



**NOTICE OF PUBLIC HEARING  
VILLAGE OF LANCASTER**

PLEASE TAKE NOTICE that the Board of Trustees of the Village of Lancaster passed a resolution at their October 28, 2024 Village Board meeting to conduct a public hearing in the Council Chambers of the Lancaster Municipal Building, 5423 Broadway, Lancaster, New York on Monday, November 25, 2024, at 7:15 p.m.

The purpose of this hearing is to obtain citizens' views and comments relative to the submission of an application to Empire State Development for financial assistance under the Restore NY Communities Initiative. This project includes the rehabilitation and adaptive reuse of the Masonic Temple building at 5497 Broadway in the Village of Lancaster.

The following property will be submitted for consideration:

- 5497 Broadway, 12,084 square feet, vacant mixed-use property, proposed rehabilitation.

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

Michael E. Stegmeier  
Village Clerk



**Restore  
New York**

**Municipal Resolution:**

Please keep in mind this does NOT NEED TO BE THE EXACT WORDING. This is for reference ONLY.

Please complete the municipal resolution however your municipality would normally go about this.

*WHEREAS the [MUNICIPALITY] is eligible for grant funding under Round [#] of the Restore NY Communities Initiative Municipal Grant Program, and*

*WHEREAS the City Council has considered proposals that qualify for funding under the program and selected one project to be included in an application that will be submitted to Empire State Development Corporation (ESDC) as follows:*

*Redevelopment of [PROPERTY], [PROPERTY ADDRESS]. The project will [ACTIVITY - ex. "renovate a vacant and abandoned 50,000 square foot property into a mixed-use building containing three shops for commercial use on the first floor, and 12 market rate apartments on the upper floors"].*

*WHEREAS this project is consistent with all existing local plans, the proposed financing is appropriate for the project, the project will facilitate effective and efficient use of existing and future public resources so as to promote both economic development and preservation of community resources and the project develops and enhances infrastructure and/or other facilities in a manner that will attract, create and sustain employment opportunities in [MUNICIPALITY].*

*NOW THEREFORE BE IT RESOLVED that the City Council hereby supports and will sponsor an application for Restore NY funding for [PROPERTY], [PROPERTY ADDRESS] and will administer the grant in accordance with all applicable rules and regulations established by ESDC, and*

*BE IT FURTHER RESOLVED that the City Manager is authorized to sign the applications and any agreements required by ESDC for grant funding that results from the application*

VILLAGE OF LANCASTER  
NOTICE OF TWO PUBLIC HEARINGS  
TO BE HELD ON NOVEMBER 25, 2024

PLEASE TAKE NOTICE; That the Village of Lancaster Board of Trustees will conduct two (2) public hearings in the Council Chambers of the Lancaster Municipal Building, 5423 Broadway, Lancaster, NY on Monday, November 25th beginning at 7:15 P.M.

The first public hearing to be separately noticed regarding a Restore NY grant application will begin at 7:15 P.M.

The second public hearing will immediately follow the first and is to consider a local law which would add Chapter 55 "Purchasing - Village Board Authority to Award Best Value Contracts" to the Village Code. If adopted, the local law would allow the Village to award certain purchase contracts, including contracts for services, subject to competitive bidding on the basis of "best value" as defined in §163 of the New York State Finance Law. The full text of the proposed local law may be reviewed at the Village of Lancaster website <https://lancastervillageny.gov> or during office hours at the office of the Village Clerk-Treasurer located in the Lancaster Municipal Building, 5423 Broadway, Lancaster, NY.

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

Michael E. Stegmeier  
Village Clerk

Village of Lancaster Local Law \_\_\_\_\_ of the year 2024

A Local Law to enact Chapter 55 "Purchasing- Village Board Authority to Award Best Value Contracts" of the Village Code of the Village of Lancaster.

Whereas the Village Board of the Village of Lancaster wishes to enact a local law pursuant to authority granted by New York General Municipal Law to award certain purchase contracts on the basis of "best value";

Now;

Be it enacted by the Village Board of the Village of Lancaster, New York as follows:

1) Chapter 55 "Purchasing- Village Board Authority to Award Best Value Contracts" of the Village Code of the Village of Lancaster shall be enacted to read as follows:

Chapter 55 "Purchasing- Village Board Authority to Award Best Value Contracts"

§55-1. Purpose.

New York General Municipal Law §103, Subdivision 1, allows the Village to authorize, by local law, the award of certain purchase contracts, including contracts for services, subject to competitive bidding under General Municipal Law § 103 on the basis of "best value" as defined in §163 of the New York State State Finance Law. The best value option may be used, but is not required to be used, if it is more cost-efficient over time to award the purchase contract for goods or services to other than the lowest responsible bidder or offerer if factors such as lower cost of maintenance, durability, higher quality and longer product life can be documented.

§ 55-2. Authorization to award contracts on best-value basis;

The Village Board may award purchase contracts including contracts for services, on the basis of "best value," as that term is defined in §163 of the New York State State Finance Law and all future amendments and recodifications thereof.

### § 55-3. Requirements.

A best value solicitation shall contain a specific notification that the solicitation will be analyzed and awarded in accordance with a best value determination. Such solicitations shall prescribe the minimum specifications or requirements that must be met in order to be considered responsive and shall describe and disclose the general manner in which the evaluation and selection shall be conducted.

### § 55-3. Standards for best value.

Goods and services procured and awarded on the basis of best value are those that the Village determines will be of the highest quality while being the most cost-efficient as offered by responsive and responsible bidders and offerors. The determination of quality and cost efficiency shall be based on objectively quantified and clearly described and documented criteria, which may include, but shall not be limited to, any or all of the following: product or service features, quality, durability, reliability, product performance criteria, quality of craftsmanship, cost and extent of maintenance, useful lifespan, availability of replacement parts, availability of maintenance contractors, warranties, proximity to the end user if distance or response time is a significant factor, references, past performance, organization and staffing, and financial capabilities.

### § 55-6. Documentation.

All information gathered in the course of the bidding procedures of this chapter shall be filed with the documentation supporting the subsequent purchase or public works contract. The basis for determining best value shall be thoroughly and accurately determined and set forth.

### § 55-7. Severability.

If any provision of this chapter or the application thereof by any person or circumstance is held invalid, the remainder of this

chapter and the application of such provisions to other persons and circumstances shall not be rendered invalid thereby.

2) This local law shall become effective the 20th day following its enactment.

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, October 28, 2024, at 7:00 P.M.

Deputy Mayor Cyndi Maciejewski led the pledge to the flag.

**MEETINGS TO DATE**           **17**  
**NO. OF REGULARS**       **14**  
**NO. OF SPECIALS**       **3**

Attendance:		<u>Attended / Absent</u>
<b>Lynne T. Ruda</b>	<b>Mayor</b>	17 / 0
<b>Cynthia A. Maciejewski</b>	<b>Trustee/ Deputy Mayor</b>	16 / 1
<b>Tammie E. Malone Schaefer</b>	<b>Trustee</b>	17 / 0
<b>John Mikoley</b>	<b>Trustee</b>	17 / 0
<b>William C. Schroeder (Absent)</b>	<b>Trustee</b>	14 / 1

Also Present:	
<b>Arthur A. Herdzik</b>	<b>Village Attorney</b>
<b>Michael E. Stegmeier</b>	<b>Clerk-Treasurer</b>
<b>Wayne Cisco</b>	<b>Superintendent of Public Works</b>
<b>Eric Feldmann</b>	<b>Fire Chief</b>
<b>Gavin O'Brien</b>	<b>175<sup>th</sup> Anniversary Committee Chairperson</b>
<b>Matthew Fischione</b>	<b>Town of Lancaster Supervising Code Enforcement Officer</b>
<b>Captain Jeff Smith</b>	<b>Town of Lancaster Police Department</b>

**WORK SESSION @ 6:00 P.M.**

Motion by **Mayor Ruda** and seconded by **Trustee Mikoley** to enter into executive session to discuss a contractual matter with Clerk-Treasurer Stegmeier at 6:46 p.m.

Adopted Resolution:       **309**                   Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, and Mikoley

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

Adopted Resolution:       **310**                   Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, and Mikoley

**REGULAR MEETING @ 7:00 P.M.**

**ACCEPTANCE OF MINUTES**

Motion by **Trustee Mikoley** and seconded by **Trustee Maciejewski** to accept the minutes of the October 7, 2024, regular meeting.

