event? If so provide particulars.

No.

Will Food Trucks be part of the event? If so and an exception to any regulation set forth in §209-8 of Village Code Chapter 209 "Mobile Food Vending" (see: <https://lancastrvillageny.gov>) will be requested of the Village Code Enforcement Officer, identify by section number each regulation for which an exception will be requested.

Yes, § 209-5, waive fees for vendors wishing to take part of this specific event.

If the event is what is commonly referred to as a block party: 1) Identify by names and addresses block neighbors who have been advised of the proposed block party, 2) state either that no block neighbors have expressed opposition to the proposed block party or 3) separately identify by names and addresses block neighbors who have expressed opposition to the proposed block party.

If applicable respond to (a) through (h) below and attach a map or sketch depiction:

(a) Location of Parking Facilities indicating number of parking spaces being provided for:

Public Parking

(b) Please explain Additional Traffic Control measures that will be undertaken to deal with traffic over/above the Parking Facilities explained in (a) above:

Temporary Street Closures, for Parade and W-main for event.

(c) Location of Trash Facilities:

(d) Location of Water Facilities:

(e) Location of Electrical Facilities:

(f) Location of Toilet Facilities including location of Porta-Toilets:

Throughout event areas.

(g) Location of Entrances where public is to enter and exit site:

Public Sidewalks

(h) Location of Vendor Facilities including booths and food service:

(If Applicable) Organization providing Security:

(If Applicable) Number of Security Personnel:

Signature of Applicant:

Date:

6/10/2024

- Post review disposition: Village Board approved.
 Village Board not approved.
 Applicant advised of Village Board determination: _____, _____, 202____.
 Village Board approved with attached statement of conditions imposed.

Mike Stegmeier

From: Ashwood <ashwoodllc@gmail.com>
Sent: Monday, June 10, 2024 6:34 PM
To: Mike Stegmeier
Subject: Fwd: 4th of July Parking Lot Use and Alternate Parking Arrangement

From: Tom Sweeney <ashwoodllc@gmail.com>
Date: June 10, 2024 at 2:13:40 PM EDT
To: "Lynne T. Ruda" <LRuda@lancastervillage.org>, Tammie Schaefer <TSchaefer@lancastervillage.org>, John Mikoley <JMikoley@lancastervillage.org>, Cyndi Maciejewski <CMaciejewski@lancastervillage.org>, William Schroeder <wschroeder@lancastervillage.org>
Cc: Jim Everett <jeverett@pactoolmounts.com>
Subject: 4th of July Parking Lot Use and Alternate Parking Arrangement

Dear Honorable Mayor and Village Trustees,
As discussed in a recent Village Board meeting, we have agreed to utilize the large parking lot for the 4th of July Holiday event along with the activities on the street. We are requesting that we have the same contract and insurance in place as we did last year to protect all parties. Also with no south side parking available due to construction, we are requesting that we block the PAC Way street for the week long even from 7/2 through 7/5 noting that only PAC employees and Glassco Permit holders be available to park in those areas. There will be construction workers that week as well and they should be able to park inside the construction zone. I am copying Jim Everett of PAC as well for visibility.

I am looking forward to a successful and fun-filled event this year as well as early planning for the following year to see if we can change the venue up to activate the streets and make the event more engaging for families and the local business community as well.

Thank you
My Best Regards,
Tommy R> Sweeney

--
Glassco Management, LLC
PO Box 454, Amherst, NY 14226
716-534-5160
Ashwoodllc@gmail.com



**New York State
Parks, Recreation and
Historic Preservation**

KATHY HOCHUL
Governor

RANDY SIMONS
Commissioner *Pro Tempore*

May 29, 2024

Hon. Lynne T. Ruda, Mayor
Village of Lancaster
5423 Broadway
Lancaster, NY 14086

RE: CLG Audit for Lancaster, 2024

Dear Mayor Lynne T. Ruda:

The National Park Service requires that each State Historic Preservation Office (SHPO) must conduct regular audits of all municipalities participating in the Certified Local Government (CLG) program every four years. The audit process is important in assessing the municipality's performance as a CLG participant and allows for tracking preservation activities in local communities. In addition, it affords the SHPO with an opportunity to provide technical advice and assistance directly to the municipality.

The Division for Historic Preservation of the New York State Office of Parks, Recreation and Historic Preservation conducted an audit of your municipality's CLG activities this year. The audit consisted of an examination of materials required to be kept on file with our office that were submitted to us electronically earlier this year. We thank you for your cooperation in sending the required materials to our office when asked. We also thank you for cooperating with this request despite the fact that Lancaster was audited less than four years ago, in 2022 – an error in our recordkeeping caused this and we thank you for your understanding.

Attached is a summary of the audit findings, which records performance strengths and weaknesses during the last four program years. Any noted deficiencies must be adequately addressed and written documentation of the CLG's efforts toward this end must be provided to the SHPO within 120 days from receipt of this letter. Failure to take and/or propose appropriate corrective action will result in the SHPO recommending to the National Park Service that CLG certification should be revoked.

The Division for Historic Preservation appreciates your community's involvement in the CLG program and looks forward to our continued partnership regarding historic preservation. If you have any questions regarding the audit, please do not hesitate to contact your Statewide CLG coordinator, Frances Stern, at Frances.Stern@parks.ny.gov or (518) 268-2219.

Sincerely,

A handwritten signature in black ink, appearing to read "Frances Stern".

Frances Stern
Coordinator, Certified Local Government Program
CC: Michael Meyer, Chair, Lancaster Historic Preservation Commission



KATHY HOCHUL
Governor

RANDY SIMONS
Commissioner *Pro Tempore*

CLG Audit Summary

Name of Certified Local Government Community: Village of Lancaster

Date of Certification: October 20, 1986

Audit Period: 10/1/2020 – 9/30/2023

	<u>Meets Standards</u>	<u>Below Standards</u>
Legislation	X	
Commission/Board	X	
Reports & Records		X
General Activities <i>(Survey/Grants etc.)</i>	X	
Public Participation	X	
Overall Assessment	X	

General Comments: Although Lancaster was last audited in 2022, a clerical error on behalf of SHPO caused us to request materials for re-auditing this year. We thank the commission for complying with this request. The only major deficiency noted in the last report dealt with the application of review standards in the CoA process. Overall, the Village of Lancaster clearly continues to support and uphold a well-functioning preservation program. Public outreach materials, such as those that explain the CoA process and approvals, are clear and well-organized. SHPO notes the legislation was updated in November 2022 with appropriate guidance. Design guidelines also exist and are utilized in Lancaster; we also note specific design guidelines for signage and murals in historic districts. The Village website has a specific page devoted to the historic preservation commission with easily accessible information (ex., meeting schedules/agendas) and commissioner contact information – but it also appears the Village of Lancaster has its own separate website specifically devoted to its functions and outreach. Public programs are scheduled for this summer, including a walking tour with regional preservation partner organization, Preservation Buffalo Niagara.

Deficiencies Noted: While all required annual reports were submitted with the requested audit materials, SHPO recommends the Village of Lancaster take care to submit annual reports each year on a more regular basis. These regular check-ins allow SHPO to provide oversight and guidance as necessary instead of just once during the more infrequent audits. For this reason, “reports and records” is marked as “below standards.”

Suggestions: Please make an effort to submit annual report documentation yearly and reach out to SHPO with questions or concerns. Note that the CLG grant program may be able to support the functions of the commission, especially in terms of survey/inventory projects or public outreach assistance.

