

**VILLAGE OF LANCASTER
BOARD MEETING**

A G E N D A

- X 1. PLEDGE TO THE FLAG**
- X 2. ROLL CALL**
- X 3. MINUTES OF MEETINGS DATED:** August 12 (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, SEPTEMBER 9, 2024

VILLAGE OF LANCASTER, NY

August 12, 2024

OFFICIAL MEETING MINUTES

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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, August 12, 2024, at 7:00 P.M.

DPW Superintendent Cisco led the pledge to the flag.

MEETINGS TO DATE 11
NO. OF REGULARS 9
NO. OF SPECIALS 2

Attendance:

		<u>Attended / Absent</u>
Lynne T. Ruda	Mayor	11 / 0
Cynthia A. Maciejewski	Trustee/ Deputy Mayor	10 / 1
Tammie E. Malone Schaefer	Trustee	11 / 0
John Mikoley	Trustee	11 / 0
William C. Schroeder	Trustee	9 / 0

Also Present:

Arthur A. Herdzik	Village Attorney
Michael E. Stegmeier	Clerk-Treasurer
Wayne Cisco	Superintendent of Public Works
Eric Feldmann	Fire Chief
Nancy Stonebraker	Historic Preservation Commission Member
Gavin O'Brien	175 th Anniversary Committee Chairperson
Matthew Fischione	Town of Lancaster Supervising Code Enforcement Officer
Captain Jonathan Ziders	Town of Lancaster Police Department

WORK SESSION @ 6:00 P.M.

Motion by Mayor Ruda and seconded by Trustee Mikoley to enter into a confidential session for advisement by legal counsel with Attorney Herdzik and Clerk-Treasurer Stegmeier at 6:50 p.m.

Adopted Resolution: 210 Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, Mikoley, and Schroeder

Motion by Mayor Ruda and seconded by Trustee Maciejewski to close the confidential session at 6:59 p.m. There were no votes or action taken during the confidential session that would require entry into the minutes.

Adopted Resolution: 211 Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, Mikoley, and Schroeder

REGULAR MEETING @ 7:00 P.M.

ACCEPTANCE OF MINUTES

Motion by Trustee Mikoley and seconded by Trustee Maciejewski to accept the minutes of the July 22, 2024, regular meeting.

Adopted Resolution: 212 Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, Mikoley, and Schroeder

ABSTRACT OF AUDITED VOUCHERS

Motion by **Trustee Schroeder** and seconded by **Trustee Malone Schaefer** 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 7/23/2024 to 8/12/2024.

Further, that the report of the Finance Committee be accepted from the abstract of the audited vouchers, a total of 83 claims were approved, and that all claims were paid against the:

GENERAL FUND -----in the amount of	\$	347,893.26
SEWER FUND -----in the amount of	\$	12,273.41
TRUST FUND -----in the amount of	\$	--
CAPITAL FUND -----in the amount of	\$	98,297.82
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>7/9/2024</u>	To <u>7/22/2024</u>

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

General Fund checks # 91890 through # 91952

Sewer Fund checks # 12127 through # 12135

Capital Fund checks # 1946 through # 1947

Adopted Resolution: **213** 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 and open complaints that were filed for properties within the Village of Lancaster from July 19, 2024 – August 2, 2024.

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

Adopted Resolution: **214** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, Mikoley, and Schroeder

- 2) Correspondence from NYS Department of Transportation providing notice that the application for the Aurora Street – Central Avenue culvert over the Plum Bottom Creek restoration project was not selected for funding through the 2023 BRIDGE NY Program.

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

Adopted Resolution: **215** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, Mikoley, and Schroeder

- 3) Correspondence from NYS Department of State regarding the NY Forward list of selected projects for the Village of Lancaster and indicating that NYS Department of State representatives will be reaching out to schedule a meeting in the coming weeks to move these projects forward.

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

Adopted Resolution: **216** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, Mikoley, and Schroeder

- 4) Correspondence from Tommy R. Sweeney, Glassco Management, LLC, requesting for the Village of Lancaster to cover the costs of exposed aggregate sidewalks that will be located on Village property and installed as part of the Lancaster Village Center Phase 2 project at the quoted cost of \$17,383.00.

Motion by **Trustee Malone Schaefer** and seconded by **Trustee Mikoley** to approve this request to reimburse the developer for the costs of sidewalks in the amount of \$17,383.00 as the sidewalks are located exclusively on Village property, the contractor will be performing additional work on the project and the quote is based on the formula that applies to the entire project, and this situation is covered under an approved MOU with the developer.

Adopted Resolution: **217** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, Mikoley, and Schroeder

- 5) Correspondence from Depew / Lancaster Moose Lodge #1605 providing a Special Events Application for its Drive-thru Chicken BBQ event to be held on Sunday, September 22, 2024, in the parking lot at 5437 Broadway from 12:00 p.m. to 4:00 p.m.

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

Adopted Resolution: **218** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, Mikoley, and Schroeder

- 6) Correspondence from Lancaster Village Merchants Association and Fattey Beer providing a Special Events Application for a Buffalo Football in the Village event to be held on Thursday, September 12, 2024, from 6:00 p.m. to 11:30 p.m. on West Main Street.

Motion by **Trustee Malone Schaefer** and seconded by **Trustee Mikoley** to place this correspondence in the Community Events Committee for review.

Adopted Resolution: **219** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, Mikoley, and Schroeder

- 7) Correspondence from Eric A. Meka, P.E., Regional Director, NYS Department of Transportation, providing notice regarding his recent appointment to the Regional Director position for Region 5 including Erie County.

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

Adopted Resolution: **220** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, Mikoley, and Schroeder

- 8) Correspondence from Michael Kenneally, Wright Risk Management, providing an updated Plan Document for the NYS Municipal Workers' Compensation Alliance plan for workers' compensation coverage as provided to the Village of Lancaster as a participating member.

Motion by **Trustee Maciejewski** and seconded by **Trustee Malone Schaefer** to receive and file this correspondence.

Adopted Resolution: **221** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, Mikoley, and Schroeder

RESOLUTIONS:

Motion by **Trustee Maciejewski** and seconded by **Trustee Malone Schaefer** to hire and appoint Elliot Lear as Clerk-PT for the Climate Smart / Sustainability Office through the NYSERDA Clean Energy Internship Program at a wage rate of \$17.00 per hour with a start date of August 26, 2024.

Adopted Resolution: **222** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, Mikoley, and Schroeder

Motion by **Trustee Mikoley** and seconded by **Trustee Schroeder** to authorize sending out a Request for Proposals (RFP) for the Tree Planting and Community Forest Management Plan Update project for the purpose of selecting a certified arborist consultant to assist with this project as proposed and funded through a subaward grant agreement between American Forests and the Village of Lancaster for the Inflation Reduction Act Urban and Community Forestry Initiative.

Adopted Resolution: **223** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, Mikoley, and Schroeder

Motion by **Trustee Maciejewski** and seconded by **Trustee Malone Schaefer** authorizing Mayor Ruda to sign and execute a Client Services Agreement with Arthur J. Gallagher Risk Management Services, LLC, for loss control consultation services with the Village of Lancaster Safety Committee at an annual cost of \$8,250.00 for the period from September 1, 2024 through August 31, 2025.

Adopted Resolution: **224** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, Mikoley, and Schroeder

Motion by **Trustee Schroeder** and seconded by **Trustee Malone Schaefer** authorizing Mayor Ruda to submit a letter to the NYS Department of Health Bureau of Emergency Services to provide notice that the Village of Lancaster Board of Trustees hereby grants authority to the Lancaster Fire Department to provide emergency medical care and that such response will be on a regular and ongoing basis with dispatch provided by Lancaster Fire Control that is operated by the Town of Lancaster Police Department, and further that the Village of Lancaster Board of Trustees understands that it assumes all liability, to the extent permissible by law, for granting operational authority for such EMS response within its jurisdiction, and thereby it is requested that the NYS Department of Health issue an EMS Agency ID Code to the Lancaster Fire Department.

Adopted Resolution: **225** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, Mikoley, and Schroeder

Motion by **Trustee Schroeder** and seconded by **Trustee Maciejewski** authorizing Mayor Ruda to sign and approve an Agreement between University Emergency Medical Services and the Village of Lancaster Fire Department to obtain the services of a physician to provide Medical Director services for its emergency medical services (EMS) program at the cost of \$2,000 / year with an effective start date on August 15, 2024.

Adopted Resolution: **226** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, Mikoley, and Schroeder

PUBLIC HEARING @ 7:15 PM

LOCAL LAW – 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, August 12, 2024 at 7:15 PM to consider a local law amending Village Code Ch. 325, Vehicles and Traffic. The local law if adopted would amend Ch. 325 to include provisions accommodating police enforcement of parking as restricted by signage on privately owned premises.

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

Further, the proposed local law would exempt such signage which is not larger than two feet high by three feet wide from the requirement of a building permit, from signage regulations included within Village Code Chapter 350, Zoning, and, if not mounted upon a building, from the requirement of a Certificate of Appropriateness otherwise required within the Village of Lancaster Historic District by Village Code Chapter 184, Historic Districts and Landmarks.

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 Schroeder** and seconded by **Trustee Malone Schaefer** to close the public hearing at 7:16 p.m.

Adopted Resolution: **227** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, Mikoley, and Schroeder

Motion by **Trustee Mikoley** and seconded by **Trustee Schroeder** to adopt the local law as presented.

Adopted Resolution: **228** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, Mikoley, and Schroeder

AUDIENCE PARTICIPATION:

Kathy Staskiewicz – 22 Sixth Avenue:

She requested an update on the pending sale of paper streets by Erie County.

Mayor Ruda stated that there was a work session last week regarding this issue where the Village Board entered into a confidential session for advisement with legal counsel. There is a meeting with Erie County this Wednesday to discuss these parcels and address resident concerns. A point of contact was designated

at the work session by residents to communicate with the Village Board and keep everyone informed who is affected by this situation. The Village Board is working on the residents' behalf to address these issues with the County.

Ms. Staskiewicz commented that she lives on Sixth Avenue, and she was not aware that there was a point of contact representing their area. No one has reached out to her yet.

Mayor Ruda indicated that the Village Board will find a means of communication that will keep all affected residents updated as new information becomes available.

Tommy Sweeney – 11 West Main Street:

He commented regarding a public announcement made by Save-a-Lot that it will be closing its doors on September 7th. He noted that there are now bus stops available near the Lancaster Towers to provide transportation to other local food stores. The loss of a grocery store and availability of other shopping alternatives is always a concern with seniors living in the area.

Trustee Maciejewski noted services that are available in the community at the Lancaster Senior Center including a weekly produce truck and meal delivery for seniors.

Lisa Highway – 185 Lake Avenue:

She commented regarding the sale of paper streets and noted that she currently has access to her driveway through one of these paper streets. There is a concern for accessing her property if the paper street is sold.

Mayor Ruda explained the process that has occurred as the County is looking to get rid of their excess properties. She understands the issues involved with these paper streets including utility access and property access for residents. The Village Board is working on behalf of residents to express these concerns to Erie County. A 30-day stay was issued on the sale of these parcels with the assistance of Legislator Todaro, and the paper streets will not be sold until discussions with the County and Village have taken place to communicate the concerns.

Ronald Giza:

He is working on behalf of residents including his son who lives on Sixth Avenue regarding these paper streets. He has tried to reach out to all affected residents, and he will make sure to include the property owners who attended tonight's meeting in all future communications.

COMMITTEE REPORTS & FOLLOW UPS:
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➤ **FINANCE & CLAIMS – Trustee Schroeder**

A draft RFP for engineering services was provided in the board packets for review.

Mayor Ruda commented that there should be a work session to discuss the Village's engineering needs and the status of current projects going forward.

Motion by **Mayor Ruda** and seconded by **Trustee Schroeder** to schedule a work session in Council Chambers on Monday, August 26, 2024 at 5:30 p.m. to discuss the draft RFP for engineering services.

Adopted Resolution: **229**

Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, Mikoley, and Schroeder

We continue to work on the transition of our LOSAP program to the new administrator (Hometown). Everything is going well so far.

➤ **PUBLIC WORKS** – Trustee Mikoley

He commented on the lack of handicap parking spaces in municipal lots and the need to provide more spaces for disabled persons.

Mayor Ruda noted that there have been past studies and research done regarding parking including handicap accessible spaces and stated that it would be worth revisiting the issue. This matter will be added to the committee list for review and follow up.

➤ **PUBLIC SAFETY** – Trustee Maciejewski

She commented regarding the railings that were put in place at the Cayuga Creek Park terraced area to address safety concerns. The railings have been working well so far, and we are going to keep them there going forward.

She has been working with Branden Riggs from CPL to engage Catco to address safety concerns at the Aurora Street project. Catco has agreed to fill in the divot areas and place barriers to deter vehicles from driving over the same areas while waiting for grass to be established. They are then going to seed for grass and once the required percentage is met, then the project will be turned over to the Village.

Bids were due for the proposed Engine 2 replacement today. There was only one (1) bid received. A work session may be needed to review the bid, financing options, and other future costs that may impact the budget in the long-term.

Motion by Trustee Maciejewski and seconded by Trustee Malone Schaefer to schedule a work session at the Lancaster Municipal Building on Thursday, August 29, 2024 at 4:15 p.m. to discuss Engine 2 replacement including the bid received, financing options, and other future costs.

Adopted Resolution: **230** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, Mikoley, and Schroeder

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

No report.

➤ **HUMAN RESOURCES** – Trustee Maciejewski

No report.

➤ **COMMUNITY EVENTS** – Trustee Malone Schaefer

Motion by Trustee Malone Schaefer and seconded by Trustee Mikoley to schedule a Community Events Committee meeting at the Lancaster Municipal Building on Wednesday, August 14th at 9:00 a.m. to discuss 2025 events and the upcoming Fall Fest with merchants.

Adopted Resolution: **231** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, Mikoley, and Schroeder

She reported that DPW has removed the former AM&A's decorations from off-site storage and cleaned out space to store them at the DPW building. Bontrager Auctions will be coming to inspect the condition of the decorations, but it is expected that they will need a lot of work.

Mayor Ruda noted that the Fall Fest Sustainability Expo needs to be addressed at the Wednesday meeting so that plans can be made if this is going to take place as part of the event.

Trustee Mikoley commented on Porch Fest which is scheduled for this weekend. He expects a significant number of pedestrians walking between the sites. He will prepare a social media post that may be shared on the morning of the event to promote awareness by motorists to drive safely throughout the village during the time of the event.

➤ **ECONOMIC DEVELOPMENT** – Mayor Ruda

Gavin O'Brien provided a report for the 175th Anniversary Committee – See "Department Head Reports".

➤ **SEWER** – Trustee Mikoley

The annual meeting with NYS DEC is scheduled for this Wednesday, August 14th at 1:30 p.m.

➤ **GRANTS** – Mayor Ruda

Firefighter's Park Renovation

She spoke with CPL, and they received updated specifications for re-installation of the monuments directly from the manufacturer. The Village will not sign off on the project until installation is completed, and it is determined to be safe with no concerns.

ZEV Grant – EV Charging Station

We are waiting for completion of the grant contract documents from DEC.

USDA Forest Service Tree Planting (Federal) Grant

The Forestry Advisory Board has come up with a plan for the tree plantings.

Municipal Planning Grant – Comprehensive Plan Updates

There is a Steering Committee meeting this week.

NYSERDA CFI Grant – Central Ave Parking Lot EV Station

This project needs to be coordinated with multiple funding agencies with NYSERDA Make Ready and TAP funding for the mobility hub at the same location.

NYSDEC – UCF Program Tree Planting Grant

The Forestry Advisory Board has come up with a plan for the tree plantings.

NY Forward – LMB Pocket Park

She has reached out for a meeting with NYS representatives to determine how to put the RFP together for a project consultant.

TAP – Central Ave Streetscape Broadway to Walden

The next step in the process is consultant selection following the NYS DOT program guidelines.

Watts SSES Investigation and CAP Report MS 2.3, & 6 – EFC Planning Grant

We will be meeting with NYS DEC for our annual meeting this week and we will ask about the timeline for this grant application.

➤ **TECHNOLOGY & MARKETING** – Trustee Schroeder

No report.

➤ **CLIMATE SMART** – Mayor Ruda

Amy Stypa provided a Climate Smart Task Force report including an update regarding tree plantings and the NYSERDA Clean Energy Internship hire.

Clean Energy Communities (CEC) Application – The DPW needs to provide quotes for lighting and windows for a garage door. There is a concern that funding availability may run out and there is an urgency with the timeline to submit the application as soon as possible.

The next Forestry Advisory Board and Climate Smart Communities Task Force meetings are scheduled for Thursday, September 5th at the Lancaster Municipal Building.

DEPARTMENT HEAD REPORTS & FOLLOW UPS:
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➤ **CLERK – TREASURER** – Michael E. Stegmeier

Audit field work is scheduled to start next Monday, August 19th with Drescher & Malecki, LLP for the fiscal year ended May 31, 2024.

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

Banner installation was completed last week. DPW was able to borrow a bucket truck to get this done. He received an update that the Village bucket truck repairs are expected to be completed this week.

He will address an issue with feedback from the speaker system in the Council Chambers before the next meeting.

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

He confirmed that the Code Enforcement Officer is to be included in the review of Special Events Applications. This would include the Town Code Enforcement Officer (Matt Fischione) who is now handling these services for the Village of Lancaster per a shared services agreement.

He requested approval from the Village Board to purchase a supplement to his Phillips SpeechLive dictation subscription to provide a speech recognition transcription feature, which he previously utilized on a trial basis which is no longer available, at an increase of \$52 quarterly to the cost of the subscription.

Motion by **Trustee Schroeder** and seconded by **Trustee Mikoley** to approve this request for a revision to the Phillips SpeechLive dictation subscription for Attorney Herdzik to purchase a speech recognition transcription feature at an additional cost of \$52 quarterly.

Adopted Resolution: **232** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, Mikoley, and Schroeder

➤ **FIRE CHIEF** – Eric Feldmann

He reported 46 calls during the month of July and 262 calls for the year-to-date. There have been 18 calls during August so far.