Adopted Resolution:       **311**                   Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, and Mikoley



**ABSTRACT OF AUDITED VOUCHERS**

Motion by Trustee Mikoley and seconded by Trustee Maciejewski that the Treasurer be authorized to pay, from the vouchers, all the claims against the GENERAL, SEWER, TRUST, CAPITAL, EQUIPMENT RESERVE, COMMUNITY DEVELOPMENT and SPECIAL REPAIR RESERVE FUNDS for the period from 10/8/2024 to 10/28/2024.

Further, that the report of the Finance Committee be accepted from the abstract of the audited vouchers, a total of 55 claims were approved, and that all claims were paid against the:

GENERAL FUND -----	in the amount of	\$	478,424.14
SEWER FUND -----	in the amount of	\$	15,298.14
TRUST FUND -----	in the amount of	\$	275.75
CAPITAL FUND -----	in the amount of	\$	--
EQUIPMENT RESERVE -----	in the amount of	\$	--
COMMUNITY DEVELOPMENT -----	in the amount of	\$	--
SPECIAL REPAIR RESERVE FUND -----	in the amount of	\$	--
For the period from			
	<u>9/24/2024</u>	To	<u>10//2024</u>

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

- General Fund checks # 92181 through # 92218
- Sewer Fund checks # 12162 through # 12168
- Trust Fund check # 2589

Adopted Resolution: **312** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, and Mikoley

**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 October 4, 2024 – October 18, 2024.

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

Adopted Resolution: **313** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, and Mikoley

- 2) Correspondence from Kimberley A. Minkel, Executive Director for the Niagara Frontier Transportation Authority, requesting assistance with helping to keep bus stops and shelters in the Village of Lancaster clear of snow and to provide a path from the sidewalk to the street during the winter season.

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

Adopted Resolution: **314** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, and Mikoley

3) Correspondence from Erie County Water Authority providing information regarding its Lead Service Line Investigation and Replacement Program with work to begin in some areas as early as spring of 2025 and indicating that they will be reaching out in the near future to begin conversations on the process and discuss potential coordination with projects that may be planned in the Village of Lancaster.

Motion by Trustee Mikoley and seconded by Trustee Maciejewski to place this correspondence in the Public Works Committee for review and follow up.

Adopted Resolution: **315** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, and Mikoley

4) Correspondence from Watts Architects & Engineers providing a proposal (No. 24-673) for engineering, design, bid assistance, and construction support services related to the construction of a relief sewer on Pleasant Avenue to address an issue where the sewer laterals of seven (7) homes were routed through the sewer lines and are now broken and discharging sewage into the storm sewer system.

Motion by Trustee Mikoley and seconded by Trustee Malone Schaefer to approve this proposal from Watts Architects & Engineers as presented.

Adopted Resolution: **316** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, and Mikoley

**RESOLUTIONS:**

Motion by Trustee Maciejewski and seconded by Trustee Malone Schaefer authorizing the Clerk-Treasurer to prepare and file a certified list of unpaid village taxes as of November 1st with the County of Erie no later than November 15, 2024

Adopted Resolution: **317** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, and Mikoley

Motion by Trustee Mikoley and seconded by Trustee Malone Schaefer to accept and approve the following membership change for the Lancaster Fire Department as approved by the Department at its October 8, 2024 meeting:

- John Snyder, Citizens Hose Company, change from Active to Inactive Life status.

Adopted Resolution: **318** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, and Mikoley

Motion by Trustee Maciejewski and seconded by Trustee Malone Schaefer to schedule a public hearing in Council Chambers on Monday, November 25, 2024, at 7:15 p.m. for the purpose to obtain citizens' views and comments relative to the submission of an application to Empire State Development for financial assistance under the Restore NY Communities Initiative for the rehabilitation and adaptive reuse of the Masonic Temple Building located at 5497 Broadway.

Adopted Resolution: **319** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, and Mikoley

Motion by Trustee Mikoley and seconded by Trustee Malone Schaefer authorizing Mayor Ruda to sign and approve the Title VI / Non-Discrimination Assurances document as required as a condition to receiving Federal financial assistance from the U.S. Department of Transportation (DOT), through the Federal Highway Administration, and which applies to the Transportation Alternatives Program (TAP) grant funding awarded for the Central Avenue Pedestrian Improvements Streetscape Project.

Adopted Resolution: **320** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, and Mikoley

Motion by Trustee Maciejewski and seconded by Trustee Mikoley authorizing Mayor Ruda to sign and approve an engagement letter for auditing services with Drescher & Malecki LLP updated to include an audit of the Village’s compliance with laws and regulations related to federal awards as required per the Single Audit Act, and an audit of the Village’s compliance with laws and regulations related to State transportation assistance program awards as required by the NYS Department of Transportation.

Adopted Resolution: **321** Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, and Mikoley

**AUDIENCE PARTICIPATION:**

**Elizabeth Assad-Penner- 151 Fourth Ave:**

She spoke regarding comments made at the September 23rd meeting and a complaint made by her neighbor at that meeting. She stated that they are not running a vehicle repair shop on the property. Her son’s car was being worked on by her husband. The car is in her husband’s name, and it is registered for which she provided documentation. She commented on other unsubstantiated complaints made by her neighbor, and also noted other violations in the village that were not mentioned at the last meeting. She provided photos from around the village of other properties in violation of the code and asked if code enforcement patrols for code violations or if there needs to be a complaint filed before they check it out.

Matt Fischione will provide Ms. Assad-Penner with the complaints received along with notices issued for properties within a certain diameter of her address. They do respond to complaints, but stated they do not patrol for violations.

**Janet Schmidt- 225 Lake Ave:**

She is representing neighbors around Florence Avenue regarding the paper street that will be deeded by the County to the Village of Lancaster. She provided documentation for a proposed solution with an agreement from the affected neighbors regarding the splitting of the parcel including agreed upon costs. She thanked the Village Board for the opportunity to purchase the land.

The Village is still waiting for documentation from Erie County to complete the land transfer process.

**PUBLIC HEARING @ 7:15 PM CDBG APPLICATION 2025-26 PROGRAM YEAR**

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

*PLEASE TAKE NOTICE that the Board of Trustees passed a resolution at their September 23, 2024 Village Board meeting to conduct a public hearing in the Council Chambers of the Lancaster Municipal Building, 5423 Broadway, Lancaster, New York on Monday, October 28, 2024, at 7:15 p.m. regarding the use of Federal Community Development Funds in the Village of Lancaster.*

*The Village of Lancaster is eligible for a Federal Community Development grant under Title I of the Housing and Community Development Act of 1974, as amended.*

*The purpose of this hearing is to provide an opportunity for citizens to express community development and housing needs and to discuss possible projects which would benefit low and moderate income persons in the Village of Lancaster.*

*Citizens are urged to attend this meeting to make known their views and/or written proposals on the Village of Lancaster's selection of potential projects to be submitted for possible funding by the Federal Community Development Grant Program.*

*The hearing will also present a review of prior Community Development projects and expenditures and a discussion of eligible activities. The meeting room is wheelchair accessible. Those needing special arrangements should call the Village Clerk's office at 716-683-2105 by Wednesday, October 23rd.*

*Michael E. Stegmeier  
Village Clerk*

**Audience Participation: -None-**

Mayor Ruda discussed projects that were considered in the CDBG eligible areas. The Village looked at sidewalks on Palmer Place, but it was found that the current configuration of the street did not have adequate room for sidewalks at this time. The Clark Street parking lot was also considered for a reconfiguration project, but there was a question as to whether the current condition was deteriorated enough to justify the expense for the project.

After discussion, it was determined that an infrastructure project was preferred for a CDBG project. Watts Architects & Engineers has previously identified a priority sewer repair project on Pleasant Avenue where sewer laterals were run through the storm sewer lines and have deteriorated and broken over time. This has resulted in sewage leaking into the storm sewer system, and this condition must be addressed in accordance with our Consent Order with the Department of Environmental Conservation. The Village has approved the design and engineering work to commence for this project, so that the project will be ready for construction when funds become available for this work.