Any response to the audit, and any specific information requested in the suggestions for addressing deficiencies, must be provided to Frances Stern, Statewide Certified Local Government Coordinator, within 120 days of receipt of this Summary.

Reviewer: Frances M. Stern, Statewide CLG Coordinator

Date of Report: May 29, 2024

LISTED # 5
CORRESPONDENCE
REPLY DATE 6/24/2024



Alex Camarda
Associate VP, State Government Affairs

June 14, 2024

Re: Charter Communications – Upcoming Changes

Dear Municipal Official:

We appreciate our customers and continue to enhance our services with the finest communication and entertainment products available, while also providing a compelling suite of services at the greatest value. Despite our best efforts, rising costs, including programming fees charged by TV networks have impacted our pricing. Customers are being notified via bill message regarding the following price changes that will take effect on or after July 16, 2024. Please note for customers who may be paying a promotional price, the retail price does not take effect until the end of the promotional period.

Product	Price
Spectrum TV Select	Will increase by \$3.00/month.
Spectrum TV Silver and Gold	Will each increase by \$3.00/month.
Acorn TV	Will increase by \$1.01/month.
MAX (includes HBO)	Will increase by \$1.00/month.
MGM+	Will increase by \$1.00/month.
SPP Sports Tier	Will increase to \$3.00/month.
CableCard (includes legacy)	Increasing to \$10.00/month.
CableCard (SPP)	Will increase by \$4.00/month.
Legacy Digital Terminal Adapters	Will increase by \$1.00/month.
Spectrum Receivers (SPP/NPP)	Will increase by \$1.00/month.

We remain committed to providing excellent communications and entertainment services in your community. If you have any questions, please feel free to contact me at 212-379-5123 or via email at Alex.Camarda@charter.com.

Sincerely,

Alex Camarda
Associate VP, State Government Affairs
Charter Communications

LISTED # 6
CORRESPONDENCE
MEETING DATE 6/24/2024



Village of Lancaster

Municipal Building
5423 Broadway
Lancaster, NY 14086
Telephone: (716) 683-2105
Facsimile: (716) 684-4830
www.lancastervillage.org

Dear Village Board Members,

I am writing to formally request the initiation of the hiring process for a NYSERDA Clean Energy Intern to support our Climate Smart initiatives

The New York State Energy Research and Development Authority (NYSERDA) offers the Clean Energy Internship Program under PON 4000, which provides reimbursement of 90% of the intern's wages. This program presents an excellent opportunity for our village to enhance its sustainability efforts while managing costs effectively. The remaining 10% of the intern's wages has already been allocated in our current fiscal year's budget, ensuring that we are financially prepared for this commitment.

The primary responsibilities of the Clean Energy Intern will include assisting with the development and implementation of projects such as the Community Greenhouse Gas Study and Municipal Climate Action Plan. By bringing on an intern, we can accelerate our progress on these important projects and maximize the impact of our programs.

I kindly request your approval to begin the hiring process.

Sincerely,

Amy Stypa
Sustainability and Community Climate Energy Coordinator

TITLE: NYSERDA Clean Energy Internship

LOCATION: Village of Lancaster, NY

DURATION: 12 months

About NYSERDA:

The New York State Clean Energy Internship Program is a workforce development initiative offered through NYSERDA. The program focuses on enhancing the talent pipeline for New York State businesses and organizations engaged in the clean energy industry by facilitating the placement of students, recent graduates, and other eligible individuals considering career opportunities in clean energy into paid internships across the state.

About Village of Lancaster:

The Village of Lancaster, NY, is actively combating climate change through its Climate Smart initiatives. These efforts reflect a comprehensive approach to addressing climate challenges, aiming to reduce greenhouse gas emissions, enhance resilience, and foster a culture of sustainability within the community.

Position Overview:

The Village of Lancaster is seeking a motivated and enthusiastic intern to support our clean energy initiatives. The selected candidate will have the chance to contribute to various projects and gain hands-on experience in clean energy.

Key Responsibilities:

To support the climate smart task force in the following-

- **Research and Analysis:** Interns may be responsible for conducting research on various clean energy technologies, policies, and market trends. This could involve analyzing data, preparing reports, and making recommendations based on findings.
- **Project Support:** Interns may assist with the implementation of clean energy projects. This could involve tasks such as project coordination, documentation, and stakeholder engagement.
- **Data Management and Reporting:** Interns might assist with managing data related to clean energy projects and initiatives, as well as preparing reports for internal and external stakeholders. This could involve data collection, analysis, and visualization using software tools.
- **Outreach and Education:** Interns may participate in outreach activities aimed at promoting clean energy adoption and raising awareness about programs and initiatives. This could include supporting events, developing educational materials, and engaging with stakeholders and the public.

Qualifications:

- Currently enrolled in a Bachelor's or Master's degree programs such as environmental science, engineering, sustainability, etc.
- Strong interest in clean energy and sustainability.
- Excellent research, analytical, and problem-solving skills.
- Effective communication skills, both written and verbal.

Additional Information

The suggested start would be the fall semester of 2024 for a 12-month internship. A student can work a maximum of 18 hours per week while class is in session and 40 hours per week during breaks. Final work schedule can be defined by student availability and may be a hybrid work schedule.

**PERMANENT SPECIAL USE PERMIT APPLICATION TO THE VILLAGE OF LANCASTER
VILLAGE BOARD FOR OUTDOOR SERVICE OF FOOD OR DRINK BY AN EATING OR
DRINKING ESTABLISHMENT**

If additional space is required, please note in the appropriate box and attach extra sheet(s)

DATE:			
RESTAURANT NAME:	Skob's Village Grille		LISTED # 7 CORRESPONDENCE MEETING DATE 6/24/2024
RESTAURANT ADDRESS:	50 Central Ave Lancaster NY 14086		
OWNER'S NAME(S):	William and Lori Skob's		
OWNER'S MAILING ADDRESS(ES):	240 Schwartz RD Lancaster NY 14086		
OWNER'S TELEPHONE NO.(S)	Day:	Evening:	Cellular:
	916-440-2815		
PROPERTY ZONING:		TOTAL SEATING CAPACITY OF INDOOR AREA:	# 120
TOTAL NUMBER OF PARKING SPACES ON PREMISES: (DO NOT INCLUDE STREET PARKING SPACES)	# 0	TOTAL SEATING CAPACITY OF OUTDOOR AREA:	# 56
		TOTAL INDOOR/OUTDOOR SEATING CAPACITY	# 176
DATE OF TEMPORARY SPECIAL USE PERMIT		INTENDED HOURS OF OUTDOOR SERVICE	11 AM - 10 PM
CONDITIONS OR RESTRICTIONS IMPOSED BY THE PLANNING COMMISSION UPON ISSUANCE OF THE TEMPORARY SPECIAL USE PERMIT. IF NONE SO STATE.			
None			
STATE ANY CHANGE IN INFORMATION FROM THAT PROVIDED BY APPLICANT TO THE PLANNING COMMISSION UPON THE TEMPORARY SPECIAL PERMIT APPLICATION. IF NONE SO STATE.			
None			

RECEIVED

JUN 10 2024

Village of Lancaster
Clerk- Treasurers Office

Owner: <i>William Skob</i>	Date: 6/11/24
Owner: <i>Lori Skob</i>	Date: 6/11/24



June 22, 2023

Lynne Ruda, Mayor
Village Board of Trustees
Village of Lancaster
5423 Broadway
Lancaster, NY 14086

Re: Skoob's Village Grille
50 Central Ave, Lancaster, NY 14086

Dear Mayor Ruda & Village Trustees:

At its meeting on June 15, 2023, the Planning Commission reviewed the request submitted by the petitioners William and Lori Skubis, and moved to recommend the approval of the temporary special use permit for outdoor service of food or drink application. There are no contingencies.

