

**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 26 (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 23, 2024

The regular meeting of the Village of Lancaster Board of Trustees was held in the Municipal Building Council Chambers, 5423 Broadway, Lancaster NY, on Monday, August 26, 2024, at 7:00 P.M.

Deputy Village Attorney Mark Aquino led the pledge to the flag.

MEETINGS TO DATE **12**
NO. OF REGULARS **10**
NO. OF SPECIALS **2**

Attendance:		<u>Attended / Absent</u>
Lynne T. Ruda	Mayor	12 / 0
Cynthia A. Maciejewski	Trustee/ Deputy Mayor	11 / 1
Tammie E. Malone Schaefer	Trustee	12 / 0
John Mikoley	Trustee	12 / 0
William C. Schroeder	Trustee	10 / 0

Also Present:	
Arthur A. Herdzik	Village Attorney
Mark S. Aquino (left at 7:50)	Deputy Village Attorney
Michael E. Stegmeier	Clerk-Treasurer
Wayne Cisco	Superintendent of Public Works
Eric Feldmann	Fire Chief
Matthew Fischione	Town of Lancaster Supervising Code Enforcement Officer
Captain Jeff Smith	Town of Lancaster Police Department

WORK SESSION @ 6:00 P.M.

Motion by **Mayor Ruda** and seconded by **Trustee Maciejewski** to enter into a confidential session for advisement by legal counsel with Attorney Herdzik and Deputy Attorney Aquino at 6:02 p.m.

Adopted Resolution: **234** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, Mikoley, and Schroeder

Motion by **Mayor Ruda** and seconded by **Trustee Mikoley** to close the confidential session and reconvene the work session at 6:30 p.m. There were no votes or action taken during the confidential session that would require entry into the minutes.

Adopted Resolution: **235** 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 Schroeder** to accept the minutes of the August 12, 2024, regular meeting.

Adopted Resolution: **236** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, Mikoley, and Schroeder

ABSTRACT OF AUDITED VOUCHERS

Motion by Trustee Schroeder and seconded by Trustee Mikoley 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 8/13/2024 to 8/26/2024.

Further, that the report of the Finance Committee be accepted from the abstract of the audited vouchers, a total of 87 claims were approved, and that all claims were paid against the:

Table with 2 columns: Fund Name and Amount. Rows include GENERAL FUND (\$371,725.93), SEWER FUND (\$39,560.54), TRUST FUND (\$4,473.24), CAPITAL FUND (\$1,446.40), EQUIPMENT RESERVE (\$--), COMMUNITY DEVELOPMENT (\$--), and SPECIAL REPAIR RESERVE FUND (\$--). Period: 7/23/2024 to 8/12/2024.

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

- General Fund checks # 91954 through # 92012
Sewer Fund checks # 12136 through # 12145
Trust Fund checks # 2582 through # 2584
Capital Fund checks # 1951 through # 1952

Adopted Resolution: 237 Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, Mikoley, and Schroeder

CORRESPONDENCE:

1) Correspondence from the Town of Lancaster Building Department providing a report of building permit applications, inspections, and open complaints that were filed for properties within the Village of Lancaster from August 1, 2024 – August 16, 2024.

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

Adopted Resolution: 238 Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, Mikoley, and Schroeder

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.

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

Adopted Resolution: 239 Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, Mikoley, and Schroeder

- 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.

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

Adopted Resolution: **240** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, Mikoley, and Schroeder

- 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.

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

Adopted Resolution: **241** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, Mikoley, and Schroeder

- 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.

Motion by **Trustee Mikoley** and seconded by **Trustee Schroeder** to approve the Change in Use Application for The Black Sheep per the recommendation of the Planning Commission.

Adopted Resolution: **242** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, Mikoley, and Schroeder

- 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.

Motion by **Trustee Schroeder** and seconded by **Trustee Mikoley** to approve the site plan for VIV, LLC with contingency as stated per the recommendation of the Planning Commission.

Adopted Resolution: **243** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, Mikoley, and Schroeder

- 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.

Motion by **Trustee Mikoley** and seconded by **Trustee Schroeder** to approve the Change in Use Application for Notorious Tree LLC per the recommendation of the Planning Commission.

Adopted Resolution: **244** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, Mikoley, and Schroeder

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.

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

Adopted Resolution: **245** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, Mikoley, and Schroeder

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.

Motion by **Trustee Mikoley** and seconded by **Trustee Malone Schaefer** to receive and file this correspondence and refer to Clerk-Treasurer Stegmeier.

Adopted Resolution: **246** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, Mikoley, and Schroeder

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 NYSERDA Clean Energy Communities One Star Designation Grant.

Motion by **Trustee Schroeder** and seconded by **Trustee Maciejewski** to approve these purchases as requested by Superintendent Cisco with funding available through the CEC grant.

Adopted Resolution: **247** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, Mikoley, and Schroeder

RESOLUTIONS:

Motion by **Trustee Malone Schaefer** and seconded by **Trustee Mikoley** 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.

Adopted Resolution: **248** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, Mikoley, and Schroeder

Motion by **Trustee Maciejewski** and seconded by **Trustee Malone Schaefer** 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.

Adopted Resolution: **249** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, Mikoley, and Schroeder

Motion by **Trustee Mikoley** and seconded by **Trustee Malone Schaefer** 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.

Adopted Resolution: **250** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, Mikoley, and Schroeder

AUDIENCE PARTICIPATION:

Mayor Ruda recognized that there may be a number of residents in attendance to speak about the auction of paper streets by Erie County. She reviewed the process that has taken place up to this point and referred to Village Attorney Herdzik and Deputy Village Attorney Aquino to provide further details.

Attorney Herdzik reviewed that the Village of Lancaster first became aware of parcels being auctioned off from Village residents. The Village Board responded by holding a special meeting on August 5th in which the Deputy Village Attorney participated in his absence. Subsequently, Village officials met with County representatives to discuss these parcels and the concerns of residents. It is now expected that the County Legislature will allow the Village of Lancaster to take ownership of the paper streets at a total cost of \$500. This process would include a resolution by the Village Board to receive the 3 parcels at the stated cost of \$500. The benefit of this action would be to avoid an outside entity bidding up the price to deter adjacent owners from acquiring the parcels. This resolution would be contingent upon Erie County Legislative approval as noted above.

It was also noted that there are landlocked parcels off of Bryant Street that the Village has no interest in acquiring. It appears that the County is willing to proceed with auctioning off those parcels separately, but that may change in the future and is a potential issue to be aware of.

The Village does not want to keep ownership of the paper streets for maintenance and liability reasons and does not want to auction them off. The adjacent property owners may have an interest in the parcels and would avoid potential problems in the future if they owned the property, especially if they are using the paper streets for access to their homes. Attorney Herdzik explained the process to transfer title to adjacent property owner(s). The neighbors must decide how the paper streets will be divided in total and there must be complete agreement. The Village engineer would use the proposed maps to develop surveys and legal descriptions of the new proposed parcels. The owners would hire attorneys to prepare quit claim deeds, the Village of Lancaster would sign over the deed, and it would be sent back to the attorneys to file. The new owners must bear the cost of the engineer for their work. It is expected that there would be no cost to the Village other than the \$500 acquisition cost. The Village also reserves the right to auction off the parcels if the neighbors cannot agree to how the paper streets will be split among owners.

Deputy Attorney Aquino further explained the advantages to the neighbors to own the properties outright. This would avoid any future dispute over ownership especially when a property is sold that utilizes access from a paper street.

Ronald Giza – 61 Lombardy Street:

He questioned the maintenance of parcels by DPW until the transfer / sale of properties is resolved. He reviewed the process that has taken place since this matter first became known and noted his appreciation for action taken by the residents and Village Board in only a few weeks.

He confirmed that the residents are in agreement for the Village Board to move forward with acquiring the paper streets. How the parcels are split up will be determined with the residents at a future time.

Kathy Staskiewicz – 22 Sixth Avenue:

She confirmed that a vote (resolution) would take place tonight and that it will only be to acquire the paper streets from the County. The approval would not be related to splitting up parcels at this time.

Sarah Sullivan – 10 Pleasant Avenue:

She questioned the status of the fire hydrant re-installation by Erie County Water Authority near the corner of Pleasant Avenue and Central Avenue. The status is still pending.

She requested “no parking” from the Simme property driveway to her driveway on Pleasant Avenue due to visibility issues with the roundabout which had made it difficult to leave her driveway at times.

Attorney Herdzyk confirmed that there would need to be a public hearing and a local law for a new “no parking” regulation to be added to the Village Code.

Paul Delzer – 46 Oxford Avenue:

He inquired regarding questions he had sent in an email earlier this month regarding backup issues in his sewer lateral that occurred on August 9th. He has not received a response to date.

Mayor Ruda reviewed the meeting with the NYS Department of Environmental Conservation (DEC) and Watts Engineering earlier this month. This property was discussed at the meeting, and Watts noted that their review and inspections showed that the problem is specific solely to their property and the location of the backflow valve limiting capacity during heavy rain events.

Mr. Delzer noted that DPW recently jetted Richmond Avenue from Oxford Avenue to Aurora Street which seemed to indicate that significant root infiltration was found in that section. He also mentioned potential issues coming from the Parkview Court development down Aurora Street.

Trustee Mikoley indicated that Parkview Court was inspected to confirm that there are no issues coming upstream from that area into the Oxford Avenue neighborhood.

Mayor Ruda confirmed with Mr. Delzer that the next time this issue occurs that he will allow DPW into his home for an inspection of the conditions that are occurring at that time.

Steve Camalleri – 123 Richmond Avenue:

She inquired about adding a 4-way stop intersection at Sixth Avenue & Richmond Avenue. She noted that there have been multiple accidents at that location.

This matter will be placed into the Public Safety Committee to be reviewed with data from the Lancaster Police Department regarding accidents in that area.

Robert Zidel – 26 Norris Avenue:

He commented regarding the Planning Commission approval of a temporary Special Use Permit for Kushmart to operate a cannabis retail dispensary. He was confused about the next steps after the permit was issued for this business. He had done some research on the proprietor and noted that this is not a local business. He believes that it should be taken into account to support more local business if approvals are required in the future.

Matt Fischione reviewed the process for approval of a cannabis retail dispensary and the occupancy related to property maintenance concerns which will be enforced per the code regulations. All guidelines are followed and enforced as defined within the Village Code.

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

No report.

➤ PUBLIC WORKS – Trustee Mikoley

He is still working on the issue of handicap spaces in municipal parking lots. Matt Fischione has provided the State regulations. He will review to determine a recommendation for consideration at the next meeting. A resolution will be needed for approval.

➤ PUBLIC SAFETY – Trustee Maciejewski

She provided an update on the Aurora Street project. She has been in communication with Branden Riggs from CPL. There is a new issue with ponding water and we are looking at the possibility of filling the corners of intersections with blacktop to address vehicles that drive over the area while turning. She did note that many residents are using the crosswalk signals properly which is a positive result of this project.

A Safety Committee meeting was held last Wednesday at DPW. There were issues discussed regarding preventative shots and personal protective equipment (PPE) that are being addressed.

➤ BUILDING, LIGHTS & CODES – Trustee Malone Schaefer

She directed to remove the issue of noise concerns at 24 Central Avenue from committee. She has not heard from the resident lately with any further issues.

The local law related to parking restrictions on private lots was removed from committee. This local law was adopted at the last meeting following a public hearing.

➤ HUMAN RESOURCES – Trustee Maciejewski

She reported that the temporary employment of the seasonal employee (Colleen Poules) appointed last month for the Clerk-Treasurer's office ended last Friday, August 23rd. There will be further discussion of staffing in the office during the Clerk-Treasurer's report later in the meeting.

➤ COMMUNITY EVENTS – Trustee Malone Schaefer

The LVMA / Fattey Beer Football in the Village event was approved earlier in the meeting.

Motion by **Trustee Malone Schaefer** and seconded by **Trustee Mikoley** to approve the Special Events Application for the Chamber of Commerce 10th Annual Wine Walk as presented.

Adopted Resolution: **251** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, Mikoley, and Schroeder

➤ **ECONOMIC DEVELOPMENT** – Mayor Ruda

Mayor Ruda reviewed a written report submitted by Gavin O’Brien for the 175th Anniversary Committee – See “Department Head Reports”.

Motion by **Mayor Ruda** and seconded by **Trustee Maciejewski** to acquire the following three (3) paper streets from Erie County for the amount of \$500.00 to cover costs for such acquisition:

- 0 Daggett Ln. SBL 115.12-1-28
- 0 Bryant St. SBL 115.12-8-23
- 0 Florence Ave. SBL 115.12-8-24

Adopted Resolution: **252** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, Mikoley, and Schroeder

➤ **SEWER** – Trustee Mikoley

A meeting was held with NYS DEC on August 14th. He reviewed that private side investigations need to increase for flow monitoring to occur in the spring 2025. He is having discussions with Superintendent Cisco and DPW employees regarding a change in the notification process to residents to expedite these investigations.

There was also discussion of potential funding opportunities for different projects related to the storm and sanitary sewer systems.

➤ **GRANTS** – Mayor Ruda

Plum Bottom Creek Culvert – Phase 1 (BridgeNY Grant)

There is a meeting scheduled with C&S Engineers, DEC, and USACE to discuss technical components required for approval to move forward with this project.

USDA Forest Service Tree Planting (Federal) Grant

This project will be discussed at the upcoming Forestry Advisory Board meeting on 9/5.

Municipal Planning Grant – Comprehensive Plan Updates

The next Core Team meeting is scheduled for next week on 9/5. An open house for the project will be held in both Depew and Lancaster in late September.

NYSDEC – UCF Program Tree Planting Grant

This project will be discussed at the upcoming Forestry Advisory Board meeting on 9/5.

NY Forward – LMB Pocket Park & Small Project Fund

RFPs will be sent out later this week per approval earlier in this meeting. She encourages the Village Board members to be engaged and involved in this process as both projects move forward.

TAP – Central Ave Streetscape Broadway to Walden

Letters are being prepared and sent out to the approved list of consultants per the grant guidelines.

CLG Grant – Historic Property Preservation Guide

We received notice that funding was not awarded for this grant. The correspondence will be included on the next board meeting agenda.

DEC Meeting – Sewer Consent Order

We will need to follow up on potential funding opportunities for equipment and sewer lateral work.

➤ **TECHNOLOGY & MARKETING** – Trustee Schroeder

No report.

➤ **CLIMATE SMART** – Mayor Ruda

She reviewed Amy Stypa's report that was included in the board packet. The \$50,000 Clean Energy Communities grant application has limited funding and the Village needs to submit the application as soon as possible before funding is exhausted. It is not recommended to wait until close to the deadline.

The next Forestry Advisory Board and Climate Smart Communities Task Force meetings will take place on Thursday, September 5th from 6:00 p.m. to 7:30 p.m.

DEPARTMENT HEAD REPORTS & FOLLOW UPS:

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

He provided an update on staffing in his office and the positions of Deputy Clerk and Deputy Treasurer.

He recognized the efforts of Nicole Kisiel who has stepped up during the summer while an employee is on maternity leave and another employee resigned to pursue a business venture. He noted that Nicole has taken on a leadership role during this time and has proven herself ready to take on additional responsibilities. He recommends appointing Nicole to the position of Deputy Clerk at a rate of \$24/hour along with the position of Deputy Registrar of Vital Statistics at an annual stipend of \$1,200.00 effective immediately.

He also recognized Ashley Debbins who has shown her willingness to take on additional responsibilities since she was hired in the office. It has always been his intent to expand her role to include bookkeeping and financial responsibilities that were previously done by another employee. He feels that Ashley is ready to take the next step to move into a leadership role with these new responsibilities. He recommends appointing Ashley to the position of Deputy Treasurer at a rate of \$24/hour effective immediately upon her return from maternity leave.