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

Adopted Resolution:    **322**                      Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, and Mikoley

Motion by **Mayor Ruda** and seconded by **Trustee Mikoley** to adopt the following resolution:

WHEREAS, the Village of Lancaster has executed a cooperative agreement with Erie County so as to receive funding available by the application of the County of Erie under Title I of the Housing and Community Development Act of 1974, as amended; and

WHEREAS, the Village of Lancaster has held a public hearing on October 28, 2024 to provide its citizens with the opportunity to express community development and housing needs, particularly projects which would benefit low and moderate income persons within the Village of Lancaster; now, therefore be it

RESOLVED THAT, the Board of Trustees for the Village of Lancaster have authorized Lynne T. Ruda, Mayor, to sign, submit, and execute a contract with the Erie County Community Development Block Grant (ECCDBG) program for the following project upon approval of ECCDBG:

1. Pleasant Avenue Sanitary Sewer Repairs Between Elm Place and Holland Avenue

Adopted Resolution: **323**                      Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer,  
and Mikoley

**COMMITTEE REPORTS & FOLLOW UPS:**

➤ **FINANCE & CLAIMS** – Trustee Schroeder (Absent)

No report.

➤ **PUBLIC WORKS** – Trustee Mikoley

He discussed the procurement process and the need for a new law in the Village Code to allow the Village Board to approve purchases based on best value contracts.

Motion by Trustee Mikoley and seconded by Trustee Maciejewski to schedule a public hearing in Council Chambers to consider a proposed local law to allow for best value contracts for purchases on Monday, November 25, 2024, immediately following another public hearing scheduled at 7:15 p.m.

Adopted Resolution: **324**                      Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer,  
and Mikoley

➤ **PUBLIC SAFETY** – Trustee Maciejewski

Captain Smith provided a report during the work session regarding a potential stop sign at Richmond Avenue and Sixth Avenue. It was determined that the current signage is proper and no additional stop signs are needed. This matter will be removed from committee.

There was a Safety Committee meeting last Wednesday at the Department of Public Works. It was noted that departments are addressing issues that arise on a timely basis. Employees are doing well safety-wise with preventing injuries, and there are currently no concerns.

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

About two weeks ago, there was a connection and billing issue with the NYSEG box controlling a portion of West Main Street and Central Avenue. We were not previously charged for service. A new account is being created by NYSEG to bill for charges for the time being.

➤ **HUMAN RESOURCES** – Trustee Maciejewski

The Village received notice of retirement from Department of Public Works employee, Michael J. Rath. She thanked him for his many years of service since 1999. His last day of work will be October 30th.

Motion by Trustee Maciejewski and seconded by Trustee Mikoley to receive and file correspondence from Michael J. Rath providing notice of retirement with last day of work on October 30, 2024.

Adopted Resolution: **325**                      Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer,  
and Mikoley

➤ **COMMUNITY EVENTS** – Trustee Malone Schaefer

She is still waiting for a meeting to be scheduled regarding the Fire Truck Parade. The Special Events application will be addressed at the 11/25 meeting.

She has reached out to the Rotary Club. As in the past, we will need an agreement for usage of their decorations on the light poles and to allow DPW to install them.

The New York Store recently had work done to the building, so she will reach out to the owner and see if it's still okay to use their property to hang and display holiday lights again this year.

Superintendent Cisco noted that his department will wait until after Veteran's Day to start hanging the Christmas displays on the lamp posts. However, a special meeting will be required to approve the Rotary Club agreement since the decorations will be installed prior to the next meeting.

Motion by **Mayor Ruda** and seconded by **Trustee Maciejewski** to schedule a special meeting of the Village Board on Friday, November 15, 2024 at 4:30 p.m. for the purpose to review the agreement with the Rotary Club for use of the Christmas decorations and to review agreements related to the TAP grant project.

Adopted Resolution: **326**                      Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, and Mikoley

➤ **ECONOMIC DEVELOPMENT** – Mayor Ruda

Gavin O'Brien provided the following report for the 175<sup>th</sup> Anniversary Committee:

The monthly meeting will be held tomorrow, Tuesday, October 29th at 7:00 p.m.

This Wednesday (October 30<sup>th</sup>) the 175<sup>th</sup> Anniversary Committee in coordination with the Lancaster Fire Department will hold a pumpkin carving contest.

The holiday home decorating contest will open for registration on November 1, 2024.

On November 7th, their Speaker Series will have Casimer 'Casey' Bukowski, a 100-year-old veteran, speak on his experience in WWII as a Prisoner of War (POW).

On Wednesday, November 11th, they are collaborating with Skoob's Village Grille to provide a free lunch for local veterans.

➤ **SEWER** – Trustee Mikoley

He gave an update on sewer inspections as provided by Watts Architects and Engineers in their progress report and noted there has been significant progress.

A representative from Watts attended the work session to review the timeline for upcoming inspections and flow monitoring to be completed in the spring. He also discussed the Pleasant Avenue sewer repair project that was submitted for approval of engineering and design services. The project is necessary to achieve the goals and requirements of the DEC Consent Order.

➤ **GRANTS** – Mayor Ruda

She will reach out to CPL to schedule a meeting during the work session on Monday, November 25<sup>th</sup> at 6:15 p.m. to discuss the closeout of three open projects.

Municipal Planning Grant – Comprehensive Plan Updates

The committee received a lot of data from the public open house meetings, and we are currently reviewing that information. We are looking to schedule the next Steering Committee meeting.

NY Forward – LMB Pocket Park & Small Project Fund

We will have interviews with potential consultant engineering firms scheduled soon.

TAP – Central Ave Streetscape Broadway to Walden

We have a committee reviewing the consultant submissions now and we will be scheduling interviews.

CDBG Application

This application will be submitted by the 11/4 deadline now that the Pleasant Ave sewer project has been approved following the public hearing.

DHSES Infrastructure/ Equipment Grant

We did not receive this grant. We will request a debrief in the next few weeks because it is expected that there will be another round of funding available next year.

ErieNet Open Access Broadband Grant Opportunity

After receiving feedback at a recent Erie County Governments Association meeting regarding the current status of the program, it was decided to remove this item from committee at this time.

Restore NY Grant

The final application is due 12/20. The Letter of Intent was submitted. We are crosschecking everything on this grant with New York State to make sure there are no conflict-of-interest issues.

➤ **TECHNOLOGY & MARKETING** – Trustee Schroeder

No report.

➤ **CLIMATE SMART** – Mayor Ruda

We had a kickoff meeting with Davey Resource Group regarding the federal tree grant that was received.

**DEPARTMENT HEAD REPORTS & FOLLOW UPS:**

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

He will reach out to Drescher & Malecki to confirm the date and time of the audit presentation on November 25, 2024, at 6:00 p.m. during the work session.

He will coordinate with DPW for submission of the CDBG application by the deadline on November 4, 2024. DPW will hand deliver the application to the Erie County Department of Planning offices.

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

Leaf season is approaching its peak time, and crews are busy keeping on top of it.

Sewer inspections are continuing, and he expects them to be completed by early December.

They received the trees that are to be planted this fall. He also noted that Erie County Water Authority is starting its lead removal initiative, so DPW will reach out to them to coordinate with the federal tree planting grant that will take place over 3 to 4 years.

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

He reviewed a proposed local law related to Chapter 221 of the Village Code regarding nuisance complaints to clarify that notice is not required for enforcing violations which provides for timely enforcement of repeat offenders. This amendment would also assist the Village Prosecutor with giving him the means to address these situations in court. A positive effect of this revision would be to speed up resolutions for issues that come and go.

During the work session, Matt Fischione reviewed the State mandated 30-day due process period for violations. He is unsure if the proposed amendment would make a difference in practice. He did not intend for a revision of the Code to change the process for remedy of violations, but he agrees this needs to be an ongoing topic of discussion regarding administration of this process.

Attorney Herdzik noted that violators are not being denied due process if they are allowed to come to court and provide arguments in their defense.

It was determined that a meeting with code enforcement officer Matt Fischione, Attorney Herdzik, Village Prosecutor Mark Aquino, and Trustee Malone Schaefer would be beneficial to further discuss this matter prior to taking any action on the proposed revisions. This meeting will be coordinated following the meeting.

➤ **FIRE CHIEF** – Eric Feldmann

The new AEDs are now in service in all apparatus and chief vehicles.

The department has been approved by the Department of Health for emergency medical services (EMS) and they now have an EMS number. They can now begin to send members for training. They are looking at a possible class at the Municipal Building or at Twin District Fire Department.

The Halloween parade will start at 6:00 p.m. on Wednesday. The kids will line up at the Rite-Aid parking lot and walk down Central Avenue to the main fire hall where there will be a costume contest and pumpkin carving contest.