The department responded to a fire call at a property on Walden Avenue yesterday.

Department members have logged almost 2,000 hours of training this year.

Members assisted with the 4th of July and various Lancaster Fire Department events over the past couple of months.

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

He stated that if there are any questions or information needed regarding EMS related matters, the Village Board may contact him for data or contact the County depending on what type of information is needed.

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

He will not be able to attend the regular monthly meeting time this month, so a Speaker Series event will be held at that time instead on Tuesday, August 27th at the Lancaster Municipal Building. Carmen Ciccarella will once again be giving his presentation regarding the history of the Town Hall / Opera House clock tower.

The Village Fall Fest will be taking place next month on September 21st.

➤ **HISTORIC PRESERVATION COMMISSION** – Nancy Stonebraker

No report.

➤ **TOWN BUILDING DEPARTMENT** – Matt Fischione

His office has been very active addressing issues.

He questioned if there has been any action regarding a resident inquiry related to annexing a portion of property that falls within both the Town and the Village. It was confirmed that there has been no further information received regarding next steps that need to be taken on this matter.

MISCELLANEOUS:

-None-

ADJOURNMENT:

Motion by **Trustee Schroeder** and seconded by **Trustee Maciejewski** to adjourn the meeting at 7:52 p.m.

Adopted Resolution: **233** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer,
Mikoley, and Schroeder

Respectfully submitted,

Michael E. Stegmeier
Clerk – Treasurer

ABSTRACT

August 26, 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

August 6, 2024 to August 26, 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 \$ 371,725.93

SEWER FUND -----in the amount of \$ 39,560.54

TRUST FUND -----in the amount of \$ 4,473.24

CAPITAL FUND -----in the amount of \$ 1,446.40

EQUIPMENT RESERVE -----in the amount of \$

COMMUNITY DEVELOPMENT -----in the amount of \$

SPECIAL REPAIR RESERVE FUND ----in the amount of \$

TOTAL 417,206.11

For the period from July 23, 2024 to August 12, 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.....	87
General Fund Ck#.....	91954-92012
Sewer Fund Ck#.....	12136-12145
Trust Fund Ck#.....	2582-2584
Capital Fund Ck#.....	1951-1952
Community Development Fund Ck#	

Mayor Lynne T. Ruda

Abstract Summary of Funds

Board Meeting Date: August 26, 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)	\$ 8,810.48			
2024-2025 Budget	\$ 273,079.28	\$ 32,828.70	\$ 4,473.24	\$ 1,446.40
FICA Voucher 8/2/2024	\$ 5,855.29	\$ 478.39		
Payroll Voucher 8/2/24	\$ 75,015.44	\$ 6,253.45		
M&T Credit Card - June	\$ 2,634.83			
TASC	\$ 5,467.63			
TASC	\$ 862.98			
TOTALS	\$ 371,725.93	\$ 39,560.54	\$ 4,473.24	\$ 1,446.40

TOTAL ALL FUNDS **\$ 417,206.11**

LANCASTER VILLAGE
Purchase Order Listing By P.O. Number

08/13/2024

01:11 PM

Ranges

Range: First to Last
Rcvd Batch Id Range: First to Last
Encumbrance Date Range: First to 05/31/25

Item Status **Purchase Types** **Misc**

Open: N
Void: N
Paid: N
Held: N
Apvr: N
Rcvd: Y

Bid: Y
State: Y
Other: Y
Exempt: Y

P.O. Type: All
Format: Detail without Line Item Notes
Include Non-Budgeted: Y
Prior Year Only: N
*** Means Prior Year Line:**
Vendors: All

PO # **PO Date** **Vendor**

Contract **PO Type**

Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
24-01702	05/31/24 CPLAR010		CPLARCHITECTURE ENGINEERING							
1	Gen Eng/Grant assist end 7/30	6,460.33	A -1010-435-900	E	BOARD OF TRUSTEES - ENGINEER R		05/31/24	05/31/24		92623
24-01703	05/31/24 CPLAR010		CPLARCHITECTURE ENGINEERING							
1	pregnant/gen assist end 10/27	1,585.06	A -1010-435-900	E	BOARD OF TRUSTEES - ENGINEER R		05/31/24	05/31/24		95561
24-01704	08/09/24 SCOTT010		SCOTT MACHINE DEVELOPMENT CORP							
1	engraving machine restock	122.17	A -1620-450-000	E	SHARED SERVICES - BUILDING & G R		08/09/24	08/09/24		92355
2	engraving machine restock	122.17	A -1621-453-000	E	NORTH END F.H.-BUILD & GROUND R		08/09/24	08/09/24		92355
3	engraving machine restock	122.17	A -1640-450-000	E	DEPT PUBLIC WORKS GRGE-BUILD R		08/09/24	08/09/24		92355
4	engraving machine restock	122.16	A -1640-453-000	E	DEPT PUBLIC WORKS - REPAIRS R		08/09/24	08/09/24		92355
5	engraving machine restock	122.16	A -3411-456-000	E	FIRE DEPT-REPAIRS & MAINT BY DI R		08/09/24	08/09/24		92355
		610.83								
24-01705	05/31/24 STEGM005		MICHAEL STEGMEIER							
1	reimbursement mileage/maoa	45.70	A -1325-470-000	E	FINANCE TREASURER -EXP & TRAI R		05/31/24	05/31/24		8/9/2024
24-01707	08/09/24 VLGOFO05		VLG OF LANC PETTY CASH REIMBUR							
1	postage	8.56	A -1325-436-000	E	FINANCE TREASURER - POSTAGE R		08/09/24	08/09/24		8/9/2024
2	MAOA meetings	100.00	A -1325-470-000	E	FINANCE TREASURER -EXP & TRAI R		08/09/24	08/09/24		8/9/2024
		108.56								

Total Purchase Orders: 5 Total P.O. Line Items: 10 Total List Amount: 8,810.48 Total Void Amount: 0.00

LANCASTER VILLAGE
Purchase Order Listing By P.O. Number

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PO # PO Date Vendor

Contract PO Type

Item Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Enc Rcvd Date	Chk/Void Date	Invoice
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Totals by Year-Fund								
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total			
	4-A	8,091.09	0.00	0.00	8,091.09			
	5-A	719.39	0.00	0.00	719.39			
Total Of All Funds:		8,810.48	0.00	0.00	8,810.48			
Totals by Fund								
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total			
	A	8,810.48	0.00	0.00	8,810.48			
Total Of All Funds:		8,810.48	0.00	0.00	8,810.48			

LANCASTER VILLAGE
Purchase Order Listing By P.O. Number

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Ranges

Range: First to Last
Rcvd Batch Id Range: First to Last
Encumbrance Date Range: First to 05/31/25

P.O. Type: All
Format: Detail without Line Item Notes
Include Non-Budgeted: Y
Prior Year Only: N
*** Means Prior Year Line:**
Vendors: All

Item Status **Purchase Types** **Misc**

Open: N
Void: N
Paid: N
Held: N
Apvr: N
Rcvd: Y

Bld: Y
State: Y
Other: Y
Exempt: Y

PO # **PO Date** **Vendor**

Contract **PO Type**

Item Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
25-00194 08/09/24 ACEFL005 ACE FLAG CO.									
1 veteran banner flagpole/jacket	347.94	A -7110-414-000	E	PARKS-MATERIALS-OTHER	R	08/09/24	08/09/24		51009
25-00195 08/09/24 ADPIN005 ADP, INC.									
1 PAYROLL/TIME & ATTENDANCE	1,048.45	A -1325-435-300	E	FINANCE TREASURER - PAYROLL S R	S R	08/09/24	08/09/24		667191973
25-00196 08/01/24 ADOLF005 CARL ADOLF									
1 ZBA - 3 LOCATIONS	90.00	A -8020-434-000	E	PLANNING-PROF SERVICES PC ME R	R	08/01/24	08/01/24		8/1/2024
25-00197 08/08/24 APPLI010 APPLIED INDUSTRIAL TECH									
1 SHOP RESTOCK - ALL VEHICLES	27.12	A -5110-452-000	E	STREETS MAINT-REPAIRS/MAINT:TI R	R	08/08/24	08/08/24		7030159116
25-00198 08/05/24 APPLI010 APPLIED INDUSTRIAL TECH									
1 RESTOCK SUPPLIES -ALL VEHICLES	442.98	A -5110-452-000	E	STREETS MAINT-REPAIRS/MAINT:TI R	R	08/05/24	08/05/24		7030140413
2 RESTOCK SUPPLIES -ALL VEHICLES	442.95	A -7110-453-000	E	PARKS-REPAIRS TO EQUIPMENT	R	08/05/24	08/05/24		7030140413
3 RESTOCK SUPPLIES -ALL VEHICLES	442.95	A -8160-453-000	E	REFUSE & GARBAGE-EQUIPMENT I R	R	08/05/24	08/05/24		7030140413
4 RESTOCK SUPPLIES -ALL VEHICLES	442.95	A -8170-452-000	E	ST CLEANING-REPAIR/MAINT TRUC R	R	08/05/24	08/05/24		7030140413
5 RESTOCK SUPPLIES -ALL VEHICLES	442.95	A -8540-453-000	E	DRAINAGE-EQUIPMENT REPAIR	R	08/05/24	08/05/24		7030140413
6 RESTOCK SUPPLIES -ALL VEHICLES	442.95	A -8560-452-000	E	SHADE TREES-TRUCK REPAIR & M. R	R	08/05/24	08/05/24		7030140413
7 RESTOCK SUPPLIES -ALL VEHICLES	442.95	G -8120-453-000	E	SANITARY SEWERS-REPAIRS & MA R	R	08/05/24	08/05/24		7030140413
3,100.68									

25-00199 08/09/24 BEEGR005 BEE GROUP PUBLICATIONS INC

1 PH LOCAL LAW & NOTORIOUS TREE 163.34 A -1325-430-000

E FINANCE TREASURER - PRINTING I R

VARIOUS



LANCASTER VILLAGE
Purchase Order Listing By P.O. Number

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PO # PO Date Vendor

Contract PO Type

Item Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Enc Date	Revd Date	Chk/Void Date	Invoice
25-00200 08/09/24 BEYOND PRINT SOLUTIONS, LLC									
1 GALA IN THE GARDEN TIX/POSTERS	230.45	A-8510-401-000	E	BEAUTIFICATION - SUPPLIES & MAINT	R	08/09/24	08/09/24		INV-0024593
25-00201 07/23/24 BIELA005 PAULA BIELAT									
1 COURT STENO SVCS	125.00	A-1110-435-000	E	VILLAGE JUSTICE - CONTRACTUAL	R	07/23/24	07/23/24		7/23/2024
25-00202 08/01/24 BLAKE005 DAVID BLAKELEY									
1 ZBA - 3 LOCATIONS	90.00	A-8020-434-000	E	PLANNING-PROF SERVICES PC ME	R	08/01/24	08/01/24		8/1/2024
25-00203 08/05/24 BXICO005 BXI CONSULTANTS, INC									
1 COLORED PRINT CHARGES	8.40	A-1640-435-000	E	DEPT PUBLIC WORKS-CONTRACTU	R	08/05/24	08/05/24		238255
25-00204 08/02/24 CARDI005 CARDIAC LIFE PRODUCTS									
1 5 NEW AED'S VB APPROVED 7/22	8,268.30	A-3411-260-190	E	FIRE DEPT-FIRST AID	R	08/02/24	08/02/24		149576
25-00205 08/09/24 CHART020 CHARTER COMMUNICATION									
1 PHONES ALL BUILDINGS	539.92	A-1325-474-000	E	FINANCE TREASURER - WEB SITE	R	08/09/24	08/09/24		VARIOUS
25-00206 08/12/24 CHART005 CHARTER COMMUNICATIONS									
1 DPW,NEFH, LMB	90.26	A-1640-431-000	E	DEPT PUBLIC WORKS - TELEPHONE	R	08/12/24	08/12/24		063270401080124
2 DPW,NEFH, LMB	28.55	A-1621-439-000	E	NORTH END FIRE HALL - TELEPHONE	R	08/12/24	08/12/24		063270401080124
3 DPW,NEFH, LMB	150.46	A-1620-439-000	E	SHARED SERVICES - TELEPHONE	R	08/12/24	08/12/24		063270401080124
	<u>269.27</u>								
25-00207 08/09/24 COMPA005 COMP ALLIANCE									
1 EST ANNUAL AMOUNT 24-25	4,572.25	A-9040-800-000	E	EMPLOYEE BENEFITS-WORKMANS	R	08/09/24	08/09/24		6/1/24-5/31/25
25-00208 08/02/24 COMPU015 COMPU-MAIL LLC									
1 1500 SIGN IN SHEETS	336.00	A-3411-401-000	E	FIRE DEPT-OFFICE SUPPLIES	R	08/02/24	08/02/24		91242
25-00209 08/09/24 CPLAR010 CPL ARCHITECTURE ENGINEERING									
1 PROF SVCS ENDING 1/26 & 6/28	1,225.00	H-0522-400-111	E	EXPENSES - LFD PARK & CASCADE	R	08/09/24	08/09/24		97381/101355

LANCASTER VILLAGE
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PO # PO Date Vendor

Contract PO Type

Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Enc Rcvd Date	Chk/Void Date	Invoice
25-00210	08/09/24 CPLAR010 CPLARCHITECTURE ENGINEERING								
1	PROF SVCS ENDING 6/28 AURORA	112.50	H -0522-400-115	E	EXPENSES - AURORA ST PEDESTR	R	08/09/24 08/09/24		101351
25-00211	08/05/24 CRYST005 CRYSTAL ROCK LLC								
1	WATER COOLER RENTAL	237.33	A -1640-435-000	E	DEPT PUBLIC WORKS-CONTRACTL	R	08/05/24 08/05/24		17800265
2	WATER COOLER RENTAL	38.48	A -1325-435-000	E	FINANCE TREASURER	R	08/05/24 08/05/24		17800265
		<u>275.81</u>							
25-00212	08/09/24 CSEAE005 C S E A EMPLOYEE BENEFIT FUND								
1	EMPLOYEE VISION & DENTAL 8/24	4,538.08	A -9060-800-000	E	EMPLOYEE BENEFITS-HOSPITAL &	R	08/09/24 08/09/24		8/24
2	EMPLOYEE VISION & DENTAL 8/24	417.12	G -9060-800-000	E	EMPLOYEE BENEFIT-HOSPITAL & M	R	08/09/24 08/09/24		8/24
3	EMPLOYEE VISION & DENTAL 8/24	446.74	T -020-000	G	MEDICAL INSURANCE	R	08/09/24 08/09/24		8/24
		<u>5,401.94</u>							
25-00213	08/01/24 ANDRE015 ANDREW DEBBINS								
1	ZBA - 3 LOCATIONS	90.00	A -8020-434-000	E	PLANNING-PROF SERVICES PC ME	R	08/01/24 08/01/24		8/1/2024
25-00214	08/09/24 DELAG005 DELAGE LANDEN FINANCIAL SVC								
1	DPW COPIER LEASE PAYMENT	259.00	A -1640-435-000	E	DEPT PUBLIC WORKS-CONTRACTL	R	08/09/24 08/09/24		82902601
25-00215	08/09/24 DELAG005 DELAGE LANDEN FINANCIAL SVC								
1	COURT/CLERK/CLIMATE SMART	96.85	A -1110-473-000	E	VILLAGE JUSTICE - COPIER MAINTI	R	08/09/24 08/09/24		82901499
2	COURT/CLERK/CLIMATE SMART	303.05	A -1325-434-000	E	INANCE TREASURER - PROFESSIO	R	08/09/24 08/09/24		82901499
3	COURT/CLERK/CLIMATE SMART	99.41	A -8090-435-000	E	ENVIRONMENTAL - CONTRACTUAL	R	08/09/24 08/09/24		82901499
		<u>499.31</u>							
25-00216	08/09/24 DELFT005 DELFT PRINTING INC.								
1	SUMMER NEWSLETTER/SEWER BILLS	1,424.41	A -1110-430-000	E	VILLAGE JUSTICE - PRINTING & AD	R	08/09/24 08/09/24		1424.41
2	SUMMER NEWSLETTER/SEWER BILLS	168.74	G -8115-430-010	E	PRINTING - DPW	R	08/09/24 08/09/24		1424.41
3	SUMMER NEWSLETTER/SEWER BILLS	558.00	G -8115-430-020	E	PRINTING - CTO	R	08/09/24 08/09/24		1424.41
		<u>2,151.15</u>							
25-00217	08/02/24 DIVAL005 DIVAL SAFETY EQUIP. INC.								
1	FIRE EXT INSPEC & SERVICE	57.00	A -3411-260-230	E	FIRE DEPT-FIRE EXTINGUISHERS	R	08/02/24 08/02/24		3531628