Motion by **Trustee Maciejewski** and seconded by **Trustee Schroeder** to appoint Nicole Kisiel to the position of Deputy Clerk at a rate of \$24.00/hour and the position of Deputy Registrar of Vital Statistics with a stipend of \$1,200.00/year effective immediately per the recommendation of Clerk-Treasurer Stegmeier.

Adopted Resolution: **253** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, Mikoley, and Schroeder

Motion by **Trustee Maciejewski** and seconded by **Trustee Mikoley** to appoint Ashley Debbins to the position of Deputy Treasurer at a rate of \$24.00/hour effective immediately per the recommendation of Clerk-Treasurer Stegmeier.

Adopted Resolution: **254** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, Mikoley, and Schroeder

He noted that these Deputy positions will be part-time status but will allow each person to work up to 28 hours per week as exempt / unclassified positions for civil service. Nicole is expected to work 4 or 5 part-time days per week and Ashley is expected to work 2 full-time days per week.

He is still looking for someone to fill the full-time position in his office to provide coverage during the gap periods not covered by Nicole or Ashley.

The Annual Financial Report to the State is expected to be filed on time by the end of this week with the assistance of Drescher & Malecki LLP. The fieldwork for the annual audit is now scheduled to start during the week of September 9th.

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

The bucket truck has been returned after repairs were made. It is now expected that the estimated life before replacement is needed is 3 to 5 years.

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

He confirmed that Mayor Ruda will communicate with the County regarding the acquisition of the paper streets as approved earlier in the meeting.

➤ **FIRE CHIEF** – Eric Feldmann

A recruitment event is taking place this Thursday at the Fire Museum on West Main Street from 7 – 8 p.m.

Department members will be participating in the Speaker Series at an event on September 12th.

The Annual Ceremonial Inspection is scheduled for September 14th. Invitations should have been sent out or will be going out soon.

➤ **TOWN POLICE DEPARTMENT** – Captain Jeff Smith

No report.

➤ **175th ANNIVERSARY COMMITTEE** – Gavin O’Brien (Absent)

The following written report was submitted prior to the meeting:

- Tuesday the 27th of August, the Anniversary Committee will host the August Speaker Series instead of the monthly meeting at 7 pm in the Municipal Building meeting room. As mentioned at the last meeting, Carmen Ciccarelli is presenting about the Opera House clock tower.
- September's first Speaker Series event will be hosted by the Lancaster Fire Department at the Greater Lancaster Museum of Firefighting at 6 West Main. Chief Eric Feldmann and Past Chiefs Jerry Enser and Doug Lahnen will be speaking from 7 to 8 pm on Thursday, September 12.
- Finally, the Anniversary Committee will be running a pie baking contest for Lancaster Fall Fest. Main criteria will be homemade fruit pies baked by non-professional bakers. More details to follow.

➤ **SPECIAL EVENTS** – Nolin Jackson (Absent)

Mayor Ruda recognized Trustee Mikoley for his efforts in organizing the Porch Fest event.

Trustee Mikoley noted that there was no expense to the Village for the event. Sponsorships covered all of the costs. There was only a need to use Village garbage cans but otherwise no Village resources were used. Porch Fest 2025 is scheduled for August 16, 2025.

Mayor Ruda thanked the Village Board for attending a recent meeting with merchants and stressed the importance of getting feedback and having open conversations as we work together on the future of events.

➤ **TOWN BUILDING DEPARTMENT** – Matt Fischione

During the work session prior to the regular meeting, he requested a discussion with Village officials and engineers regarding private storm water systems when they are tied into public systems. He noted several instances where verification is not taking place to ensure connections are being done properly.

MISCELLANEOUS:

-None-

ADJOURNMENT:

Motion by **Mayor Ruda** and seconded by **Trustee Maciejewski** to adjourn the meeting at 8:10 p.m. in memory of former Village Police Officer Jerry Szuminski.

Adopted Resolution: **255** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, Mikoley, and Schroeder

Respectfully submitted,

Michael E. Stegmeier
Clerk – Treasurer

ABSTRACT

September 9, 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 27, 2024 to September 9, 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	\$ 160,336.19
SEWER FUND -----in the amount of	\$ 11,056.06
TRUST FUND -----in the amount of	\$ 446.74
CAPITAL FUND -----in the amount of	\$ 262,318.36
EQUIPMENT RESERVE -----in the amount of	\$
COMMUNITY DEVELOPMENT -----in the amount of	\$
SPECIAL REPAIR RESERVE FUND ----in the amount of	\$
TOTAL	434,157.35

For the period from August 6, 2024 **to** August 26, 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.....	65
General Fund Ck#.....	92013-92069
Sewer Fund Ck#.....	12146-12149
Trust Fund Ck#.....	2585
Capital Fund Ck#.....	1953-1954
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				
2024-2025 Budget	\$ 83,514.89	\$ 1,051.02	\$ 446.74	\$ 262,318.36
FICA Voucher 8/16/2024	\$ 5,502.82	\$ 710.99		
Payroll Voucher 8/16/24	\$ 71,318.48	\$ 9,294.05		
TOTALS	\$ 160,336.19	\$ 11,056.06	\$ 446.74	\$ 262,318.36

TOTAL ALL FUNDS **\$ 434,157.35**

LANCASTER VILLAGE
Purchase Order Listing By P.O. Number

08/27/2024

01:14 PM

PO#	PO Date	Vendor	Contract	PO Type	Item Status	Purchase Types	Misc	
Item Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Enc Rcvd Date	Chk/Void Date	Invoice
25-00271	08/15/24	ADAMC005 CORY ADAMCZAK						
1		PLANNING COMMISSION- ALTERNATE	E	PLANNING-PROF SERVICES PC ME R		08/15/24 08/15/24	08/15/24	8/15/2024
25-00272	08/20/24	ADVAN010 ADVANCE AUTO PARTS						
1		PARTS & SUPPLIES JULY 2024	E	PARKS-REPAIRS TO EQUIPMENT R		08/20/24 08/20/24		JULY 2024
25-00273	08/15/24	ALLEI005 JAMES ALLEIN						
1		PLANNING COMMISSION MEETING	E	PLANNING-PROF SERVICES PC ME R		08/15/24 08/15/24	08/15/24	8/15/2024
25-00274	08/20/24	APPLI010 APPLIED INDUSTRIAL TECH						
1		SHOP RESTOCK	E	STREETS MAINT-REPAIRS/MAINT:TI R		08/20/24 08/20/24		7030181766
25-00275	08/22/24	ARTHU005 ARTHUR J. GALLAGHER						
1		24-25 RISK CONTROL SVC FEE	E	EMPLOYEE BENEFITS-WORKMANS R		08/22/24 08/22/24		5254145
25-00276	08/15/24	ASPOS005 ASPOSTO, CONNOR						
1		PLANNING COMMISSION MEETING	E	PLANNING-PROF SERVICES PC ME R		08/15/24 08/15/24	08/15/24	8/15/2024
25-00277	08/22/24	BEEGR005 BEE GROUP PUBLICATIONS INC						
1		ZBA NOTICES- VARIOUS	E	ZONING-PRINTING & ADVERTISING R		08/22/24 08/22/24		OF673CED-0005
2		ZBA NOTICES- VARIOUS	E	ZONING-PRINTING & ADVERTISING R		08/22/24 08/22/24		OF673CED-0006
3		ZBA NOTICES- VARIOUS	E	ZONING-PRINTING & ADVERTISING R		08/22/24 08/22/24		OF673CED-0007
4		ZBA NOTICES- VARIOUS	E	ZONING-PRINTING & ADVERTISING R		08/22/24 08/22/24		OF673CED-0008

408.65

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

Open: N
Void: N
Paid: N
Held: N
Aprv: N
Rcvd: Y
Bid: Y
State: Y
Other: Y
Exempt: Y

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	Rcvd Date	Chk/Void Date	Invoice
25-00278	08/13/24	BIELA005	PAULA BIELAT											
1			COURT STENO SVCS	8/13/2024	125.00	A -1110-435-000	E	VILLAGE JUSTICE - CONTRACTUAL	R		08/13/24	08/13/24	8/13/2024	
25-00279	08/14/24	BUDZI010	BUDZINSKI, JEFFREY											
1			HPC-VILLAGE HISTORIAN		90.00	A -7520-434-000	E	HIST DIST-PROF SVC-HPC SECRET	R		08/14/24	08/14/24	8/14/2024	
25-00280	08/20/24	BXIC005	BXI CONSULTANTS, INC											
1			COLORED PRINT CHARGES PER CONT		7.77	A -1640-435-000	E	DEPT PUBLIC WORKS-CONTRACTL	R		08/20/24	08/20/24	239597	
25-00281	08/20/24	BXIC005	BXI CONSULTANTS, INC											
1			SHIPPING CHGS TONER DPW COPIER		9.50	A -1640-435-000	E	DEPT PUBLIC WORKS-CONTRACTL	R		08/20/24	08/20/24	239639	
25-00282	08/14/24	CAMPB010	SHERRY CAMPBELL											
1			HPC MEETING - MEMBER		90.00	A -7520-434-000	E	HIST DIST-PROF SVC-HPC SECRET	R		08/14/24	08/14/24	8/14/2024	
25-00283	08/15/24	CARRI005	CARRICK, RYAN											
1			PLANNING COMMISSION MEMBER		90.00	A -8010-434-000	E	ZONING- PROF SERVICES ZBA MEM	R		08/15/24	08/15/24	8/15/2024	
25-00284	08/20/24	CHART005	CHARTER COMMUNICATIONS											
1			RECEIVERS/BASIC TV DPW		35.90	A -1640-435-000	E	DEPT PUBLIC WORKS-CONTRACTL	R		08/20/24	08/20/24	141774001080724	
25-00285	08/02/24	COFFE005	COFFED, STEPHEN											
1			COURT SUPPORT OFFICER		462.50	A -1110-435-000	E	VILLAGE JUSTICE - CONTRACTUAL	R		08/02/24	08/02/24	8/2/2024	
25-00286	08/20/24	CRYST005	CRYSTAL ROCK LLC											
1			LIBRARY ACCOUNT		12.00	A -1620-435-000	E	SHARED SERVICES - CONTRACTU/	R		08/20/24	08/20/24	17792057071624	
25-00287	08/22/24	CPLAR010	CPL ARCHITECTURE ENGINEERING											
1			FIREFIGHTERS PARK SVCS		95.00	H -0522-400-111	E	EXPENSES - LFD PARK & CASCADE	R		08/22/24	08/22/24	101984	
25-00288	08/22/24	CSEAE005	C S E A EMPLOYEE BENEFIT FUND											
1			VISION & DENTAL SEPTEMBER 2024		4,538.08	A -9060-800-000	E	EMPLOYEE BENEFITS-HOSPITAL & R	R		08/22/24	08/22/24	SEPTEMBER 2024	
2			VISION & DENTAL SEPTEMBER 2024		417.12	G -9060-800-000	E	EMPLOYEE BENEFIT-HOSPITAL & N R	R		08/22/24	08/22/24	SEPTEMBER 2024	
3			VISION & DENTAL SEPTEMBER 2024		446.74	T -020-000	G	MEDICAL INSURANCE	R		08/22/24	08/22/24	SEPTEMBER 2024	

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PO #	PO Date	Vendor	Contract	PO Type	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Enc Rcvd Date	Chk/Void Date	Invoice
25-00307	08/21/24	MIKOL005 MIKOLEY, JOHN						Account Continued				
1		PORCHFEST REIMBURSEMENT			2,000.00	A-7550-417-000	E	CELEBRATIONS - 175TH ANNIVERS. R		08/21/24	08/21/24	PORCHFEST 2024
25-00308	08/15/24	MILLE025 MILLER, SAMUEL										
1		PLANNING COMMISSION MEETING			90.00	A-8010-434-000	E	ZONING- PROF SERVICES ZBA MEN R		08/15/24	08/15/24	8/15/2024
25-00309	08/09/24	NYSAS010 NYS ASSOC OF FIRE CHIEFS										
1		MEMBERSHIP DUES 2024			45.00	A-3411-432-000	E	FIRE DEPT-DUES & SUBSCRIPTION R		08/09/24	08/09/24	8/5/2024
25-00310	08/20/24	NAPAA010 NAPAAUTO PARTS										
1		PARTS & SUPPLIES JUNE/JULY 24			344.79	A-3411-456-000	E	FIRE DEPT-REPAIRS & MAINT BY DI R		08/20/24	08/20/24	JUNE/JULY 2024
2		PARTS & SUPPLIES JUNE/JULY 24			324.25	A-5110-419-000	E	STREETS MAINT-TOOLS & PAINT R		08/20/24	08/20/24	JUNE/JULY 2024
3		PARTS & SUPPLIES JUNE/JULY 24			1,051.25	A-5110-452-000	E	STREETS MAINT-REPAIRS/MAINT:TI R		08/20/24	08/20/24	JUNE/JULY 2024
4		PARTS & SUPPLIES JUNE/JULY 24			192.79	A-5132-452-000	E	SNOW REMOVAL-REPAIRS/MAINT:TI R		08/20/24	08/20/24	JUNE/JULY 2024
5		PARTS & SUPPLIES JUNE/JULY 24			112.84	A-7110-453-000	E	PARKS-REPAIRS TO EQUIPMENT R		08/20/24	08/20/24	JUNE/JULY 2024
6		PARTS & SUPPLIES JUNE/JULY 24			212.04	A-8160-453-000	E	REFUSE & GARBAGE-EQUIPMENT I R		08/20/24	08/20/24	JUNE/JULY 2024
7		PARTS & SUPPLIES JUNE/JULY 24			19.25	A-8170-452-000	E	ST CLEANING-REPAIR/MAINT TRUC R		08/20/24	08/20/24	JUNE/JULY 2024
8		PARTS & SUPPLIES JUNE/JULY 24			198.77	G-8120-453-000	E	SANITARY SEWERS-REPAIRS & MA R		08/20/24	08/20/24	JUNE/JULY 2024
					2,455.98							
25-00311	08/20/24	NATIO015 NATIONAL FUEL										
1		DPW ACCOUNT			46.29	A-1621-440-000	E	NORTH END FIRE HALL - GAS R		08/20/24	08/20/24	7/10-8/8
25-00312	08/20/24	NEWEN005 NEW ENTERPRISE STONE & LIME CO										
1		ASPHALT			146.92	A-5110-413-000	E	STREETS MAINT-RESURFACING M/ R		08/20/24	08/20/24	8389005
25-00313	08/20/24	NOCOE005 NOCO ENERGY CORP- FUELS										
1		FUELAS REQUIRED FY 24-25			89.56	A-3411-416-000	E	FIRE DEPT-GASOLINE & OIL R		08/20/24	08/20/24	SP12867997
2		FUELAS REQUIRED FY 24-25			402.67	A-5110-416-000	E	STREETS MAINT-GASOLINE & OIL R		08/20/24	08/20/24	SP12867997
3		FUELAS REQUIRED FY 24-25			303.84	A-7110-416-000	E	PARKS-GAS & OIL R		08/20/24	08/20/24	SP12867997
4		FUELAS REQUIRED FY 24-25			109.54	A-8160-416-000	E	REFUSE & GARBAGE-GASOLINE & OI R		08/20/24	08/20/24	SP12867997
5		FUELAS REQUIRED FY 24-25			109.63	A-8170-416-000	E	STREET CLEANING-GASOLINE & OI R		08/20/24	08/20/24	SP12867997
6		FUELAS REQUIRED FY 24-25			107.68	A-8540-416-000	E	DRAINAGE-GASOLINE & OIL R		08/20/24	08/20/24	SP12867997
7		FUELAS REQUIRED FY 24-25			106.73	A-8560-416-000	E	SHADE TREES-GASOLINE & OIL R		08/20/24	08/20/24	SP12867997
8		FUELAS REQUIRED FY 24-25			160.33	G-8120-416-000	E	SANITARY SEWERS-FUEL & LUBE R		08/20/24	08/20/24	SP12867997