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

During the work session, he reported that a speed trailer was in place on Richmond Avenue from 9/30 through 10/7. The average speed during that time was 23 MPH and the area is posted for 30 MPH. There were only 40 vehicles noted above 40 MPH, which is a low number for that period of time. During the past 2 years, there were 3 minor accidents of which 2 of them were one-vehicle accidents. It is the recommendation of the Lancaster Police Department that the current signage is proper and that there is no need for an additional stop sign on Richmond Avenue.







Motion by **Trustee Malone Schaefer** and seconded by **Trustee Maciejewski** to declare the former AM&A's holiday decorations as surplus items as they are in disrepair and no longer utilized as part of the Village's holiday decorations, and further to authorize to advertise for bids from interested parties for the potential sale of these surplus decorations contingent upon review and approval by the Lancaster Industrial Development Agency.

Adopted Resolution:     **330**                   Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, and Mikoley

Motion by **Trustee Mikoley** and seconded by **Trustee Malone Schaefer** authorizing Mayor Ruda to sign and execute the Federal Aid Local Project Agreement with NYSDOT for a total of \$620,000 for the Engineering Phase of the Safe Routes for All – Central Avenue Improvements Project under the Transportation Alternatives Program (TAP).

Adopted Resolution:     **331**                   Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, and Mikoley

**ADJOURNMENT:**

Motion by **Trustee Maciejewski** and seconded by **Trustee Malone Schaefer** to adjourn the meeting at 4:37 p.m.

Adopted Resolution:     **332**                   Ayes: Mayor Ruda, Trustees Maciejewski, Malone Schaefer, and Mikoley

Respectfully submitted,

Michael E. Stegmeier  
Clerk – Treasurer

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

October 29, 2024 to November 25, 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	\$ 246,579.39
SEWER FUND -----in the amount of	\$ 27,660.72
TRUST FUND -----in the amount of	\$ 446.74
CAPITAL FUND -----in the amount of	\$
EQUIPMENT RESERVE -----in the amount of	\$
COMMUNITY DEVELOPMENT -----in the amount of	\$
SPECIAL REPAIR RESERVE FUND ----in the amount of	\$
<b>TOTAL</b>	<b>274,686.85</b>

For the period from October 8, 2024 to October 28, 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.....	<u>97</u>
General Fund Ck#.....	<u>92219-92295</u>
Sewer Fund Ck#.....	<u>12169-12178</u>
Trust Fund Ck#.....	<u>2590</u>
Capital Fund Ck#.....	_____
Community Development Fund Ck#	_____

\_\_\_\_\_  
Mayor Lynne T. Ruda

# Abstract Summary of Funds

Board Meeting Date: November 25, 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	\$ 94,504.77	\$ 3,464.65	\$ 446.74	
2024-2025 Budget				
Payroll Voucher 10/11/2024	\$ 70,583.37	\$ 11,240.81		
FICA Voucher 10/11/2024	\$ 5,470.06	\$ 859.92		
Payroll Voucher 10/25/2024	\$ 68,870.92	\$ 11,235.80		
FICA Voucher 10/25/2024	\$ 5,339.05	\$ 859.54		
M&T Credit Card September	\$ 1,766.22			
PrePaid Vouchers	\$ 45.00			
<b>TOTALS</b>	<b>\$ 246,579.39</b>	<b>\$ 27,660.72</b>	<b>\$ 446.74</b>	<b>\$ -</b>
				<b>TOTAL ALL FUNDS \$ 274,686.85</b>

Item Status	Purchase Types	Misc
<b>Open:</b> N <b>Void:</b> N <b>Paid:</b> N <b>Held:</b> N <b>Aprv:</b> N <b>Rcvd:</b> Y	<b>Bid:</b> Y <b>State:</b> Y <b>Other:</b> Y <b>Exempt:</b> Y	<b>P.O. Type:</b> All <b>Format:</b> Detail without Line Item Notes <b>Include Non-Budgeted:</b> Y <b>Prior Year Only:</b> N <b>* Means Prior Year Line:</b> <b>Vendors:</b> All

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

PO #	PO Date	Vendor	Contract	PO Type	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
25-00533	10/23/24	ALERT005				ALERT-ALL CORPORATION							
1		FIRE PREVENTION PENS 4 EVENTS		E	272.50	A -3411-435-000		FIRE DEPT-FIRE EDUCATION PROG	R	10/23/24	10/23/24		224100101
25-00534	10/13/24	ALERT005				ALERT-ALL CORPORATION							
1		PLASTIC HATS 4 KIDS @ EVENTS		E	495.00	A -3411-435-000		FIRE DEPT-FIRE EDUCATION PROG	R	10/13/24	10/13/24		224090233
25-00535	10/13/24	ALERT005				ALERT-ALL CORPORATION							
1		COLORING BOOKS 4 EVENTS		E	600.00	A -3411-435-000		FIRE DEPT-FIRE EDUCATION PROG	R	10/13/24	10/13/24		224090637
25-00536	10/23/24	ALPIN005				ALPINE SOFTWARE CORP							
1		CLOUD HOSTING 2024-2025		E	900.00	A -3411-477-000		FIRE DEPT-RED ALERT PROG/INFO	R	10/23/24	10/23/24		LAN-263
25-00537	10/23/24	ALPIN005				ALPINE SOFTWARE CORP							
1		REDNMX SUPPORT 2024-2025		E	3,753.00	A -3411-477-000		FIRE DEPT-RED ALERT PROG/INFO	R	10/23/24	10/23/24		390-INV2130
25-00538	10/23/24	AMAZO010				AMAZON CAPITAL SERVICES							
1		LADDER/PUMPER OPERATOR TXTBK		E	225.74	A -3411-470-000		FIRE DEPT-TRAINING	R	10/23/24	10/23/24		13Y7-YWFN-DMNC
25-00539	10/25/24	AMAZO010				AMAZON CAPITAL SERVICES							
1		CTO EQUIP NEW LAPTOP		E	331.85	A -1325-200-000		FINANCE TREASURER - EQUIPMEN	R	10/25/24	10/25/24		17J4-AQWG-GJKQ
25-00540	10/25/24	BEEGR005				BEE GROUP PUBLICATIONS INC							
1		ZBA 31 ASHLEY / 20 FRANKLIN		E	178.66	A -8010-430-000		ZONING-PRINTING & ADVERTISING	R	10/25/24	10/25/24		BE50FE57-0015
25-00541	10/25/24	BPASA005				BPAS ACTUARIAL AND PENSION							

PO #	PO Date	Vendor	Contract	PO Type	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
25-00541	10/25/24	BPASA005	BPAS ACTUARIAL AND PENSION					Account Continued					
1			GASB 75 EVAL NOTES FY END 5/31	E	2,000.00	A -1010-435-000		BOARD OF TRUSTEES - CONTRACT	R	10/25/24	10/25/24		1000060286
25-00542	10/25/24	BRADL005	BRADLEY, JOAN										
1			39 LAKE TAXES PD IN ERROR	G	2,381.32	A -250-000		TAXES RECEIVABLE, CURRENT	R	10/25/24	10/25/24		2603
25-00544	10/10/24	BUDZ1010	BUDZINSKI, JEFFREY										
1			HPC MEETING - HISTORIAN	E	90.00	A -7520-434-000		HIST DIST-PROF SVC-HPC SECRET	R	10/10/24	10/10/24		10/9/2024
25-00545	10/24/24	BXICO005	BXI CONSULTANTS, INC										
1			COLORED PRINTS PER CONTRACT	E	12.26	A -1640-435-000		DEPT PUBLIC WORKS-CONTRACT	R	10/24/24	10/24/24		244065
25-00546	10/10/24	CAMPB010	SHERRY CAMPBELL										
1			HPC MEETING - MEMBER	E	90.00	A -7520-434-000		HIST DIST-PROF SVC-HPC SECRET	R	10/10/24	10/10/24		10/9/2024
25-00547	10/25/24	CARRO005	CARROLL, BRAD										
1			OVERPAYMENT 64 4TH AVE	G	1,356.86	A -250-000		TAXES RECEIVABLE, CURRENT	R	10/25/24	10/25/24		10/4/2024
25-00548	10/25/24	CHART005	CHARTER COMMUNICATIONS										
1			DPW	E	90.57	A -1640-431-000		DEPT PUBLIC WORKS - TELEPHONE	R	10/25/24	10/25/24		063270401100124
2			NEFH	E	28.64	A -1621-439-000		NORTH END FIRE HALL - TELEPHONE	R	10/25/24	10/25/24		063270401100124
3			LMB	E	150.88	A -1620-439-000		SHARED SERVICES - TELEPHONE	R	10/25/24	10/25/24		063270401100124
					<b>270.09</b>								
25-00549	10/25/24	CHART020	CHARTER COMMUNICATION										
1			NEFH/DPW/LMB INTERNET&VOICE	E	539.92	A -1325-474-000		FINANCE TREASURER - WEB SITE	R	10/25/24	10/25/24		VARIOUS
25-00550	10/24/24	CHART005	CHARTER COMMUNICATIONS										
1			RECEIVERS & BASIC TV DPW	E	35.90	A -1640-435-000		DEPT PUBLIC WORKS-CONTRACT	R	10/24/24	10/24/24		141774001100724
25-00551	10/25/24	COREL010	CORELOGIC REAL ESTATE TAX SVC										
1			REFUND TAXES 11 COURT ST	G	1,356.29	A -250-000		TAXES RECEIVABLE, CURRENT	R	10/25/24	10/25/24		BATCH # 59
25-00552	10/24/24	CRYST005	CRYSTAL ROCK LLC										
1			CTO/LIBRARY/DPW H20	E	104.42	A -1640-435-000		DEPT PUBLIC WORKS-CONTRACT	R	10/24/24	10/24/24		1779205