Should you have any questions regarding the Planning Commission's recommendation, please do not hesitate to call me at 716-864-0484.

Respectfully submitted,

Mike Reinhold
Chairman, Planning Commission

MR/AMD

cc: Michael Stegmeier, Village Clerk & Treasurer
William Cansdale, Dept. of Public Works
Matt Fischione, Code Enforcement Officer
Paul Stencel, Lancaster Village Fire Chief
William and Lori Skubis, Applicant

**VILLAGE OF LANCASTER
MEETING MINUTES-PLANNING COMMISSION**

June 15, 2023

Present: **Mike Reinhold** -Chairperson
 Elizabeth Reilly-Meegan – Co Chairperson
 James Allein – Member
 Ryan Carrick - Member
 Steven Gajewski - Member
 Connor Asposto – Member
 Sam Miller - Member
 Cory Adamczak- Alternate Member
 Matt Fischione, Code Enforcement Officer, Town

Absent: **Steven Gajewski** - Member

Regular Meeting called to order at 7:00 p.m. by Mike Reinhold

Motion made by **Ryan Carrick** second by **Sam Miller** to accept the minutes of the May18, 2023, Planning Commission Meeting.

Mike Reinhold	Voted Yes
Elizabeth Reilly-Meegan	Votes Yes
James Allein	Voted Yes
Sam Miller	Voted Yes
Ryan Carrick	Voted Yes
Connor Asposto	Voted Yes
Cory Adamczak	Abstained

Motion Carried

Temporary Special Use Permit for Outdoor Dining Application – Symposium Wine Bar, 19 West Main St. Suite 400, Lancaster, NY 14086

Mike Reinhold read the following Public Hearing:

VILLAGE OF LANCASTER PLANNING COMMISSION

NOTICE OF PUBLIC HEARING

TO BE HELD WEDNESDAY, JUNE 15, 2023

PLEASE TAKE NOTICE;

The Village of Lancaster Planning Commission will hold a public hearing in the Council Chambers of the Lancaster Municipal Building, 5423 Broadway, Lancaster, New York on Thursday, June, 15, 2023 at 7:10 p.m. to consider an application by Symposium Wine Bar located at 19 West Main St. Suite 400 pursuant to Article XII of Chapter 350 (§ 350-92 et seq.) and § 350-64(C) of the Village

**VILLAGE OF LANCASTER
MEETING MINUTES-PLANNING COMMISSION**

June 15, 2023

Code for a temporary special use permit allowing the applicant to provide outdoor service of food and drink. The Village Code may be accessed online at the Village website <https://lancastervillageny.gov>. The application to be considered may be reviewed at the office of the Village Clerk in the Municipal Building.

At said hearing all persons so desiring shall have the opportunity to be heard.

Michael E. Stegmeier

Village Clerk

Katie Heveron, owner of Symposium Wine Bar, wants to expand the wine bar by adding an outdoor patio in the back of the building. She explained there will be a barrier that separates the patio space from the rest of the space as well as an egress door.

Chairperson Reinhold read the written comments provided by The Village of Lancaster Code Enforcer, Shawn Marshall, asking about the security measures regarding the tables and chairs. The landlord, Tom Sweeny, came up and stated it's already a well-light area and they are looking to add even more lights with the addition of string lights above this new patio area. There is a 'No Loitering' sign hanging up, as well as, a gate built to block off the alleyway. These measures have been successful thus far in preventing kids from wandering around the back area.

Chairperson Reinhold explained this is for a temporary special use permit and reviewed the process for getting a permanent special use permit for outdoor dining and drinks.

Motion made by **James Allein** and second by **Connor Asposto** to recommend for approval of the Temporary Special Use Permit by the Village Board.

Mike Reinhold	Voted Yes
Elizabeth Reilly-Meegan	Votes Yes
James Allein	Voted Yes
Sam Miller	Voted Yes
Ryan Carrick	Voted Yes
Connor Asposto	Voted Yes
Cory Adamczak	Voted Yes

Motion Carried

**Temporary Special Use Permit for Outdoor Dining Application and Site Plan Application –
Skoob's Village Grille, 50 Central Ave, Lancaster, NY 14086**

Mike Reinhold read the following Public Hearing:

VILLAGE OF LANCASTER PLANNING COMMISSION

NOTICE OF PUBLIC HEARING

**VILLAGE OF LANCASTER
MEETING MINUTES-PLANNING COMMISSION**

June 15, 2023

TO BE HELD WEDNESDAY, JUNE 15, 2023

PLEASE TAKE NOTICE;

The Village of Lancaster Planning Commission will hold a public hearing in the Council Chambers of the Lancaster Municipal Building, 5423 Broadway, Lancaster, New York on Thursday, June, 15, 2023 at 7:10 p.m. to consider an application by Skoob's Village Grille located at 50 Central Ave pursuant to Article XII of Chapter 350 (§ 350-92 et seq.) and § 350-64(C) of the Village Code for a temporary special use permit allowing the applicant to provide outdoor service of food and drink. The Village Code may be accessed online at the Village website <https://lancastervillageny.gov>. The application to be considered may be reviewed at the office of the Village Clerk in the Municipal Building.

At said hearing all persons so desiring shall have the opportunity to be heard.

Michael E. Stegmeier

Village Clerk

Lori Skubis came up to speak about the Temporary Special Use Permit and the Site Plan Application from the June 2023 meeting. They want to extend their outdoor patio by fencing in an existing concrete slab to create additional seating outside. The plans were submitted last month but were tabled to see if the Village Board would approve their Special Use Permit as their temporary permit expired. The board approved the permanent Special Use Permit for the already existing patio area. The site plan for the patio extension was approved by the Historic Preservation Commission.

Motion made by **Elizabeth Reilly-Meegan** and second by **Ryan Carrick** to approve the site plan.

Mike Reinhold	Voted Yes
Elizabeth Reilly-Meegan	Votes Yes
James Allein	Voted Yes
Sam Miller	Voted Yes
Ryan Carrick	Voted Yes
Connor Asposto	Voted Yes
Cory Adamczak	Voted Yes

Motion Carried

Motion made by **Elizabeth Reilly-Meegan** and second by **Connor Asposto** to recommend the approval of the Temporary Special Use Permit for their new outdoor patio area.

Mike Reinhold	Voted Yes
Elizabeth Reilly-Meegan	Votes Yes
James Allein	Voted Yes
Sam Miller	Voted Yes
Ryan Carrick	Voted Yes
Connor Asposto	Voted Yes

**VILLAGE OF LANCASTER
MEETING MINUTES-PLANNING COMMISSION**

June 15, 2023

Cory Asposto Voted Yes

Motion Carried

Site Plan Review Application – Dark Forest Chocolate, 11 West Main St, Lancaster, NY 14086

Danny Sundell came to speak regarding his application. He stated this is mostly a renovation. He will be replacing the door, replacing their sign and adding a light above that, replacing the master lighting to be continuous with the lighting down West Main St., and he is proposing to paint the mansard roof. The exact paint color isn't decided yet, but it will be a chocolate color.

Motion made by **Ryan Carrick** and second by **Sam Miller** to approve the site plan.