PO #	PO Date	Vendor	Contract PO Type										
Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Enc Rcvd Date	Chk/Void Date	Invoice				
25-00218	08/09/24	DIVAL005	DIVAL SAFETY EQUIP. INC.										
1	CARDIAC ELECTRODES AED PADS	109.96	A -5010-442-000	E	STREETS ADMINISTRATION-SAFET	R	08/09/24	08/09/24	3499736				
25-00219	08/02/24	DIVAL005	DIVAL SAFETY EQUIP. INC.										
1	FIRE EXTINGUISHER INS & SVC	157.10	A -3411-260-230	E	FIRE DEPT-FIRE EXTINGUISHERS	R	08/02/24	08/02/24	3525738				
25-00220	08/02/24	EATON005	EATON OFFICE SUPPLY										
1	WATER BOTTLES FOR FIREFIGHTERS	303.60	A -3411-260-190	E	FIRE DEPT-FIRST AID	R	08/02/24	08/02/24	PINV1207102				
25-00221	08/09/24	EATON005	EATON OFFICE SUPPLY										
1	BINDER CLIPS, ENV, TISSUES, ET	196.54	A -1325-401-000	E	FINANCE TREASURER - OFFICE SU	R	08/09/24	08/09/24	PINV1206174				
25-00222	08/09/24	VILLA025	VILLAGE OFFC ASSN OF ERIE CO										
1	ANNUAL DUES STATEMENT	240.00	A -1920-400-000	E	SPECIAL ITEMS-MUNICIPAL ASSOC	R	08/09/24	08/09/24	2024				
25-00223	08/09/24	EXCEL005	EXCELSIOR MANAGEMENT										
1	7/3&7/4 SECURITY	702.80	A -7550-402-000	E	CELEBRATIONS-INDEPENDENCE D	R	08/09/24	08/09/24	JULY 2024				
25-00224	08/09/24	FERRY005	FERRY INC										
1	PARTS FOR DULEVO SWEEPER	426.29	A -8170-452-000	E	ST CLEANING-REPAIR/MAINT TRUC	R	08/09/24	08/09/24	55445				
25-00225	08/05/24	FERRY005	FERRY INC										
1	FIRE HYDRANT FITTINGS	74.29	A -8170-452-000	E	ST CLEANING-REPAIR/MAINT TRUC	R	08/05/24	08/05/24	148.59				
2	FIRE HYDRANT FITTINGS	74.30	G -8120-453-000	E	SANITARY SEWERS-REPAIRS & MA	R	08/05/24	08/05/24	148.59				
		148.59											
25-00226	08/05/24	FINGE005	FINGER LAKES / CASTLE										
1	SHOP RESTOCK	29.87	A -5110-452-000	E	STREETS MAINT-REPAIRS/MAINT:TI	R	08/05/24	08/05/24	905038				
2	SHOP RESTOCK	29.87	A -5132-452-000	E	SNOW REMOVAL-REPAIRS/MAINT:TI	R	08/05/24	08/05/24	905038				
3	SHOP RESTOCK	29.87	A -7110-453-000	E	PARKS-REPAIRS TO EQUIPMENT	R	08/05/24	08/05/24	905038				
4	SHOP RESTOCK	29.87	A -8160-453-000	E	REFUSE & GARBAGE-EQUIPMENT I	R	08/05/24	08/05/24	905038				
5	SHOP RESTOCK	29.87	A -8170-452-000	E	ST CLEANING-REPAIR/MAINT TRUC	R	08/05/24	08/05/24	905038				
6	SHOP RESTOCK	29.86	A -8540-453-000	E	DRAINAGE-EQUIPMENT REPAIR	R	08/05/24	08/05/24	905038				

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Contract PO Type

Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
25-00226	08/05/24 FINGE005 FINGER LAKES / CASTLE				Account Continued					
7	SHOP RESTOCK	29.87	A -8560-452-000	E	SHADE TREES-TRUCK REPAIR & MA R		08/05/24	08/05/24		905038
8	SHOP RESTOCK	29.86	G -8120-453-000	E	SANITARY SEWERS-REPAIRS & MA R		08/05/24	08/05/24		905038
		238.94								
25-00227	08/05/24 FLEET010 FLEETPRIDE INC.									
1	REAR BRAKES TRUCK 41	396.28	A -5110-452-000	E	STREETS MAINT-REPAIRS/MAINT:TI R		08/05/24	08/05/24		118389450
25-00228	08/09/24 GRAIN005 GRAINGER									
1	GAFFERS TAPE FOR STAGE	442.08	A -7550-420-000	E	CELEBRATIONS-MISC OVERHEAD E R		08/09/24	08/09/24		9169703783
25-00229	08/01/24 SMITH005 JENNIE HAUSER									
1	ZBA - 3 LOCATIONS	90.00	A -8020-434-000	E	PLANNING-PROF SERVICES PC ME R		08/01/24	08/01/24		8/1/2024
25-00230	08/09/24 HIGHM005 HIGHMARK BCBSWNY									
1	EMPLOYEE HEALTH INS AUGUST 24	23,715.21	A -9060-800-000	E	EMPLOYEE BENEFITS-HOSPITAL & R		08/09/24	08/09/24		AUGUST 2024
2	EMPLOYEE HEALTH INS AUGUST 24	2,260.67	G -9060-800-000	E	EMPLOYEE BENEFIT-HOSPITAL & V R		08/09/24	08/09/24		AUGUST 2024
		25,975.88								
25-00231	08/05/24 HOMED005 HOME DEPOT CREDIT SVCS									
1	PARTS & SUPPLIES JULY 2024	109.38	A -1620-402-000	E	SHARED SERVICES - JANITORIAL S R		08/05/24	08/05/24		JULY 2024
2	PARTS & SUPPLIES JULY 2024	109.38	A -1621-419-000	E	NORTH END FIRE HALL - JANITORIA R		08/05/24	08/05/24		JULY 2024
3	PARTS & SUPPLIES JULY 2024	109.38	A -1640-402-000	E	DEPT PUBLIC WORKS-JANITORIAL R		08/05/24	08/05/24		JULY 2024
4	PARTS & SUPPLIES JULY 2024	73.07	A -5110-419-000	E	STREETS MAINT-TOOLS & PAINT R		08/05/24	08/05/24		JULY 2024
		401.21								
25-00232	08/09/24 HURTU005 HURTUBISE TIRE INC									
1	NEW TIRES FOR DPW FLEET	3,030.60	A -5110-417-000	E	STREETS MAINT-TIRES & BATTERIE R		08/09/24	08/09/24		0001055613
2	NEW TIRES FOR DPW FLEET	3,030.60	A -5132-417-000	E	SNOW REMOVAL-TIRES & BATTERII R		08/09/24	08/09/24		0001055613
3	NEW TIRES FOR DPW FLEET	3,030.60	A -7110-453-000	E	PARKS-REPAIRS TO EQUIPMENT R		08/09/24	08/09/24		0001055613
4	NEW TIRES FOR DPW FLEET	3,030.60	A -8560-452-000	E	SHADE TREES-TRUCK REPAIR & M, R		08/09/24	08/09/24		0001055613
		12,122.40								
25-00233	08/05/24 LAKES005 LAKESIDE CONCRETE SERVICES, IN									
1	4500 PSI CONCRETE SIDEWALK REP	852.50	A -5410-400-000	E	SIDEWALKS-CONTRACTUAL EXPEN R		08/05/24	08/05/24		26872

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Item Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Enc Rcvd Date	Chk/Void Date	Invoice
25-00234 08/08/24 LINDE005 LINDE GAS & EQUIPMENT INC								
1 PLASMA CUTTER	294.69	A-5110-419-000	E	STREETS MAINT-TOOLS & PAINT	R	08/08/24 08/08/24		4425573
25-00235 08/08/24 MANNY005 MANNY'S ACE HARDWARE								
1 PARTS & SUPPLIES JULY 2024	4.74	A-1621-450-000	E	NORTH END FIRE HALL - REPAIRS	R	08/08/24 08/08/24		JULY 2024
2 PARTS & SUPPLIES JULY 2024	18.98	A-1640-402-000	E	DEPT PUBLIC WORKS-JANITORIAL	R	08/08/24 08/08/24		JULY 2024
3 PARTS & SUPPLIES JULY 2024	74.62	A-5110-419-000	E	STREETS MAINT-TOOLS & PAINT	R	08/08/24 08/08/24		JULY 2024
4 PARTS & SUPPLIES JULY 2024	34.92	A-5110-434-000	E	STREETS MAINT-PAVING & RECON	R	08/08/24 08/08/24		JULY 2024
5 PARTS & SUPPLIES JULY 2024	7.21	A-5110-452-000	E	STREETS MAINT-REPAIRS/MAINT	R	08/08/24 08/08/24		JULY 2024
6 PARTS & SUPPLIES JULY 2024	49.36	A-7110-414-000	E	PARKS-MATERIALS-OTHER	R	08/08/24 08/08/24		JULY 2024
7 PARTS & SUPPLIES JULY 2024	214.59	A-7110-435-000	E	PARKS-MAINTENANCE LANDSCAPE	R	08/08/24 08/08/24		JULY 2024
8 PARTS & SUPPLIES JULY 2024	989.27	A-7550-420-000	E	CELEBRATIONS-MISC OVERHEAD	R	08/08/24 08/08/24		JULY 2024
9 PARTS & SUPPLIES JULY 2024	27.15	A-8560-475-000	E	SHADE TREES-UNCLASSIFIED	R	08/08/24 08/08/24		JULY 2024
	<u>1,420.84</u>							
25-00236 08/09/24 NYSMU005 NYS MUNIC WORKER COMP ALLIANCE								
1 1ST&2ND INSTALL WORKERS COMP	153,139.00	A-9040-800-000	E	EMPLOYEE BENEFITS-WORKMANS	R	08/09/24 08/09/24		1ST&2ND INSTALL
25-00237 08/08/24 NEWEN005 NEW ENTERPRISE STONE & LIME CO								
1 ASPHALT	447.95	A-5110-413-000	E	STREETS MAINT-RESURFACING M/	R	08/08/24 08/08/24		8387863
25-00238 08/08/24 NEWEN005 NEW ENTERPRISE STONE & LIME CO								
1 ASPHALT	148.82	A-5110-413-000	E	STREETS MAINT-RESURFACING M/	R	08/08/24 08/08/24		8381980
25-00239 08/05/24 NEWEN005 NEW ENTERPRISE STONE & LIME CO								
1 ASPHALT	224.72	A-8540-414-000	E	DRAINAGE-MATERIALS & PIPE	R	08/05/24 08/05/24		8372010
25-00240 08/05/24 NEWEN005 NEW ENTERPRISE STONE & LIME CO								
1 ASPHALT	519.38	A-5110-413-000	E	STREETS MAINT-RESURFACING M/	R	08/05/24 08/05/24		8380516
25-00241 08/05/24 NEWEN005 NEW ENTERPRISE STONE & LIME CO								
1 ASPHALT	558.07	A-8540-414-000	E	DRAINAGE-MATERIALS & PIPE	R	08/05/24 08/05/24		8374525

Total Purchase Orders: 77 Total P.O. Line Items: 148 Total List Amount: 311,827.62 Total Void Amount: 0.00

Totals by Year-Fund				
Fund Description	Fund	Expend Total	Revenue Total	G/L Total
	5-A	273,079.28	0.00	0.00
	5-G	32,828.70	0.00	0.00
	5-H	1,446.40	0.00	0.00
	5-T	0.00	0.00	4,473.24
Total Of All Funds:		307,354.38	0.00	4,473.24
				311,827.62

Totals by Fund				
Fund Description	Fund	Expend Total	Revenue Total	G/L Total
	A	273,079.28	0.00	0.00
	G	32,828.70	0.00	0.00
	H	1,446.40	0.00	0.00
	T	0.00	0.00	4,473.24
Total Of All Funds:		307,354.38	0.00	4,473.24
				311,827.62

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
	5-A	273,079.28	0.00	0.00	0.00	273,079.28
	5-G	32,828.70	0.00	0.00	0.00	32,828.70
	5-H	1,446.40	0.00	0.00	0.00	1,446.40
	Total Of All Funds:	307,354.38	0.00	0.00	0.00	307,354.38

Batch Id: FICA Batch Date: 08/02/24 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 8/2/2024	5,855.29		1
Db: A -522-000 EXPENDITURE CONTROL		Cr: A -200-000 CASH			
G -9030-800-000 EMPLOYEE BENEFIT-SOCIAL SECURITY	Expenditure	Accrued FICA paydate 8/2/2024	478.39		2
Db: G -522-000 EXPENDITURE CONTROL		Cr: G -200-000 CASH			

Fund Description	Fund	Expenditures	Reimbursements	Transfer In	Transfer Out	Cancel	Encumbrances
	A	5,855.29	0.00	0.00	0.00	0.00	0.00
	G	478.39	0.00	0.00	0.00	0.00	0.00
Total of All Funds:		6,333.68	0.00	0.00	0.00	0.00	0.00

	Entries	Amount
Expenditures:	2	6,333.68
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: 08/02/24 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 8/2/2024 Cr: A -200-000 CASH	1,553.82		1
A -1110-100-000 VILLAGE JUSTICE - PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/2/2024 Cr: A -200-000 CASH	2,451.52		2
A -1210-100-000 EXECUTIVE MAYOR - PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/2/2024 Cr: A -200-000 CASH	683.69		3
A -1325-100-000 FINANCE TREASURER - PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/2/2024 Cr: A -200-000 CASH	5,639.32		4
A -1420-100-000 LAW - PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/2/2024 Cr: A -200-000 CASH	2,015.38		5
A -1620-100-000 SHARED SERVICES - PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/2/2024 Cr: A -200-000 CASH	288.00		6
A -1621-100-000 NORTH END FIRE HALL - PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/2/2024 Cr: A -200-000 CASH	174.00		7
A -1640-100-000 DEPT PUBLIC WORKS -PERSONAL SERVICE Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/2/2024 Cr: A -200-000 CASH	13,182.85		8
A -3411-100-000 FIRE DEPARTMENT - PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/2/2024 Cr: A -200-000 CASH	230.77		10
A -3620-100-000 SAFETY INSPECTION-PERSONAL SERVICES Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 8/2/2024 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 8/2/2024 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 8/2/2024 Cr: A -200-000 CASH	140.77		13
A -4020-100-000 REGISTRAR VITAL STATS-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/2/2024 Cr: A -200-000 CASH	142.57		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 8/2/2024 Cr: A -200-000 CASH	7,253.23		15
A -5110-100-000 STREETS MAINT-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/2/2024 Cr: A -200-000 CASH	17,020.87		16
A -5132-100-000 SNOW REMOVAL-PERSONAL SERVICES Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 8/2/2024 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 8/2/2024 Cr: A -200-000 CASH	2,075.96		18
A -7550-100-000 CELEBRATIONS-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/2/2024 Cr: A -200-000 CASH	3,891.48		19
A -7550-102-000 DPW - Overtime Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 8/2/2024 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 8/2/2024 Cr: A -522-000 EXPENDITURE CONTROL	0.00		21
A -8020-100-000 PLANNING-PERSONAL SERVICES Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 8/2/2024 Cr: A -522-000 EXPENDITURE CONTROL	0.00		22
A -8160-100-000 REFUSE & GARBAGE-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/2/2024 Cr: A -200-000 CASH	7,841.81		23
A -8170-100-000 STREET CLEANING-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/2/2024 Cr: A -200-000 CASH	2,036.09		24
A -8540-100-000 DRAINAGE-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/2/2024 Cr: A -200-000 CASH	1,443.60		25
A -8560-100-000 SHADE TREES-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/2/2024 Cr: A -200-000 CASH	4,841.47		26
A -8989-100-000 ECONOMIC DEV-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/2/2024 Cr: A -200-000 CASH	84.02		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 8/2/2024 Cr: A -522-000 EXPENDITURE CONTROL	613.71-		28
A -5010-405-000 STREETS ADMINISTRATION-MEAL ALLOWANCE Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 8/2/2024 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 8/2/2024 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 8/2/2024 Cr: G -200-000 CASH	2,566.06		31
G -8120-100-000 SANITARY SEWERS-PERSONAL SERVICES Db: G -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/2/2024 Cr: G -200-000 CASH	3,687.39		32
G -8115-405-000 ADMINISTRATION-MEAL ALLOWANCE Db: G -200-000 CASH	Expenditure	Payroll charges for paydate 8/2/2024 Cr: G -522-000 EXPENDITURE CONTROL	0.00		33
A -3120-100-000 POLICE-PERSONAL SVCS-CROSSING GUARDS Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 8/2/2024 Cr: A -522-000 EXPENDITURE CONTROL	0.00		35
A -1640-403-000 DEPT PUBLIC WORKS - UNIFORMS Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 8/2/2024 Cr: A -522-000 EXPENDITURE CONTROL	0.00		36
A -9030-800-000 EMPLOYEE BENEFITS-SOCIAL SECURITY Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/2/2024 Cr: A -200-000 CASH	75.43		37
A -9030-800-000 EMPLOYEE BENEFITS-SOCIAL SECURITY Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 8/2/2024 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 8/2/2024 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 8/2/2024 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	2,562.50		41

WARNING: This account would have a negative balance: A -7550-100-000. Balance would be: 31,136.40-.