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
25-00552		10/24/24 CRYST005 CRYSTAL ROCK LLC							
2	13.99	A -1620-435-000	E	SHARED SERVICES - CONTRACTU/	R	10/24/24	10/24/24		1779205
3	13.99	A -1325-401-000	E	FINANCE TREASURER - OFFICE SU	R	10/24/24	10/24/24		1779205
	<b>132.40</b>								
25-00553		10/25/24 CSEAE005 C S E A EMPLOYEE BENEFIT FUND		Account Continued					
1	4,538.08	A -9060-800-000	E	EMPLOYEE BENEFITS-HOSPITAL & R		10/25/24	10/25/24		NOV 2024
2	417.12	G -9060-800-000	E	EMPLOYEE BENEFIT-HOSPITAL & N	R	10/25/24	10/25/24		NOV 2024
3	446.74	T -020-000	G	MEDICAL INSURANCE	R	10/25/24	10/25/24		NOV 2024
	<b>5,401.94</b>								
25-00554		10/25/24 DELAG005 DELAGE LANDEN FINANCIAL SVC							
1	710.00	A -1325-435-200	E	FINANCE TREASURER - SVC MAINT	R	10/25/24	10/25/24		83157413
25-00555		10/23/24 DW DIE005 D & W DIESEL INC							
1	176.44	A -5110-452-000	E	STREETS MAINT-REPAIRS/MAINT:TI	R	10/23/24	10/23/24		CL7450
25-00556		10/25/24 EATON005 EATON OFFICE SUPPLY							
1	193.07	A -1325-401-000	E	FINANCE TREASURER - OFFICE SU	R	10/25/24	10/25/24		PINV1225892
25-00557		10/24/24 EBERL005 EBERL IRON WORKS INC							
1	284.10	A -5110-412-000	E	STREETS MAINT-SIGNS	R	10/24/24	10/24/24		525095
25-00558		10/10/24 ECKER005 EMMA ECKERT							
1	265.00	A -7520-434-000	E	HIST DIST-PROF SVC-HPC SECRET	R	10/10/24	10/10/24		10/9/2024
25-00559		10/22/24 EMIL005 MARTHA A. EMILIANI							
1	125.00	A -1110-435-000	E	VILLAGE JUSTICE - CONTRACTUAL	R	10/22/24	10/22/24		10/22/2024
25-00560		10/23/24 ERIEC015 ERIE COUNTY COMPTROLLER							
1	67.88	A -5110-412-000	E	STREETS MAINT-SIGNS	R	10/23/24	10/23/24		1800077460
25-00561		10/21/24 ERIEC045 ERIE COUNTY WATER AUTHORITY							
1	18.00	A -1640-441-000	E	DEPT PUBLIC WORKS GARAGE-WA	R	10/21/24	10/21/24		8/31-9/30 2024



LANCASTER VILLAGE  
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
25-00562	10/23/24	EXTRE005			EXTREME FIRE APPARATUS INC								
1		LFD 4 AUTO EJECT REPLACEMENT	365.01	A -3411-456-000	E				FIRE DEPT-REPAIRS & MAINT BY DI R		10/23/24	10/23/24	2024-04
25-00563	10/24/24	FINGE005			FINGER LAKES / CASTLE								
1		RESTOCK PARTS	70.35	A -5110-452-000	E				STREETS MAINT-REPAIRS/MAINT:TI R		10/24/24	10/24/24	91157
2		RESTOCK PARTS	70.36	A -8160-453-000	E				REFUSE & GARBAGE-EQUIPMENT I R		10/24/24	10/24/24	91157
3		RESTOCK PARTS	70.36	A -8170-452-000	E				ST CLEANING-REPAIR/MAINT TRUC R		10/24/24	10/24/24	91157
4		RESTOCK PARTS	70.36	A -8540-453-000	E				DRAINAGE-EQUIPMENT REPAIR R		10/24/24	10/24/24	91157
5		RESTOCK PARTS	70.36	A -8560-452-000	E				SHADE TREES-TRUCK REPAIR & M, R		10/24/24	10/24/24	91157
6		RESTOCK PARTS	70.36	G -8120-453-000	E				SANITARY SEWERS-REPAIRS & MA R		10/24/24	10/24/24	91157
			<b>422.15</b>										
25-00564	10/23/24	FIREM010			FIREMEN'S ASSOC OF STATE OF NY								
1		5 YEAR DUES FOR DEPARTMENT	100.00	A -3411-432-000	E				FIRE DEPT-DUES & SUBSCRIPTION R		10/23/24	10/23/24	1974
25-00565	10/13/24	FIRST045			FIRST ARRIVING LLC								
1		HOSTING LFD WEBSITE	976.44	A -3411-477-000	E				FIRE DEPT-RED ALERT PROG/INFO R		10/13/24	10/13/24	5552
25-00566	10/21/24	FLEET010			FLEETPRIDE INC.								
1		REPAIR PARTS TRUCK 41	677.92	A -5110-452-000	E				STREETS MAINT-REPAIRS/MAINT:TI R		10/21/24	10/21/24	120467856
25-00567	10/24/24	GRAIN005			GRAINGER								
1		HAND TOWELS,AIR CYLINDER ETC	59.28	A -1640-453-000	E				DEPT PUBLIC WORKS - REPAIRS R		10/24/24	10/24/24	SEPT2024
2		HAND TOWELS,AIR CYLINDER ETC	101.59	A -5110-452-000	E				STREETS MAINT-REPAIRS/MAINT:TI R		10/24/24	10/24/24	SEPT2024
3		HAND TOWELS,AIR CYLINDER ETC	101.58	A -5132-452-000	E				SNOW REMOVAL-REPAIRS/MAINT:TI R		10/24/24	10/24/24	SEPT2024
4		HAND TOWELS,AIR CYLINDER ETC	63.60	G -8120-433-000	E				SANITARY SEWERS-POLLUTION CC R		10/24/24	10/24/24	SEPT2024
			<b>326.05</b>										
25-00568	10/23/24	GREEN010			GREEN MOUNTAIN ELECTRIC SUPPLY								
1		MATERIALS DPW LED CONVERSION	3,601.08	A -1640-450-000	E				DEPT PUBLIC WORKS GRGE-BUILD R		10/23/24	10/23/24	S4973311.001
25-00569	10/21/24	GREEN010			GREEN MOUNTAIN ELECTRIC SUPPLY								
1		CORD CHAINFALL MECHANIC CAGE	200.41	A -1640-450-000	E				DEPT PUBLIC WORKS GRGE-BUILD R		10/21/24	10/21/24	S5007203.001