Mike Reinhold	Voted Yes
Elizabeth Reilly-Meegan	Votes Yes
James Allein	Voted Yes
Sam Miller	Voted Yes
Ryan Carrick	Voted Yes
Connor Asposto	Voted Yes
Cory Adamczak	Voted Yes

Motion Carried

Site Plan Review Application – Valint's Meat, 25 Central Ave, Lancaster, NY 14086

Adam Schiller from Valint's Meat came to speak about his application. As part of the Storefront Revitalization Project, he wants to put up a new awning, new windows, a new sign, new brickwork. All the aluminum will be taken out and replaced with black metal. He is also looking to put a table outside the door. There is a piece of the awning on Clark Street that is in the Village's right of way. The Village Code states awnings should be less than 9ft from the top of the sidewalk and can't project higher than 10.5 ft above the sidewalk level. Due to the buildings structure, the awning's position is fixed to where one foot of hanging fabric is left in the right of way. These plans passed at the Historic Preservation Commission meeting the night before.

Motion made by **Elizabeth Reilly-Meegan** and second by **Sam Miller** to recommend the approval of the site plan given that the structure of the awning is to code, it is only a foot of hanging fabric that is in the right of way.

Mike Reinhold	Voted Yes
Elizabeth Reilly-Meegan	Votes Yes
James Allein	Voted Yes
Sam Miller	Voted Yes
Ryan Carrick	Voted Yes

**VILLAGE OF LANCASTER
MEETING MINUTES-PLANNING COMMISSION**

June 15, 2023

Connor Asposto Voted Yes
Cory Adamczak Voted Yes

Motion Carried

Motion made by Elizabeth Reilly-Meegan and second by Ryan Carrick to adjourn at 7:29 p.m.

Mike Reinhold Voted Yes
Elizabeth Reilly-Meegan Voted Yes
James Allein Voted Yes
Sam Miller Voted Yes
Ryan Carrick Voted Yes
Connor Asposto Voted Yes
Cory Adamczak Voted Yes

Motion Carried

Respectfully submitted,

Ashley M. Debbins
Secretary to the Planning Commission

LISTED # 8
CORRESPONDENCE
MEETING DATE 6/24/2024



VILLAGE MERCHANT ASSOCIATION

June 20, 2024

Lancaster Village Board of Trustees
5423 Broadway St.
Lancaster, NY 14086

Dear Ms. Mayor and Village Trustees,

I am writing to you on behalf of the Lancaster Village Merchant Association (LVMA) and its upcoming 3rd Annual Lancaster Renaissance Street Faire on Saturday August 3. The event will be running from 12:00p – 6:00p this year. We are getting excited as it has become a signature event in the Village and anticipate about double the amount of attendees as last year.

As a quick recap from last year's event. With Village of Lancaster's approval, the LVMA closed off W. Main St. and utilized Cayuga Creek Park for most of the events that took place that day. We did indeed, have attendees on Central Ave, as Skoob's was providing the turkey legs and Fattey's was helping with beer sales. We had about 2000 people visit us that day. And on the day of the event we had over 3000 impressions from our fb post alone.

This year, due to several factors, we are requesting an amendment to the original Special Events Request that was submitted & approved, to now include **the closure of Central Ave in addition to W. Main St.** The first reason is due to the space constraints that construction has on half of Cayuga Creek Park. Another reason is that our impressions at this time are at 4500 and we are 6 weeks out, so we anticipate a record attendance. And finally, as we seek to grow this event as a fundraising opportunity for the LVMA, we have opened it up to artisans, producers and other vendors with such a great response, that we are hosting about 30 vendors. These are some of the factors that demonstrate its growth.

Therefore with the growth of this event, safety for the public is a major concern for the organizers of this event. We have talked to the Lancaster Police Department and they are willing to work with us to make this a safe event for all and their recommendation is to have Central Ave closed from Broadway to the roundabout.

Additionally, I have personally talked to the Fire Chief (FC) of the Lancaster Fire Department (LFD) and we share concerns about public safety. The large amount of expected foot traffic on W. Main St., Cayuga Creek Park and Save A Lot Parking Lot in addition to all the vendors & entertainment going on will undoubtedly push out onto Central Ave and into our Central Ave. merchant members. Our request to close Central Avenue though is focused on the **high risk of pedestrian and vehicular injury** with the influx of visitors to the Village that day, if Central Ave is **NOT** closed to car traffic.

Additionally, the LVMA would like to make every effort to have equal representation and visibility of our merchants on Central Ave as part of this LVMA event. With the closure of Central Ave., we can put vendor tents in the parking spots and encourage the triangular walkability of the Village.

During my conversation with the FC, he expressed concerns that the LFD would not be able to get to several of the historical buildings located on Central Ave, if there were to be a fire on Central Ave during this 6 hour event or quickly respond to a fire north of the fire station. Together we reviewed that most of the buildings in the area will and can have access from the back from Clark Street and the Twin Village/Save A Lot Parking Lots, as the Save A Lot parking lot will not be closed to vehicle traffic/parking. It was discussed that, as long as DPW has rapid access to move any large trucks that would be blocking street entrances, the LFD should be able to gain quick access to the front of the historical buildings located on Central Ave and W. Main St. should the need arise. As the organizers of this event, the LVMA understands it is our responsibility to maintain the street wide unobstructed path down Central Ave between Broadway to just before the roundabout and the street wide unobstructed path down W. Main St. from Central Ave to the entry to the Save A Lot parking lot to allow for the passage of fire trucks.

So to quickly summarize, **the LVMA is requesting an amendment to its original Special Events Request, that Central Ave be CLOSED in addition to the closure of W. Main St. for the 3rd Annual Lancaster Renaissance Street Faire occurring on Sat. Aug 3 from 12p-6p, due to pedestrian safety and inclusivity of the Central Ave Village Merchants.** It is also requested in this amendment to include the Backyard BBQ Throwdown that will again enhance the draw to this event. The inclusion of the Backyard BBQ Throwdown will require a fire inspection of the 15 or so food tents that will be participating in this event.

Thank you for your thoughtful consideration,

Patricia Marshall, President LVMA

Village of Lancaster, New York
Village Code Chapter 285 Special Events Application

Municipal Building • 5423 Broadway • Lancaster, NY 14086 • (716) 683-2105

Pursuant to §285-2 of the Village Code, a special event is an event 1) proposed to be held on public property or on private property, but affecting public property, 2) requiring Village support services, or 3) for which a waiver of one or more mobile food vending regulations set forth at §209-8 of Chapter 209, Mobile Food Vending, will be requested.

If additional space is required, please note in the appropriate box and attach extra sheet(s)

Event Name: <i>3rd Annual Lancaster Renaissance Street Fair</i>	
Type of Event (Race/Walk, Festival, Concert, Neighborhood Celebration, Parade/Motorcade, Other, etc.): <i>Festival</i>	
Event Date(s): <i>Sat Aug 3</i>	Event Time(s): <i>12p-6p</i>
Applicant Name: <i>Patricia Marshall</i>	Event Location: <i>Village of Lanc / W. Main & Central</i>
Individual/Group/Corporation Name Holding Event: <i>LVMA</i>	Village Property Affected (if Applicable) <i>W. Main St., Central Ave, Turn Village Parking Lot, Carriage Crib Park</i>
Applicant Address, City, State, Zip: <i>11. W. Main St., Lancaster, NY 14086</i>	Support Services Requested of the Village (if Applicable) <i>Dpw support garbage, barriers, pub tables Police - security presence VAC - medical emergency support</i>
Applicant Email: <i>lillybellemeads@gmail.com</i>	Applicant Phone: <i>(716) 462-9804</i>

Pursuant to Village Code §285-3(B)(2)(c), there must be an identified "in charge person" on premise during all hours of the event.