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PO #	PO Date	Vendor	Contract	PO Type
25-00313	08/20/24	NOCOE005	NOCO ENERGY CORP- FUELS	
25-00314	08/20/24	NOCOE005	NOCO ENERGY CORP- FUELS	
25-00315	08/20/24	N0000015	NYSEG	
25-00316	08/20/24	N0000015	NYSEG	
25-00317	08/21/24	OCCUS005	OCCUSTAR INC	
25-00318	08/20/24	PARIS005	PARISE MECHANICAL, INC	
25-00319	08/22/24	PINTO005	PINTO CONSTRUCTION SVCS, INC.	
25-00320	08/15/24	REINH005	REINHOLD, MICHAEL	

Item Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
	1,389.98			<i>Account Continued</i>					
1 DIESELAS REQUIRED FY 24-25	79.63	A-3411-416-000	E	FIRE DEPT-GASOLINE & OIL	R	08/20/24	08/20/24		SP12865863
2 DIESELAS REQUIRED FY 24-25	296.67	A-5110-416-000	E	STREETS MAINT-GASOLINE & OIL	R	08/20/24	08/20/24		SP12865863
3 DIESELAS REQUIRED FY 24-25	109.78	A-7110-416-000	E	PARKS-GAS & OIL	R	08/20/24	08/20/24		SP12865863
4 DIESELAS REQUIRED FY 24-25	102.63	A-8160-416-000	E	REFUSE & GARBAGE-GASOLINE & OIL	R	08/20/24	08/20/24		SP12865863
5 DIESELAS REQUIRED FY 24-25	177.85	A-8170-416-000	E	STREET CLEANING-GASOLINE & OIL	R	08/20/24	08/20/24		SP12865863
6 DIESELAS REQUIRED FY 24-25	168.96	A-8540-416-000	E	DRAINAGE-GASOLINE & OIL	R	08/20/24	08/20/24		SP12865863
7 DIESELAS REQUIRED FY 24-25	101.60	A-8560-416-000	E	SHADE TREES-GASOLINE & OIL	R	08/20/24	08/20/24		SP12865863
8 DIESELAS REQUIRED FY 24-25	101.11	G-8120-416-000	E	SANITARY SEWERS-FUEL & LUBE	R	08/20/24	08/20/24		SP12865863
	1,138.23								
1 CENTRAL AVE ,MONUMENT LTG, DPW	29.98	A-7550-420-000	E	CELEBRATIONS-MISC OVERHEAD E	R	08/20/24	08/20/24		VARIOUS
2 CENTRAL AVE ,MONUMENT LTG, DPW	25.56	A-7110-438-000	E	PARKS-ELECTRIC	R	08/20/24	08/20/24		VARIOUS
3 CENTRAL AVE ,MONUMENT LTG, DPW	1,022.97	A-1621-438-000	E	NORTH END FIRE HALL - ELECTRIC	R	08/20/24	08/20/24		VARIOUS
	1,078.51								
1 5 AURORA ST.	114.68	A-5182-438-000	E	STREET LIGHTING-HWY LIGHTING-	R	08/20/24	08/20/24		10017804781
1 NEW MEMBER PHYSICAL - LAROCQUE	115.00	A-3411-471-000	E	FIRE DEPT-PHYSICALS	R	08/21/24	08/21/24		12494
1 LMB CONDENSER FAN MOTOR REPL.	848.55	A-1620-435-000	E	SHARED SERVICES - CONTRACTU/	R	08/20/24	08/20/24		S24-380
1 FIREFIGHTER PARK SVCS	262,223.36	H-0522-400-111	E	EXPENSES - LFD PARK & CASCADE	R	08/22/24	08/22/24		APP NO 10
1 PLANNING COMMISSION - CHAIR	115.00	A-8020-434-000	E	PLANNING-PROF SERVICES PC ME	R	08/15/24	08/15/24		8/15/2024

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Purchase Order Listing By P.O. Number

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
25-00321	08/20/24	SCRAN005	SCRANTON'S THRUWAY BUILDERS SU										
1		RECEIVER REPAIRS - QUIKRETE	393.80	A-8540-414-000	E	DRAINAGE-MATERIALS & PIPE	R		08/20/24	08/20/24		124-106783	
25-00322	08/20/24	SEALM005	SEALWORKS, INC										
1		SEAL FOR GIRLSCOUT PARKING LOT	1,080.00	A-5110-434-000	E	STREETS MAINT-PAVING & RECON:	R		08/20/24	08/20/24		0108217-IN	
25-00323	08/22/24	SELECO05	SELECTIVE INSURANCE										
1		COMMERCIAL PACKAGE S	33,006.50	A-1910-400-000	E	SPECIAL ITEMS-UNALLOCATED INS	R		08/22/24	08/22/24		292-238-680	
2		COMMERCIAL PACKAGE S	3,581.50	A-1910-400-000	E	SPECIAL ITEMS-UNALLOCATED INS	R		08/22/24	08/22/24		233-189-220	
			36,588.00										
25-00324	08/22/24	SHERI005	SHERIDAN HR LLC										
1		MONTHLY HR CONSULTING AUGUST	2,700.00	A-1010-435-600	E	BOARD OF TRUSTEES - H/R CONSL	R		08/22/24	08/22/24		2061	
25-00325	08/20/24	SITEO005	SITE ONE LANDSCAPE SUPPLY, LLC										
1		SEED FOR STUMPS	255.05	A-8560-475-000	E	SHADE TREES-UNCLASSIFIED	R		08/20/24	08/20/24		145057350-001	
25-00326	08/20/24	SOUTH005	SOUTHWORTH-MILTON, INC.										
1		TRANSMISSION OIL/HYDRAULIC FIL	408.64	A-5110-452-000	E	STREETS MAINT-REPAIRS/MAINT:TI	R		08/20/24	08/20/24		INV3320012	
25-00327	08/14/24	STONE010	STONEBRAKER, NANCY										
1		HPC MEETING - ALTERNATE	90.00	A-7520-434-000	E	HIST DIST-PROF SVC-HPC SECRET	R		08/14/24	08/14/24		8/14/2024	
25-00328	08/21/24	STYPA005	STYPA, AMY										
1		MILEAGE REIMBURSEMENT	81.34	A-8090-435-000	E	ENVIRONMENTAL - CONTRACTUAL	R		08/21/24	08/21/24		8/21/2024	
25-00329	08/22/24	TASC005	TASC										
1		PER PARTICIPANT FEE 10/1-12/31	219.00	A-9060-800-000	E	EMPLOYEE BENEFITS-HOSPITAL & R	R		08/22/24	08/22/24		IN3193841	
25-00330	08/20/24	UNITE005	UNITED RENTALS NORTH AMERICA I										
1		SPRAY POOL PORTAPOTTY	375.00	A-7110-414-000	E	PARKS-MATERIALS-OTHER	R		08/20/24	08/20/24		234134736-003	
25-00331	08/14/24	WELLS025	WELLS, NICK										
1		HPC MEETING - ALTERNATE	90.00	A-7520-434-000	E	HIST DIST-PROF SVC-HPC SECRET	R		08/14/24	08/14/24		8/14/2024	

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Purchase Order Listing By P.O. Number

PO #	PO Date	Vendor	Contract	PO Type	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
25-00332	08/21/24	WITME005		WITMER PUBLIC SAFETY GROUP									
1		SOAP & REWARD PROGRAM PURCHASE			82.00	A -3411-260-200	E	FIRE DEPT-HELMETS/SUPPLIES	R	08/21/24	08/21/24		INV525697
2		SOAP & REWARD PROGRAM PURCHASE			95.30	A -3411-440-000	E	FIRE DEPT-RECRUITMENT/RETENT	R	08/21/24	08/21/24		INV525697
					<u>177.30</u>								
25-00333	08/05/24	EMPIR005		EMPIRE EMERGENCY APPARATUS INC									
1		CRADLE & MAGNET MOUNT			92.00	A -3990-476-000	E	DISASTER PREP-MOBILE PH & DAT.	R	08/05/24	08/05/24		11406

Total Purchase Orders: 63 Total P.O. Line Items: 99 Total List Amount: 347,331.01 Total Void Amount: 0.00

Totals by Year-Fund		Fund	Expend Total	Revenue Total	G/L Total	Total
Fund Description						
	5-A		83,514.89	0.00	0.00	83,514.89
	5-G		1,051.02	0.00	0.00	1,051.02
	5-H		262,318.36	0.00	0.00	262,318.36
	5-T		0.00	0.00	446.74	446.74
Total Of All Funds:			346,884.27	0.00	446.74	347,331.01

Totals by Fund		Fund	Expend Total	Revenue Total	G/L Total	Total
Fund Description						
	A		83,514.89	0.00	0.00	83,514.89
	G		1,051.02	0.00	0.00	1,051.02
	H		262,318.36	0.00	0.00	262,318.36
	T		0.00	0.00	446.74	446.74
Total Of All Funds:			346,884.27	0.00	446.74	347,331.01

LANCASTER VILLAGE
Breakdown of Expenditure Account Current/Prior Received/Prior Open

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
	5-A	83,514.89	0.00	0.00	0.00	83,514.89
	5-G	1,051.02	0.00	0.00	0.00	1,051.02
	5-H	262,318.36	0.00	0.00	0.00	262,318.36
	Total Of All Funds:	346,884.27	0.00	0.00	0.00	346,884.27

Batch Id: FICA Batch Date: 08/28/24 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 8/16/2024	5,502.82		1
Db: A -522-000 EXPENDITURE CONTROL		Cr: A -200-000 CASH			
G -9030-800-000 EMPLOYEE BENEFIT-SOCIAL SECURITY	Expenditure	Accrued FICA paydate 8/16/2024	710.99		2
Db: G -522-000 EXPENDITURE CONTROL		Cr: G -200-000 CASH			

Fund Description	Fund	Expenditures	Reimbursements	Transfer In	Transfer Out	Cancel	Encumbrances
	A	5,502.82	0.00	0.00	0.00	0.00	0.00
	G	710.99	0.00	0.00	0.00	0.00	0.00
Total of All Funds:		6,213.81	0.00	0.00	0.00	0.00	0.00

	Entries	Amount
Expenditures:	2	6,213.81
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: 08/16/24 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 8/16/2024 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 8/16/2024 Cr: A -200-000 CASH	2,446.30		2
A -1210-100-000 EXECUTIVE MAYOR - PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/16/2024 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 8/16/2024 Cr: A -200-000 CASH	5,933.77		4
A -1420-100-000 LAW - PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/16/2024 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 8/16/2024 Cr: A -200-000 CASH	180.00		6
A -1621-100-000 NORTH END FIRE HALL - PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/16/2024 Cr: A -200-000 CASH	86.92		7
A -1640-100-000 DEPT PUBLIC WORKS -PERSONAL SERVICE Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/16/2024 Cr: A -200-000 CASH	8,639.01		8
A -3411-100-000 FIRE DEPARTMENT - PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/16/2024 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 8/16/2024 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 8/16/2024 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 8/16/2024 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 8/16/2024 Cr: A -200-000 CASH	134.80		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 8/16/2024 Cr: A -200-000 CASH	6,869.63		15
A -5110-100-000 STREETS MAINT-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/16/2024 Cr: A -200-000 CASH	17,418.27		16
A -5132-100-000 SNOW REMOVAL-PERSONAL SERVICES Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 8/16/2024 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 8/16/2024 Cr: A -200-000 CASH	544.00		18
A -7550-100-000 CELEBRATIONS-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/16/2024 Cr: A -200-000 CASH	1,882.85		19
A -7550-102-000 DPW - Overtime Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 8/16/2024 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 8/16/2024 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 8/16/2024 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 8/16/2024 Cr: A -200-000 CASH	7,477.57		23
A -8170-100-000 STREET CLEANING-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/16/2024 Cr: A -200-000 CASH	2,846.10		24
A -8540-100-000 DRAINAGE-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/16/2024 Cr: A -200-000 CASH	4,760.20		25
A -8560-100-000 SHADE TREES-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/16/2024 Cr: A -200-000 CASH	5,441.82		26
A -8989-100-000 ECONOMIC DEV-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/16/2024 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 8/16/2024 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 8/16/2024 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 8/16/2024 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 8/16/2024 Cr: G -200-000 CASH	3,103.94		31
G -8120-100-000 SANITARY SEWERS-PERSONAL SERVICES Db: G -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/16/2024 Cr: G -200-000 CASH	6,190.11		32
G -8115-405-000 ADMINISTRATION-MEAL ALLOWANCE Db: G -200-000 CASH	Expenditure	Payroll charges for paydate 8/16/2024 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 8/16/2024 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 8/16/2024 Cr: A -522-000 EXPENDITURE CONTROL	0.00		36
A -9030-800-000 EMPLOYEE BENEFITS-SOCIAL SECURITY Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 8/16/2024 Cr: A -522-000 EXPENDITURE CONTROL	0.00		37
A -9030-800-000 EMPLOYEE BENEFITS-SOCIAL SECURITY Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 8/16/2024 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 8/16/2024 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 8/16/2024 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: 33,019.25-.

Fund Description	Fund	Expenditures	Reimbursements	Transfer In	Transfer Out	Cancel	Encumbrances
	A	71,318.48	0.00	0.00	0.00	0.00	0.00
	G	9,294.05	0.00	0.00	0.00	0.00	0.00
Total of All Funds:		80,612.53	0.00	0.00	0.00	0.00	0.00

	Entries	Amount
Expenditures:	39	80,612.53
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.