LANCASTER VILLAGE  
Purchase Order Listing By P.O. Number

10/29/2024  
09:30 AM

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
25-00570	10/21/24	BOILE005	HARTFORD STEAM BOILER											
1	9/13/2024	INSPECTION	330.00	A -1640-435-000	E	DEPT PUBLIC WORKS-CONTRACT	R				10/21/24	10/21/24		1310250
25-00571	10/25/24	HIGHM005	HIGHMARK BCBSWNY											
1		HEALTH INSURANCE NOVEMBER 24	23,715.21	A -9060-800-000	E	EMPLOYEE BENEFITS-HOSPITAL &	R				10/25/24	10/25/24		NOVEMBER 2024
2		HEALTH INSURANCE NOVEMBER 24	2,260.67	G -9060-800-000	E	EMPLOYEE BENEFIT-HOSPITAL & IV	R				10/25/24	10/25/24		NOVEMBER 2024
			<b>25,975.88</b>											
25-00572	10/25/24	HOFFS010	HOFFSTETTER, BRIAN											
1		OVERPAYMENT 80 PARKVIEW CT.	649.98	A -690-000	G	OVERPAYMENTS	R				10/25/24	10/25/24		2024
25-00573	10/21/24	HOMED005	HOME DEPOT CREDIT SVCS											
1		PARTS & SUPPLIES 9/2024	81.96	A -1620-402-000	E	SHARED SERVICES - JANITORIAL S	R				10/21/24	10/21/24		SEPTEMBER 2024
2		PARTS & SUPPLIES 9/2024	81.96	A -1621-419-000	E	NORTH END FIRE HALL - JANITORI/	R				10/21/24	10/21/24		SEPTEMBER 2024
3		PARTS & SUPPLIES 9/2024	53.88	A -1621-453-000	E	NORTH END F.H.-BUILD & GROUND	R				10/21/24	10/21/24		SEPTEMBER 2024
4		PARTS & SUPPLIES 9/2024	81.97	A -1640-402-000	E	DEPT PUBLIC WORKS-JANITORIAL	R				10/21/24	10/21/24		SEPTEMBER 2024
			<b>299.77</b>											
25-00574	10/23/24	PETER005	HUNTER BUFFALO PETERBILT											
1		REPAIR PARTS TRUCK 32	33.05	A -5110-452-000	E	STREETS MAINT-REPAIRS/MAINT.TI	R				10/23/24	10/23/24		X207166689:01
25-00575	10/23/24	PETER005	HUNTER BUFFALO PETERBILT											
1		REPAIR PARTS TRUCK 32	286.91	A -5110-452-000	E	STREETS MAINT-REPAIRS/MAINT.TI	R				10/23/24	10/23/24		X207166851:01
25-00576	10/25/24	INDEP005	INDEPENDENT HEALTH											
1		NOVEMBER 2024 HEALTH INSURANCE	2,172.65	A -9060-800-000	E	EMPLOYEE BENEFITS-HOSPITAL &	R				10/25/24	10/25/24		NOVEMBER 2024
2		NOVEMBER 2024 HEALTH INSURANCE	173.69	G -9060-800-000	E	EMPLOYEE BENEFIT-HOSPITAL & IV	R				10/25/24	10/25/24		NOVEMBER 2024
			<b>2,346.34</b>											
25-00577	10/10/24	JOSEP005	JOSEPH KEEFFE, ESQ											
1		HPC MEETING - 10/10/2024	90.00	A -7520-434-000	E	HIST DIST-PROF SVC-HPC SECRET	R				10/10/24	10/10/24		10/9/2024
25-00578	10/25/24	KELLE010	KELLER, SCOTT											
1		23 LEGION PKWY OVERPAYMENT	129.89	A -690-000	G	OVERPAYMENTS	R				10/25/24	10/25/24		BILL # 1674

PO #	PO Date	Vendor	Contract	PO Type	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
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25-00579	10/25/24	LABEL005 LABELLA ASSOCIATES			3,210.98	A -1010-435-900	E	BOARD OF TRUSTEES - ENGINEER	R	10/25/24	10/25/24		220513
25-00580	10/23/24	LAKES005 LAKESIDE CONCRETE SERVICES, IN			530.00	A -7110-435-000	E	PARKS-MAINTENANCE LANDSCAPI	R	10/23/24	10/23/24		27244
25-00581	10/25/24	LANCA050 LANCASTER FIRE DEPT.			1,200.00	A -3411-472-000	E	FIRE DEPT-EXPENSE/TRAVEL -INSF	R	10/25/24	10/25/24		9/21/2024
25-00582	10/21/24	MANNY005 MANNY'S ACE HARDWARE											
1		PARTS&SUPPLIES SEPTEMBER 2024			24.38	A -1620-450-000	E	SHARED SERVICES - BUILDING & G	R	10/21/24	10/21/24		SEPT2024
2		PARTS&SUPPLIES SEPTEMBER 2024			327.58	A -1621-453-000	E	NORTH END F.H.-BUILD & GROUND	R	10/21/24	10/21/24		SEPT2024
3		PARTS&SUPPLIES SEPTEMBER 2024			41.76	A -1640-450-000	E	DEPT PUBLIC WORKS GRGE-BUILD	R	10/21/24	10/21/24		SEPT2024
4		PARTS&SUPPLIES SEPTEMBER 2024			64.56	A -5010-402-000	E	STREETS ADMINISTRATION-OFFICE	R	10/21/24	10/21/24		SEPT2024
5		PARTS&SUPPLIES SEPTEMBER 2024			376.06	A -5110-419-000	E	STREETS MAINT-TOOLS & PAINT	R	10/21/24	10/21/24		SEPT2024
6		PARTS&SUPPLIES SEPTEMBER 2024			22.79	A -7110-453-000	E	PARKS-REPAIRS TO EQUIPMENT	R	10/21/24	10/21/24		SEPT2024
7		PARTS&SUPPLIES SEPTEMBER 2024			93.85	A -7550-420-000	E	CELEBRATIONS-MISC OVERHEAD	R	10/21/24	10/21/24		SEPT2024
8		PARTS&SUPPLIES SEPTEMBER 2024			23.86	A -8510-401-000	E	BEAUTIFICATION - SUPPLIES & MAI	R	10/21/24	10/21/24		SEPT2024
9		PARTS&SUPPLIES SEPTEMBER 2024			29.05	A -8540-414-000	E	DRAINAGE-MATERIALS & PIPE	R	10/21/24	10/21/24		SEPT2024
10		PARTS&SUPPLIES SEPTEMBER 2024			47.49	G -8120-434-000	E	SANITARY SEWERS-REPAIRS/MATE	R	10/21/24	10/21/24		SEPT2024
					<b>1,051.38</b>								
25-00583	10/10/24	MEYER005 MICHAEL MEYER											
1		HPC MEETING - CHAIRPERSON			115.00	A -7520-434-000	E	HIST DIST-PROF SVC-HPC SECRET	R	10/10/24	10/10/24		10/9/2024
25-00584	10/25/24	HARTL005 HARTLAND CARRIAGE LTD											
1		FALL FEST - HORSE AND WAGON			800.00	A -7550-413-000	E	CELEBRATIONS - FALL FEST	R	10/25/24	10/25/24		112685
25-00585	10/25/24	MELIS005 MELISSA A. TOCHAATY											
1		OVERPAYMENT SEWER ACCOUNT			75.00	G -360-000	G	SEWER RENTS RECEIVABLE	R	10/25/24	10/25/24		9/9/2024
25-00586	10/24/24	NAPAA010 NAPA AUTO PARTS											
1		SEPT2024			65.59	A -1640-453-000	E	DEPT PUBLIC WORKS - REPAIRS	R	10/24/24	10/24/24		SEPT2024