"In charge person":	Contact cell and email:	Date & Time(s) On-Premise at Event:
<i>Patricia Marshall</i>	<i>(716) 462-9804 lillybellemeads@gmail.com</i>	<i>all day</i>
<i>Joseph Marshall</i>	<i>(716) 462-9805 lillybellemeads@gmail.com</i>	<i>all day</i>
Anticipated Peak Attendance Number: <i>4000</i>		Anticipated Age Range of those in Attendance: <i>all ages</i>
Will Alcohol be consumed? <i>Yes, but provided by the Village alcohol merchants</i>		Will there be Amplified Sound or Music? If so, provide particulars including hours: <i>Yes on the stage - corner of W. Main / Aurora.</i>

Will Animals be part of the event? If so provide particulars.

0

Will Food Trucks be part of the event? If so and an exception to any regulation set forth in §209-8 of Village Code Chapter 209 "Mobile Food Vending" (see: <https://lancastervillage.nyc.gov>) will be requested of the Village Code Enforcement Officer, identify by section number each regulation for which an exception will be requested.

Yes, all have been asked to complete permit with VOL

If the event is what is commonly referred to as a block party: 1) Identify by names and addresses block neighbors who have been advised of the proposed block party, 2) state either that no block neighbors have expressed opposition to the proposed block party or 3) separately identify by names and addresses block neighbors who have expressed opposition to the proposed block party.

0

If applicable respond to (a) through (h) below and attach a map or sketch depiction:

(a) Location of Parking Facilities indicating number of parking spaces being provided for:

public parking throughout the Village

(b) Please explain Additional Traffic Control measures that will be undertaken to deal with traffic over/above the Parking Facilities explained in (a) above:

See request for street closures

(c) Location of Trash Facilities:

throughout the CBD, please.

(d) Location of Water Facilities:

N/A

(e) Location of Electrical Facilities:

along parking spot sites on Central & W. Main.

(f) Location of Toilet Facilities including location of Porta-Toilets:

provided by United Rental.

(g) Location of Entrances where public is to enter and exit site:

none to be designated.

(h) Location of Vendor Facilities including booths and food service:

along parking spaces on W. Main & Central.

(If Applicable) Organization providing Security:

LFD

(If Applicable) Number of Security Personnel:

Signature of Applicant:

Patricia Klauhnall

Date:

6/20/24

Post review disposition: [] Village Board approved.

[] Village Board not approved.

[] Applicant advised of Village Board determination: _____, _____, 202____.

[] Village Board approved with attached statement of conditions imposed.

RESOLUTIONS

June 24, 2024

	1 st Motion	2 nd Motion	
1.			Resolution to accept and approve the following application for membership to the Lancaster Fire Department as approved at the Department meeting on June 11, 2024: - Emily Schnitzer to the Rescue Hook & Ladder Company (previously a Junior Firefighter)
	<i>ACTION -</i>	<i>Approved Denied Refer to:</i>	
2.			Resolution authorizing Mayor Ruda to submit a Letter of Support on behalf of the Village of Lancaster as a WNY Stormwater Coalition member municipality in support of a grant application to be submitted to the NYSDEC for a proposed project to fulfill NYSDEC's required Intermediate Mapping Elements.
	<i>ACTION -</i>	<i>Approved Denied Refer to:</i>	
3.			Resolution authorizing Mayor Ruda to sign and execute a Human Resources Services Agreement with Sheridan HR LLC to renew services as presented in Schedule A with an effective date of July 1, 2024, at the cost of \$2,700 per month as noted in Schedule B.
	<i>ACTION -</i>	<i>Approved Denied Refer to:</i>	
4.			Resolution authorizing Mayor Ruda to sign and approve the Engagement Letter with Drescher & Malecki LLP for Agreed Upon Procedures to prepare the Roundabout Construction Road Project Consultant Contract close-out report as required by NYS Department of Transportation for a cost not to exceed \$10,000.
	<i>ACTION -</i>	<i>Approved Denied Refer to:</i>	
5.			
	<i>ACTION -</i>	<i>Approved Denied Refer to:</i>	
6.			
	<i>ACTION -</i>	<i>Approved Denied Refer to:</i>	
7.			
	<i>ACTION -</i>	<i>Approved Denied Refer to:</i>	
8.			
	<i>ACTION -</i>	<i>Approved Denied Refer to:</i>	

RESOLUTION # 1
MEETING DATE 6/24/2024

Lancaster Fire Department



P.O. Box 15
5423 Broadway
Lancaster, NY 14086

Office: 716.683.1901
Fax: 716.683.1903
Email: info@lancasterfd.org

Lancaster Fire Department Memorandum

DATE: June 19, 2024

TO: Mike Stegmeier – Village of Lancaster Clerk-Treasurer;
Village of Lancaster Public Safety Committee

FROM: Department Secretary Aaron Ruda

RE: Lancaster Fire Department Roster Changes for June 24, 2024 LVB Meeting

The following application for membership was approved at the Fire Department Meeting on June 11, 2024.

Emily Schnitzer – Rescue Hook & Ladder Company

Also, now that she will be an Active Member of the department, Emily can be removed from the rolls of the Lancaster Fire Department Junior Firefighters Program.

Please contact me if you need any further information. Thank you for your time and attention to this matter.

Sincerely,

Aaron Ruda

Aaron Ruda
Lancaster Fire Department Secretary

Village of Lancaster

RESOLUTION # 2
MEETING DATE 6/24/2024



Municipal Building
5423 Broadway
Lancaster, NY 14086
Telephone: (716) 683-2105
Facsimile: (716) 684-4830
www.lancastervillage.org

Cooperating MS4 Letter of Support

The Village of Lancaster, in partnership with the Western New York Stormwater Coalition, supports the grant application submitted by the Erie County Department of Environment and Planning to the New York State Department of Environmental Conservation's Non-Agricultural Nonpoint Source Planning and Municipal Separate Storm Sewer System (MS4) Mapping Grant Program.

The primary focus of the proposed project, entitled *Western NY Stormwater Coalition: Intermediate Mapping Elements Project*, is to fulfill NYSDEC's required Intermediate Mapping Elements. In addition, higher functioning inspection APPs, designed to interface directly with the Coalition's Online Stormwater Mapper, will be developed.

Should the project receive funding, the Village of Lancaster will assist Erie County DEP by providing information and assisting with field data collection for mapping as needed.