Fund Description	Fund	Expenditures	Reimbursements	Transfer In	Transfer Out	Cancel	Encumbrances
	A	75,015.44	0.00	0.00	0.00	0.00	0.00
	G	6,253.45	0.00	0.00	0.00	0.00	0.00
Total of All Funds:		81,268.89	0.00	0.00	0.00	0.00	0.00

	Entries	Amount
Expenditures:	39	81,268.89
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: CREDITCD Batch Date: 06/30/24 Batch Type: Standard

Account No. Account Description	Type	Entry Description	Amount	Tracking Id	Seq
A -3990-474-000 DISASTER PREP- WEBSITE & INFO TECHNOLOGY Db: A -522-000 EXPENDITURE CONTROL	Expenditure	KULMEY - BLUE DOCK MEDIA Cr: A -200-000 CASH	64.00		1
A -3990-479-000 DISASTER PREPAREDNESS-PAGERS Db: A -522-000 EXPENDITURE CONTROL	Expenditure	KULMEY - RAPID FAX Cr: A -200-000 CASH	11.99		2
A -7550-420-000 CELEBRATIONS-MISC OVERHEAD EXPENSES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	DPW-APPLE-MUSIC FOR DOWNTOWN IPOD Cr: A -200-000 CASH	10.99		3
A -1325-474-000 FINANCE TREASURER - WEB SITE & INTERNET Db: A -522-000 EXPENDITURE CONTROL	Expenditure	ADOBE-CTO OFFICE-2 ACCOUNTS Cr: A -200-000 CASH	47.98		4
A -5010-403-000 STREETS ADMINISTRATION-COMPUTER SOFTWARE Db: A -522-000 EXPENDITURE CONTROL	Expenditure	DPW-ADOBE-1 ACCOUNT Cr: A -200-000 CASH	23.99		5
A -3990-474-000 DISASTER PREP- WEBSITE & INFO TECHNOLOGY Db: A -522-000 EXPENDITURE CONTROL	Expenditure	OEM-BEST BUY-SCREEN PROTECTOR 4 PHONE Cr: A -200-000 CASH	39.99		6
A -1420-435-000 LAW - CONTRACTUAL SERVICES:LEASE Db: A -522-000 EXPENDITURE CONTROL	Expenditure	ATTORNEY-HERDZIK-SPEECH PROCESSING SOL. Cr: A -200-000 CASH	77.40		7
A -1325-435-200 FINANCE TREASURER - SVC MAINT CONTRACTS Db: A -522-000 EXPENDITURE CONTROL	Expenditure	CTO-ZOOM SUBSCRIPTION RENEWAL Cr: A -200-000 CASH	159.90		8
A -3411-470-000 FIRE DEPT-TRAINING Db: A -522-000 EXPENDITURE CONTROL	Expenditure	FIRE-WYNDHAM HOTELS-ULLMAN-TRAINING Cr: A -200-000 CASH	312.00		9
A -3411-470-000 FIRE DEPT-TRAINING Db: A -522-000 EXPENDITURE CONTROL	Expenditure	FIRE-CROWNE PLAZA-SIEJAK-TRAINING Cr: A -200-000 CASH	477.00		10
A -5110-416-000 STREETS MAINT-GASOLINE & OIL Db: A -522-000 EXPENDITURE CONTROL	Expenditure	DPW-JOES QWIK-GAS FOR RC MOWER Cr: A -200-000 CASH	47.79		11
A -7110-435-000 PARKS-MAINTENANCE LANDSCAPING MATERIALS Db: A -522-000 EXPENDITURE CONTROL	Expenditure	DPW-AMAZON-INGREDIENTS 4 WEED KILLER Cr: A -200-000 CASH	197.50		12
A -8560-416-000 SHADE TREES-GASOLINE & OIL Db: A -522-000 EXPENDITURE CONTROL	Expenditure	DPW-SPEEDWAY-GAS FOR TREE CREW Cr: A -200-000 CASH	9.41		13

Account No. Account Description	Type	Entry Description	Amount	Tracking Id	Seq
A -7110-414-000 PARKS-MATERIALS-OTHER Db: A -522-000 EXPENDITURE CONTROL	Expenditure	DPW-CITY FENCE-PAC WAY REFLECTION WALKWY Cr: A -200-000 CASH	293.79		14
A -7110-435-000 PARKS-MAINTENANCE LANDSCAPING MATERIALS Db: A -200-000 CASH	Expenditure	DPW-AMAZON-WEED KILLER REFUND Cr: A -522-000 EXPENDITURE CONTROL	39.50-		15
A -7110-435-000 PARKS-MAINTENANCE LANDSCAPING MATERIALS Db: A -522-000 EXPENDITURE CONTROL	Expenditure	DPW-AMAZON-WEED KILLER INGREDIENTS Cr: A -200-000 CASH	237.00		16
A -3411-456-000 FIRE DEPT-REPAIRS & MAINT BY DPW Db: A -522-000 EXPENDITURE CONTROL	Expenditure	FIRE-AMAZON-GARAGE DOOR OPENERS LFD Cr: A -200-000 CASH	49.30		17
A -7110-435-000 PARKS-MAINTENANCE LANDSCAPING MATERIALS Db: A -522-000 EXPENDITURE CONTROL	Expenditure	DPW-AMAZON-WEED KILLER INGREDIENTS Cr: A -200-000 CASH	11.30		18
A -7110-435-000 PARKS-MAINTENANCE LANDSCAPING MATERIALS Db: A -522-000 EXPENDITURE CONTROL	Expenditure	DPW-AMAZON-WEED KILLER INGREDIENTS Cr: A -200-000 CASH	158.00		19
A -7110-435-000 PARKS-MAINTENANCE LANDSCAPING MATERIALS Db: A -522-000 EXPENDITURE CONTROL	Expenditure	DPW-AMAZON-WEED KILLER INGREDIENTS Cr: A -200-000 CASH	79.00		20
A -7550-402-000 CELEBRATIONS-INDEPENDENCE DAYS Db: A -522-000 EXPENDITURE CONTROL	Expenditure	EVENTS-UNITED RENTALS-PORTA POTTYS 4TH Cr: A -200-000 CASH	445.00		21
A -7110-435-000 PARKS-MAINTENANCE LANDSCAPING MATERIALS Db: A -200-000 CASH	Expenditure	DPW-AMAZON-WEED KILLER REFUND Cr: A -522-000 EXPENDITURE CONTROL	79.00-		22

Fund Description	Fund	Expenditures	Reimbursements	Transfer In	Transfer Out	Cancel	Encumbrances
	A	2,634.83	0.00	0.00	0.00	0.00	0.00
Total of All Funds:		2,634.83	0.00	0.00	0.00	0.00	0.00

	Entries	Amount
Expenditures:	22	2,634.83
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:	22	

There are NO errors in this listing.

	Updated Entries	Updated Amount			
Reimbursements:	0	0.00			
Expenditures:	22	2,634.83			
Transfer In:	0	0.00			
Transfer Out:	0	0.00			
Cancel:	0	0.00			
Encumbrances:	0	0.00			
YTD 1099:	0	0.00			
Batch: CREDITCD	Updated Entries:	22	Updated Amount:	2,634.83	Ref Num: 805

August 15, 2024
12:41 PM

LANCASTER VILLAGE
Expenditure Entry Verification Listing

Page No: 1

Batch Id: TASC Batch Date: 08/06/24 Batch Type: Standard

Account No. Account Description	Type	Entry Description	Amount	Tracking Id	Seq
A -9060-800-000 EMPLOYEE BENEFITS-HOSPITAL & MEDICAL INS	Expenditure	HRA transactions - July 2024	5,467.63		1
Db: A -522-000 EXPENDITURE CONTROL		Cr: A -200-000 CASH			

Fund Description	Fund	Expenditures	Reimbursements	Transfer In	Transfer Out	Cancel	Encumbrances
	A	5,467.63	0.00	0.00	0.00	0.00	0.00
Total Of All Funds:		5,467.63	0.00	0.00	0.00	0.00	0.00

	Entries	Amount
Expenditures:	1	5,467.63
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.

Batch Id: TASC		Batch Date: 07/26/24		Batch Type: Standard	
Account No.	Type	Entry Description	Amount	Tracking Id	Seq
Account Description					
A -9060-800-000	Expenditure	TASC - Renewal	862.98		1
EMPLOYEE BENEFITS-HOSPITAL & MEDICAL INS					
Db: A -522-000 EXPENDITURE CONTROL		Cr: A -200-000 CASH			

Fund Description	Fund	Expenditures	Reimbursements	Transfer In	Transfer Out	Cancel	Encumbrances
	A	862.98	0.00	0.00	0.00	0.00	0.00
Total Of All Funds:		862.98	0.00	0.00	0.00	0.00	0.00

	Entries	Amount
Expenditures:	1	862.98
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

August 26, 2024

	1 st Motion	2 nd Motion	
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 August 1, 2024 – August 16, 2024.
	ACTION -	Rec File Refer to:	
2.			Correspondence from Lancaster Village Merchants Association / Fattey Beer providing a revised Special Events Application for its Buffalo Football in the Village event to be held on Thursday, September 12, 2024, from 6:00 p.m. to 11:30 p.m. on West Main Street.
	ACTION -	Rec File Refer to:	
3.			Correspondence from Lancaster Fire Department providing a Special Events Application for its Ceremonial Inspection and Parade to be held on Saturday, September 14, 2024, starting at 5:30 p.m. at Firefighter's Park.
	ACTION -	Rec File Refer to:	
4.			Correspondence from Lancaster Football Booster Club providing a Special Events Application for its "Last Call Before Fall" event to be held on Saturday, September 28, 2024, from 6:00 p.m. to 11:00 p.m. on the grass lot at the corner of West Main Street.
	ACTION -	Rec File Refer to:	
5.			Correspondence from Mike Reinhold, Planning Commission Chairperson, recommending approval of the Change in Use Application for The Black Sheep for property located at 34 Central Avenue following review by the Commission at its August 15, 2024 meeting.
	ACTION -	Rec File Refer to:	
6.			Correspondence from Mike Reinhold, Planning Commission Chairperson, recommending approval of the Site Plan Application for VIV, LLC (Visone Construction) for a parking lot located at 0 Beach Avenue following review by the Commission at its August 15, 2024 meeting with the contingency that a new survey must be submitted to the Town Building Department immediately after the project has been completed.
	ACTION -	Rec File Refer to:	
7.			Correspondence from Mike Reinhold, Planning Commission Chairperson, providing notice that a Temporary Special Use Permit for Notorious Tree LLC (dba Kushmart LLC) for the operation of a cannabis adult use recreational dispensary to be located at 5211 Broadway, Unit 4, was approved following a public hearing held by the Commission at its August 15, 2024 meeting, and further recommending approval of the Change in Use Application for the applicant for this same location with no contingencies following review by the Commission at the same meeting.
	ACTION -	Rec File Refer to:	

LISTED CORRESPONDENCE

August 26, 2024

8.			Correspondence from Michael J. Meyer, Historic Preservation Commission Chairperson, providing a response to the results of the Certified Local Government Audit performed by the State Historic Preservation Office earlier this year.
	ACTION -	Rec File Refer to:	
9.			Correspondence from Paul T. Bumbalo, Village Justice, providing notice that court records must be examined and audited on an annual basis and requesting that the audit report be forwarded to the NYS Office of Court Administration's (OCA) Internal Audit Services unit when it becomes available upon completion of the audit.
	ACTION -	Rec File Refer to:	
10.			Correspondence from Wayne Cisco, DPW Superintendent, providing procurements documents for the purchase of interior and exterior lighting for installation of LED fixtures at the Department of Public Works Building and requesting approval to make these purchases in the amount of \$7,524.91 with funding available through the NYSEDA Clean Energy Communities One Star Designation Grant.
	ACTION -	Rec File Refer to:	
11.			
	ACTION -	Rec File Refer to:	
12.			
	ACTION -	Rec File Refer to:	
13.			
	ACTION -	Rec File Refer to:	
14.			
	ACTION -	Rec File Refer to:	
15.			
	ACTION -	Rec File Refer to:	

VILLAGE COVER SHEET

AUGUST 19, 2024 BOARD MEETING

PERMITS ISSUED **20**

VILLAGE PERMIT TOTAL

ERECT FENCE	6
INSTALL ROOF	4
ERECT DECK	2
ERECT SIGN	1
ERECT GARAGE	1
DUMPSTER	1
DEMOLITION OF REAR STRUCTURE	1
ERECT RESIDENTIAL ADD/ALT	1
INSTALL RESIDENTIAL PLUMBING	2
ERECT COMMERCIAL ADD/ALT	1
TOTAL PERMITS FOR THE VILLAGE	20

Parco Building Systems	154 Lake	Garage
Homes By Kodiak Inc	103 Pleasant Ave.	Res. Alt/Add
Karl Schurkus	264 Lake Ave.	Deck
James Volpe	44 Kelly Ct.	Fence
Superior Fence and Rails	190 Aurora St.	Fence
Daniel Schwab	312 Aurora St.	Deck
155 Lake Avenue LLC	155 Lake Ave.	Comm. Add/Alt
John Trojanowski	148 Aurora St.	Sign- Temp
Sara Owczarzak	25 Fifth Ave.	Roof
Franks Commercial & Home	46 Wren Ave.	Res. Plumbing
Stellar Roofing	78 Holland Ave.	Roof
Noah Trotta	16 Livingston St.	Fence
Joseph Fialkiewicz	41 Southwest Pky	Dumpster
Castle Home Improvements	1 Wilma Dr	Roof
Mary Kless	2055 Como Park Blvd.	Res. Plumbing
Amy Nicosia	62 Burwell Ave.	Fence
Diane Hewett	19 Cotton St.	Demo Rear Structure
Brian Muffoletto	18 Bowen Ave.	Fence
Neth & Sons	69 Holland Ave.	Roof

Town of Lancaster

Inspections Report

Start Date: 08/01/2024 End Date: 08/16/2024

Inspectors: William T. Revelas, Bryan Pokorski, OLD Robert Rendon, Matt Fischione

Identifier	Address	Primary Contact	Date	Type	Inspector	Result
115.10-1-22.1	1799 Como Park Blvd	Wardens LLC	08/01/2024	Res Apartment- 3 yr	William T. Revelas	Pass
83.00-4-6.2	5740 Genesee St (Cintas)	Cintas	08/09/2024	Business - 3 yr	William T. Revelas	Pass
94.00-3-11.1	31 Peppermint Rd	PM Peppermint Inc. 716-681-7944	08/09/2024	Special Use	Matt Fischione	In Progress
115.03-1-6.2	4993 Transit Rd (McDonald's Restaurant #34436)	McDonalds #34436	08/09/2024	Assembly- 1 yr	William T. Revelas	In Progress
82.03-2-3.11	2753 Wehrle Dr (Angry Buffalo at the Rose Garden)	Angry Buffalo at the Rose Garden	08/12/2024	Special Use	Matt Fischione	Pass
104.15-2-8	129 Laverack Ave (Parish Center)	Our Lady of Pompeii RC School 716-683-6574	08/14/2024	Assembly- 1 yr	Bryan Pokorski	Fail
104.15-17-1.1	158 Laverack Ave	Our Lady of Pompeii - Rectory 716-683-6574	08/14/2024	Business - 3 yr	Bryan Pokorski	Pass
Total Inspections:					7	

Complaint By Date

Complaint #	Location	Identifier	Complaint Type	Status	Owner	Complainant
Open Date: 08/01/24						
2024-0546	68 Pleasant Ave	104.75-1-17	Exterior Property Maint	Open	Kenneth Kornacki	
2024-0547	64 Garfield St	115.25-1-4	Misc	Open	Diane Kuznik	
				Open Date: 08/01/24 Total #: 2		
Open Date: 08/02/24						
2024-0549	1817 Como Park Blvd	115.10-5-1	Misc	Open	W.K.J. Group, LLC	
2024-0551	66 Court St	104.83-4-6	Fire Call Out	Open	John Graney	
				Open Date: 08/02/24 Total #: 2		
Open Date: 08/05/24						
2024-0555	75 Fairfield Ave	115.11-1-32	Misc	Open	Michael Feness	Thomas Szymanski
2024-0556	1964 Como Park Blvd	115.07-10-19	Exterior Property Maint	Closed	Matthew Miller	
2024-0557	24 Burwell Ave	115.28-5-34	Exterior Property Maint	Closed	Keymaker Properties LLC	
				Open Date: 08/05/24 Total #: 3		
Open Date: 08/06/24						
2024-0558	5592 Broadway St	115.28-1-3	High Grass/Weeds	Open	Queen City Invest LLC	
2024-0561	22 School St	104.83-1-7	Misc	Open	Enbloc Real Estate Group LLC	
				Open Date: 08/06/24 Total #: 2		
Open Date: 08/07/24						
2024-0563	122-130 Central Ave	104.15-12-1.1	Misc	Closed	White Pine Leasing LLC	Lina Anonymous
2024-0564	25-27 Clark St	104.75-6-19.1	Trash/Rubbish	Open	Samuel Conrad Zink	
				Open Date: 08/07/24 Total #: 2		
Open Date: 08/08/24						
2024-0565	42 Camner Ave	115.11-17-6	Interior Property Maint	Open	Jacob Steck	
2024-0566	Lancaster Towers, 1 W Pleasant Ave	104.74-1-17	Interior Property Maint	Open	SRK Caravel Arms Associates L	
				Open Date: 08/08/24 Total #: 2		
Open Date: 08/11/24						
2024-0570	3531 Walden Ave	104.11-4-3	Fire Call Out	Open	Emily Davis	
				Open Date: 08/11/24 Total #: 1		
Open Date: 08/12/24						
2024-0574	22 Veterans Dr	104.08-6-29	Animals	Open	Christopher Stiles	
				Open Date: 08/12/24 Total #: 1		

Open Date: 08/13/24

Complaint By Date

Complaint #	Location	Identifier	Complaint Type	Status	Owner	Complainant
2024-0578	46 Central Ave	104.74-4-5	Trash/Rubbish	Open	Decmar Properties LLC	
				Open Date: 08/13/24 Total #: 1		
Open Date: 08/14/24						
2024-0579	46 St John St	104.19-3-4	Misc	Open	Michael Salva	
				Open Date: 08/14/24 Total #: 1		
Open Date: 08/16/24						
2024-0583	13 Pearl St	104.15-9-3	Misc	Open	Dennis Wetzler	
2024-0584	5207-5211 Broadway St	104.80-1-1.1	Exterior Property Maint	Open	Family Video Movie Club Inc	
				Open Date: 08/16/24 Total #: 2		
Open Date: 10/22/01						
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		

LISTED # 2
CORRESPONDENCE
DATE 8/26/2024

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: <div style="font-size: 1.2em; font-family: cursive;">BUFFALO FOOTBALL IN THE VILLAGE</div>	
Type of Event (Race/Walk, Festival, Concert, Neighborhood Celebration, Parade/Motorcade, Other, etc.): <div style="font-size: 1.2em; font-family: cursive;">WATCH PARTY / neighborhood get-together</div>	
Event Date(s): <div style="font-size: 1.2em; font-family: cursive;">Thurs. Sept. 12th</div>	Event Time(s): <div style="font-size: 1.2em; font-family: cursive;">6 PM - 11:30 PM</div>
Applicant Name: <div style="font-size: 1.2em; font-family: cursive;">Greg DAY</div>	Event Location: <div style="font-size: 1.2em; font-family: cursive;">W. MAIN ST</div>
Individual/Group/Corporation Name Holding Event: <div style="font-size: 1.2em; font-family: cursive;">LANCASTER VILLAGE / FATTEY MERCHANTS ASSOC. BEER</div>	Village Property Affected (If Applicable) <div style="font-size: 1.2em; font-family: cursive;">closure of W. MAIN St.</div>
Applicant Address, City, State, Zip: <div style="font-size: 1.2em; font-family: cursive;">1 W. Main St Lancaster, NY 14086</div>	Support Services Requested of the Village (If Applicable) <div style="font-size: 1.2em; font-family: cursive;">- barricades for street closure</div>
Applicant Email: <div style="font-size: 1.2em; font-family: cursive;">greg@fattybeer.com</div>	Applicant Phone <div style="font-size: 1.2em; font-family: cursive;">716 861 1775</div>

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": <div style="font-size: 1.2em; font-family: cursive;">Greg DAY</div>	Contact cell and email: <div style="font-size: 1.2em; font-family: cursive;">716-861-1775 greg@fattybeer.com</div>	Date & Time(s) On-Premise at Event: <div style="font-size: 1.2em; font-family: cursive;">Thursday Sept. 12th 6pm-11:30 pm</div>
		RECEIVED
		AUG - 7 2024
		Village of Lancaster Clerk- Treasurers Office

Anticipated Peak Attendance Number: <div style="font-size: 1.2em; font-family: cursive;">300-400</div>	Anticipated Age Range of those in Attendance: <div style="font-size: 1.2em; font-family: cursive;">Young child through Adult</div>
Will Alcohol be consumed? <div style="font-size: 1.2em; font-family: cursive;">Yes, from brick & mortar Establishments</div>	Will there be Amplified Sound or Music? If so, provide particulars including hours: <div style="font-size: 1.2em; font-family: cursive;">Yes, during the game 8:15 - 11:15 approx.</div>

RECEIVED

Village of Lancaster
Clerk- Treasurers Office

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://lanecastervillage.ny.gov>) will be requested of the Village Code Enforcement Officer, identify by section number each regulation for which an exception will be requested.