PO #	PO Date	Vendor	Contract	PO Type	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
25-00586	10/24/24	NAPAA010		NAPA AUTO PARTS				Account Continued					
2	SEPT2024			380.26	A -5110-417-000	E	STREETS MAINT-TIRES & BATTERIE	R		10/24/24	10/24/24		SEPT2024
3	SEPT2024			193.77	A -5110-419-000	E	STREETS MAINT-TOOLS & PAINT	R		10/24/24	10/24/24		SEPT2024
4	SEPT2024			436.77	A -5110-452-000	E	STREETS MAINT-REPAIRS/MAINT:TI	R		10/24/24	10/24/24		SEPT2024
5	SEPT2024			150.77	A -5132-452-000	E	SNOW REMOVAL-REPAIRS/MAINT:TI	R		10/24/24	10/24/24		SEPT2024
6	SEPT2024			134.76	A -7110-453-000	E	PARKS-REPAIRS TO EQUIPMENT	R		10/24/24	10/24/24		SEPT2024
7	SEPT2024			345.25	A -8160-453-000	E	REFUSE & GARBAGE-EQUIPMENT I	R		10/24/24	10/24/24		SEPT2024
				<u>1,707.17</u>									
25-00587	10/23/24	NATIO015		NATIONAL FUEL									
1	NEFH 9/5/2024-10/4/2024			11.40	A -1621-440-000	E	NORTH END FIRE HALL - GAS	R		10/23/24	10/23/24		10/4/24
25-00588	10/23/24	NATIO015		NATIONAL FUEL									
1	DPW ACCOUNT 9/9/2024-10/3/2024			41.79	A -1640-440-000	E	DEPT PUBLIC WORKS GARAGE-GA	R		10/23/24	10/23/24		10/3/2024
25-00589	10/25/24	NYSAS015		NYS ASSOC. OF CITY & VILLAGE C									
1	STEGMEIER & KISIEL DUES			100.00	A -1325-432-000	E	FINANCE TREASURER - DUES & SU	R		10/25/24	10/25/24		10/1/2024
25-00590	10/23/24	NYSAS010		NYS ASSOC OF FIRE CHIEFS									
1	ANNUAL DUES FOR DEPARTMENT			200.00	A -3411-432-000	E	FIRE DEPT-DUES & SUBSCRIPTION	R		10/23/24	10/23/24		10/23/2024
25-00591	10/25/24	NYCOM005		NYCOM									
1	WEBINAR TRAINING ANDREW DEBBIN			100.00	A -8010-471-000	E	ZONING - EDUCATION & TRAINING	R		10/25/24	10/25/24		10/22/2024
25-00592	10/25/24	NYCOM005		NYCOM									
1	WEBINAR TRAINING ADOLF			75.00	A -8010-471-000	E	ZONING - EDUCATION & TRAINING	R		10/25/24	10/25/24		10/17/2024
25-00593	10/25/24	NYCOM005		NYCOM									
1	WEBINAR TRAINING SAM MILLER			100.00	A -8020-471-000	E	PLANNING-EDUCATION & TRAINING	R		10/25/24	10/25/24		10/17/2024
25-00594	10/21/24	NOCOE005		NOCO ENERGY CORP.- FUELS									
1	GAS AS REQUIRED FY 24-25			97.23	A -3411-416-000	E	FIRE DEPT-GASOLINE & OIL	R		10/21/24	10/21/24		SP12897497
2	GAS AS REQUIRED FY 24-25			429.68	A -5110-416-000	E	STREETS MAINT-GASOLINE & OIL	R		10/21/24	10/21/24		SP12897497
3	GAS AS REQUIRED FY 24-25			127.61	A -8170-416-000	E	STREET CLEANING-GASOLINE & OI	R		10/21/24	10/21/24		SP12897497
4	GAS AS REQUIRED FY 24-25			197.25	A -8540-416-000	E	DRAINAGE-GASOLINE & OIL	R		10/21/24	10/21/24		SP12897497

PO #	PO Date	Vendor	Contract	PO Type	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Enc Rcvd Date	Chk/Void Date	Invoice
25-00594	10/21/24	NOCOE005	NOCO ENERGY CORP- FUELS					Account Continued				
5	GAS AS REQUIRED FY 24-25		99.31	A -8560-416-000	E			SHADE TREES-GASOLINE & OIL	R	10/21/24	10/21/24	SP12897497
			<b>951.08</b>									
25-00595	10/24/24	NOCOE005	NOCO ENERGY CORP- FUELS									
1	DIESEL FUEL REQ FY 24-25		109.36	A -3411-416-000	E			FIRE DEPT-GASOLINE & OIL	R	10/24/24	10/24/24	SP12901289
2	DIESEL FUEL REQ FY 24-25		366.86	A -5110-416-000	E			STREETS MAINT-GASOLINE & OIL	R	10/24/24	10/24/24	SP12901289
3	DIESEL FUEL REQ FY 24-25		107.63	A -8170-416-000	E			STREET CLEANING-GASOLINE & OI	R	10/24/24	10/24/24	SP12901289
4	DIESEL FUEL REQ FY 24-25		203.65	A -8540-416-000	E			DRAINAGE-GASOLINE & OIL	R	10/24/24	10/24/24	SP12901289
5	DIESEL FUEL REQ FY 24-25		189.66	A -8560-416-000	E			SHADE TREES-GASOLINE & OIL	R	10/24/24	10/24/24	SP12901289
6	DIESEL FUEL REQ FY 24-25		73.57	G -8120-416-000	E			SANITARY SEWERS-FUEL & LUBE	R	10/24/24	10/24/24	SP12901289
			<b>1,050.73</b>									
25-00596	10/23/24	NOCOE005	NOCO ENERGY CORP- FUELS									
1	GAS AS REQUIRED FY 24-25		357.89	A -5110-416-000	E			STREETS MAINT-GASOLINE & OIL	R	10/23/24	10/23/24	SP12906507
2	GAS AS REQUIRED FY 24-25		206.20	A -8170-416-000	E			STREET CLEANING-GASOLINE & OI	R	10/23/24	10/23/24	SP12906507
3	GAS AS REQUIRED FY 24-25		193.86	A -8560-416-000	E			SHADE TREES-GASOLINE & OIL	R	10/23/24	10/23/24	SP12906507
4	GAS AS REQUIRED FY 24-25		190.44	G -8120-416-000	E			SANITARY SEWERS-FUEL & LUBE	R	10/23/24	10/23/24	SP12906507
			<b>948.39</b>									
25-00597	10/21/24	N0000015	N Y S E G									
1	BROADWAY REAR AND 16 W MAIN		618.94	A -7110-441-000	E			PARKS-WATER	R	10/21/24	10/21/24	9/30/2024
2	BROADWAY REAR AND 16 W MAIN		123.39	A -8510-438-000	E			BEAUTIFICATION - CBD TREES / RE	R	10/21/24	10/21/24	9/30/2024
			<b>742.33</b>									
25-00598	10/23/24	N0000015	N Y S E G									
1	STLTG,MNPARK,LMB,NEFH,DPW ETAL		3,404.67	A -5182-438-000	E			STREET LIGHTING-HWY LIGHTING-	R	10/23/24	10/23/24	10/3/2024
2	STLTG,MNPARK,LMB,NEFH,DPW ETAL		25.97	A -7110-438-000	E			PARKS-ELECTRIC	R	10/23/24	10/23/24	10/3/2024
3	STLTG,MNPARK,LMB,NEFH,DPW ETAL		29.67	A -7550-400-000	E			CELEBRATIONS-CONTRACTUAL EX	R	10/23/24	10/23/24	10/3/2024
4	STLTG,MNPARK,LMB,NEFH,DPW ETAL		996.21	A -1620-438-000	E			SHARED SERVICES - ELECTRIC	R	10/23/24	10/23/24	10/3/2024
5	STLTG,MNPARK,LMB,NEFH,DPW ETAL		347.88	A -1621-438-000	E			NORTH END FIRE HALL - ELECTRIC	R	10/23/24	10/23/24	10/3/2024
			<b>4,804.40</b>									
25-00599	10/23/24	N0000015	N Y S E G									
1	DPW ACCOUNT 9/5-10/3 2024		936.65	A -1640-439-000	E			DEPT PUBLIC WORKS - ELECTRIC	R	10/23/24	10/23/24	10/17/2024