Signature:

Date:

Title:

RESOLUTION # 3
MEETING DATE 6/24/2024

SHERIDAN HR LLC
HUMAN RESOURCES SERVICES AGREEMENT

Legal Company Name: Village of Lancaster

Type of Entity (check one): Corporation/PC LLC/LLP/PLLC Partnership Other: Government Entity

Address: 5423 Broadway

City: Lancaster

State: New York

ZIP: 14086

Phone: 716-683-2105

Fax: 716-684-4830

Contact: Michael E. Stegmeier, CMC

Title: Clerk & Treasurer

Email: mstegmeier@lancastervillage.org

Website: lancastervillageny.gov

Total Number of Employees: 55

Boards & Commissions: 20

Volunteer Firefighters: 80

Union Representation: Yes No

If yes, give details: CSEA Local 1000-DPW

Type of Business: Village Government

Fed ID: 16-6002481

Agreement:

1. **Terms of Agreement.** This Sheridan HR LLC Human Resources Services Agreement, as the same may be amended from time to time, ("Agreement") is entered into between Sheridan HR LLC ("SHERIDAN HR LLC") and the Company identified above ("CLIENT"). The Agreement shall continue until terminated in accordance with its provisions. SHERIDAN HR LLC agrees to provide, and CLIENT agrees to accept, the "Services" (as that term is defined below).
2. **Service Effective Date.** SHERIDAN HR LLC will commence performance of the Services on **July 1, 2024** (the "Effective Date"). SHERIDAN HR LLC assumes no responsibility for performance of any Services to CLIENT prior to the Effective Date.
3. **Services to be Performed.** SHERIDAN HR LLC will provide Human Resources Services as set forth in Schedule A to this Agreement (the "Services"). SHERIDAN HR LLC's advice and/or our services are not intended to be, nor should they be interpreted as legal advice, legal recommendations and/or legal opinions under any circumstance. CLIENT agrees that SHERIDAN HR LLC is not rendering legal, tax, accounting, insurance, or investment advice in connection with the Services, nor shall SHERIDAN HR LLC be deemed a fiduciary of CLIENT or the employer or joint employer of CLIENT's employees.

CLIENT shall comply with any and all applicable federal, state, and local laws or ordinances.

4. **Method of Performing Services.** SHERIDAN HR LLC shall have the right to determine the method, details, and means of performing the Services to be performed for CLIENT. CLIENT shall, however, be entitled to exercise general power of supervision and control over the results of work performed by SHERIDAN HR LLC to assure satisfactory performance, including the right to stop work, the right to make suggestions or recommendations as to the details of the work, and the right to propose modifications to the work.
5. **Client Contacts; Place of Work.** CLIENT shall designate contacts that shall provide SHERIDAN HR LLC with all information necessary for SHERIDAN HR LLC to perform the Services (collectively "Client Information"). SHERIDAN HR LLC will perform Services for CLIENT at SHERIDAN HR LLC's premises and/or at CLIENT's premises.
6. **Client Information.** CLIENT shall execute and/or provide all documentation that SHERIDAN HR LLC requires to perform its responsibilities under the Agreement, including, where necessary, taking all corporate action.
7. **Payment of Fees.** In consideration of the Services to be performed by SHERIDAN HR LLC hereunder, CLIENT will pay SHERIDAN HR LLC the then-applicable Fee, as the same is defined in Schedule B to this Agreement. Company shall pay such Fee in accordance with the method of payment set forth in Schedule B to this Agreement. SHERIDAN HR LLC reserves the right to suspend Services to any CLIENT who does not pay all outstanding Fees within thirty (30) days of the due date set forth in Schedule B. SHERIDAN HR LLC typically reviews its Fee on or around January 1st of each year. If SHERIDAN HR LLC elects—in its sole and absolute discretion—to increase its Fee, CLIENT will be provided not less than sixty (60) days' advance notice of the same. Following such sixty (60)-day notice period, prospective bills to CLIENT will thereafter be adjusted accordingly.
8. **Expenses.** In addition to the foregoing and subject to the following sentence, CLIENT shall pay SHERIDAN HR LLC the actual out-of-pocket expenses of SHERIDAN HR LLC as reasonably incurred by SHERIDAN HR LLC in furtherance of its performance hereunder, including messengers, overnight couriers, photocopying, postage, and out-of-town travel and lodging. Upon CLIENT'S request, SHERIDAN HR LLC agrees to provide CLIENT with access to such receipts, ledgers, and other records as may be reasonably appropriate for CLIENT or its accountants to verify the amount and nature of any such expenses. CLIENT shall reimburse SHERIDAN HR LLC's expenses within thirty (30) days after date of its receipt of an invoice therefor.
9. **Term; Termination.**
 - a. The initial term of the Agreement shall commence on the Effective Date and continue for one (1) year thereafter (the "Initial Term").

- b. Upon the conclusion of the Initial Term, this Agreement shall thereafter automatically renew on the anniversary of the Effective Date on an annual basis (each, a "Renewal Term"). Each subsequent, consecutive Renewal Term shall be one (1) year. Such renewal of this Agreement shall continue unless or until terminated by either party hereto by providing 30 days' advance written notice thereof to the non-terminating party.
 - c. Notwithstanding the foregoing, SHERIDAN HR LLC reserves the right to immediately terminate the Agreement, or any portion thereof, if (i) CLIENT becomes subject to receivership, bankruptcy, or is insolvent; (ii) SHERIDAN HR LLC, in its sole discretion, determines that a material adverse change has occurred in the financial condition of the CLIENT; (iii) CLIENT fails to make payment in full for monthly services within thirty (30) days of payment due date; or (iv) SHERIDAN HR LLC determines, in its sole discretion, that any federal, state, or local legislation, regulatory action, or judicial decision adversely affects its interests under the Agreement. Termination of the Agreement shall not relieve CLIENT of any of its obligations set forth herein, including, but not limited to, its payment obligations.
10. **Disclaimer of Warranties.** TO THE FULLEST EXTENT PERMITTED BY LAW, SHERIDAN HR LLC HEREBY DISCLAIMS ALL EXPRESS OR IMPLIED WARRANTIES OF ANY KIND, INCLUDING WITHOUT LIMITATION WARRANTIES OF MERCHANTABILITY, SUITABILITY OR FITNESS FOR A PARTICULAR PURPOSE. ALL SERVICES SHALL BE PROVIDED ON AN AS-IS BASIS. SHERIDAN HR LLC DOES NOT WARRANT THAT THE RESULTS OBTAINED FROM THE SERVICES WILL MEET CLIENT'S EXPECTATIONS.
11. **Limit of Liability.** TO THE FULLEST EXTENT PERMITTED BY LAW, SHERIDAN HR LLC SHALL NOT BE LIABLE TO CLIENT OR ANY THIRD PARTY FOR ANY SPECIAL, INCIDENTAL, INDIRECT, PUNITIVE OR CONSEQUENTIAL DAMAGES WHATSOEVER (INCLUDING WITHOUT LIMITATION DAMAGES FOR LOSS OF PROFITS, BUSINESS INTERRUPTION OR THE COST OF PROCUREMENT OF SUBSTITUTE SERVICES), ARISING OUT OF OR RELATED TO THE SERVICES PROVIDED BY SHERIDAN HR LLC, EVEN IF SHERIDAN HR LLC HAS BEEN ADVISED OF THE POTENTIAL FOR SUCH DAMAGES AND WHETHER SUCH DAMAGES ARISE IN CONTRACT, NEGLIGENCE, TORT, UNDER STATUTE, IN EQUITY, AT LAW OR OTHERWISE. NOTWITHSTANDING ANY PROVISION TO THE CONTRARY CONTAINED IN THESE TERMS AND CONDITIONS, SHERIDAN HR LLC'S LIABILITY TO CLIENT FOR ANY DAMAGES RELATED TO OR ARISING OUT OF SHERIDAN HR LLC'S PROVISION OF THE SERVICES SHALL NOT EXCEED THE AGGREGATE AMOUNT PAID BY CLIENT TO SHERIDAN HR LLC FOR SUCH SERVICES.
12. **Indemnification.** CLIENT shall defend, indemnify and hold harmless SHERIDAN HR LLC, its agents, officers, members, managers, employees, and representatives from and against any and all injuries, claims, suits, losses, damages, liabilities and expenses, including without limitation reasonable attorneys' fees and costs, for any and all injuries,

damages or losses to SHERIDAN HR LLC arising out of, related to or otherwise attributed to (i) the Services provided by SHERIDAN HR LLC hereunder and/or CLIENT'S utilization thereof, or (ii) any action against SHERIDAN HR LLC by a third party as a result of SHERIDAN HR LLC's performance of Services for Client under this Agreement including, without limitation, any current or former employees of CLIENT.