Yes, 1 Food Truck

~~Yes, 2-3 trucks should be in attendance~~

* Attached Exceptions Requested

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.

No objections

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:

—

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

—

(c) Location of Trash Facilities:

All along w. Main in addition to village receptacles

(d) Location of Water Facilities:

N/A

(e) Location of Electrical Facilities:

N/A

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

No Porta-Toilets, bathrooms will be in brick & mortar

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

sidewalks of each end of W. Main St.

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

Parked in parking spots along side W. Main St.

(If Applicable) Organization providing Security:

(If Applicable) Number of Security Personnel:

Signature of Applicant:



Date:

8/7/2024

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.

Exceptions Requested:

209-8 Section-A

Section-B

221-2 Requesting noise ordinance be
extended to 11:30pm

LISTED # 3
CORRESPONDENCE
MEETING DATE 8/26/2024

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>Lancaster Fire Dept Ceremonial Inspection + Parade</u>	
Type of Event (Race/Walk, Festival, Concert, Neighborhood Celebration, Parade/Motorcade, Other, etc.): <u>Ceremonial inspection at Firefighter's Park</u> <u>Parade route will be N. Aurora - W. Pleasant Ave - Central - Municipal Bldg</u>	
Event Date(s): <u>9-14-24</u>	Event Time(s): <u>5:30 PM - 6:45 PM</u>
Applicant Name: <u>Thomas Kukulica</u>	Event Location: <u>Firefighter's Park</u>
Individual/Group/Corporation Name Holding Event: <u>Lancaster Fire Dept</u>	Village Property Affected (If Applicable) <u>Firefighter's Park</u> <u>N. Aurora St, Pleasant Ave W</u> <u>Central Ave, Broadway</u>
Applicant Address, City, State, Zip: <u>5423 Broadway</u> <u>Lancaster, NY 14086</u>	Support Services Requested of the Village (If Applicable) <u>Patrol car from LPD to</u> <u>help with traffic when</u> <u>crossing Central + Broadway</u>
Applicant Email: <u>+Kukulica@lancasterfd.org</u>	Applicant Phone: <u>716-997-5468</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": <u>Thomas Kukulica</u>	Contact cell and email: <u>716-997-5468</u> <u>+Kukulica@lancasterfd.org</u>	Date & Time(s) On-Premise at Event: <u>9-14-24</u> <u>5:15 PM - 6:45 PM</u>

Anticipated Peak Attendance Number: <u>60</u>	Anticipated Age Range of those in Attendance: <u>14-80</u>
Will Alcohol be consumed? <u>No</u>	Will there be Amplified Sound or Music? If so, provide particulars including hours: <u>No</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://lancastervillage.ny.gov>) will be requested of the Village Code Enforcement Officer, identify by section number each regulation for which an exception will be requested.

No

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.

No

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:

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

LFD will shut down traffic from St. John's St to Pleasant Ave W. during ceremony. LFD will provide traffic control during ceremony + parade.

(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:


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

(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:

8-14-24

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.

LISTED # 4
CORRESPONDENCE
MEETING DATE 8/26/2024

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: <div style="font-size: 1.2em; font-family: cursive;">"Last call Before fall"</div>	
Type of Event (Race/Walk, Festival, Concert, Neighborhood Celebration, Parade/Motorcade, Other, etc.): <div style="font-size: 1.2em; font-family: cursive;">Beer Tent</div>	
Event Date(s): <div style="font-size: 1.2em; font-family: cursive;">9-28-2024</div>	Event Time(s): <div style="font-size: 1.2em; font-family: cursive;">6-11pm</div>
Applicant Name: <div style="font-size: 1.2em; font-family: cursive;">Jennifer Smith</div>	Event Location: <div style="font-size: 1.2em; font-family: cursive;">Grass Lot Corner of W. Main St</div>
Individual/Group/Corporation Name Holding Event: <div style="font-size: 1.2em; font-family: cursive;">Jennifer Smith on Behalf of Lancaster Football Booster Club</div>	Village Property Affected (If Applicable) <div style="font-size: 1.2em; font-family: cursive;">Grass Lot</div>
Applicant Address, City, State, Zip: <div style="font-size: 1.2em; font-family: cursive;">5076 William St Lancaster NY 14086</div>	Support Services Requested of the Village (If Applicable) <div style="font-size: 1.2em; font-family: cursive;">DPW - Snow fence (partial) - Bathroom's (porta pottys) - power - Pub tables</div>
Applicant Email: <div style="font-size: 1.2em; font-family: cursive;">FURFUR998@aol.com</div>	Applicant Phone: <div style="font-size: 1.2em; font-family: cursive;">716-481-5366</div>

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:
<div style="font-size: 1.2em; font-family: cursive;">Jennifer Smith</div>	<div style="font-size: 1.2em; font-family: cursive;">716-481-5366 FURFUR998@aol.com</div>	<div style="font-size: 1.2em; font-family: cursive;">9-28-2024 6-11pm</div>

Anticipated Peak Attendance Number: <div style="font-size: 1.2em; font-family: cursive;">300-600</div>	Anticipated Age Range of those in Attendance: <div style="font-size: 1.2em; font-family: cursive;">21+</div>
Will Alcohol be consumed? <div style="font-size: 1.2em; font-family: cursive;">Yes. Try it Distributing - Braclet System will Be Used to Purchase Alcohol Beve's. 3 Adults will check I.D & provide.</div>	Will there be Amplified Sound or Music? If so, provide particulars including hours: <div style="font-size: 1.2em; font-family: cursive;">Yes 6-11pm</div>

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.

NO

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.

None

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:

Parking where permitted around venue
Save-A-Lot, Lots off central

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

With Round About There should be NO issues.

(c) Location of Trash Facilities:

multiple can's in venue. can coral's with snow fence for collection of cans.

(d) Location of Water Facilities:

(e) Location of Electrical Facilities:

Along Trailer, Stage & Food area.

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

See map

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

open, only snow fence closed off area marked on map.

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

Between Trailer & Beer Serving Area - See map.

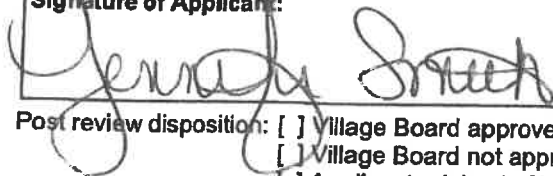
(If Applicable) Organization providing Security:

none

(If Applicable) Number of Security Personnel:

none

Signature of Applicant:



Date:

8-13-2024

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.

WATER

Side walk

Side walk

PORTA PORT 1'S

Side walk

Stage

Trailor

Food

Beer area

X-Snow Fence

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Special Event Permit Application

New York State Liquor Authority

Landlord Authorization Form

Date(s) of event:

Sept 28th 2024 6-11 pm

Name of Applicant:

Jennifer Smith

Venue Name:

"Last call Before fall"

Venue Street Address:

Corner of W main St (Before Round-About)

Venue City and zip code:

Lancaster NY 14086

By my signature, I acknowledge that I am the landlord/owner of the applied for premises, or that I am a duly authorized representative of the landlord/owner, to sign this landlord authorization form. I hereby grant permission for the sale or services of alcoholic beverages by the applicant for consumption on said property.

Print Name of Landlord/Owner

Print Your Name and Title

Signature & Date



Village of Lancaster

Planning Commission

Municipal Building

5423 Broadway

Lancaster, NY 14086

LISTED # 5
CORRESPONDENCE
MEETING DATE 8/26/2024

August 19, 2024

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

Re: The Black Sheep & Co.
34 Central Ave, Lancaster, NY 14086

Dear Mayor Ruda & Village Trustees:

At its meeting on August 15, 2024, the Planning Commission held a meeting to review a Change in Use Application submitted by the petitioner, Tracy Diegelman & The Black Sheep & Co., at 34 Central Ave. Following the hearing the Commission moved to recommend the approval to the Village Board for the Change in Use Application with no contingencies.

Should you have any questions regarding the Planning Commission's recommendation, please do not hesitate to contact me.

Respectfully submitted, -

Mike Reinhold (NK)

Mike Reinhold
Chairman, Planning Commission

MR/NAK

cc: Michael Stegmeier, Village Clerk & Treasurer
Wayne Cisco, Dept. of Public Works
Matt Fischione, Code Enforcement Officer
Eric Feldmann, Lancaster Village Fire Chief
Tracy Diegelman & The Black Sheep & Co., Applicant



Village of Lancaster

Planning Commission

Municipal Building

5423 Broadway

Lancaster, NY 14086

LISTED # 6
CORRESPONDENCE
MEETING DATE 8/26/2024

August 19, 2024

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

Re: VIV, LLC Parking Lot
0 Beach Ave, Lancaster, NY 14086

Dear Mayor Ruda & Village Trustees:

At its meeting on August 15, 2024, the Planning Commission held a meeting to review a Site Plan Review Application submitted by the petitioner, VIV LLC for a parking lot at the location noted above. Following the hearing the Commission moved to recommend approval of the Site Plan Review Application with the contingency that a new survey be submitted to the Town Building Department ASAP after the project has been completed.

Should you have any questions regarding the Planning Commission's recommendation, please do not hesitate to contact me.

Respectfully submitted,

Mike Reinhold (NR)

Mike Reinhold
Chairman, Planning Commission

MR/NAK

cc: Michael Stegmeier, Village Clerk & Treasurer
Wayne Cisco, Dept. of Public Works
Matt Fischione, Code Enforcement Officer
Eric Feldmann, Lancaster Village Fire Chief
VIV, LLC, Applicants



Village of Lancaster

Planning Commission

Municipal Building

5423 Broadway

Lancaster, NY 14086

LISTED # 7
CORRESPONDENCE
MEETING DATE 8/26/2024

August 19, 2024

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

Re: Notorious Tree LLC, DBA Kushmart LLC
5211 Broadway Unit 4, Lancaster, NY 14086

Dear Mayor Ruda & Village Trustees:

At its meeting on August 15, 2024, the Planning Commission held a Public Hearing to review the application submitted by the petitioner, Notorious Tree LLC, DBA Kushmart LLC for a Temporary Special Use Permit allowing the applicant to operate a cannabis adult use recreational dispensary at the location noted above. Following the hearing the Commission moved to approve the Temporary Special Use Permit without contingency.

At this same meeting the Planning Commission also reviewed a Change in Use application by the applicant for the same location noted above and recommended approval with no contingencies.

Should you have any questions regarding the Planning Commission's recommendation, please do not hesitate to contact me.

Respectfully submitted,

Mike Reinhold (NK)

Mike Reinhold
Chairman, Planning Commission

MR/NAK

cc: Michael Stegmeier, Village Clerk & Treasurer
Wayne Cisco, Dept. of Public Works
Matt Fischione, Code Enforcement Officer
Eric Feldmann, Lancaster Village Fire Chief
Notorious Tree LLC, DBA Kushmart LLC, Applicant

Village of Lancaster
Lancaster Historic Preservation Commission

Lancaster Municipal Building • 5423 Broadway • Lancaster, NY 14086

August 14, 2024

LISTED # 8
CORRESPONDENCE
MEETING DATE 8/26/2024

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

Re: **Village of Lancaster Historic Preservation Commission
NYS SHPO - CLG Audit 2024**

Dear Mayor and Village Board:

The State Historic Preservation Office (SHPO) recently completed a CLG audit of the Village HPC. The SHPO audit is periodically conducted to review our practices and procedures with regards to our status as a Certified Local Government through a program of the National Parks Service.

The results of the audit were favorable with only one deficiency, that being in our Reports and Records: specifically, the submission of annual reports on a regular basis. I do wish to note that in the past, we received a prompt email reminder from SHPO advising us of our annual report being due. It appears that SHPO has gotten away from this practice through personnel turnover and as it transitioned from a submission form to an on-line report submission.

As Chair, I accept responsibility for allowing this oversight to happen. The HPC has in the past and will continue to fully cooperate with the State Historic Preservation Office so as not to jeopardize our CLG status and the Village's commitment to preservation. We have worked closely with Frances Stern, CLG Coordinator at SHPO and moving forward, we will make every effort to submit our annual reports in a timely manner.

Sincerely,



Michael J. Meyer, RA
Chair, Village of Lancaster HPC



VILLAGE OF LANCASTER

JUSTICE COURT

MUNICIPAL BUILDING – 5423 BROADWAY
LANCASTER, NEW YORK 14086
PHONE & FAX: (716) 683-6780



LISTED # 9
CORRESPONDENCE
MEETING DATE 8/26/2024

Dear Mayor Lynne Ruda and Village Board,

August 1st, 2024

Pursuant to Uniform Justice Court Act § 2019-a, it is the duty of every justice to present his/her records and docket, at least once a year and upon the last audit day of the Village, to the auditing board of the Village, which shall examine said records or docket, or cause same to be examined, and enter in the minutes of its proceedings the fact that they have been duly examined. Consistent with Section 2019-a of the Uniform Justice Court Act, I hereby advise that the Court for Calendar Year 2023 are available to be presented for such examination, I look forward to working with you to schedule such examination in an expeditious manner. It is my understanding that OCA's Internal Audit Services (IAS) unit will be corresponding with you as well in the very near future in this regard. Subsequent to the audit or examination, please forward to the IAS unit the audit report, as well as the Board's resolution noting that the records have been duly examined, and that the fines therein collected have been turned over to the proper officials of the Village as required by law. Such materials may be mailed to the following:

Internal Audit Services Unit

Attn: Joan Casazza

2500 Pond View, Suite LL01

Castleton-on-Hudson, NY 12033

In the alternative, such materials may be sent via email to: jcasazzatgnycourts.goy

Thank you.

Very truly yours,

A handwritten signature in blue ink, appearing to read "Paul T. Bumbalo".

Honorable Paul T. Bumbalo

LISTED # 10
CORRESPONDENCE
MEETING DATE 8/26/2024



Village of Lancaster

Phone 716-683-1028

Fax 716-683-1029

www.lancastervillageny.gov

Department of Public Works

5200 Broadway

Lancaster, New York 14086-2097

Wayne Cisco
Superintendent of Public Works
E-Mail: wcisco@lancastervillage.org

August 22, 2024

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

RE: CEC Grant Funding

Honorable Members of the Village Board,

Please review the attached procurement documents for the CEC Grant funding to install LED fixtures on the interior and exterior of the Department of Public Works Building. This project by the NYSERDA Clean Energy Communities One Star Designation Grant is for \$10,000 and funds are available for immediate use.

If you have any questions or concerns, please contact me directly.

Wayne Cisco
Village of Lancaster
Superintendent of Public Works
5200 Broadway, Lancaster, NY 14086
(716) 683-1028 x 302

Home Depot	\$ 3,923.83 (Interior)
+ Green Mountain	\$ 3,601.08 (Exterior)
	<hr/>
	\$ 7,524.91 TOTAL
	<hr/>

Mike Stegmeier

From: Amy Stypa
Sent: Thursday, August 22, 2024 3:47 PM
To: Katelyn Moore; Mike Stegmeier
Cc: Wayne Cisco
Subject: Re: Scanned from a Xerox Multifunction Printer

Good afternoon,

Thank you for sharing.

Please note this is Phase 1 of the purchase to buy the actual lighting fixtures. Phase 2 will include the purchase of any installation materials needed (ie wires) and timers/sensor for lights as well.

Best,

Amy Stypa
Sustainability and Community Climate Energy Coordinator
Village of Lancaster
5423 Broadway
Lancaster, NY 14086
716-683-2105 x208
sustainability@lancastervillage.org
[Climate Smart](#)



**Climate Smart
Communities**
Certified Bronze

From: Katelyn Moore <KMoore@lancastervillageny.gov>
Sent: Thursday, August 22, 2024 3:37 PM
To: Mike Stegmeier <mstegmeier@lancastervillageny.gov>
Cc: Amy Stypa <ASTypa@lancastervillageny.gov>; Wayne Cisco <wcisco@lancastervillageny.gov>
Subject: FW: Scanned from a Xerox Multifunction Printer

Mike -

Please add this to the Board Packet for the upcoming Village Board. These are the procurement documents for the CEC Grant funding so we can proceed with the project.

If you have any questions, please let us know.

Thank you,
Katelyn Moore
Clerk Typist

Village of Lancaster Procurement Form

Adequate Documentation

*Documentation of procurement is required as follows:

- A. \$1,000 to \$1,499.99; two verbal quotes.
- B. \$1,500 to \$2,999.99; three verbal quotes.
- C. \$3,000 to \$4,999.99; three written quotes.
- D. \$5,000 to \$20,000.00; (35,000.00 for public work) Minimum two written quotes and Village Board approval by formal resolution.

*Written quotes must be attached to this form.

*This procurement form along with all appropriate documentation is to be included for payment of invoices.

*Any purchase requiring a signed contract / agreement must be approved by the Village Board and signed by the mayor (or deputy mayor in the mayor's absence).