LISTED CORRESPONDENCE

September 9, 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 16, 2024 – August 30, 2024.
	<i>ACTION -</i>	<i>Rec File Refer to:</i>	
2.	_____	_____	Correspondence from Frances M. Stern, CLG Coordinator, NYS Office of Parks, Recreation and Historic Preservation, informing the Village of Lancaster that its application for the Historic Home Preservation Guide project was not approved for funding through the 2024 Certified Local Government (CLG) grant program.
	<i>ACTION -</i>	<i>Rec File Refer to:</i>	
3.	_____	_____	Correspondence from The 716 Dance Lab providing a Special Events Application for its Lancaster Thrills event to be held on Saturday, October 5, 2024 from 5:00 p.m. – 8:30 p.m. on West Main Street and Central Avenue.
	<i>ACTION -</i>	<i>Rec File Refer to:</i>	
4.	_____	_____	Correspondence from Nolin Jackson providing a Special Events Application for the Village of Lancaster Fall Fest event to be held on Saturday, September 21, 2024 from 11:00 a.m. – 6:00 p.m. at various locations in the Village.
	<i>ACTION -</i>	<i>Rec File Refer to:</i>	
5.	_____	_____	Correspondence from Mike Reinhold, Planning Commission Chairperson, recommending the Village Board declare Lead Agency for a coordinated SEQR review related to a site plan for Performance Advantage Company for a project at 12, 14, & 16 West Main Street.
	<i>ACTION -</i>	<i>Rec File Refer to:</i>	
6.	_____	_____	
	<i>ACTION -</i>	<i>Rec File Refer to:</i>	
7.	_____	_____	
	<i>ACTION -</i>	<i>Rec File Refer to:</i>	
8.	_____	_____	
	<i>ACTION -</i>	<i>Rec File Refer to:</i>	
9.	_____	_____	
	<i>ACTION -</i>	<i>Rec File Refer to:</i>	
10.	_____	_____	
	<i>ACTION -</i>	<i>Rec File Refer to:</i>	

LISTED # 1
CORRESPONDENCE
MEETING DATE 9/19/2024

VILLAGE COVER SHEET

SEPTEMBER 3, 2024 BOARD MEETING

PERMITS ISSUED 17

VILLAGE PERMIT TOTAL

ERECT FENCE	5
INSTALL ROOF	5
ERECT DECK	1
ERECT GARAGE	2
DUMPSTER	1
INSTALL RESIDENTIAL PLUMBING	1
ERECT COMMERCIAL ADD/ALT	2

TOTAL PERMITS FOR THE VILLAGE 17

Sylvia Walworth	32 Wren Ave.	Fence
Stellar Roofing	36 Banner Ave.	Roof
KCM Custom Built Garage	62 Burwell Ave.	Garage
Ashley Breier	62 Holland Ave.	Garage
Cowan Weber Construction	44 Ashley Dr.	Roof
Steven Wolski	189 Laverack Ave.	Dumpster
Besroi Construction	25 Southwest Pky	Roof
Robert Lama	14 Woodlawn Ave.	Deck
CMJA Holdings LLC	5321 Broadway	Comm. Add/Alt
11 Robert Drive LLC	11 Robert Dr.	Comm. Add/Alt
Superior Fence and Rails	7 Wilma Dr.	Fence
Superior Fence and Rails	41 Colonial Ave.	Fence
Todd Halas	34 Park Blvd.	Res. Plumbing
Alisha Davern	65 Oxford Ave.	Fence
Comfort Window Co. Inc.	70 Benson Dr.	Roof
Thrifty Roofs LLC	62 Park Blvd.	Roof
R.P. Fence Co. LLC	77 Sixth Ave.	Fence

Town of Lancaster

Inspections Report

Start Date: 08/16/2024 End Date: 08/30/2024

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

Identifier	Address	Primary Contact	Date	Type	Inspector	Result
82.03-2-3-11	2753 Wehrle Dr (Angry Buffalo at the Rose Garden)	Angry Buffalo at the Rose Garden	08/17/2024	Assembly- 1 yr	William T. Revelas	In Progress
117.11-2-12	6513 Broadway St (Mooney's Sports Bar & Grill)	Mooney's Sports Bar & Grill	08/20/2024	Assembly- 1 yr	William T. Revelas	Pass
93.06-3-9	5321 Genesee St (Sacred Heart of Jesus Church)	Sacred Heart of Jesus Church	08/20/2024	Assembly- 1 yr	William T. Revelas	In Progress
93.06-3-8	5329 Genesee St (Sacred Heart of Jesus Parish Center)	Sacred Heart of Jesus Parish Center	08/20/2024	Assembly- 1 yr	William T. Revelas	In Progress
104.08-7-8.1	3805 Walden Ave	Nutrablend Properties, Inc.	08/22/2024	Business - 3 yr	Bryan Pokorski	Fail
115.19-1-6	4917 William St (Ste. B2/Exact Medical Manufacturing, Inc.)	Exact Medical Manufacturing, Inc.	08/22/2024	Business - 3 yr	Rob Rendon	Pass
93.13-3-10	6339 Transit Rd (Tim Hortons #11070)	Tim Hortons #11070	08/26/2024	Assembly- 1 yr	William T. Revelas	In Progress
126.54-1-61./A	4721-4723 Transit Rd (Transit Music Lounge Unit 1)	Transit Music & Sports Lounge	08/26/2024	Assembly- 1 yr	William T. Revelas	In Progress
116.31-1-3	5827 Broadway St., Ste 104 (Ste 104)	One on One Physical Therapy of WNY	08/26/2024	Business - 3 yr	Rob Rendon	Pass
104.74-4-10	1 W Main St. (Fattley Beer Co.)	Fattley Beer Co.	08/28/2024	Assembly- 1 yr	Bryan Pokorski	Pass

Total Inspections: 10

Complaint By Date

Complaint #	Location	Identifier	Complaint Type	Status	Owner	Complainant
<i>Open Date: 08/16/24</i>						
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 #: 1
<i>Open Date: 08/19/24</i>						
2024-0588	29 Pearl St	104.15-9-10	Misc	Open	Sandra Rusinek	
						Open Date: 08/19/24 Total #: 1
<i>Open Date: 08/20/24</i>						
2024-0589	25 Pearl St	104.15-9-8	Unregistered Vehicle	Open	Silbak Holdings LLC	
2024-0590	60 Court St	104.83-4-7	Work w/out Permit	Open	Dennis & Diana S. Pryzkuta Irrevocable Trust	
						Open Date: 08/20/24 Total #: 2
<i>Open Date: 08/22/24</i>						
2024-0593	1817 Como Park Blvd	115.10-5-1	Misc	Open	W.K.J. Group, LLC	Shawn Wright
						Open Date: 08/22/24 Total #: 1
<i>Open Date: 08/26/24</i>						
2024-0601	101 Norris Ave	115.07-2-6	Exterior Property Maint	Open	Melissa Wickline	
						Open Date: 08/26/24 Total #: 1
<i>Open Date: 08/27/24</i>						
2024-0604	26 Harold Pl	104.49-2-12	Vacant/Abandoned Property	Open	Daniel Cook	
2024-0605	12 E Payne St	115.08-1-19	Exterior Property Maint	Open	Joseph Peresan	
2024-0606	2084 Como Park Blvd	115.08-1-10	Exterior Property Maint	Open	Andrea Becker	
2024-0607	2082 Como Park Blvd	115.08-1-11	Exterior Property Maint	Open	Anthony Martino	
2024-0608	2078 Como Park Blvd	115.08-1-12	Exterior Property Maint	Open	Marilyn Streit	
2024-0609	18 E Payne St	115.08-1-18	Exterior Property Maint	Open	James Monin	
						Open Date: 08/27/24 Total #: 6
<i>Open Date: 08/28/24</i>						
2024-0612	62 Park Blvd	115.27-1-2	Work w/out Permit	Open	Jeffery Raichel	
						Open Date: 08/28/24 Total #: 1
<i>Open Date: 08/29/24</i>						
2024-0616	86 Parkview Ct	115.57-2-86	Work w/out Permit	Open	Susan Collins	
						Open Date: 08/29/24 Total #: 1
<i>Open Date: 10/22/01</i>						
2017-00719	12 Cayuga Ave	115.26-3-15	Work w/out Permit	Closed	Heinl Robert & W Mika	

Complaint By Date

Complaint #	Location	Identifier	Complaint Type	Status	Owner	Complainant
				Open Date: 10/22/01 Total #: 1		
				Grand Total: 15		



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

LISTED # 2
CORRESPONDENCE
MEETING DATE 9/9/2024

KATHY HOCHUL
Governor

RANDY SIMONS
Commissioner *Pro Tempore*

August 14, 2024

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

Re: FFY24 Historic Preservation Fund (HPF) Sub-Grant/Certified Local Government (CLG) Award

Dear Mayor Lynne T. Ruda:

Thank you for your application to the annual Certified Local Government (CLG) grant program. We regret to inform you that we are unable to fund the Village of Lancaster Historic Home Preservation Guide project in your community this fiscal year.

The FFY24 call for grant applications received requests for funding totaling nearly twice our allocated budget for project support this year. As a result, the grant round was extremely competitive and unfortunately we are unable to fund many worthwhile projects like yours.

If you would like to receive feedback on your grant application, please contact me at Frances.Stern@parks.ny.gov at your convenience. I would be happy to discuss the details of your grant application and provide insight on how you might strengthen this proposal should you wish to seek funds for this project in the future.

Thank you for your work to promote preservation in your community and for participating in our Certified Local Government Program. We look forward to collaborating in the future.

Sincerely,

Frances M. Stern
Statewide CLG Coordinator
Division for Historic Preservation
NYS Office of Parks, Recreation and Historic Preservation

RECEIVED
AUG 23 2024
Village of Lancaster
Clerk- Treasurers Office

Division for Historic Preservation

P.O. Box 189, Waterford, New York 12188-0189 • (518) 237-8643 • parks.ny.gov

● 518-237-8643 ● <https://parks.ny.gov/shpo> ●

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: Lancaster Thrills	
Type of Event (Race/Walk, Festival, Concert, Neighborhood Celebration, Parade/Motorcade, Other, etc.): holiday community event	
Event Date(s): Sat, October 5th	Event Time(s): 5-8:30 pm
Applicant Name: Mara Nuffato / Brittany Leighbody	Event Location: W Main Street / Central
Individual/Group/Corporation Name Holding Event: The Tile Dance Lab	Village Property Affected (If Applicable) W Main grass on W. Main
Applicant Address, City, State, Zip: 11 W. Main Street, Lancaster, 14086	Support Services Requested of the Village (If Applicable)
Applicant Email: TheTileDanceLab@gmail.com	Applicant Phone: 716-200-7751

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:
Brittany Leighbody	716-200-7751	all day
Mara Nuffato	716-207-9304	all day

Anticipated Peak Attendance Number: 500-	Anticipated Age Range of those in Attendance: all ages
Will Alcohol be consumed? from businesses	Will there be Amplified Sound or Music? if so, provide particulars including hours: 5-8:30 many performers and music

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

see county police on horses 1 rooming

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

yes - only food trucks with current license in village
big popos creamery - wing food truck

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

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

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

"save a lot" parking 3 central ave

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

need w. main closed at central and at roundabout starting at 2pm
Saturday for setup

(c) Location of Trash Facilities:

street trash

(d) Location of Water Facilities:

n/a

(e) Location of Electrical Facilities:

trees to be used for vendors (need power) need lights on in "park" for grass space used

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

businesses / live dance

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

street ends

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

along each side of w. main

(If Applicable) Organization providing Security:

(If Applicable) Number of Security Personnel:

Signature of Applicant:

Brittany Luytkens

Date:

8/10/2024

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

Parkway

Central

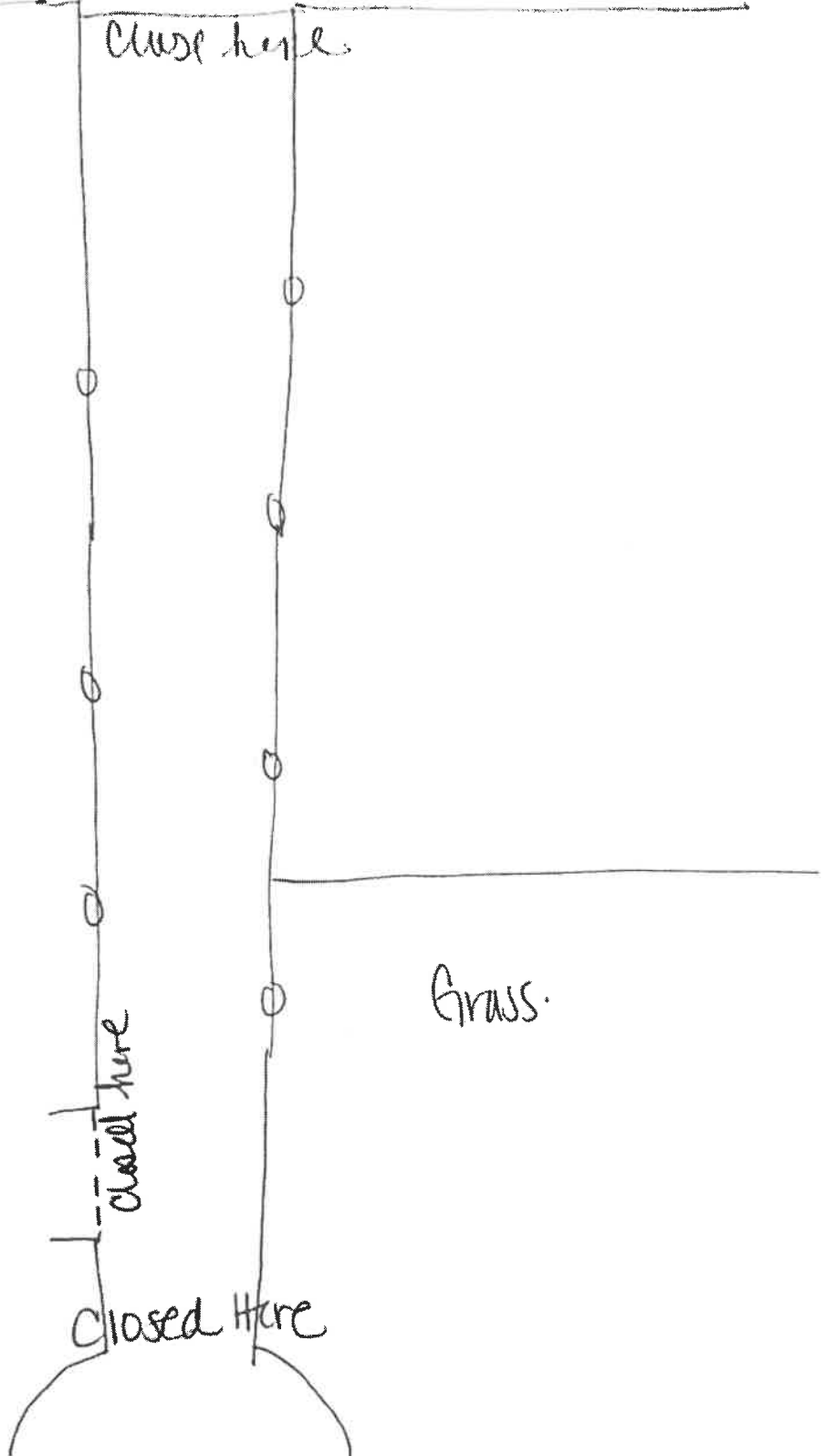
Close here

Close here

Close Here

Grass.

Left
Hand
Side



LISTED # 4
CORRESPONDENCE
RECEIVING DATE 9/19/2024

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

Municipal Building • 6423 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: FALL FEST	
Type of Event (Race/Walk, Festival, Concert, Neighborhood Celebration, Parade/Motorcade, Other, etc.): Neighborhood Celebration	
Event Date(s): 9-21-24	Event Time(s): 11-6
Applicant Name: NOLIN JACKSON	Event Location: Village Music Parking lot PAC WAY, and various locations
Individual/Group/Corporation Name Holding Event: Village Of Lancaster	Village Property Affected (If Applicable)
Applicant Address, City, State, Zip: 5423 Broadway Lancaster, NY 14086	Support Services Requested of the Village (If Applicable) DPW, Refuse Services, Tables/chairs, signage
Applicant Email: EVENTS@LANCASTERVILLAGE.NY.GOV	Applicant Phone: 716-424-7117

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:
NOLIN JACKSON	716 424 7117 EVENTS@LANCASTERVILLAGE.NY.GOV	0900 - 1400
TAMMIE MALONE-SCHAFFER	716 440 4512 TSCHAFFER@LANCASTERVILLAGE.NY.GOV	0900 - 1400

Anticipated Peak Attendance Number: 500	Anticipated Age Range of those in Attendance: 1-100
Will Alcohol be consumed? Not Promoted, but Possible	Will there be Amplified Sound or Music? If so, provide particulars including hours: YES DAND @ PAC WAY 11-3 DAND @ Central + Brookfield 11-3 DS @ Vjs. Music Parking Lot 11-3

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

Horse drawn Carriage.

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

NOT AT THIS TIME.

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

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

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

Public throughout Village incl. W. MAIN

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

N/A

(c) Location of Trash Facilities:

Through PAC WAY AND various locations in Village

(d) Location of Water Facilities:

None Provided

(e) Location of Electrical Facilities:

None Provided

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

W. MAIN, PAC WAY, NEAR VLG MUSIC LOT.

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

PAC WAY @ Broadway or by stairs if open.