13. **Non-Exclusivity.** During the term of this Agreement, SHERIDAN HR LLC may provide consulting services to one or more clients other than and/or in addition to CLIENT.
14. **Confidentiality.** SHERIDAN HR LLC agrees not to disclose to any third party or use for his own benefit or the benefit of any third party, any confidential or proprietary information or materials of CLIENT. SHERIDAN HR LLC shall use commercially reasonable efforts to maintain the confidentiality and security of all information and materials entrusted to it by Client. SHERIDAN HR LLC shall not disclose to any third party any information regarding CLIENT without CLIENT'S express consent, except to the extent that such information is or becomes publicly known without any breach by SHERIDAN HR LLC, is independently learned by or conveyed to SHERIDAN HR LLC, or is necessary to comply with any applicable law or regulation or any legal proceedings in which such information is required to be disclosed.
15. **Non-Solicitation.** For the term of this Agreement and for the twelve (12) month-period immediately following the expiration or termination of this Agreement, CLIENT shall not directly or indirectly solicit, encourage, or induce, or attempt to solicit, encourage, or induce, any employee or independent contractor of SHERIDAN HR LLC to become an employee of CLIENT, to terminate his or her employment or independent contractor relationship with SHERIDAN HR LLC, or otherwise disrupt or interfere with SHERIDAN HR LLC's relationships with any of its employees or independent contractors.
16. **Independent Contractor.** The parties are and shall be independent contractors to one another, and, except as otherwise expressly set forth herein, nothing herein shall be deemed to cause this Agreement to create an agency, partnership, or joint venture between the parties. Nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between CLIENT and either SHERIDAN HR LLC or any employee or agent of SHERIDAN HR LLC. Neither party shall have the authority to enter into agreements of any kind on behalf of the other party with respect to the subject matter of this Agreement or otherwise to bind or obligate such other party in any manner to any third party.
17. **Assignability.** CLIENT may not assign the Agreement to any third parties without the prior written consent of SHERIDAN HR LLC. Any assignment made without such consent shall be null and void and of no effect whatsoever.
18. **Counterparts.** This Agreement may be executed in counterparts and each counterpart, when executed, will have the validity of a second original. Photographic or facsimile copies of any such signed counterparts may be used in lieu of the original for any purpose.

19. **Entire Agreement.** The Agreement contains the entire understanding of the parties. CLIENT acknowledges that there have been no representations or warranties made by SHERIDAN HR LLC or CLIENT which are not set forth in the Agreement.
20. **Modification of Agreement.** This Agreement may be amended only by an agreement in writing signed by SHERIDAN HR LLC and CLIENT.
21. **Severability.** If any provision of the Agreement or any portion thereof shall be held to be invalid, illegal, or unenforceable, the validity, legality, or enforceability of the remainder of the Agreement shall not in any way be affected or impaired.
22. **Governing Law and Jurisdiction.** This Agreement shall be governed by, construed, interpreted, and enforced in accordance with the laws of the State of New York, without giving effect to the conflicts of law principles thereof. Any suit, action or proceeding arising out of, or with respect to, this Agreement may be brought in the courts of Erie County, New York or in the United States District Court for the Western District of New York, and the parties hereto hereby accept the exclusive jurisdiction of those courts for the purpose of any suit, action or proceeding.
23. **Waiver.** The failure of either party to insist, in any one or more instances, upon performance of the terms or conditions of this Agreement will not be construed as a waiver or a relinquishment of any right granted under this Agreement or of the future performance of any such term, covenants or condition.
24. **Binding Nature of Agreement.** This Agreement shall be binding upon each of the Parties and upon their respective heirs, administrators, representatives, executors, successors, and assigns, and shall inure to the benefit of each party and to their respective heirs, administrators, representatives, executors, successors, and assigns.
25. **Notice Requirements.** Each notice ("Notice") provided for under this Agreement must comply with the requirements as set forth in this paragraph. Each Notice shall be in writing and sent by depositing it with a nationally recognized overnight courier service that obtains receipts (such as Federal Express or UPS Next Day Air), addressed to the appropriate party (and marked to a particular individual's attention. If so indicated) as hereinafter provided. Each Notice shall be effective upon being so deposited, but the time period in which a response to any notice must be given or any action taken with respect thereto shall commence to run from the date of receipt of the Notice by the addressee thereof, as evidenced by the return receipt. Rejection or other refusal by the addressee to accept or the inability to deliver because of a changed address of which no Notice was given shall be deemed to be the receipt of the Notice sent. Any party shall have the right from time to time to change the address or individual's attention to which notices to it shall be sent by giving to the other party at least ten (10) days prior Notice thereof. The Parties' addresses for providing Notices hereunder shall be as follows:

SHERIDAN HR LLC
c/o Jill Davidson
6390 Main Street
Williamsville, New York 14221

VILLAGE OF LANCASTER
c/o Michael Stegmeier
5423 Broadway
Lancaster, New York 14086

26. **Attorneys' Fees and Costs.** In the event that it becomes necessary to enforce or interpret any term, covenant or condition of this Agreement, or any part thereof, the prevailing party will be entitled to recover reasonable attorneys' fees, actual arbitration and/or litigation costs, and any other necessary and proper disbursements made in connection with enforcing or defending its rights herein.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement to be effective as of the Effective Date.

VILLAGE OF LANCASTER

SHERIDAN HR LLC

By: _____

By: Sheridan HR _____

Name: ~~Michael Stegmeier~~ Lynne T. Ruda

Name: Jill Davidson _____

Title: ~~Clerk & Treasurer~~ Mayor

Title: President _____

Date: ~~06/15/2024~~ _____

Date: 06/15/2024 _____

Schedule A

Services

- SHERIDAN HR LLC offers both pre-determined and customized packages of services (each a "Service Package") and the package selected by Village of Lancaster is indicated below.

Complete Package to include:

- Perform an audit of CLIENT'S current practices and develop a plan of action to address findings.
- Provide yearly employment law posters and update CLIENT of year end compliance deadlines.
- Perform an I-9 audit and assist with making corrections where necessary.
- Perform a Wage Theft Protection Act (WTPA) notice audit and assist with making corrections where necessary.
- Provide/revise New Hire paperwork packet.
- Access to our online HR platform.
- Sexual Harassment Compliance – review current policy and make updates if needed. Assist with investigation of any claims. Provide four 1-hour in person sexual harassment trainings per year.
- Monthly newsletter to provide alerts and updates.
- Document customization – create/customize documents & termination paperwork/protocol.
- Audit employee files – looking at method of storage, retention and updates and assist with making corrections where necessary.
- Onsite quarterly review meetings.
- Ensure that Client is exercising best practice for all HR duties.
- Access to your HR Specialist via phone, email, and text.
- Handbook creation or updates.
- Employee trainings – other than sexual harassment -- to be billed at \$650 for onsite training.
- Audit benefits compliance – benefit offerings & documentation.
- Assist with full cycle recruiting and employee retention strategies.
- Filing of all required reports (example: EEO-1, Vets 100/100A, OSHA 300, Affirmative Action Plan).
- Assist Client with interviewing candidates and train Client on proper interview techniques & questions.
- On & off boarding.
- Managing leaves of absence.
- FLSA classification audit and assist with making corrections where necessary.
- Handle/dispute unemployment claims.
- Investigate any workplace accidents/incidents.
- Onsite consulting as Client dictates and is mutually agreeable with Specialist.