Department & Employee Name Requesting

DPW Brian Wilkowiak

Item to be purchased with Description

DPW Led Conversion Interior

Quotations

DATE	VERBAL/ WRITTEN	DOLLAR AMOUNT	VENDOR NAME	REP. NAME	PHONE NUMBER
8/22	written	5,704.24	Lowes	web.	web
8/22	written	3,923.83	Home Depot	web	web

Notifications

DELIVERY

Sign in

Logout

What are you looking for today?

W. Amherst Lowe's
Open until 10 PM

Delivery to
14228



Prices, Promotions, styles, and availability may vary. Our local stores do not honor online pricing. Prices and availability of products and services are subject to change without notice. Errors will be corrected where discovered, and Lowe's reserves the right to revoke any stated offer and to correct any errors, inaccuracies or omissions including after an order has been submitted.

Cart (91)

Email Cart Empty Cart

Pickup at W. Amherst Lowe's (82)



Utilitech - 1-Light Matte White LED
Flush Mount Light

Item # 10357e1
Model # KXKL10W5-1-E/17X9048

Details

Save For Later



\$22.98/ea

Save at checkout

Pickup

Ready Today
At W. Amherst Lowe's

Delivery to 14228

- Get it by Sun, Aug 25
FREE Ship to Home
- Get it Today
Same-Day Delivery ①
Order by 2 p.m.
- Get it by Mon, Sep 2
Scheduled Delivery ①
Delivery Scheduling in Checkout

\$68.94 X

Add Installation Services

Installation

① Save on installation

How it Works

Designers Fountain - DF Troffer 23.88-
in x 23.88-in White LED Recessed..

Item # 5220075
Model # TR522BL30W/D

Details

Save For Later



\$75.98/ea

Pickup

Ready by Sat, Aug 31
At W. Amherst Lowe's

Delivery to 14228

- Get it by Fri, Aug 30
FREE Ship to Home
- Get it by Mon, Sep 2
Scheduled Delivery ①
Delivery Scheduling in Checkout

\$151.96 X

Designers Fountain - DF Troffer 2 ft x 4
ft. White Integrated LED Recessed..

Item # 5226485
Model # TR524BL30W/D

Details

Save For Later



\$82.48/ea

Pickup

Ready by Sat, Aug 31
At W. Amherst Lowe's

Delivery to 14228

- Get it by Fri, Aug 30
FREE Ship to Home
- Get it by Mon, Sep 2
Scheduled Delivery ①
Delivery Scheduling in Checkout

\$1,814.56 X

Was \$96.48

Save \$242.00

Lithonia Lighting - 4-ft 6000-Lumen Adjustable-Lumen LED Wraparound..

Item #5025518
Model #FMA16W48ALCH85W1V2T0[Details](#)[Save For Later](#)

\$94.98/ea

Pickup

- ☒ Ready Today
At W. Amherst Lowe's

Delivery to 14228

- ☐ Get it by Sun, Aug 25
FREE Ship to Home
- ☐ Get it Today
Same-Day Delivery ①
Order by 2 p.m.
- ☐ Get it by Fri, Aug 23
Scheduled Delivery ①
Delivery Scheduling in Checkout

~~\$284.94~~ X
Was \$77.98
Save \$15.00

Lithonia Lighting - 4-ft 2-Light Cool White LED Strip Light

Item #1034042
Model #MNSLL482LL40K50C9H[Details](#)[Save For Later](#)

\$379.80/ea

Pickup

- ☒ Ready by Tue, Aug 27
At W. Amherst Lowe's
[Check Other Stores](#)

Delivery to 14228

- ☐ Get it by Mon, Aug 26
FREE Ship to Home
- ☐ Get it by Mon, Sep 2
Scheduled Delivery ①
Delivery Scheduling in Checkout

~~\$1,959.02~~ X
Was \$249.98
Save \$245.00

Add Installation Services

- ☐ ~~X~~ Installation
① Save on installation

[How it Works](#)

Lithonia Lighting - 2-ft x 2-ft Tunable White LED Panel Light

Item #5734303
Model #CPXC2X2TUWH150GM4[Details](#)[Save For Later](#)

\$25.02/ea

Pickup

- ☒ Ready by Tue, Aug 27 (Est.)
At W. Amherst Lowe's

Delivery to 14228

- ☐ Get it by Fri, Aug 23
FREE Ship to Home
- ☐ Get it by Mon, Sep 2
Scheduled Delivery ①
Delivery Scheduling in Checkout

~~\$255.00~~ X

Delivery (9)

Lithonia Lighting - 22-in x 14 83-in 13966-Lumen 4000 K Cool White LED..

Item #1137014
Model #IBE15LM14VCL1160K[Details](#)[Save For Later](#)

\$124.68/ea

Pickup

- ☐ Ready by Fri, Aug 30 (Est.)
At W. Amherst Lowe's

Delivery to 14228

- ☒ Get it by Thu, Aug 29
FREE Ship to Home
- ☐ Get it by Mon, Sep 2
Scheduled Delivery ①
Delivery Scheduling in Checkout


~~\$1,169.82~~ X

FREE & Easy Returns [View Returns Policy](#)

Lowest Price Guarantee [View Details](#)

Pickup & Delivery Options [View Details](#)

GET ALL YOU NEED




\$19.98

★★★★ 451

Roundup Dual Action Plus 4 Month Preventer 1-Gallon Trigger Spray Weed and Grass Killer

Add to Cart




\$124.00

★★★★★ 569

Toter 96-Gallon Black Plastic Wheeled Indoor/Outdoor Hinged Lid Trash Can

Add to Cart




\$5.97

★★★★★ 312

Filtrete 20-in W x 25-in L x 1-in MERV 1 Basic Flat Air Filter (2-Pack)

Add to Cart



\$14.98

★★★★★ 348

Victor Snake Repeller

Add to Cart

Order Summary

Item Subtotal (91)	\$5,704.24
Delivery	FREE
Estimated Tax	Calculated in Checkout
Promo Code	
Savings	-\$502.00
Estimated Total	\$5,704.24

Start Secure Checkout

rayra

Congrats! You get FREE Shipping!

\$45

Switch Now, Save Later

+ Switch Now

















Pick up this order get on offer in your Lowes Wallet for up to \$10 off your future Online purchase of \$20 or more Exclusions Apply*

Back to Top

Deals Inspiration and Trends
We get ideas to share

Email Address

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Contact Us & FAQ	Order Status	Lowe's Credit Center	Gift Cards	Installation Services	Lowe's App
About Lowe's					▼
Stores & Services					▼
Customer Service					▼
Privacy & Use					▼
CONNECT WITH US					
					
ABOUT LOWE'S	STORES & SERVICES	CUSTOMER SERVICE	CONNECT WITH US		
Who We Are	Find a Store	FAQ/Contact Us			
Careers	Store Directory	Rebates			
Our Responsibilities	Brand Directory	Returns & Exchanges	PRIVACY & USE		
Investors	Store Services	Pickup, Shipping & Delivery	Terms		
Newsroom	Subscriptions	Special Orders	Privacy Statement		
Lowe's Suppliers	DIY Workshops	Recalls & Product Safety	Interest-Based Ads		
Safety Unites Us	MyLowe's Rewards Program	Protection Plans	Your CA Privacy Rights		
Lowe's Creators	Resources for Pros	Military Discount	Do Not Sell/Share My Personal Information		
	Lowe's MVPs Pro Rewards Program	Coupons	Limit the Use of My Sensitive Personal Information		
	Site Directory		Notice of Financial Incentive/Loyalty Programs		
	Best Sellers				
	Lowe's Rental				



CLARENCE 10PM

142° 1

Wh...

CLARENCE 10PM

142° 1

CLARENCE

CLARENCE

CLARENCE

Brian

CART (92)

[Remove All Items](#)

Pickup

7 items can be delivered. Deliver Instead

Clarence (7 items)

[Quick Add](#)

[Share](#)

[Save All to List](#)

[Live Chat](#)

[Feedback](#)



Commercial Electric

Spin Light 7 in. Closet Light LED Flush Mount Ceiling Light 3000K 4000K 5000K Selectable Laundry Room Hallway Stairway

Fixture Color/Finish: **White**

Package Quantity: 1

Fixture Width (in.): 7 in

PREFERRED PRICING

\$65.37

(\$21.79/item ~~\$22.47~~)

Save 3%

—

3

+

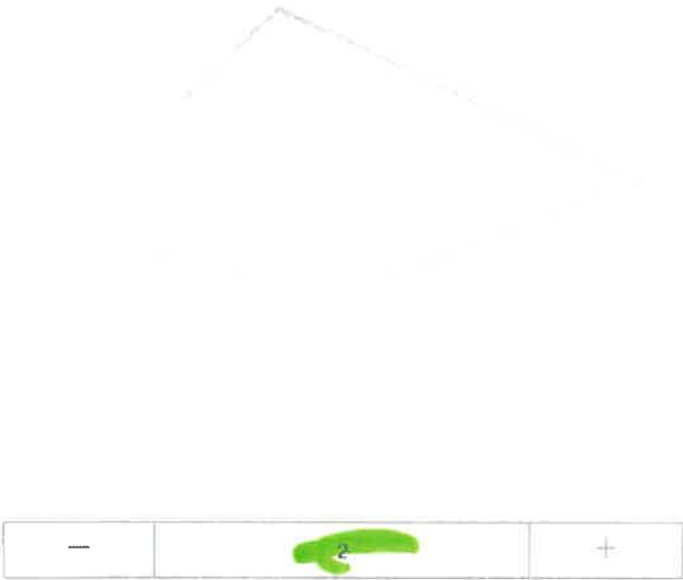
Metalux
2 ft. x 2 ft. 3416 Lumens Integrated LED Panel Light 4000K

Product Length (ft): 1.98 ft
Package Quantity: 1

\$103.40
(\$51.70/item ~~\$64.63~~)
Save 20%

✓ Buy More Save More | Applied

Live Chat
Feedback



2



Commercial Electric
2 ft. 18000 Lumens 171-Watts Integrated LED High Bay Light 120-277V
5000K Daylight Dimmable Garage Light

Lumens: 18000
Package Quantity: 1

\$735.75
(\$81.75/item ~~\$109.00~~)
Save 25%

✓ Buy More Save More | Applied



9

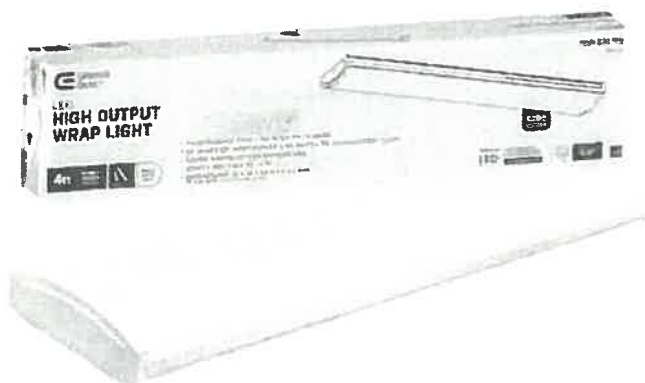
Commercial Electric

4 ft. 5200 Lumens LED Wraparound Light Garage Light Shop Light Office Warehouse Lighting 120-277v 4000K Bright White

Store SKU #1001820735

Model #54677691

\$269.91
(\$89.97/item)



—	3	+
---	----------	---

Commercial Electric

2 ft. x 2 ft. 4250 Lumens Integrated LED Flat Panel Light with Color Change 5CCT Non-Dimmable White Ceiling Flush Mount

Product Length (ft): 1.98 ft

Package Quantity: 1

\$84.97



1	+
----------	---

Feedback Live Chat

Commercial Electric

1 ft. x 1 ft. 11-Watt Dimmable White Integrated LED 800 Lumens Flat Panel Ceiling Flush Mount with Color Change 5CCT

Product Length (ft): 1 ft
Package Quantity: 1

PREFERRED PRICING

\$101.76

(\$33.92/item ~~\$34.97~~)

Save 3%

Live Chat

Feedback



-	3	+
---	---	---

Metalux

2 ft. x 4 ft. 4500 Lumens Integrated LED Flat Panel Light 4000K

Product Length (ft): 3.98 ft
Package Quantity: 1

\$1,231.34

(\$55.97/item ~~\$69.97~~)

Save 20%

✓ Buy More Save More | Applied



-	22	+
---	----	---

Delivery

Delivering to 14221 (1 item)

Your Delivery Cost: FREE



Metalux

4 ft. 2-Light Linear White Integrated LED Ceiling Strip Light with 4200 Lumens, 4000K

Product Length (ft): 4 ft

Package Quantity: 1

Product Length (in): 48

\$1,331.33

(\$27.17/item ~~\$99.97~~)

Save 32%

Get Bulk Pricing of \$33.97 on this item when you purchase at least 6 units.

✓ Buy More Save More | Applied

Live Chat

Feedback

—

49

+

Recently Viewed



Commercial Electric
Spin Light 7 in. Closet Light LE...
★★★★★ (40)



Everbilt
1/4 in. x 200 ft. Galvanized Vinyl Coated Steel Wi...
★★★★★ (20)



Everbilt
3/16 in. x 250 ft. Galvanized Vinyl Coated Steel Wi...
★★★★★ (27)

1/1

Customers Also Purchased...

Best Seller



Metalux
2 ft. x 2 ft. 3416 Lumens Integrated LED...
★★★★★ (315)

Metalux
2 ft. x 4 ft. 4500 Lumens Integrated LED...
★★★★★ (317)

Metalux
2 ft. x 2 ft. White Integrated LED Flat Panel Troffe...
★★★★★ (559)

Best Seller



Commercial Electric
Combo 14-Watt Equivalent ...
★★★★★ (143)

Best Seller



Lutron
Diva LED+ Dimmer Switch for Dimmable LED...
★★★★★ (2117)

Commercial Electric
1 ft. x 4 ft. 50-Watt Dimmable...
★★★★★ (216)



Commercial Electric
4 ft. 8000 Lumens Integrated LED...
★★★★★ (308)

\$64⁶³

Add to
Cart

\$69⁹⁷

Add to
Cart

\$79⁴⁶

Add to
Cart

\$68⁹⁷

Add to
Cart

\$29⁹⁷

Add to
Cart

\$74⁹⁷

Add to
Cart

\$97⁹⁷

Add to
Cart

1/3 >

Loading Recommendations

Feedback

Live Chat

Your Order

Subtotal	\$5,135.33
Pro Xtra Savings	-\$1,211.50
(Preferred Pricing Applied)	
Delivery	FREE
Pickup	FREE
Sales Tax (determined in later step)	---

Total

\$3,923.83

You Saved 24% Off Your Items

- ✓

Pro Xtra Preferred Pricing | Applied

View Details
- ✓

Buy More Save More | Applied

View Details
- ✓

Buy More Save More | Applied

View Details
- ✓

Buy More Save More | Applied

Village of Lancaster Procurement Form

Adequate Documentation

*Documentation of procurement is required as follows:

- A. \$1,000 to \$1,499.99; two verbal quotes.
- B. \$1,500 to \$2,999.99; three verbal quotes.
- C. \$3,000 to \$4,999.99; three written quotes.
- D. \$5,000 to \$20,000.00; (35,000.00 for public work) Minimum two written quotes and Village Board approval by formal resolution.

*Written quotes must be attached to this form.

*This procurement form along with all appropriate documentation is to be included for payment of invoices.

*Any purchase requiring a signed contract / agreement must be approved by the Village Board and signed by the mayor (or deputy mayor in the mayor's absence).

Department & Employee Name Requesting

DPW Brian Wolkowski

Item to be purchased with Description

DPW Led Conversion Exterior

Quotations

DATE	VERBAL/ WRITTEN	DOLLAR AMOUNT	VENDOR NAME	REP. NAME	PHONE NUMBER
8-22	written	3601.08	Green Mountain Electrical Supply	Lec Hathaway	716-433-6900
8-22	written	4284.56	Rab Lighting Shop Com	Web	Web



GMES LOCKPORT
60 MARKET ST
LOCKPORT, NY 14094
716-433-6900



Quotation

BID DATE	QUOTE NUMBER
08/22/2024	S4973311
GMES LOCKPORT 60 MARKET ST LOCKPORT, NY 14094 716-433-6900	PAGE NO.
	1 of 1

QUOTE TO:

SHIP TO:

VILLAGE OF LANCASTER
5200 BROADWAY
LANCASTER, NY 14086

VILLAGE OF LANCASTER
5200 BROADWAY
LANCASTER, NY 14086

CUSTOMER NUMBER	CUSTOMER PO NUMBER	JOB NAME / RELEASE NUMBER	ORDERED BY	
90586	LIGHTING		BRIAN 553-7409	
WRITER		SHIP VIA	TERMS	SHIP DATE
Lee Hathaway			NET 10TH DUE 10TH	08/22/2024
ORDER QTY	DESCRIPTION	UNIT PRICE	EXT PRICE	
1ea	RAB VANLED10NF VANDALPROOF CANOPY 10W NEUTRAL LED 120-277V W/ FLAT LENS BZ	349.026/ea	349.03	
2ea	RAB ENTRA12N/PC ENTRA 12W NEUTRAL LED 120V PC WALLMOUNT BRONZE	236.986/EA	473.97	
12ea	RAB WP3XFU120 80-100-120W LED WALLPK 35/40/50K SELECT DAMP 400W MH EQUAL 80CRI 120/277V BRONZE	231.507/ea	2778.08	
Prices are subject to change without notice ***Applicable Taxes not included*** ***All sales are subject to GMES Terms and Conditions.*** ***See website www.gmes.com for a copy of our Terms and Conditions.***		Subtotal	3601.08	
		S&H Charges	0.00	
		Amount Due	3601.08	



Enter Keyword or Part Number

Cart
(3) ITEM

FREE SHIPPING AVAILABLE ON ALL* US ORDERS OVER \$50

[Home](#) [INDOOR](#) [OUTDOOR](#) [LAMPS](#) [CONTROLS](#) [MOTION SENSOR FLOOD LIGHTS](#) [WALL PACKS](#) [ADDITIONAL RESOURCES](#) [CONTACT US](#)

Shopping Cart

SHOPPING CART

Please Note: Online ordering is currently available for US orders only

* = required field

Shopping Cart

Print Friendly

Cart contains: 3 items

Order Summary

Sub Total (3 items) \$4,284.56

Total \$4,284.56

RABLTG VANLED10NF VANLED 10W 4000K FLAT
CLEAR LENS 120-277V 0-10V BRONZE

\$301.84 / ea

Comment

Availability: Contact Us for Availability

1 / ea

Remove

\$301.84

RABLTG ENTRA12N/PC ENTRA 12W NEUTRAL
LED 120V PC WALLMOUNT BRONZE

\$243.04 / ea

Comment

Availability: Contact Us for Availability

4 / ea

Remove

\$972.16

RABWP3XFU120 LED WALLPACK 120-277V
ADJUSTABLE 80-100-120W 30-40-50K BRONZE
WP3XFU120

\$250.88 / ea

Comment

Availability: 42 ea

12 / ea

Remove

\$3,010.56

PLACE ORDER

Ship To Address

< Edit

* Shipping Method ⓘ

< Enter State and Zip Code to
Shipping Methods* Payment Method < Choose
Payment Method

Coupon Code

CLEAR CART

Sub Total \$4,284.56

» Create Export File

Manage your cart exports here.