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

PAC WAY, CENTRAL + Brookfield

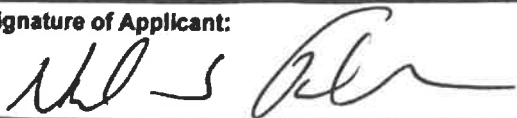
(If Applicable) Organization providing Security:

N/A

(If Applicable) Number of Security Personnel:

N/A

Signature of Applicant:



Date:

8/27/24

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.



Village of Lancaster

Planning Commission

Municipal Building

5423 Broadway

Lancaster, NY 14086

LISTED # 5
CORRESPONDENCE
MEETING DATE 9/9/2024

September 6, 2024

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

Re: Performance Advantage Co.
12, 14 & 16 W Main, Lancaster, NY 14086

Dear Mayor Ruda & Village Trustees:

At the August Planning meeting the site plan for Performance Advantage Co. was reviewed. The Planning Commission is recommending that the Village Board pass a resolution to declare lead agency and start the SEQR process as of the September 9th meeting. This coordinated review should involve the Town of Lancaster, NYSDEC, NYSDOT, ECDEP, and ECWA.

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

Respectfully submitted,

Reinhold / NAK

Mike Reinhold
Chairman, Planning Commission

MR/NAK

cc: Michael Stegmeier, Village Clerk & Treasurer
Matt Fischione, Code Enforcement Officer
William Schutt, Village Engineer
DPL Delaware Corporation, Applicant

	1 st Motion	2 nd Motion	
1.	_____	_____	Resolution to provide notice that the month of September has been designated by the Erie County Legislature as the annual 30-day period during which landowners may submit requests to include predominantly viable agricultural land into an existing certified agricultural district. Copies of the application form are available at the Department of Environment and Planning website.
	<i>ACTION -</i>	<i>Approved Denied Refer to:</i>	
2.	_____	_____	Resolution to approve Davey Resource Group as the selected consultant for the Village of Lancaster's Tree Planting and Community Forest Management Plan Update project at a total proposed cost of \$46,754.00 with funds awarded through the USDA Inflation Reduction Act Urban & Community Forestry Initiative.
	<i>ACTION -</i>	<i>Approved Denied Refer to:</i>	
3.	_____	_____	
	<i>ACTION -</i>	<i>Approved Denied Refer to:</i>	
4.	_____	_____	
	<i>ACTION -</i>	<i>Approved Denied Refer to:</i>	
5.	_____	_____	
	<i>ACTION -</i>	<i>Approved Denied Refer to:</i>	
6.	_____	_____	
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7.	_____	_____	
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**Erie County Department of
Environment and Planning**

Memo

To: Municipal Clerks
Chief Elected Officials c/o Municipal Clerks
Municipal Assessors c/o Municipal Clerks

From: Sarah Gatti, Principal Planner *sg*

Date: August 26, 2024

Re: AGRICULTURAL DISTRICT ANNUAL ENROLLMENT PERIOD

In 2014, the Erie County Legislature designated September 1 through September 30 each year as the annual thirty-day period during which a landowner may request the inclusion of predominantly viable agricultural land into a certified agricultural district in accordance with Section 303-b of New York State Agricultural and Markets Law.

Landowners interested in agricultural assessment may also be interested in enrolling in an agricultural district at this time. We encourage you to provide this information to anyone expressing interest in this or other agricultural programs.

In order to make this information available to landowners in your municipality, we request your assistance with the following items:

- *Municipal Clerks* – Please post the enclosed public notice in a prominent location within the Town or Village Hall, and if possible, post on your municipality’s web site.
- *Supervisors and Mayors* – Please read the enclosed public notice into the meeting minutes for any Town or Village Board meetings held between now and September 30 as part of the Board’s record.
- Please direct those interested in enrolling to erie.gov/agenrollment, where additional information and the enrollment form can be found.

Should any questions arise, please contact me by phone at (716) 858-6014 or by email at agriculture@erie.gov.

Thank you for your anticipated cooperation and attention to this matter.



COUNTY OF ERIE
DEPARTMENT OF ENVIRONMENT AND PLANNING
DIVISION OF PLANNING AND COMMUNITY DEVELOPMENT

DANIEL R. CASTLE, AICP, COMMISSIONER

THOMAS E. BAINES, ESQ., DEPUTY COMMISSIONER

**30-DAY PERIOD FOR INCLUSION OF
PREDOMINANTLY VIABLE AGRICULTURAL LANDS
INTO EXISTING AGRICULTURAL DISTRICTS**

Per New York State Agriculture and Markets Law Section 303-b, the Erie County Legislature designated September 1 through September 30 as the annual thirty-day period during which landowners may submit requests to include predominantly viable agricultural land into an existing certified agricultural district.

Copies of the application form have been provided to Municipal Clerks, Assessors, and Chief Elected Officials for distribution to interested landowners. The application is also available online at www.erie.gov/agenrollment.

The Erie County Department of Environment and Planning will accept applications from September 1 through September 30. Any questions on this process should be directed to the Erie County Department of Environment and Planning.

A public hearing will be scheduled at a later date to consider all requests and recommendations of the Erie County Agricultural and Farmland Protection Board.

CONTACT:

Sarah Gatti, Principal Planner
Erie County Environment & Planning
95 Franklin Street, 10th Floor
Buffalo, NY 14202
Phone: (716) 858-6014
Fax: (716) 858-7248
Email: agriculture@erie.gov

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RESOLUTION # 12
MEETING DATE 9/9/2024



Village of Lancaster

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

September 9, 2024

Dear Village Board Members,

On behalf of the Forestry Advisory Board, I am writing to recommend the selection of Davey Resource Group as the consultant for the Village's upcoming tree planting and community forest management plan update project.

After reviewing the proposal submitted in response to the Village's Request for Proposals for this project, the Forestry Advisory Board unanimously agreed that Davey Resource Group is qualified to meet the Village's needs.

Davey Resource Group's proposal demonstrates an understanding of the project's scope and objectives, as well as a comprehensive approach that aligns with our goals of enhancing and expanding the Village's urban forest. Their team's extensive experience with similar projects, including managing large-scale tree planting initiatives and updating community forestry management plans, ensures they possess the necessary expertise to successfully execute this project.

Thank you for considering our recommendation. We look forward to the Village Board's decision and to the successful implementation of this critical project.

Sincerely,

Amy Stypa

Sustainability and Community Climate Energy Coordinator

PROPOSAL PREPARED FOR

Village of Lancaster

Tree Planting and Update Community Forest Management Plan
August 2024



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Michael E. Stegmeier
Village of Lancaster
5423 Broadway
Lancaster, New York 14086

RE: Response to Request for Proposals for Tree Planting and Update Community Forest Management Plan

Dear Mr. Stegmeier,

I am writing to submit our proposal for conducting a Tree Planting and Updated CFMP for Village of Lancaster. Our team is excited about the opportunity to collaborate with you to map, assess, and manage your urban forest resources effectively and add to your current Urban Forest canopy. Trees are part of everyday life. The urban forest creates a sense of place and supplies real benefits to those who live in an area surrounded by trees. Trees along streets, in parks, around playgrounds, and in backyards provide shade and beauty and enhance the quality of life by bringing natural elements and wildlife habitats into urban settings. Trees also moderate temperatures, reduce air pollution and energy use, improve water quality, and promote human health and well-being.

Davey Resource Group, Inc. (DRG) understands the benefits trees bring, and we also realize the challenges that come with managing public trees. Our parent company, The Davey Tree Expert Company, was founded in 1880 to train tree surgeons - predecessors to the modern-day arborists. Through the years, our company has developed numerous tree care and maintenance protocols, standards, and best practices - including developing software for organizing and managing tree inventories. Our world-leading research and development department, the Davey Institute, is staffed with scientists and technical advisors to guide our field service teams in diagnosing and prescribing the best approaches to tree maintenance and care. Fundamentally, our tree knowledge is rooted in direct science and research, differentiating us from our competitors and ensuring our clients receive the best advice to manage and maintain trees.

The team we proposed to manage your project has the knowledge, experience, and availability to meet your goals and help you with the next steps for your project. They understand how to help you meet your specific program needs and project budget. We believe that our expertise in urban forestry management and our commitment to sustainability makes us an ideal partner for Village of Lancaster in this important endeavor.

Thank you for considering DRG, and we look forward to talking with you about the next steps.

Sincerely,

A handwritten signature in black ink that reads "Lori Brockelbank". The signature is written in a cursive, flowing style.

Lori Brockelbank
Area Manager
Davey Resource Group, Inc.
716.450.0884
lori.brockelbank@davey.com

Section One: Project Understanding

INTRODUCTION

DRG provides a wide range of environmental consulting services to clients throughout the world. As the industry leader in urban forestry, we understand that trees have immense value to communities. The Village of Lancaster is requesting assistance not only with increasing their tree canopy but also updating their tree inventory. Our experience in collecting data on millions of trees and having done more inventories than any other company in the world provides you the reassurance that your investment will not go to waste and that we understand your goals. We aim to bring our experience to assist you with maximizing the value that trees provide and minimize the risks of damage, injury, or disruption trees may cause. Tools like a tree inventory and management plan help identify opportunities, focus attention, and secure resources to tackle community priorities.

We understand that one of your goals is to improve the urban forest's health and structure by understanding this vital tree resource better. You can't manage if you don't know what you have. DRG's updated tree inventory will be a ground-based arborist evaluation of the public trees, specifically in defined areas, including the street ROWs, mowed and manicured areas of public parks, and properties. It will include information about species diversity, age distribution, ecosystem benefits, and the overall condition of each tree. This project will provide a much-needed insight into the tree population and how it has changed over the past 5 years and allows for a proactive approach to prioritizing tree work.

Applying our proprietary **Quality, Teamwork, and Communication (QTC)** methodology, we ensure the **quality** of our project by leveraging the latest GIS technology, the most recent arboriculture industry standards, and best practices to collect tree inventory data. We customize our field data collection application to your specifications, ensuring our qualified arborists collect all data attributes at each tree and effectively minimize data entry errors. To ensure accuracy, our arborists employ extensive quality control processes to identify errors and improve our approach, and before delivering data, our senior urban foresters run additional data checks and quality control processes.

This project will be led by our local regional **team**, with support from our Northeast team, allowing us to draw from resources across the United States, meet tight deadlines, share expertise, and scale as needed. Our professional staff includes many former city foresters, tree nonprofit program leaders, and tree workers who know how to assess trees and understand the difficulties in managing trees on the ground and in forestry operations.

During the inventory and planting oversight, DRG will **communicate** in real-time by providing access to the data from our web-based TreeKeeper[®] software. We will create custom reports for you that will provide important visualization and insights into the findings. This allows you to track progress and make immediate management decisions.

Upon completion of the inventory and planting seasons, DRG can use the inventory data to develop a Tree Inventory Analysis and Maintenance Strategy with a projected 5-year budget. This plan will describe the status of the current urban forest and provide an approach to tree maintenance that focuses on risk reduction over time. The plan will enable you to project realistic budgets and work plans. DRG will review the previous plan developed in 2019 and compare the previous data provided to the current data to identify progress and areas for improvement; both for the plan development and for execution of the plan.

Overall, this project will provide you with comprehensive data about the trees and illuminate a path forward to address the needs of the urban forest. DRG is excited about the opportunity to be part of your proactive tree management project.

PROJECT APPROACH - QTC

Our team is excited to present our proprietary approach, which integrates quality, teamwork, and communication (QTC) to ensure unparalleled service and results for your project. Our process is designed to meet our client's unique needs and standards.



UNCOMPROMISING QUALITY

Our commitment to quality is at the core of everything we do. We utilize state-of-the-art tools and methodologies to ensure the highest standards are met. Our quality assurance process involves rigorous testing and validation at every stage, ensuring that the final product not only meets but exceeds your expectations.



TEAMWORK AT ITS BEST

We believe that the key to successful project delivery is rooted in effective teamwork. Our team comprises industry experts who bring diverse skills and perspectives to the table. We foster a collaborative environment where every team member's contribution is valued, leading to innovative solutions and creative problem-solving.



SEAMLESS COMMUNICATION

Clear and consistent communication is vital for the success of any project. We have established a structured communication protocol that keeps all stakeholders informed and engaged throughout the project lifecycle. Regular updates, transparent reporting, and open channels for feedback ensure that we are always aligned with your goals and expectations.

CUSTOMIZED APPROACH

Understanding that each project has unique challenges and requirements, we customize our approach to best fit your needs. Our flexible methodology allows us to adapt to changing circumstances and requirements, ensuring that we deliver optimal results every time.

With DRG, you are choosing a partner committed to excellence. Our proprietary process, emphasizing quality, teamwork, and communication, is designed to deliver superior results that align with your mission and objectives. We are eager to bring our expertise to your project and look forward to a successful collaboration.



Section Two: Scope of Work

The following key tasks constitute the proposed project:

1. **Tree Planting Opportunity Inventory:** DRG arborists will utilize the Village of Lancaster's 2019 tree inventory data to pinpoint optimal planting sites within the village's designated priority areas. DRG arborists will conduct on-site surveys to validate the suitability of the locations for tree planting and provide species recommendations based on the location's environmental conditions.
2. **Inventory:** DRG will conduct a Geographic Information System (GIS)-based inventory of an estimated 5,406 trees, stumps, and planting sites in the street ROWs and maintained areas of parks. The project area will be defined using GIS data layers such as a parcel, street ROW, and parks boundary layers.
3. **TreeKeeper Software®:** DRG will perform the tree planting planning, updates, and inventory updates utilizing the Treekeeper software. DRG will work with the Village to train contractors to update when work is completed in Treekeeper.
4. **Tree Inventory Analysis & Maintenance Strategy:** After Updating the inventory, DRG will utilize inventory data, along with industry standards and best management practices, to develop a tree Inventory analysis & maintenance strategy with a 5-year projected maintenance budget. In addition, DRG will review the previous plan that was submitted in 2019 and provide recommendations of improvement and analyze how the village has executed the recommendations of the plan and identify areas of improvement with the presentation of the plan and also implementation of the plan.

OBJECTIVE 1: TREE PLANTING

DRG will work with the village to identify a minimum of 799 sites to be utilized for planting over the next 7 seasons. The sites will be based on the data provided in TreeKeeper® that will be updated in the Fall 2024. Areas in Environmental Justice areas will be prioritized for plantings.

TASK 1.1: KICK-OFF MEETING

DRG shall hold an initial meeting with village representatives to discuss project requirements, site conditions, and roles and responsibilities; identify new information needs and next steps; and transfer any information to the consultant(s) that would assist in completion of the project. DRG will provide the meeting minutes within one business day of the meeting. The kick off meeting is anticipated to be a 2(two) hour meeting.

TASK 1.2: PLANNING/COORDINATION OF SITES AND TREE SPECIES

DRG is committed to supporting the Village of Lancaster in expanding its tree canopy through a comprehensive evaluation of potential planting sites identified in the Village's tree inventory. Our approach includes detailed on-site field assessments to determine the suitability of each site for tree planting. We will carefully consider key factors such as available growing space, proximity to overhead utilities, visibility near signs and intersections, and alignment with the Village's biodiversity objectives.

DRG will locate and confirm up to 880 vacant planting sites within priority areas designated by the Village of Lancaster. For each site, DRG will offer a list of up to two species recommendations. These recommendations will be carefully selected based on the site's environmental conditions and the surrounding area's species diversity.