Schedule B

Fees

- I. Fee. The initial fee for the Services to be provided shall be as follows (the "Fee").
 - o **\$2,700 per month payable the 15th of the month**
- II. Payment of Fee. Invoice client and paid by check

DRESCHER & MALECKI LLP

2721 Transit Road, Suite 111
Elma, New York 14059
Telephone: 716.565.2299
Fax: 716.389.5178

RESOLUTION # 4
MEETING DATE 6/24/2024



June 17, 2024

Michael E. Stegmeier
Village Clerk-Treasurer
Village of Lancaster
5423 Broadway
Lancaster, NY 14086

Dear Mr. Stegmeier:

We are pleased to confirm our understanding of the services we are to provide for the Village of Lancaster Department of Public Works (the "Department"). This letter will confirm the nature and limitations of the services we will provide and the various responsibilities and other terms of the engagement.

We agree to apply the procedures enumerated in Appendix A solely to assist you and the New York State Department of Transportation with respect to the Roundabout Construction Road Project Consultant Contract close-out report in accordance with the requirements of 23 CFR 172.7. The Department is responsible for the compliance with the procedures described in Appendix A.

The Department has agreed to and acknowledged that the procedures to be performed are appropriate to meet the intended purpose of assisting in evaluating the Department's compliance with the specific requirements in relation to the Roundabout Construction Road Project Consultant Contract close-out report for the year ending May 31, 2023. The procedures we will perform may not address all the items of interest to a user of our report and may not meet the needs of all users of our report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures enumerated in Appendix A will be applied for the purpose of reporting our findings in regard to the results of the procedures performed. The procedures we will perform are for the intended use of the Department and the New York State Department of Transportation.

We will conduct our engagement in accordance with the attestation standards for agreed-upon procedures engagements established by the American Institute of Certified Public Accountants. The agreed-upon procedures are not designed to constitute an examination or a review of the subject matter. Therefore, we will not express an opinion or a conclusion on the subject matter. We have no obligation to perform any procedures beyond those agreed to as enumerated in this letter of engagement. If, for any reason, we are unable to complete the procedures, we will not issue a report as a result of this engagement.

At the conclusion of our engagement, we will request certain written representations from you about the subject matter information and related matters. We will also issue a written report listing the agreed-upon procedures performed and our related findings. This report will be

addressed to the Village of Lancaster Department of Public Works and will be intended for use by and restricted to the use of the specified parties as identified above, and our report will contain such restricted-use language. We will maintain the confidentiality of your personal information and apply procedures to protect against any unauthorized release of your personal information to third parties.

Our engagement will be conducted on the basis that the Department's management acknowledge and understand that they have responsibility:

- a. For the design, implementation, and maintenance of internal control relevant to the billing and reporting on its federally-aided projects, which is the best means of preventing or detecting errors or fraud;
- b. For selecting and determining the suitability and appropriateness of the criteria upon which the project closeout report will be evaluated; and
- c. To provide us with:
 - (1) Access to all information of which management is aware that is relevant to the project closeout report;
 - (2) Additional information that we may request from management for the purpose of performing the agreed-upon procedures; and
 - (3) Unrestricted access to persons within the entity from whom we determine it necessary to obtain attest evidence.

During the course of the engagement, we may communicate with you or with your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

The timing of our engagement will be scheduled at mutually agreeable times.

Timely completion of the Department's work will facilitate the completion of our procedures by the targeted completion date. Assistance to be supplied by the Department's personnel, including preparation of schedules, analyses, and timely responses to our inquiries, is essential to meeting the targeted completion date. We will notify you promptly of any circumstances we encounter that could significantly change the targeted completion date.

Charles Trottier is the engagement director for the services specified in this letter. His responsibilities include supervising Drescher and Malecki LLP's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the agreed-upon procedures report.

Based on the procedures presented in Appendix A, we will bill the Department at our standard hourly rates (Partner \$200/hr.; Manager \$175/hr.; Supervisory Staff \$125/hr.; and, Staff \$100/hr.). We estimate our fees for this engagement are not to exceed \$10,000, inclusive of expenses. This estimate takes into account the agreed-upon level of assistance from the Department's personnel; we will notify you promptly of any circumstances we encounter that could significantly affect our estimate and discuss with you any additional fees, as necessary. Invoices are payable upon presentation.

We will maintain the confidentiality of your personal information and will apply procedures to protect against any unauthorized release of your personal information to third parties.

We agree to retain our engagement documentation or work papers for a period of five years from the date of our report.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our engagement including our respective responsibilities. If you have any questions, please let us know.

We appreciate the opportunity to be of service to you and look forward to working with you and your staff.

Respectfully,

Drecher & Malucki, LLC

* * * * *

RESPONSE:

This letter correctly sets forth our understanding.

Acknowledged and agreed on behalf of the Village of Lancaster Department of Public Works by:

Title: _____

Date: _____

**Village of Lancaster Department of Public Works (the “Department”)
Agreed Upon Procedures**

Procedures to be performed with respect to the Roundabout Construction Road Project Consultant Contract (the “Consultant”) are summarized as follows:

1. Obtain copies of the original contracts, supplemental agreement(s), and maximum salary rate schedules of the prime and sub-consultants.
2. Obtain and inspect copies of the audit requests, draft final bills, audit history, indirect cost rate reports and available direct cost audit reports for the prime and sub-consultants.
3. Compile a summary of billed cost elements. Compare the dates of all costs billed with period of the contract. Calculate the total of billed cost elements and compare the total to the maximum amount payable. Obtain any Federal-aid eligible contracts; compare the dates of all costs billed with the Federal authorization date.
4. Select a sample of payment estimates (25% of total) for comparison purposes. Compare the direct technical labor (“DTL”) and direct non-salary costs (“DNSC”) to the contract rates for DTL and DNSC.
5. Compare the DTL (including overtime premium and night differential) for the sample selected in procedure 4 to:
 - a. the titles and/or positions of employees billed as DTL;
 - b. the salary rates billed by the consultant for each title;
 - c. the hours billed as DTL to the supporting documentation such as approved time sheets and payroll registers; and
 - d. the labor rate and hours billed to the payroll register.
6. Compare the amount billed as DNSC by the consultant for the sample selected in procedure 3 to the amounts listed in the contract. Obtain copies of invoices and payment vouchers indicating DNSC were paid by the consultant.
7. Based on the information provided in procedures 1 and 2 calculate the recommended overhead allowance. Compare the recommended amount to the amount billed.
8. Calculate the allowable fixed or net fee. *(whichever is applicable)* Compare the allowable amount to the amount billed.
9. Obtain and inspect copies of all sub-consultant billings.
10. Inspect the contracts with the prime and sub-consultant(s) for Maximum Amounts Payable (MAPs) and stated maximum overhead rates. Compare the MAPs and maximum overhead rates as specified in the contracts with the amounts billed by the prime and sub-consultant(s).
11. Communicate the results of the agreed-upon-procedures performed to the Village of Lancaster Department of Public Works.