+ Shipping Information

+ Payment

PLACE ORDER

COMPANY

[Contact Us](#)
[LED Lighting Overview](#)
[Lumens vs Watts](#)
[Support](#)

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[Motion Sensor](#)
[Floodlights](#)
[Wall Packs](#)
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POLICIES

[Returns](#)
[Warranty](#)
[Shipping / Freight](#)
[Terms of Sale](#)
[Attorney Fees](#)



RESOLUTIONS

August 26, 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 by the Department at its meeting on August 13, 2024: - Christelle LaRocque to the Rescue Hook & Ladder Company.
	ACTION -	Approved Denied Refer to:	
2.			Resolution to authorize the issuance of a Request for Proposals (RFP) for consultant services for project management and administration for the NY Forward Small Project Fund Initiative to support critical building and business enhancements in the Village of Lancaster with a response due date by October 1, 2024 at 2:00 p.m.
	ACTION -	Approved Denied Refer to:	
3.			Resolution to authorize the issuance of a Request for Proposals (RFP) for consultant design and engineering services for the construction of a new pocket park at the Lancaster Municipal Building as approved for funding through the Village of Lancaster NY Forward Initiative with a response due date by October 1, 2024 at 2:00 p.m.
	ACTION -	Approved Denied Refer to:	
4.			
	ACTION -	Approved Denied Refer to:	
5.			
	ACTION -	Approved Denied Refer to:	
6.			
	ACTION -	Approved Denied Refer to:	
7.			
	ACTION -	Approved Denied Refer to:	
8.			
	ACTION -	Approved Denied Refer to:	
9.			
	ACTION -	Approved Denied Refer to:	

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: August 20, 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 Change for August 26, 2024 LVB Meeting

The following application for membership was approved at the Fire Department Meeting on August 13, 2024.

Christelle LaRocque – Rescue Hook & Ladder Company

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

REQUEST FOR PROPOSALS
Consultant Services
Project Management & Administration
Village of Lancaster New York Forward Initiative
Small Project Fund
August 26, 2024



REQUEST FOR PROPOSALS / QUALIFICATIONS

Request:

The Village of Lancaster is seeking proposals from qualified Administrative Consultants to provide services in conjunction with a recently awarded grant. Minority and women-owned businesses are strongly encouraged to respond.

Services to be Provided/Scope of Services:

Administrative Services

- Provide administrative assistance for the NY Forward Small Project Fund to Support Critical Building and Business Enhancements in the Village of Lancaster. Services to be provided, including but not limited to:
 - Participation in development and coordination of the marketing, application and project selection process;
 - Review program guidelines with selected participants;
 - Review of and submission of funding commitment and disbursement paperwork;
 - Coordination of construction monitoring and site inspections;
 - Communication with property owners; and
 - Collaborate with Village of Lancaster and HTFC staff for project activities
 - Coordinate Architectural and Environmental Services

Architectural and Environmental Services

- Assist building owners in development of written project scopes of work that are consistent with local and state codes and design guidelines
- Prepare design documents as applicable
- Prepare Environmental Review documents including forms, documentation, maps, relevant records and findings.
 - Submit final scopes/designs for approval through the State Historic Preservation Office's Cultural Resource Information System (CRIS).
 - Coordinate environmental assessment of project site(s) to determine the level of investigation required to complete the site contamination review, following program requirements and using ASTM guidelines. This would include assistance with identifying qualified environmental firms, or completion of the reviews if consultant has capacity in house. Requirements are available online, beginning on page 12: <https://hcr.ny.gov/environmental-compliance-handbook-0>

Submission Requirements:

1. Contact information: Provide the complete name, address and telephone numbers of the firm and for the persons who would be the primary contacts.
2. Services Capability: Provide any relevant evidence that demonstrates the capabilities of the firm to complete all requested services. If any outside sub-consultants are being proposed as part of program, they must be identified.
3. Timeline: Please provide a proposed timeline for the work to be completed, including an estimated start and completion dates and milestones of the program.
4. Written Description of Work and Cost Estimates: Provide a detailed breakdown of all services to be provided along with cost estimates. The Description of Work should outline the firm's proposed approach for the activity(ies), and demonstrating a strong understanding of the program rules and requirements.
5. Experience and Capacity: Please indicate the firm's prior experience in working with the NEW YORK FORWARD program or any similar programs.
6. Organization Information: Provide an overview of the firm.

Selection Process

The Village of Lancaster Board of Trustees will review qualifications in accordance with the submission requirements and review/evaluation criteria. Proposals that are submitted timely and comply with the mandatory requirements of the RFP will be evaluated in accordance with the terms of the RFP. The Board of Trustees will begin reviews after the October 1, 2024, at 2:00 PM deadline date. The expected timeframe for review is 2 to 3 weeks.

Review/Evaluation Criteria:

Evaluation Criteria includes, but is not limited to:

- Management and Availability – Ability to begin and complete activities. Work is expected to begin by the end of this calendar year 2024 and continue until all selected projects are completed in accordance with the NY Forward Program and HCR guidelines.
- Cost – Demonstrate reasonable cost of services
- Capability - Ability of the firm to perform all related services.
- Experience - The extent and quality of prior relevant experience.
- Qualifications and references - Individual qualifications and list of proposed personnel for this project as presented by the firm.

Evaluations will be performed within 2 to 3 weeks of their receipt. The selected firm will be notified upon a decision being approved by the Village of Lancaster Board of Trustees.

Deadline:

All required documentation must be submitted on or before Tuesday, October 1, 2024 at 2:00 PM to be considered. Hard Copies must be delivered to:

Michael E. Stegmeier, Clerk-Treasurer

Village of Lancaster

5423 Broadway

Lancaster, NY 14086

*** Please include a thumb drive with a digital copy of your proposal or email directly to mstegmeier@lancastervillageny.gov.

Questions:

Questions regarding this RFP should be submitted in writing via email to mstegmeier@lancastervillageny.gov.

**New York State Downtown Revitalization Initiative
New York Forward
Small Project Fund Program and Administrative Requirements**

“Local Program Administrator (LPA)” refers to the recipient organization of the Downtown Revitalization Initiative (DRI) Or New York Forward (NYF) Small Project Fund, administered by the Housing Trust Fund Corporation (HTFC).

1. Program Development

1.a. Administrative Structure

- A consultant will be procured to assist in project management and grant administration tasks.

1.b. Eligible Activities

- *Building Renovation*: interior and exterior building renovations for commercial and mixed-use spaces, e.g. façade/storefront renovations, signage & awnings, commercial interior fit-out, upper-story residential improvements or creation, HVAC, MEP, and other permanent building improvements
- *Business Assistance*: permanent commercial machinery and equipment
- *Public Art*: design, production, and installation of murals, sculptures, or other significant permanent installations
- *Soft Costs*: Architecture, Engineering or Environmental Testing expenses. Allocated on a per-project basis and require matching funds.

1.c. Ineligible Activities

- Ineligible uses of funds include: acquisition costs; improvements to structures owned by religious or private membership-based organizations; improvements to municipally owned and municipally operated buildings; furnishings, appliances, electronics, tools, disposable supplies, small business equipment, non-permanent fixtures, temporary artwork.
- Funds may not be used for site work or ancillary activities on a property including but not limited to: septic systems/laterals, grading, parking lots, sidewalks, patios, decks, garages, sheds, landscaping, fences, free standing signs, general maintenance or repairs.
- Ineligible business activities include: inventory, rent or lease expenses, working capital or other undefined expenses that do not sustain business operations.
- Funds cannot be used for participant, participant’s family or participant’s staff labor. In-kind labor and the reimbursement for materials only is also not eligible.

1.d. Activity Limits and Match Requirements

- HCR will set activity limit parameters based upon proposed eligible activities
- Minimum match requirement is 25% of the total project cost on a per project basis
- In-kind match is not eligible.

1.e. Marketing, Application for Funding, Project Review, Selection Process

- LPA’s are required to develop an application for funding and market the application for a specified time period. Any projects identified in the strategic plan must apply during the open round.
- A project selection committee will review applications and score based on project selection criteria defined in the Administrative Plan to ensure a competitive and fair process.
- LPA’s should have a formal, written conflict of interest policy to ensure there is no actual or perceived conflict in the selection and award process. Elected officials may not participate in the selection committee, receive DRI funding for a project, or participate as a contractor. A conflict may also be present if an applicant is or related to an employee, officer, board member, or project review committee member.
- Property/business owners are responsible for the total cost of the project prior to grant reimbursement. Proof of available financing through cash in bank, secured loan commitments, and/or project lines of credit should be provided at the time of application to demonstrate financial capacity and readiness.
- For Public Art programs, project sites should be identified first, then an RFP released for artists.

1.f. Housing Trust Fund Corporation Approval

- LPA's should provide a list of proposed awards with address, project name, and scope to review with HTFC prior to formally awarding projects.

2. Project Development

2.a. Environmental Review

- Following grant agreement execution and prior to the commitment or expenditure of DRI program funds, LPA's must complete an environmental review of the full DRI area. HTFC will issue a notice to proceed following the submission of complete and accurate Environmental Review documents.

Some compliance areas include:

- Historic Resources - State Historic Preservation Office (SHPO)
- Site Contamination (beyond asbestos, lead, radon)
- Zoning
- Floodplains + Wetlands
- Endangered Species

2.b. Procurement & Bidding

- The LPA will complete a procurement process for all activities to be reimbursed with DRI funds. A minimum of two bids or proposals will be obtained and reviewed for all project costs, including but not limited to purchases, professional service activities, and renovation. This process is required to establish the reasonableness of project costs.
- LPA's can establish a list of contractors able to perform work in compliance with applicable standards to ensure a smoother bidding process.
- LPA's are required to comply with Articles 15-A and 17-B of the New York State Executive Law. This includes documenting all outreach to M/BWE firms during the bidding process as proof of "good faith efforts".
- Conflict of Interest: A contractor cannot receive DRI funds for work done on property that he or she owns, or a property that is owned by an immediate family member
- The LPA is responsible for issuing all RFP's and all responses and bids must be submitted to the LPA directly, not the property owner.
- All participating contractors must supply references and proof of proper insurance. Proof of insurance must include general liability coverage in a minimum amount of one million dollars and workers' compensation coverage.

2.c. Contracting Procedures

- The LPA must enter into a contract with the property owner prior to the formal commitment of funds. The contract should specify program rules and regulations and property owner responsibilities.

2.d. Construction Monitoring

- LPA's are required to complete a final inspection or review of each participating project. A final inspection report must be submitted with the reimbursement request.

2.e. Reimbursement

- Payment will be made only upon completion of projects.
- Any costs incurred before the Fund award date are not eligible for reimbursement.
- The LPA must collect the following documentation from property owners for all reimbursement requests: copies of invoices, payment documentation including cancelled checks or bank statements, final inspection reports, environmental clearances, other necessary documentation to substantiate work costs.

Create a Small Project Fund to Support Critical Building and Business Enhancements

TOTAL NYF FUNDS REQUESTED \$300,000

TOTAL PROJECT COST \$390,000+

% OF TOTAL PROJECT COST MAXIMUM OF 75%



PROJECT DESCRIPTION

A Small Project Fund will be established to offer grant funding to support interior and exterior building improvements, public art, and business enhancements. This fund will follow the same goals, process, and requirements as the NYS Main Street Program. Additionally, it will allocate funds for program administration and cover soft costs, including architectural and engineering expenses. Applicants must provide a minimum 25% match, though a higher match may be required by the Village of Lancaster.

The fund will be accessible to all building owners and businesses within the NY Forward boundary. Owners who previously applied for NY Forward but were not recommended or selected for funding may receive priority for eligible activities.

Throughout the NY Forward planning process, a need for this type of grant fund was discussed. In fact, 13 projects submitted for NYF funding consideration were identified as potential candidates for the Small Project Fund.

CAPACITY

The Village of Lancaster will administer the grant fund and will work closely with the New York State Housing Trust Fund Corporation (HTFC) to establish an administrative plan upon award of the NYF grant. The Village will be the project sponsor and administer the program by providing locally based, one-on-one support to prospective business / property owners in development and submission of applications.

The Village of Lancaster has completed many building improvement projects, including multiple NY Main Street projects, and has successfully administered multiple State-funded grants. The Village is very familiar with grant requirements such as bidding, MWBE participation, State Historic Preservation Office (SHPO), and reimbursement procedures.

PROJECT PARTNERS

The Village of Lancaster will serve as project sponsor, in partnership with individual property owners who may apply to the program. In addition, a consultant will be hired to assist with administration of the grant fund.

PROJECT LOCATION

Village of Lancaster

PROJECT SPONSOR

Village of Lancaster

PROPERTY OWNERSHIP

There will be various property owners who participate in the grant fund.



REVITALIZATION STRATEGIES

NY FORWARD STRATEGIES

- **Preserve and Celebrate What Makes Lancaster Unique:** The Small Project Fund promotes adaptive reuse of historic buildings, ensuring accessibility for all, and preserving the defining historic architecture. The Small Project Fund will create a critical mass of building improvements that will help to transform the NYF area beyond the projects funded directly through the NYF program.
- **Foster a Thriving Local Business Environment:** The Small Project Fund prioritizes local development projects offering diverse commercial opportunities. It further exemplifies a dedication to supporting entrepreneurship and facilitating business growth.
- **Facilitate Diverse and Inclusive Housing Solutions:** The Small Project Fund will encourage upper floor housing units within the downtown area, potentially adding more diverse housing options. Additionally, the Fund will be available to make buildings more accessible, which speaks to the overarching objective of promoting housing that caters to a range of needs, including various income levels, family sizes, unit preferences, and ages. This ensures that housing is designed and adapted to accommodate the diverse needs of the community.
- **Implement Sustainable and Environmentally Friendly Practices:** The Small Project Fund will encourage LEED certification, emphasizing the commitment to sustainable and energy-efficient practices, aligning closely with the overarching goals of NY Forward.

REDC STRATEGIES

- **Foster a Culture of Entrepreneurship:** Investment in downtown buildings and businesses supports entrepreneurship and may inspire other local business and property owners to invest in building improvements and business expansion projects.
- **Implement Smart Growth:** Renovating existing buildings, including historic buildings, in an area that is already served by public infrastructure represents a commitment to redeveloping downtowns and main streets as well as a commitment to smart, sustainable growth as opposed to urban sprawl.

DECARBONIZATION

Projects funded through the Village of Lancaster Small Project Fund are not subject to decarbonization requirements, however a number of projects are expected to include energy-efficient upgrades such as improvements to building envelopes and more energy-efficient mechanical systems and equipment.

RESILIENCY

The specific locations of the projects that will be funded through the Small Project Fund have not been determined. As portions of the NYF area are within the floodplain, any projects within the 100-year flood zone must consider the base flood elevations in addition to complying with the Village's flood damage prevention ordinance. Some projects may include other resiliency measures such as green infrastructure which can help improve stormwater management.

PROJECT SYNERGIES

The Small Project Fund would fund multiple smaller projects that, collectively, would have a big impact on the Village's downtown. The business assistance would help existing businesses expand, growing the Village's role as a retail hub for the surrounding area. Exterior building improvements and murals would enhance the visual appeal of the Village's downtown. The project would create synergies with many of the projects proposed for NYF funding as it aligns with the overarching strategy of the Lancaster NY Forward program to make aesthetic improvements, preserve historic buildings, and create vibrancy and a more active downtown.

PUBLIC SUPPORT

During the NYF planning process, this grant fund has garnered robust backing from both the LPC and the general public. The amount of projects that were submitted for Small Project Fund consideration during the Open Call for Projects shows the overall demand. The mix of projects, including interior and exterior building improvements and business support are consistent with the goals and priorities raised by the public during the planning process.

PROJECT FEASIBILITY AND IMPACT

The documented need for the Small Project Fund is clear based on the responses received during the Open Call for Projects period. The following projects, received through the Open Call for Project process, are potential candidates for the Small Project fund:

The projects are expected to include a mix of interior, exterior, and business support funding, which will have spillover impacts throughout the NYF area.