DRG will record the following information for each vacant planting site in TreeKeeper®:

- Vacant Site Size: Small, Medium, Large.
- Site Type: Lawn Bed, Existing Pit, New Pit.
- Existing Pit Dimensions and Recommended Pit Expansion Dimensions.
- Recommendations for up to two species.

Data Delivery

DRG will record the specified information directly into the Village's TreeKeeper system. Additionally, DRG will provide the Village with an Excel spreadsheet that includes detailed entries for each site, covering the site ID, site type, pit dimensions, and recommended tree species. This update will reference the original site IDs from the 2019 tree inventory, ensuring accurate and consistent record-keeping. This phase of the project will be completed in the Fall of 2024, to allow the bid package to be developed in a timely manner for the Spring of 2025 planting season.

TASK 1.3: PREPARATION OF BID PACKAGE FOR PURCHASING TREES

DRG will collaborate closely with the Village to develop a comprehensive bid package for the procurement of trees. The document will include detailed specifications for tree species, sizes, and quality, ensuring that all trees meet the Village's standards for urban forestry. The bid package will also outline the necessary instructions for bid submission, including deadlines, format requirements, and any mandatory documentation.

The specifications will follow the ANSI A300 Part 6: Planting and Transplanting guidelines. This includes requirements for root ball size, tree form, and health, standards for the handling and transportation of trees, as well as guidance on warranty terms, and delivery schedules.

Deliverable

DRG will deliver a complete bid package to the village, including detailed tree specifications, bid submission instructions, and evaluation criteria. The Village of Lancaster will have the opportunity to make one revision to the bid package. This phase will be completed in January 2025.

TASK 1.4: WEEKLY INSPECTIONS DURING TREE PLANTING

DRG will conduct weekly inspections throughout the planting season, adjusting the frequency based on the contractor's progress. An experienced DRG arborist will oversee the initial plantings to ensure compliance with the Village's planting requirements. DRG will update the Village's TreeKeeper® system following each inspection.

Deliverable

The village will receive weekly reports, highlighting any concerns or issues that may arise during the planting season.

TASK 1.5: NEXT YEAR WARRANTY INSPECTIONS

DRG will inspect the previous years' planted trees to assess the health of the trees. If action is needed for tree replacement or maintenance, it will be identified in the TreeKeeper® software, and the village and contractor will receive a weekly report.

Deliverable

DRG will provide a weekly report to the village and the contractor of any follow up work needed for the previous years planted trees.

Objective 2: Update Urban Forestry Tree Management Plan

TASK 2.1: INITIAL ASSESSMENT AND REVIEW OF URBAN FOREST TREE MANAGEMENT PLAN

DRG will review and perform an initial assessment of the current Urban Forest Tree Management Plan. The evaluation will include existing data, policies, practices, and plan execution. The assessment report will include a summary of the strengths, weaknesses, and areas for improvement.

TASK 2.2: TREE INVENTORY AND ANALYSIS

Utilizing our proprietary method of QTC, we have developed the following approach to provide consistent high-quality tree inventory data. As a client-focused company, we prioritize clear and effective communication with our clients. We intend to keep you informed every step of the way so that you are confident in your data and our services. Our communication process aims to address any issues that may arise before they become problems, and we discuss issues as they occur and work towards developing solutions that work for everyone involved.



We maintain strict quality control measures throughout the project and monitor the site count, budget, and timeline while keeping you informed. Our proprietary approach to project implementation applies stringent quality control measures, engaged team members, and clear communication to deliver the final project with confidence in meeting the specifications.

PROJECT MANAGEMENT

Prior to starting fieldwork, it is imperative that we are clearly aligned on the complete project scope. The DRG team sets up meetings and updates schedules prior to starting fieldwork and continually evaluates communication throughout the project to ensure the scope of work is completed on time and within budget. These meetings and e-mail updates include a Virtual Kick-Off Meeting, On-Site Kick-Off Meeting, project update e-mails, and On-Site Close-Out Meeting.



TREE INVENTORY DATA COLLECTION

DRG begins data collection after the on-site kick-off meeting. Our arborists and urban foresters locate trees, stumps, and planting sites as per the agreed upon specification of work. They evaluate the trees and record the specified data for each site. The tree inventory will be conducted during Fall 2027 to ensure the data for the management plan is up to date.

- **Location Accuracy:** DRG uses field computers and equipment that meet or exceed the project's location accuracy requirements. Our project teams use GIS software and ruggedized computers with GPS receivers capable of sub-meter location accuracy under favorable conditions.
- **Individual Tree Inspection Process:** Urban foresters inspect each tree from the ground during data collection. They identify the species, measure tree diameter, assess tree condition and risk, and suggest the needed recommended maintenance. Data collection is done systematically for consistency and is typically done Monday through Saturday during daylight hours.
- **Safety:** DRG provides Personal Protective Equipment (PPE), such as hard hats, high-visibility safety vests, safety glasses, and boots. Additionally, our vehicles are marked with company logos and equipped with first-aid kits, fire extinguishers, and safety cones.

Data Fields

Based on our years of experience, the data fields below will provide the information needed to accomplish the project goals. However, if you have specific requirements that are not covered by the mentioned data fields, we are happy to further customize the project's scope of work. Based on our industry-leading experience, the following data fields should be assessed:

- **Address/Location:** transfer values from parcel GIS layer including house address, on street, X & Y coordinates, and park name (if applicable).
- **Species:** using botanical and common names and cultivars when appropriate.
- **Tree Size:** measured by diameter at breast height (DBH) in 1-inch size classes.
- **Multi-Stem Tree:** noting if a tree has multiple stems.
- **Condition:** categorized as good, fair, poor, or dead based on signs of stress, poor structure, damage, soil and root problems, disease, and pests.
- **Primary Tree Maintenance:** assigned as remove, prune, train, discretionary, palm prune (if applicable), stump removal, or plant (if applicable).
- **Secondary Tree Maintenance:** assigned as crown raise, crown clean, building clearance.* *This will be added to the current TK Program to assist with better planning.*
- **Risk Rating:** Collected per the ISA BMP, moderate, low, high, and extreme.
- **Defects:** including dead and dying branches, broken or hanging branches, branch attachment, trunk condition, cracks, decay or cavity, tree architecture, and root problems.
- **Further Inspection:** categorizing trees that require additional inspections for various issues beyond the scope of a standard inventory.
- **Overhead Utilities:** recording if overhead utilities are present and conflicting, present but not conflicting, or not present.
- **Comments/Notes:** observations and other pertinent information are recorded.
- **Date of Inventory:** the date the urban forester collected the data.

PLANTING SITE ASSESSMENT

When examining the state of the urban forest, it is essential to assess more than just the trees themselves. Species diversity is integral to the sustainability of an urban forest. Understanding your current stocking level and potential ability is crucial to short- and long-term planning. When assessing planting sites, we follow the mantra “Right Tree in the Right Place.” DRG will determine planting sites based on factors such as growing space, overhead utilities, and proximity to signs, lights, intersections, etc. Due to the nature of inventorying available planting sites, DRG recognizes the importance of understanding your goals and objectives for this tree inventory project. Based on your priorities, we recommend considering one of the following options:

1. **100% Inventory.** DRG will inventory all available planting sites during the tree inventory. The inventory will be updated and sites will be assigned small, medium, or large planting site classifications to aid in future planning. This phase will be initially conducted in Fall 2024 to aid in site selections for Spring 2025. During the inventory update any newly created sites since the 2024 inventory update will be added to the current database.

TREE RISK ASSESSMENT

During the inventory, DRG’s urban foresters can inspect each tree following the ANSI tree risk assessment (ANSI 2017) protocol. DRG will complete a 360-degree ground-based visual inspection of the crown, trunk, trunk flare, above-ground roots, and site conditions around the tree in relation to targets. The assessment only includes conditions detected from the ground and does not include aerial or subterranean inspection, testing, or analysis.

DRG evaluates risk and assigns a risk rating based on an assessment of the failure mode (i.e., branch, whole tree, codominant stem) with the most significant risk. The specified period for the risk assessment is one year. The risk part of this inventory and evaluation is to maintain compliance with the most recent standards and practices in the arboricultural industry. It is important to note that our inspections are “rapid assessments” and are meant to show a need for further study, and thus are not legally binding in any litigation. DRG used the following criteria based on the *International Society of Arboriculture Best Management Practices—Tree Risk Assessment, Second Edition* (E. Thomas Smiley, Nelda Matheny, and Sharon Lilly 2017) to arrive at a risk rating.

- **Likelihood of Failure:** Identifies the most probable failure and rates the likelihood that structural defect(s) will result in failure based on observed current conditions.
- **Likelihood of Impacting a Target:** The rate of occupancy of targets within the target zone and any factors that could affect the failed tree as it falls towards the target.
- **Consequences of Failure:** The consequences of tree failure are based on the level of target and potential harm that may occur. Consequences can vary depending on the size of the defect, a distance of fall for the tree or limb, and any other factors that may protect a target from harm. Target values are subjective, but DRG staff try to assess them from our client's perspective.

QUALITY CONTROL AND QUALITY ASSURANCE

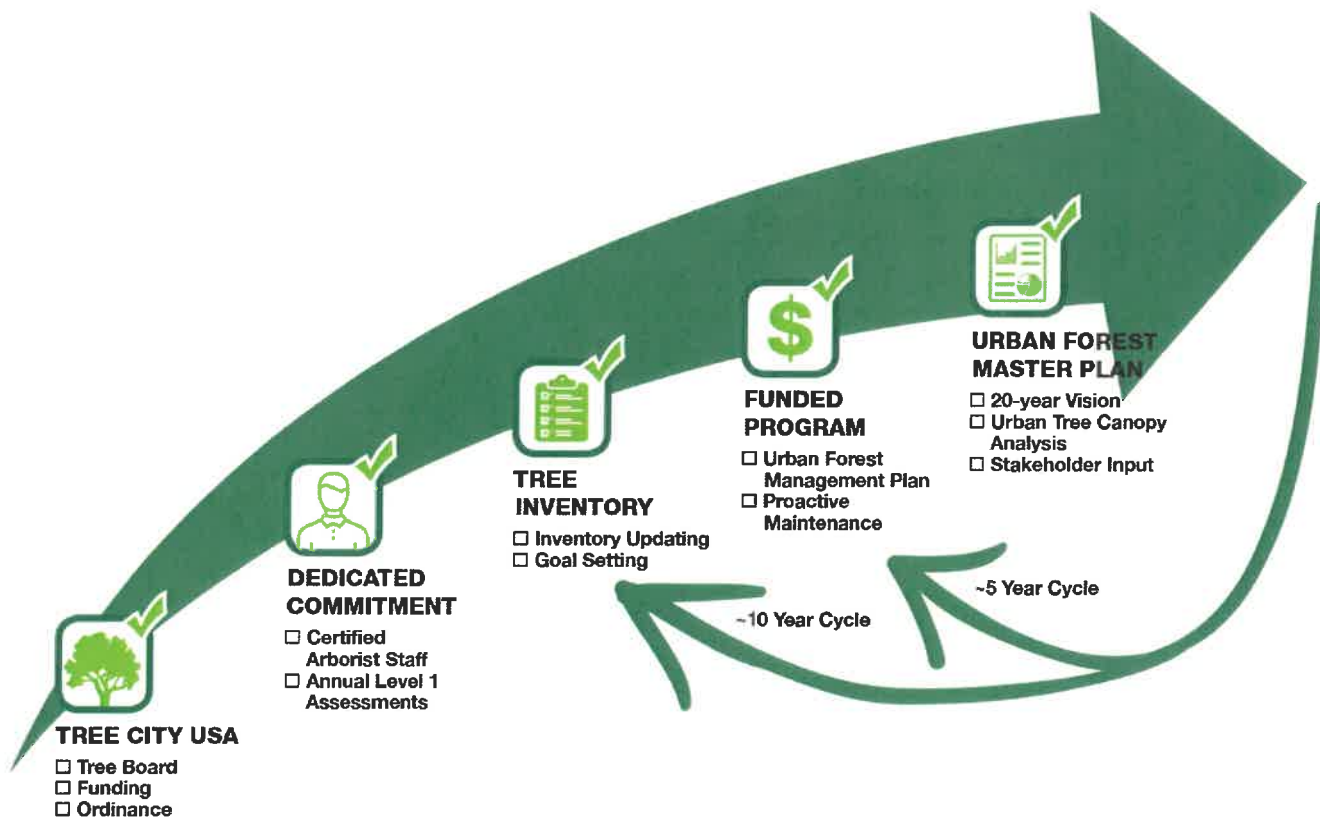
Not only do we provide you with real-time data viewable from our TreeKeeper® software, but we also have a detailed quality control and quality assurance processes to guarantee a high level of accuracy. While minor errors are always possible in human-collected data, we are confident that our approach to quality control surpasses that of any other firm. We understand the importance of the data for your decision-making and stand by the accuracy.

To ensure the accuracy of the data, the team employs several quality control checks consisting of hot and cold data checks during fieldwork. Hot checks involve the urban foresters working together and collecting the same data to ensure consistency. In cold checks, the urban foresters review a sample of each other's data to identify any inconsistencies. Any necessary corrections are made to ensure that you receive consistent and accurate data communicated to you. After the data collection is complete and before final delivery, a series of queries and checks are

run to verify the data's correctness. Any identified errors are addressed before delivering the data to you and your representatives. Following is an example of a snapshot from our QC/QA methodology.

DATA DELIVERY

At the end of data collection and final QC checks, we provide the data in both shapefile and Microsoft Excel™ format. Additionally, we have experience delivering data or creating API's into a wide variety of other software systems such as ESRI, Cartegraph, CityWorks, Salesforce, etc.



We understand the importance of this Tree Inventory Milestone to the further development of your program.

INVENTORY STATISTICS				
Site Count to Date		Percent Complete	Estimated Total Site Count	
3,161		83%	3,800	
Overall Critical Error Score	Target Critical Score	Non-Critical Error Score	Target Non-Critical Score	Percent Audited
100%	95%	98.7%	90%	1%

TREE INVENTORY ANALYSIS

The goal of DRG's Tree Inventory Analysis is to recognize priority and proactive tree management tasks, know the value of the inventoried trees, and project a realistic multi-year budget. To develop this plan, our experienced urban foresters analyze the tree inventory data, assessing the data to determine the tree population's composition, structure, and function. Then, DRG uses the findings from the data analysis, along with industry standards, risk management goals, and best management practices, to report on the status of the urban forest.

PLAN SECTIONS

- **Executive Summary:** Provides an inventory, recommended maintenance, and benefits summary overview of the project and its findings in a format that facilitates printing and sharing with elected officials, citizens, and others.
- **Structure & Composition:** Using charts, tables, and insight from DRG's experienced urban foresters, this section describes the composition, function, and structure of the inventoried urban forest. Detailed observations and recommendations are analyzed on the following:
 - Species & General Diversity
 - Pest Susceptibility
 - Condition
 - Relative Age Distribution
 - Defect Observations
 - Infrastructure & Growing Space
 - Canopy Cover & Stocking Level
- **Functions & Benefits:** Using i-Tree, an analysis highlighting the environmental, ecological, and economic benefits trees provide with the following analysis:
 - Overall Results
 - Annual Benefits
 - Improving Air Quality
 - Sequestering & Storing Carbon
 - Controlling Stormwater
 - Replacement Value
- **Conclusion:** Summarizes the report, drawing inferences from the entire process about what has been found and decided, and the impact of those findings and decisions.
- **Appendices:** Relevant appendices are provided, including References, Summary of Recommendations, Study Area and Data Collection Procedures, and Risk Assessment if applicable.

TASK 2.3: DEVELOPMENT OF UPDATED PLAN

DRG will integrate the new findings from the inventory into the Village of Lancaster's Urban Forestry Tree Management Plan. Based on the comprehensive assessment, stakeholder feedback, and thorough data analysis, DRG will create an updated plan that establishes clear goals, innovative strategies, and actionable steps for effective urban forest management. This task will involve up to two one-hour meetings with representatives from the Village of Lancaster to gather insights and inform the planning process.

The updated plan will incorporate risk management and mitigation strategies to address potential challenges such as adverse weather conditions, disease outbreaks, and other unforeseen factors that could impact tree planting and maintenance. Additionally, it will include a detailed framework for long-term maintenance and sustainability, ensuring the urban forestry program thrives well beyond the initial project period.

Deliverable

A draft of the updated Urban Forestry Management Plan, which includes new goals, strategies, and actions.

TASK 2.4: REVIEW AND REFINEMENT OF UPDATED PLAN

DRG will present the draft "State of the Forest" tree management plan, including detailed charts and graphs, to the Village Forest Advisory Board, Village Board, and other stakeholders for review and feedback. The plan will emphasize tree specifics, focus areas, and future planting sites. After the initial review, DRG will meet with the Village Urban Forest Advisory Board to discuss revisions and collaboratively develop short, medium, and long-term goals for the community forest. Up to two one-hour meetings will be conducted to gather input and finalize details. Based on the feedback received, the DRG will make one revision to refine and finalize the plan, ensuring it aligns with the Village's vision and objectives.

Deliverable

Final update Urban Forestry Tree Management Plan, incorporating stakeholder feedback and refinements.

TASK 2.5: APPROVAL OF COMMUNITY FOREST MANAGEMENT PLAN

Incorporating recommendations from Village representatives, DRG will develop a comprehensive Community Forest Management Plan outlining the recommended processes and activities for a multi-year tree management program. Goals will be included with each section to aid the Village in planning for the future of the Urban Forest. This plan will include at minimum the following key elements:

PLAN SECTIONS

- **Executive Summary:** Provides an inventory, recommended maintenance, and benefits summary overview of the project and its findings in a format that facilitates printing and sharing with elected officials, citizens, and others.

- **Structure & Composition:** Using charts, tables, and insight from DRG’s experienced urban foresters, this section describes the composition, function, and structure of the inventoried urban forest. Detailed observations and recommendations are analyzed on the following:
 - Species & General Diversity
 - Pest Susceptibility
 - Condition
 - Relative Age Distribution
 - Defect Observations
 - Infrastructure & Growing Space
 - Canopy Cover & Stocking Level
- **Functions & Benefits:** Using i-Tree, an analysis highlighting the environmental, ecological, and economic benefits trees provide with the following analysis:
 - Overall Results
 - Annual Benefits
 - Improving Air Quality
 - Sequestering & Storing Carbon
 - Controlling Stormwater
 - Replacement Value
- **Recommended Maintenance:** Focuses on the tree maintenance tasks that will help mitigate risk, complete proactive maintenance cycles, and plant trees (if collected). Based on the inventory data, the following analyses are discussed:
 - Priority Maintenance & Further Inspections
 - Routine Maintenance
 - Routine Pruning Cycle
 - Young Tree Training Cycle
 - Routine Inspections & Inventory Updates
 - Tree Planting & Stump Removal (if collected)
- **Maintenance Strategy & Example 5-Year Budget:** Using the tree inventory data, an example 5-year annual maintenance schedule and budget are provided with details that recommend tasks to complete each year in an editable Excel™ table format.
- **Conclusion:** Summarizes the report, drawing inferences from the entire process about what has been found and decided, and the impact of those findings and decisions.
- **Appendices:** Relevant appendices are provided, including References, Summary of Recommendations, Study Area and Data Collection Procedures, and Risk Assessment if applicable.

Section Three: Qualifications and Experience

Davey Resource Group, Inc. is the leader in urban forestry consulting in the United States and has provided tree inventory assessment services and assisted with managing urban forests since its founding in 1992. We regularly assess over two million trees annually and develop a wide range of plans for communities. These plans include data-driven, operationally-focused work plans and strategic master plans guided by community and stakeholder input. Our TreeKeeper® software is used by over 500 clients nationwide and has more than 10 million trees hosted.

In addition to our on-the-ground arborist assessment and urban forest planning services, we provide GIS-based mapping and canopy assessments. Since 2010, DRG has completed over 225 urban tree canopy (UTC) assessments, providing accurate estimates of tree canopy cover and impervious surfaces. Our team consists of arborists, urban foresters, planners, landscape architects, ecologists, GIS, and Information Technology (IT) professionals. Together, we offer proven solutions for urban forest management and unique strategies for today's challenges, such as the urban heat island effect and the lack of tree canopy in underserved neighborhoods.

In addition to DRG's renowned urban forestry services, we also offer a diverse range of other environmental consulting services. This includes wetlands and stream studies, environmental design and ecosystem restoration, stormwater management and compliance, and invasive species management. DRG's staff is well versed in complex ecosystems, resource challenges, and regulatory concerns that can impact project success. With 24 local regional offices and a national presence, DRG is well equipped to handle urban forestry and environmental projects in your area.

Internally, **we believe in the QTC method - Quality, Teamwork, and Communication.** How does this benefit you and your project? We continually look for ways to reinvent, innovate, and adapt our processes to achieve the highest quality results at the best value for our clients. This includes hiring and training team members who are accountable for good work, working safely, and providing accurate results. We encourage and engage in active communication with you and within our teams to provide quality service throughout the project and beyond. This philosophy has led to our history of satisfied repeat clients.

As a trusted partner, Davey collaborates with the United States Department of Agriculture (USDA) Forest Service, The Nature Conservancy, American Forests, and the Arbor Day Foundation on a variety of industry-leading initiatives. Our commitment extends to the International Society of Arboriculture (ISA) and its local chapters, with staff serving on boards and committees. We support the Urban and Community Forestry Society with regular presentations, sponsorships, and volunteering.

Davey has actively contributed to developing and revising arboriculture standards and best management practices, including tree risk assessment, through the American National Standards Institute (ANSI) and ISA. We also work directly with the USFS on the continued development and support of i-Tree to quantify the value ecosystem services trees provide.

DRG'S URBAN FORESTRY SERVICES

DRG's urban foresters support municipalities, campuses, parks, cemeteries, utilities, and the private sector across North America and internationally. We often provide tree risk reduction strategies through assessments and tools such as tree inventories, risk assessments, and urban tree canopy assessments. DRG tailors each project to meet our client's specific program needs and project budget. We provide:

- Tree inventory data collection and updates of existing data.
- Smart tree inventory data collection (AI and machine learning).
- TreeKeeper® software.
- Urban forest planning services to help manage trees and achieve short- and long-term goals.
- GIS services and specialists in-house to assess urban tree canopy, map tree growth, analyze planting space, and predict the impact of threats to tree canopy, such as the urban heat island effect.
- Staff augmentation and contract forestry.
- i-Tree Tools and analyses to highlight the benefits of trees.

We provide innovative solutions through experience and expertise.

Why Choose the Davey Team?

DRG'S UNIQUE QUALIFICATIONS

The following assets and qualities of DRG distinguish us within the arboriculture and urban forestry fields and demonstrate our ability to provide high-quality services.

- **Large professional arborist and GIS/IT staff.** DRG has over 100 professional arborists dedicated to tree inventories and urban forestry consulting, 20 GIS/IT specialists, and access to additional trained employees as the needs arise. As a large national firm, DRG can expand a project team quickly to meet the needs of any project. Our size and internal resources allow it to complete large, long-term inventory projects.
- **Large equipment inventory.** DRG owns multiple handheld computers and pen tablets for tree data collection and precise GPS units. We have national purchase and rental agreements with computer hardware manufacturers and technical equipment to quickly obtain specialty, additional, or replacement equipment.
- **Tree inventory and software project experience.** DRG has over 30 years of experience conducting municipal tree inventories, creating long-term management plans, and creating customized software systems. We have successfully completed more tree inventories than any other company and regularly assess more than 2 million trees annually. Our inventory arborists are highly trained in tree identification, tree maintenance determinations, and tree risk assessments.

- **Local offices and staff with national support.** DRG maintains several offices throughout the region, and our staff can respond directly to any questions or inquiries you might have, ensuring quick and constant communication. Our parent company, The Davey Tree Expert Company, also has residential and commercial tree care and landscaping, horticultural technical support, and urban forestry consulting offices throughout the region. These local offices have our nationwide company's collective support and resources and can assist as necessary.

A 135-year history of providing clients with quality work and proven results. The Davey Tree Expert Company has been in business for over 135 years. It is an employee-owned company that has stood the test of time. While other urban forestry companies and their inventory software programs have gone out of business, The Davey Tree Expert Company's history speaks to longevity and security, such that it will remain successful and be able to serve the needs of your community well into the future.

THE PROJECT TEAM

DRG's staff members are the most qualified and credentialed in the industry and possess extensive industry knowledge and experience. This knowledge and experience includes industry standards, best management practices (BMPs), and the municipal work environment. All of our DRG team members are either ISA Certified Arborists or on a path to becoming certified. Many have additional credentials and maintain the ISA Tree Risk Assessment Qualification (TRAQ) and/or are Board Certified Master Arborists (BCMA). Our team also includes IT and GIS analysts, plan writers, software technicians, data analysis, and administrative support. DRG has the largest staff of urban forestry consultants in the country, allowing us to scale and substitute staff as needed. The staff listed below have been identified as an ideal solution for your project, but due to timing or other assignments, we may elect to substitute staff or equal expertise if needed.

Lori Brockelbank

Area Manager

Lori Brockelbank is an area manager with Davey Resource Group, Inc. (DRG). Lori is responsible for providing operational, fiscal, and sales support to the consulting team in Western New York. Her primary responsibilities include quality control, technical consulting, plan writing, tree assessments, tree ordinance interpretations, tree preservation activities, tree/timber appraisals, arboricultural training, urban wood utilization investigations, expert witness testimony, and outreach and educational programs. Lori has experience in both traditional forestry and urban forestry.

Lori has assisted with resource management on state and private lands in various counties throughout New York, Vermont, Pennsylvania, and West Virginia. She specializes in tree inventories, urban forest management plans, master plan writing, and contract processes (writing, bidding, and administration). Lori also focuses on private and community land activities, including insect/disease diagnosis, tree planting plans and inspections, and working with municipalities to obtain Tree City USA status.



Education

- B.S., Natural Resource Management, State University of New York (SUNY), College of Environmental Science and Forestry

Credentials

- International Society of Arboriculture (ISA) Certified Arborist and Municipal Specialist, NY-5326AM
- Registered Consulting Arborist (RCA) #807
- ISA Tree Risk Assessment Qualification (TRAQ)
- Certified New York Pesticide Applicator (Categories 2, 3a, and 5a), New York State Department of Environmental Conservation
- Adult First Aid/CPR/AED, American Red Cross

Professional Affiliations

- International Society of Arboriculture
- Jamestown Community College Tree Board
- New York State Arborist Association (former President)
- New York State Urban and Community Forestry Council (Executive Board Member)



RESUME

Cali Fox

Program Lead

Cali Fox is a program lead for the Davey Resource Group, Inc. (DRG) urban forestry team in New York City, and oversees large-scale tree inventories, pre-construction projects, and tree preservation inventories in the northeast United States region, primarily in New York. She has been with DRG since October 2021.

Before her role as a program lead for DRG, Cali served as a project manager and an arborist consultant at DRG for large-scale pre-construction inventories, supervising on-site forestry operations, providing on-site tree recommendations, and authoring arborist reports. She also served as the New York Department of Parks and Recreation Forester.

In addition to her experience with large-scale inventory projects, Cali oversees street tree planting operations and field inspections for tree health. She also organized and supervised data collection on Nature Reserves throughout Ontario, authoring an accompanying management plan.

Notable Project Experience

- Governor's Island, NY | Governor's Island Tree Inventory and Management Planning | Urban Forestry Project Manager who spearheaded the tree inventory project for Governor's Island, assuming responsibility for quality assurance and collaborating closely with the island's team to develop comprehensive tree management, storm preparedness, and invasive species management plans
- Prospect Park Alliance (PPA) | Pre-Construction Tree Inventories for Prospect Park Alliance | Urban Forestry Project Manager who led the team in conducting pre-construction inventories for over 1,000 trees in Prospect Park. She coordinated efforts with arborists, surveyors, landscape architects, and CAD specialists to deliver comprehensive data and documents supporting PPA's design plans.
- Green-Wood Cemetery, Brooklyn, New York | Tree Planting Project of over 200 bare root trees | Project Manager
- City of Lancaster, Pennsylvania | Tree Inventory and Community Urban Forest Management Plan (over 10,000 trees) | Project Manager



Education

- Certificate in Advanced Principles of Urban Tree Care, New York Botanical Garden School of Horticulture and Landscape Design
- M.F.C., Forest Conservation, University of Toronto

Credentials

- International Society of Arboriculture (ISA) Certified Arborist, NY-6411A
- ISA Tree Risk Assessment Qualification (TRAQ)
- Adult First Aid/CPR/AED, American Red Cross

Moriah Day

Project Manager

A project manager with Davey Resource Group, Inc. (DRG), Moriah Day oversees the Massachusetts office's urban forestry initiatives, leading a team of arborists and coordinating tree inventory and management projects for public and private clients. In a consulting arborist role, she advises municipalities on tree selection, planting, maintenance, and urban forestry best management practices. Moriah has demonstrated specialized knowledge and robust expertise in tree risk assessment by becoming Tree Risk Assessment Qualified, an ISA Certified Arborist, a Massachusetts Certified Arborist, and a Massachusetts pesticide applicator.

Previously, Moriah served as an inventory arborist for the Asian longhorned beetle ground survey project before transitioning to the northeast urban forestry team. Promoted to site manager in 2020, she led field operations and ensured data quality for urban forestry projects.

In her current role as project manager, Moriah collaborates with various clients and urban forestry programs. Notable projects include conducting a comprehensive tree inventory for Worcester's urban forest master plan and assisting communities like Holyoke, Haverhill, and Fall River in securing funding through the Inflation Reduction Act grant. Moriah expertly guides the City of Fall River on planting strategies, tree species selection, volunteer training, and overseeing extensive planting initiatives. She also conducts tree risk assessments for municipalities such as Concord, Sudbury, and Fall River, adhering to ANSI and ISA guidelines.

Notable Project Experience

- City of Worcester, MA | Urban Forest Master Plan | Project Manager
- Town of Concord, MA | On-Call Tree Risk Assessments | Tree Risk Assessor
- City of Somerville, MA | Tree Inventory | Inventory Arborist
- City of Fall River, MA | Tree Planting Oversight | Project Manager
- Emerald Necklace Conservancy | Park Inventory and Tree Tagging | Inventory Arborist
- Town of Westford, MA | Tree and Invasive Species Inventory and Management Plan | Project Manager



Education

- M.S., Geographic Information Science, Clark University
- B.S., Environmental Science, Clark University

Credentials

- International Society of Arboriculture (ISA) Certified Arborist, NE-7281A
- ISA Tree Risk Assessment Qualification (TRAQ)
- Certified Arborist, 2624, Massachusetts Arborists Association
- Certified Massachusetts Pesticide Applicator, AL-0050459, Massachusetts Department of Agricultural Resources
- Adult First Aid/CPR/AED, American Red Cross

RELATED PROJECTS

We understand the importance of this project and how you only have one chance to get it right. With our vast experience providing urban forestry consulting, you can rest assured we will get it right the first time, and your investment will not be wasted. Below is a limited selection of projects demonstrating our expertise in delivering similar scopes of work on time and within budget. We are happy to provide additional project examples or references if desired.