Potential Small Project Grant Fund Project	Project Location	Scope of Work	NYF Ask	Total Project Cost	% NYF Request
Enhance the 1 West Main Street Storefront	1 West Main Street	Storefront improvements	\$67,000	\$67,000	100%
Renovate 16 Central Avenue	16 Central Avenue	Building rehab	\$97,500	\$130,000	75%
Enhance Lilly Belle Meade	11 West Main Street	Business equipment, art gallery, other improvements	\$27,500	\$55,000	50%
Interior & Exterior Enhancements to Precious Cargo Plant Shop	11 West Main Street	Mural, signage, interior improvements	\$9,000	\$9,000	100%
Business Assistance to Gabrielle's Bakery	19 West Main Street	Equipment, interior improvements	\$8,350	\$11,150	75%
Renovate 30 Central Avenue	30 Central Avenue	Exterior & interior renovations, add residential unit	\$123,000	\$165,000	75%
Create a Mural at Manitoba	122 Central Avenue	Mural	\$20,000	\$20,000	100%
Renovate the Save-A-Lot	10 Aurora Street	Façade improvements, new flooring, interior renovations	\$102,000	\$136,000	75%
Renovate 25 Central Avenue	25 Central Avenue	Roof repair, repointing, entrance, windows	\$96,000	\$96,000	100%
Improve the Trinity Food Pantry	5448 Broadway	Equipment, interior improvements	\$11,500	\$11,500	100%
Transform the 31 Central Avenue Alley	31 Central Avenue	Mural, landscaping, seating & new siding	\$20,560	\$25,700	80%
Business Assistance to Emily's Closet	19 West Main Street	Signage, HVAC, lighting	\$2,966	\$3,955	75%
TOTAL			\$589,464	\$735,755	80%

REGULATORY REQUIREMENTS

The renovations will need to adhere to guidelines set by the State Historic Preservation Office (SHPO) for historical buildings. Additionally, depending on the scope of proposed work for the individual projects, some applicants may be required to seek Village building permits for construction and occupancy and may also require site plan review and/or variances.

BUDGET NARRATIVE

The budget was prepared by LaBella Associates, who has extensive experience in overseeing NY Main Street (NYMS) and similar grant programs. This experience encompasses the associated bidding requirements, including those pertaining to State Historic Preservation Office (SHPO) and Minority and Women-Owned Business Enterprise (MWBE) requirements.

BUDGET

Activity	Amount	Funding Source	Status of Funds
Contractual Services for Selected Projects	\$270,000	NYF	Requested
Administration	\$30,000		
Owner Match	\$90,000	Project Sponsors	Anticipated
Total NYF Funding Request			\$300,000
Total Funding from Other Sources			\$90,000 minimum
Total Project Cost			\$390,000 minimum
% Requested of Total Project Cost			Maximum of 75%

TIMELINE FOR IMPLEMENTATION

Anticipated Start Date: Spring 2024	
Project Stage	Timeframe
Funding Contract Approval & Authorization to Proceed <ul style="list-style-type: none">• Execution of contracts with funding agency	4 Months
Establish program <ul style="list-style-type: none">• Solicitation and hiring of consultant• Develop application and design guidelines	4 Months
Design & Bid Process <ul style="list-style-type: none">• Permits and approvals• Solicit bid requests• Review and award bid requests	4 Months
Construction	24 Months
Anticipated Completion Date: Spring 2026	

REQUEST FOR PROPOSALS
Public Improvements Design Services
Village of Lancaster New York Forward Initiative
New Pocket Park – Municipal Building
August 26, 2024



**Request for Proposals
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REQUEST FOR PROPOSALS

Public Improvements Design Services

INTRODUCTION

The Village of Lancaster is requesting proposals from architectural or engineering firms to provide project plans, specifications, bid documents, and oversee the bidding and construction process. This project is funded through a New York Forward grant through the New York State Department of State.

PROJECT DESCRIPTION

The proposed project consists of creating a New Pocket Park at the Lancaster Municipal Building. Details of the project is included in Appendix A. This will be one contract for architectural/engineering services separate from any other project within the Village of Lancaster.

SCOPE OF SERVICES

The scope of services will encompass all A/E services necessary to carry out and complete the project. The individual or firm selected will undertake the following services.

1. Assessment of site conditions prior to development of project plans.
2. Evaluation of utilities as required to complete the project.
3. Development of project plans.
4. Provide information necessary to complete required environmental reviews.
5. Participate with Village officials and others in review and evaluation of plans and make modifications to plans as a result of the review process.
6. Prepare full set of construction documents, including final plans, specifications, and bidding documents.
7. Oversee the bidding and contract award process.
8. Provide construction inspection services as necessary to determine project is completed according to plans and specifications.
9. Carry out projects in conformance with applicable rules, regulations and procedures, including procedures for projects funded by the NYS Department of State.

SELECTION PROCESS

Respondents to this RFP will be reviewed and selected according to a competitive proposal process. The selection will be based upon the technical skills and relevant experience of the individual staff as follows:

1. Technical Capability - The relevant knowledge and training in providing the type of engineering services necessary to undertake this project.
2. Experience/Track Record - The number of years and type of experience in working in public facilities projects, particularly those of a similar nature to the subject project.
3. Cost - The total cost of providing services in relation to other factors. Applicant's ability and willingness to comply with procurement and cost documentation requirements as established with State and Federal funding sources.
4. Writing and Communication Skills - Firm is able to prepare written information in a clear and concise manner. Firm is willing to provide timely, accurate information in response to inquiries.
5. Available Resources - Firm has sufficient personnel to deliver services and complete the project in a timely manner. Firm has sufficient staff, in relation to its existing workload, to provide prompt service in undertaking this project.

SUBMISSION REQUIREMENTS

Interested parties should submit a written proposal to include, but not be limited to:

1. General company brochure (if any) or business informational material including a description of services that the firm renders for its clients.
2. Resumes of staff who would be working on this project.
3. A listing of projects undertaken over the past ten years of a similar size and scope to the proposed project, including location, project description, project cost, and other relevant information.
4. References, including names, addresses, and telephone numbers from at least three current or former clients.
5. A stated fee for services, and other costs associated with the work described above. The proposed fees should be a lump sum for all design and pre-construction services, and a separate fee for construction supervision services. Please note that the Village of Lancaster reserves the right to negotiate pricing with any selected engineering firm.

Proposals will be accepted until 2:00 PM, Tuesday, October 1, 2024. Proposals are to be mailed / delivered to the address below.

Village of Lancaster
Attention: Clerk-Treasurer
5423 Broadway
Lancaster, NY 14086

Respondents are also encouraged to email the proposal to mstegmeier@lancastervillageny.gov in a single document in pdf format only.

CONTRACTOR STATUS

The relationship between the Village of Lancaster and the Engineering firm will be contractual only for professional services. The Engineer or firm will not become an employee of the Village.

DISTRIBUTION LIST

Media

The following public notice is to be published in the Village's official newspaper, the Lancaster Bee, and posted on the Village website at <https://lancastervillageny.gov/> :

REQUEST FOR PROPOSALS ARCHITECTURAL/ENGINEERING SERVICES

The Village of Lancaster is requesting proposals from architectural or engineering firms to provide professional services. The proposed project is a public improvements project under the Village of Lancaster New York Forward Initiative. This project includes the creation of a new pocket park at the Lancaster Municipal Building. The estimated cost of the project is \$206,000. Respondents will be reviewed and selected according to the competitive proposal process based upon cost, technical skills, and relevant experience of the individual project staff.

A complete copy of the RFP can be obtained by writing to the Village of Lancaster, Attn: Clerk-Treasurer, 5423 Broadway, Lancaster, NY 14086 or by calling 716-683-2105, or by email at mstegmeier@lancastervillageny.gov. Proposals will be accepted until 2:00 PM, Tuesday, October 1, 2024. Women-owned and minority-owned businesses and service-disabled veteran owned businesses are encouraged to submit responses to the RFP. Proposals are to be mailed / delivered to:

Village of Lancaster
Attention: Clerk-Treasurer
5423 Broadway
Lancaster, NY 14086

Other Posting

In addition to the newspaper advertising and direct email outreach to WMBE firms, the RFP is posted on the State Contract Reporter website.

WOMEN AND MINORITY BUSINESS ENTERPRISES

Woman-owned and minority-owned businesses are encouraged to submit responses to the RFP. A complete copy of the RFP was sent to W/MBE firms below, after consulting the ESD website <https://ny.newnycontracts.com/?TN=ny>.

Company Name	Physical Address	City	State	Zip	Email
Advanced Design Group, Professional Engineering & Land Surveying, P.C.	761 Cayuga Street	Lewiston	NY	14092	kristin.savard@adgenengineers.com
Design Services, Inc.	722 Riga Mumford Road	Churchville	NY	14428	gcasper@design-services-inc.com
E I Team Inc.	2060 Sheridan Drive	Buffalo	NY	14223	rbroman@eiteam.com
Essential Solutions	335 Mortimer St	Buffalo	NY	14204	nel@esconsultingservices.com
Foit -Albert Associates Architecture, Engineering and Surveying, P.C.	295 Main Street Suite 200	Buffalo	NY	14203	gcarballada@foit-albert.com
Frandina Engineering and Land Surveying, PC	1701 Hertel Avenue	Buffalo	NY	14216	rosanne@frandina.com
JM Davidson Engineering, D.P.C.	935 Sheridan Drive- Suite 120	Tonawanda	NY	14150	j davidson@jmdavidsoneng.com
KHEOPS Architecture, Engineering & Survey, D.P.C.	300 Pearl Street Suite 500	Buffalo	NY	14202	vbates@khafra.com
King Consulting Engineers & Land Surveying PC	619 East Avenue	Lockport	NY	14094	susankingpope@gmail.com
Kubit Engineering, PLLC	6998 Bear Ridge Road	North Tonawanda	NY	14120	smaekubit@kubiteng.com
Pinewoods Engineering, P.C.	42 Aston Villa	North Chili	NY	14514	sgilbert@pinewoodseng.com
Watts Architecture & Engineering, D.P.C.	95 Perry Street, Suite 300	Buffalo	NY	14203	jhenschel@watts-ae.com

APPENDIX A

Revitalize and Reconnect Lancaster with a New Pocket Park at the Municipal Building

TOTAL NYF FUNDS REQUESTED \$206,000

TOTAL PROJECT COST \$206,000

% OF TOTAL PROJECT COST 100%



PROJECT DESCRIPTION

The Village of Lancaster's proposed Pocket Park is an innovative and sustainable urban space designed to invigorate the currently underutilized asphalt area between Lancaster Fire Hall/ Municipal Building and Picasso's Pizza.

This Pocket Park aligns seamlessly with the goals of the Village's NY Forward vision. As a microcosm of the envisioned "equitable, resilient, and sustainable" downtown, this pocket park will be an inclusive community space that enhances Lancaster's distinctive character and encourages economic development.

The park will connect the parking lot to Central Avenue / Broadway. The park will draw visitors eyes into the rest of Lancaster's business district and help promote exploration within the Village.

One of the central objectives of the Pocket Park is to create a seamless and appealing connection between the vibrant downtown businesses and the ample, free municipal parking located behind the Fire Hall / Municipal Building. Currently, the lack of inviting pedestrian access between these areas might deter visitors who are unaware of or unsure about parking options. The park will act as a visually attractive corridor that intuitively guides visitors from the parking area to the bustling business district. Improved signage, creative lighting, and a well-designed, safe, and ADA-compliant pathway will encourage visitors to traverse this route. The park will not only improve the parking experience but also ensure that it enhances the visitor's overall impression of Lancaster. By strengthening the linkage between parking and commerce, the Village aims to boost foot traffic to local businesses, thereby stimulating the local economy and fostering a thriving, pedestrian-friendly community.

PROJECT LOCATION

5432 Broadway, Lancaster, NY

PROJECT SPONSOR

Village of Lancaster

PROPERTY OWNERSHIP

Village of Lancaster



The park's design will carefully preserve and celebrate the area's unique location, nestled between historical and civic buildings. It will feature creative landscaping and architecture that reflects Lancaster's rich history. For instance, strategically placed plaques and artworks will educate visitors about the Village's cultural significance, reinforcing the Village's commitment to weaving Lancaster's heritage into the community's fabric.

The park will further support local businesses by providing an attractive public space for customers and employees. Encouraging the community to gather here will foster a more thriving local business environment, especially for neighboring establishments.

Inclusivity will be a cornerstone of this park. Various seating arrangements and areas will accommodate people of all abilities and foster social connections among diverse groups. The design will cater to various family sizes and age groups, from young adults to seniors, promoting an environment of unity and respect.

Health and wellness will be integral to the park. The park will feature green spaces that invite visitors to rest, meditate, or engage in gentle exercises. Safe pedestrian paths connect the park with nearby streets and buildings, providing a healthy alternative for navigating the Village.

From an environmental perspective, the park will embody sustainable practices. We will replace the existing asphalt with permeable surfaces that manage stormwater and reduce environmental impact. Plantings and trees will enhance air quality and create a cooling effect during the hotter months, reducing the heat island effect common in urban settings.

The Pocket Park will be a green, inclusive, and vibrant oasis in the heart of Lancaster, supporting local business growth, promoting health and wellness, and serving as a symbol of our commitment to sustainable and smart growth.

CAPACITY

The Village of Lancaster has demonstrated a strong capacity to execute complex, community-enhancing projects through its successful completion of multiple similar endeavors in the recent past. A track record of such successfully executed projects bodes well for any future ventures, showcasing the Village's capability to manage grants, collaborate with State and Federal agencies, and deliver results that significantly benefit the community.

These completed projects illustrate the Village's capability to effectively manage grants, engage in public-private partnerships, and execute transformative urban development projects that align with the strategic goals of NY Forward. Thus, it is evident that the Village of Lancaster possesses a robust capacity to take on new initiatives of similar scope and successfully implement them.

PROJECT PARTNERS

There are no project partners.

REVITALIZATION STRATEGIES

NYF STRATEGIES

- **Preserve and celebrate what makes Lancaster unique:** A pocket park can serve as a unique space that highlights Lancaster's identity and provides an opportunity for public art or historic markers.
- **Encourage health and wellness for residents and visitors:** By providing a space for recreation and relaxation, the park promotes wellness.
- **Safe spaces for all:** The park can be designed to be accessible to pedestrians, cyclists, and those using mobility aids.
- **Implement sustainable and environmentally friendly practices:** The park could include features like rain gardens or permeable

pavement to manage stormwater. The park's design can meet high environmental standards, incorporating sustainable materials and energy-efficient features.

REDC STRATEGIES

- **Improve visitor “gateway” experience/physical sense of entry to the region:** By transforming a Village-owned alleyway or unused space into a beautifully landscaped pocket park, it can serve as a welcoming “gateway” into the Village.

DECARBONIZATION

This project does not meet the threshold for decarbonization.

RESILIENCY

The proposed Pocket Park is strategically designed to enhance urban sustainability and resilience. The project will incorporate natural measures that help mitigate urban heat island effects and improve stormwater management by transforming an underutilized asphalt area into a green space. As the park is not located within a flood-hazard area, the project does not incorporate any additional resiliency measures.

PROJECT SYNERGIES

Creating a pocket park in a formerly paved alleyway may synergize with other urban development or revitalization projects. If there are further plans to enhance pedestrian connectivity, the park could act as a vital link between various community sectors, promoting walkability. This project particularly aligns with the goals and vision of the Village's wayfinding project, as adding clear signage for parking and other amenities will assist residents and visitors

utilizing this space. The project also aligns with the Opera House improvements by offering a safe and attractive connection between parking spaces and that building. The pocket park could attract more visitors, aiding local businesses and contributing to neighborhood appeal. Furthermore, the park could synergize with health and wellness initiatives by offering outdoor exercise and relaxation space, contributing to community well-being. These synergies, which would depend on the specific projects proposed in the area, reflect how a pocket park can be an integrative and multifunctional element in urban planning, enhancing various aspects of community life.

PUBLIC SUPPORT

The creation of a pocket park has received widespread positive support from various stakeholders. Residents appreciate the addition of accessible green space, enhancing social interaction and neighborhood pride. Environmental advocates view transforming urban spaces into green areas as a step towards sustainability and conservation. Local businesses see this proposed pocket park as a means to attract more foot traffic, fostering community engagement with commerce. The Village supports the park as it recognizes its alignment with planning initiatives that promote health, wellness, and the overall quality of life. Schools and community organizations envision the park as a venue for educational opportunities and events, while tourism boards and cultural organizations see it as enriching the local landscape. This pocket park symbolizes a multifaceted community asset that resonates with diverse interests and societal needs, garnering broad support.

BUDGET NARRATIVE

Based on standard construction estimating methods, the project budget was prepared by LaBella Associates, a planning, engineering, and design firm familiar with the proposed design improvements associated with this project. The contingency included in the budget is within the typical range for this type of project to account for unanticipated project modifications. The project sponsor is requesting funding for 100% of project costs.

BUDGET

Activity	Amount	Funding Source	Status of Funds
Construction	\$169,000	NYF	Requested
Design	\$28,000		
Construction Administration	\$9,000		
Total NYF Funding Request			\$206,000
Total Funding from Other Sources			\$0
Total Project Cost			\$206,000
% Requested of Total Project Cost			100%

PROJECT FEASIBILITY & IMPACT

The Pocket Park project, spearheaded by the Village of Lancaster, holds strong feasibility given the Village’s direct land ownership and streamlined municipal support, ensuring swift approvals and coordination. The need for the project, which will improve connections between the Municipal parking lot and Broadway, is demonstrated by the parking analysis, which shows an uneven distribution of parking demand.

The Pocket Park project is an infrastructural enhancement and a strategic move to bridge the gap between available resources (like parking) and the commercial district. Given its positioning and features, the park is anticipated to drive significant foot traffic, promoting local businesses and enhancing the overall Lancaster experience. Economically, the project is expected to offer a substantial ROI, given the potential boost in commerce. Environmentally, it serves as a green

lung, promoting biodiversity and sustainability. Societally, it offers an inclusive space for community interactions. The project holds tangible economic benefits and aligns with the broader vision of a sustainable, inclusive Lancaster.

REGULATORY REQUIREMENTS

The proposed project is consistent with the Village’s Comprehensive Plan. SEQRA review will be undertaken, including SHPO consultation. Additionally, as the park is located in the Local Historic Preservation District, the project will need to be reviewed by the Village’s Historic Commission.

TIMELINE FOR IMPLEMENTATION

Anticipated Start Date: Spring 2024	
Project Stage	Timeframe
Design, Engineering, Bid Process <ul style="list-style-type: none">• Solicit design and engineering services• Develop construction documents• Issue bid documents• Award bid to selected contractor	10 Months
Construction	3 Months
Total Time Frame	13 Months
Anticipated Completion Date: Spring 2025	

EXISTING CONDITIONS



PROPOSED CONDITIONS