Street Tree Inventory

City of Buffalo, NY

Location:

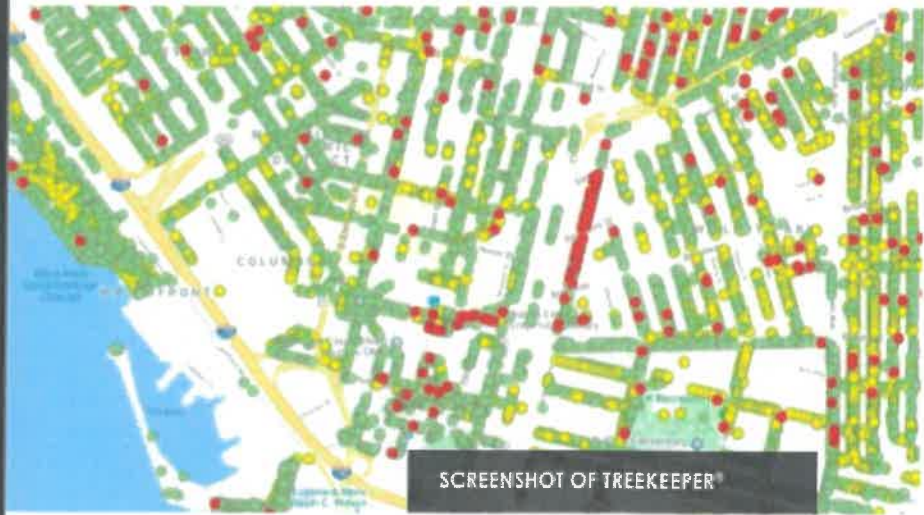
Buffalo, NY

Completion:

January 2020

Reference:

Ross Hassinger
City Forester
505 City Hall
Buffalo, NY 1402
716.851.4170
rhassinger@city-buffalo.com



Scan QR to
view the full
Buffalo Street
Tree Inventory
TreeKeeper®
report.



Over a decade ago, Buffalo completed a tree inventory, and, despite continuous updates, they decided it was time for a complete re-inventory. The City chose Davey Resource Group, Inc. (DRG) to verify, update, and add new records for approximately 110,000 trees, stumps, and planting sites. DRG's certified arborists visited each site, updating existing data fields, such as location, species, size, condition, and maintenance needs.

Upon completing the inventory, the data was delivered to the City for integration into their existing database. However, it soon became clear that the City's system could not handle the required volume of tree work and lacked a public-facing page. To address this, DRG uploaded the data to TreeKeeper® and developed a custom contractor portal connected to the City's 311 system. This portal allows tree-pruning contractors to access inventory data, locate work orders, complete assigned tasks, and receive payment efficiently.

Since 2017, DRG has served as Buffalo's on-call consulting arborist, acting as an extension of the city forester. DRG assists with 311 tree inspections; manages pruning, removal, and planting contracts; and keeps the street tree inventory current. Buffalo continues to use DRG's TreeKeeper® system for record-keeping, work order management, and maintaining the tree inventory data.

Urban Forest Master Plan

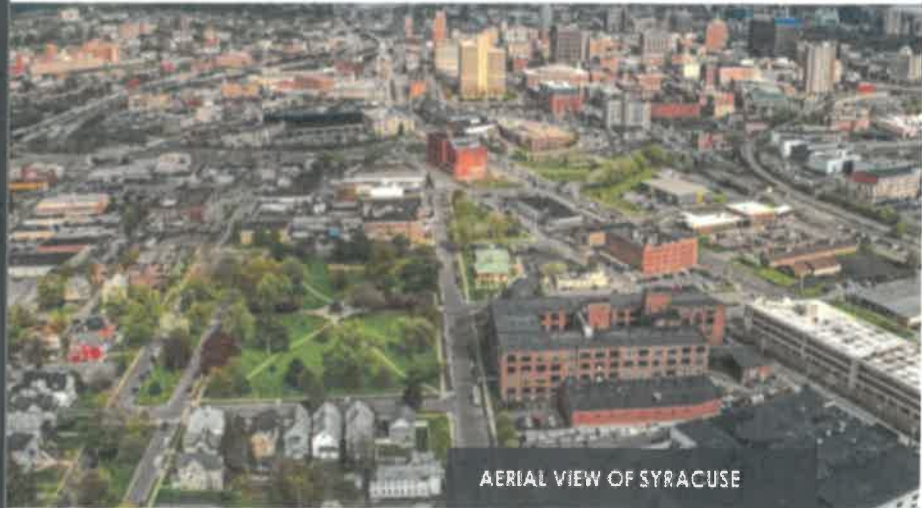
City of Syracuse, NY

Location:
Syracuse, NY

Completion:
2019

Reference:
Steve Harris
City Forester
315.473.4330
sharris@syr.gov.net

Awards:
Society of Municipal Arborists
2020 Legacy Project of the Year



The City of Syracuse contracted Davey Resource Group, Inc. (DRG) to prepare an urban forestry master plan. The project involved organizing several meetings that brought together stakeholders, from private citizens to City officials and contractors. The plan used tree inventory data that DRG had previously collected.

DRG worked closely with the Onondaga Earth Corps (OEC), a local not-for-profit organization, to manage the substantial public outreach that informed the master plan. The OEC organized public meetings throughout the city to ensure all voices were heard and all input was considered.

The end results of this comprehensive plan are not just numbers and proposals, but a significant step towards a greener, more sustainable future for Syracuse. DRG has quantified the value of the City's urban forest, proposed a multi-year management plan, and can now aid the city forester in advocating for reformed zoning laws and guidelines. This initiative is a testament to the impact of collective efforts.

Scan QR to
view the full City
of Syracuse
Urban Forest
Master Plan.



Through our comprehensive analysis of Syracuse's urban forest, we were able to calculate that the City's 27% or tree canopy cover provides the community with an estimated \$9.1 million in annual benefits.

Project Profiles

City of Buffalo 2017- current client

For the past years we have assisted the City in various capacities. In relation to the Village of Lancaster project we have assisted Buffalo in assigning planting sites, including tree selections, worked with block groups to assign tree plantings and inspected the trees once they were planted by the contractor. DRG has also updated the inventory during various time periods

City of Syracuse 2014 -2023

DRG performed the initial tree inventory in 2014, since then DRG has updated the inventory three times and included a summary report after each update. In 2017 DRG worked with the City to develop a Master Plan that included planting goals for the city and how they can be achieved.

Town of Grand Island 2022- current

DRG conducted an inventory in 2022 for the urban forest on Grand Island. Included with the CFMP was a specific Planting Plan developed to assist the Town in setting goals for the reforestation of the Town and specifications for the planting to be completed either by in-house staff or by contractors.

REGIONAL PROJECTS(if needed more examples can be provided)

Village of Lancaster Tree Inventory and CFMP

City of Albany Tree Inventory and CFMP, Yearly updates to inventory

Town of Amherst Tree Inventory and CFMP

Binghamton Tree Inventory and CFMP

University of Buffalo Tree Inventory and CFMP

Cooperstown Tree Inventory and CFMP

Dunkirk Tree Inventory and CFMP

Grand Island Tree Inventory and CFMP, Planting Plan

City of Jamestown Tree Inventory and CFMP

Town of Lancaster Tree Inventory and CFMP

Olean Tree Inventory and CFMP

Port Jervis Tree Inventory and CFMP

Round Lake Tree Inventory and CFMP

Sackets Harbor Tree Inventory and CFMP

Syracuse Tree Inventory and CFMP, Master Plan and Inventory Updates

Utica Tree Inventory and CFMP

Buffalo, Tree Inventory, Contractor oversight, Storm inspections

References

Ross Hassinger
City of Buffalo
716.225.6525

Jay Lavine
City of Albany
518.229.4521

Steve Harris
City of Syracuse
315.473.2683 ext 3014

Kelly Reinhardt
Village of Sackets Harbor
315.778.1788

Dick Crawford Jr.

Town of Grand Island
(716) 773-9600

INVESTMENT AND AUTHORIZATION TO PROCEED

The prices, terms and conditions, and warranty are hereby accepted. I am authorized to bind and authorize Davey Resource Group, Inc. to perform the specified work. I am familiar with and agree to the terms and conditions appended to this proposal. I understand that once accepted, this proposal constitutes a binding contract. This proposal is based on an estimated number of trees/sites to be inventoried. Davey Resource Group, Inc. reserves the right to renegotiate the price based on the timing of the award, scheduling of fieldwork, the final methodology chosen by the client, and availability, completeness, and quality of maps and GIS information.

Tree Planting and Update Community Forest Management Plan

By signing this form, I do hereby acknowledge acceptance of the scope of work and associated fee, as well as the terms and conditions and limited warranty contained herein. Furthermore, my signature authorizes the work to be performed effective the date of my signature and denotes that I am an authorized representative of Village of Lancaster with authority to authorize and bind my company.

Item for Bid	Cost per Hour (Rate)	# of Hours	Total Bid (Rate x # of Hours)
Planning/Coordination of Sites and Tree Species	\$90	24	\$2160
Preparation of Bid Package for Purchasing Trees	\$150	4	\$600
Weekly Inspections During Tree Planting during 7 seasons	\$95	119	\$11,300
Next Year Warranty Inspections	\$95	47	\$4494
Community Forest Management Plan	\$150	180	\$27,000
Consultant in-person meetings (kick off, interim, Village Board presentation)	\$150	8	\$1,200
CONTRACT TOTAL (MAX)	n/a		\$46,754

Village of Lancaster

Davey Resource Group, Inc.

Client Representative: _____

DRG Project Representative: _____

Authorizing Signature: _____

Title: _____

Authorizing Name: _____

Date: _____

Title: _____

Phone Number: _____

Date: _____

E-mail: _____

Phone Number: _____

E-mail: _____

INVOICING METHOD

How would you like to receive invoices for this project?

Mail: Invoice(s) will be mailed to the address listed on page 1 of this proposal.

E-mail: Invoice(s) will be e-mailed to:

Other: Please provide instructions below:

INSURANCE REQUIREMENTS

Certificate Holder Name and Address (if different than listed on page 1 of the proposal):

List of Additional Insured Entities:

CLIENT RESPONSIBILITIES

- Provide DRG with imagery, maps, and data files. Our request may include the following: digital orthophotographs, available GIS data layers, other electronic or paper copies of maps for roads, pavement widths, right-of-way widths, boundaries and utilities, and an electronic file or printed list of street names and endpoints.
- Provide daily contact information and directions during the inventory project.
- Provide a copy of any existing tree inventory databases.
- Coordinate and host an on-site kick-off meeting before the start of fieldwork.
- By accepting this proposal, you accept DRG's Terms and Conditions and Limited Warranty and agree that, upon award, this proposal and its attachments will be made a part of the Agreement.

TERMS AND CONDITIONS

- All pricing is valid for 30 days from the date of this proposal, after which time we reserve the right to amend fees as needed.
- Time and materials (T&M) estimates will be billed using the labor rates in DRG's current commercial price list. Fixed Fee Contract Prices will be billed in monthly increments for the percentage of work completed in the billing period. Firm-Fixed Unit Prices will be billed in monthly increments for the number of completed units in the billing period.
- Payment terms are net 30 days.
- If prevailing wage requirements are discovered after the date of this proposal, we reserve the right to negotiate our fees.
- The client is responsible for any permit fees, taxes, and other related expenses unless noted as being included in our proposal.
- The client shall provide 48 hours notice of any meetings where the consultant's attendance is required.
- Unless otherwise stated, one round of revisions to deliverables is included in our base fee. Additional edits or revisions will be billed on a time and material (T&M) basis.
- All reports are provided only to the client unless otherwise directed.
- DRG represents that it and its agents, and consultants employed by it, are protected by Workers' Compensation insurance and that DRG has coverage under liability insurance policies which DRG deems reasonable and adequate. DRG shall furnish certificates of insurance upon request. DRG agrees to maintain general liability insurance in commercially reasonable amounts. Client is responsible for requesting specific inclusions or limits of coverage that are not present in DRG insurance, and the cost of such inclusion or coverage increases if available, will be at Client's sole cost and expense. If the Client requires an Additional Insured endorsement, DRG shall provide one in the certificate of insurance, listing only the entities requested in the "Additional Insured Requirements" section above.

LIMITED WARRANTY

Davey Resource Group, Inc. (“DRG”) provides this limited warranty (“Limited Warranty”) in connection with the provision of services by DRG (collectively the “Services”) under the agreement between the parties, including any bids, orders, contracts, or understandings between the parties (collectively the “Agreement”).

Notwithstanding anything to the contrary in the Agreement, this Limited Warranty will apply to all Services rendered by DRG and supersedes all other warranties in the Agreement and all other terms and conditions in the Agreement that conflict with the provisions of this Limited Warranty. Any terms or conditions contained in any other agreement, instrument, or document between the parties, or any document or communication from you, that in any way modifies the provisions in this Limited Warranty, will not modify this Limited Warranty nor be binding on the parties unless such terms and conditions are approved in a writing signed by both parties that specifically references this Limited Warranty.

Subject to the terms and conditions set forth in this Limited Warranty, for a period of ninety (90) days from the date Services are performed (the “Warranty Period”), DRG warrants to Customer that the Services will be performed in a timely, professional and workmanlike manner by qualified personnel.

To the extent the Services involve the evaluation or documentation (“Observational Data”) of trees, tree inventories, natural areas, wetlands and other water features, animal or plant species, or other subjects (collectively, “Subjects”), the Observational Data will pertain only to the specific point in time it is collected (the “Time of Collection”). DRG will not be responsible nor in any way liable for (a) any conditions not discoverable using the agreed upon means and methods used to perform the Services, (b) updating any Observational Data, (c) any changes in the Subjects after the Time of Collection (including, but not limited to, decay or damage by the elements, persons or implements; insect infestation; deterioration; or acts of God or nature [collectively, “Changes”]), (d) performing services that are in addition to or different from the originally agreed upon Services in response to Changes, or (e) any actions or inactions of you or any third party in connection with or in response to the Observational Data. If a visual inspection is utilized, visual inspection does not include aerial or subterranean inspection, testing, or analysis unless stated in the scope of work. When performing tree inventories or assessments, DRG will not be liable for the discovery or identification of non-visually observable, latent, dormant, or hidden conditions or hazards, and does not guarantee that Subjects will be healthy or safe under all circumstances or for a specified period of time, or that remedial treatments will remedy a defect or condition.

To the extent you request DRG’s guidance on your permitting and license requirements, DRG’s guidance represents its recommendations based on its understanding of and experience in the industry and does not guarantee your compliance with any particular federal, state or local law, code or regulation.

DRG may review information provided by or on behalf of you, including, without limitation, paper and digital GIS databases, maps, and other information publicly available or other third-party records or conducted interviews (collectively, “Source Information”). DRG assumes the genuineness of all Source Information. DRG disclaims any liability for errors, omissions, or inaccuracies resulting from or contained in any Source Information.

If it is determined that DRG has breached this Limited Warranty, DRG will, in its reasonable discretion, either: (i) re-perform the defective part of the Services or (ii) credit or refund the fees paid for the defective part of the Services. This remedy will be your sole and exclusive remedy and DRG’s entire liability for any breach of this Limited Warranty. You will be deemed to have accepted all of the Services if written notice of an alleged breach of this Limited Warranty is not delivered to DRG prior to the expiration of the Warranty Period.

To the greatest extent permitted by law, except for this Limited Warranty, DRG makes no warranty whatsoever, including, without limitation, any warranty of merchantability or fitness for a particular purpose, whether express or implied, by law, course of dealing, course of performance, usage of trade or otherwise.