LANCASTER VILLAGE  
Purchase Order Listing By P.O. Number

10/29/2024

09:30 AM

PO #	PO Date	Vendor	Contract	PO Type	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
25-00610	10/25/24	SHELTERPOINT LIFE			361.14	A -9055-800-000	E	EMPLOYEE BENEFITS-DISABILITY I	R	10/25/24	10/25/24		JULY-SEPT 2024
25-00611	10/23/24	SITEONE LANDSCAPE SUPPLY, LLC											
1		WEED WACKER LINE/GRASS SEED			51.40	A -7110-453-000	E	PARKS-REPAIRS TO EQUIPMENT	R	10/23/24	10/23/24		146951436-001
2		WEED WACKER LINE/GRASS SEED			255.05	A -8560-475-000	E	SHADE TREES-UNCLASSIFIED	R	10/23/24	10/23/24		146951436-001
					<u>306.45</u>								
25-00612	10/23/24	SOUTHWORTH-MILTON, INC.											
1		REPAIR PARTS - TRUCK			20.08	A -5110-452-000	E	STREETS MAINT-REPAIRS/MAINT:TI	R	10/23/24	10/23/24		INV3386214
25-00613	10/24/24	STAPLES BUSINESS CREDIT											
1		MISC OFFICE SUPPLIES			164.14	A -5010-402-000	E	STREETS ADMINISTRATION-OFFICE	R	10/24/24	10/24/24		6010227742
2		MISC OFFICE SUPPLIES			54.72	G -8115-401-000	E	ADMINISTRATION-OFFICE SUPPLIE	R	10/24/24	10/24/24		6010227742
					<u>218.86</u>								
25-00614	10/23/24	SUBURBAN LOCK & KEY, INC.											
1		T TRIM INSTALL MAN DOOR			340.00	A -1640-450-000	E	DEPT PUBLIC WORKS GRGE-BUILD	R	10/23/24	10/23/24		167263
2		T TRIM INSTALL MAN DOOR			340.00	A -1640-453-000	E	DEPT PUBLIC WORKS - REPAIRS	R	10/23/24	10/23/24		167263
					<u>680.00</u>								
25-00615	10/23/24	SUTPHEN CORPORATION											
1		LADDER 4 ANNUAL SERVICE			1,400.00	A -3411-479-000	E	FIRE DEPT-YRLY SVC & CERTIF/INS	R	10/23/24	10/23/24		50009386
25-00616	10/25/24	TECHNET MSP LLC											
1		NOVEMBER SERVICES			4,133.00	A -1325-435-200	E	FINANCE TREASURER - SVC MAINT	R	10/25/24	10/25/24		1384
2		NOVEMBER SERVICES			1,653.00	A -3411-477-000	E	FIRE DEPT-RED ALERT PROG/INFO	R	10/25/24	10/25/24		1384
					<u>5,786.00</u>								
25-00617	10/25/24	THOMSON RELUTERS - WEST PAYMENT											
1		SEPTEMBER & OCTOBER			288.84	A -1420-409-000	E	LAW - LAW BOOKS	R	10/25/24	10/25/24		850835673
25-00618	10/22/24	TK Elevator Corp											
1		LMB FULL MAINTENANCE			1,459.98	A -1620-431-000	E	SHARED SERVICES - ELEVATOR M/	R	10/22/24	10/22/24		30081207862

LANCASTER VILLAGE  
Purchase Order Listing By P.O. Number

10/29/2024

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PO #	PO Date	Vendor	Contract	PO Type	Item Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Enc Rcvd Date	Chk/Void Date	Invoice
25-00619	10/23/24	TOLLS005			TOLLS BY MAIL								
1	TOLLS 8/23/2024					38.68	A -5010-471-000	E	STREETS ADMINISTRATION-EXPEN	R	10/23/24	10/23/24	18140291496
25-00620	10/24/24	VALLE005			VALLEY FAB & EQUIPMENT								
1	REAR BUMPER TRUCK 41					14.87	A -5110-452-000	E	STREETS MAINT-REPAIRS/MAINT.TI	R	10/24/24	10/24/24	137028
25-00622	10/25/24	VERIZ010			VERIZON WIRELESS								
1	PHONES OCTOBER 2024					303.92	A -3411-485-000	E	FIRE DEPT - CELL PHONES / DATA F	R	10/25/24	10/25/24	OCTOBER 2024
2	PHONES OCTOBER 2024					51.42	A -1010-485-000	E	BOARD OF TRUSTEES - CELL PHON	R	10/25/24	10/25/24	OCTOBER 2024
3	PHONES OCTOBER 2024					31.25	A -1210-485-000	E	EXECUTIVE MAYOR - CELL PHONE	R	10/25/24	10/25/24	OCTOBER 2024
4	PHONES OCTOBER 2024					31.25	A -7550-420-000	E	CELEBRATIONS-MISC OVERHEAD F	R	10/25/24	10/25/24	OCTOBER 2024
5	PHONES OCTOBER 2024					31.25	A -1325-485-000	E	FINANCE TREASURER - CELL PHO	R	10/25/24	10/25/24	OCTOBER 2024
6	PHONES OCTOBER 2024					69.24	A -3990-476-000	E	DISASTER PREP-MOBILE PH & DAT.	R	10/25/24	10/25/24	OCTOBER 2024
7	PHONES OCTOBER 2024					37.99	A -3989-485-000	E	BUILDING INSPECTION-CELL PHON	R	10/25/24	10/25/24	OCTOBER 2024
8	PHONES OCTOBER 2024					75.98	A -8560-475-000	E	SHADE TREES-UNCLASSIFIED	R	10/25/24	10/25/24	OCTOBER 2024
9	PHONES OCTOBER 2024					31.25	A -1640-485-000	E	DEPT PUBLIC WORKS GARAGE-CE	R	10/25/24	10/25/24	OCTOBER 2024
10	PHONES OCTOBER 2024					37.99	G -8115-485-000	E	ADMINISTRATION-CELL PHONE	R	10/25/24	10/25/24	OCTOBER 2024
						<b>701.54</b>							
25-00623	10/10/24	WELLS025			WELLS, NICK								
1	HPC MEETING - ALTERNATE MEMBER					90.00	A -7520-434-000	E	HIST DIST-PROF SVC-HPC SECRET	R	10/10/24	10/10/24	10/9/2024
25-00624	10/25/24	WENDE015			WENDEL CONSULTING SERVICES LLC								
1	SCHUTT RE: GIS DATA					37.50	A -1010-435-900	E	BOARD OF TRUSTEES - ENGINEER	R	10/25/24	10/25/24	289232-3
25-00625	10/13/24	WEXBA010			WEX BANK								
1	FUEL CHIEF VEHICLES/RESCUE7					621.46	A -3411-416-000	E	FIRE DEPT-GASOLINE & OIL	R	10/13/24	10/13/24	100138675
25-00626	10/21/24	WMCOR005			WM CORPORATE SERVICES INC								
1	8 YARD DUMPSTER SVC DPW/LMB					598.53	A -8160-434-000	E	REFUSE & GARBAGE-CONTRACT S	R	10/21/24	10/21/24	5027241-1342-3
25-00627	10/24/24	WOODC005			WOODCUTTERS HEADQUARTERS INC.								
1	REPAIR PARTS LADDER 4 SAW					7.99	A -3411-456-000	E	FIRE DEPT-REPAIRS & MAINT BY DI	R	10/24/24	10/24/24	521568



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
<p><b>Total Purchase Orders: 92 Total P.O. Line Items: 160 Total List Amount: 98,416.16 Total Void Amount: 0.00</b></p>									

Totals by Year-Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
5-A		88,630.43	0.00	5,874.34	94,504.77
5-G		3,389.65	0.00	75.00	3,464.65
5-T		0.00	0.00	446.74	446.74
<b>Total Of All Funds:</b>		<b>92,020.08</b>	<b>0.00</b>	<b>6,396.08</b>	<b>98,416.16</b>

Totals by Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
A		88,630.43	0.00	5,874.34	94,504.77
G		3,389.65	0.00	75.00	3,464.65
T		0.00	0.00	446.74	446.74
<b>Total Of All Funds:</b>		<b>92,020.08</b>	<b>0.00</b>	<b>6,396.08</b>	<b>98,416.16</b>

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	88,630.43	0.00	0.00	0.00	88,630.43
	5-G	3,389.65	0.00	0.00	0.00	3,389.65
<b>Total Of All Funds:</b>		<b>92,020.08</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>92,020.08</b>

Batch Id: PAYROLL Batch Date: 10/11/24 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 10/11/2024 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 10/11/2024 Cr: A -200-000 CASH	2,441.07		2
A -1210-100-000 EXECUTIVE MAYOR - PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 10/11/2024 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 10/11/2024 Cr: A -200-000 CASH	6,129.47		4
A -1420-100-000 LAW - PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 10/11/2024 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 10/11/2024 Cr: A -200-000 CASH	515.97		6
A -1621-100-000 NORTH END FIRE HALL - PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 10/11/2024 Cr: A -200-000 CASH	224.67		7
A -1640-100-000 DEPT PUBLIC WORKS -PERSONAL SERVICE Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 10/11/2024 Cr: A -200-000 CASH	11,041.44		8
A -3411-100-000 FIRE DEPARTMENT - PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 10/11/2024 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 10/11/2024 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 10/11/2024 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 10/11/2024 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 10/11/2024 Cr: A -200-000 CASH	180.95		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 10/11/2024 Cr: A -200-000 CASH	7,096.63		15
A -5110-100-000 STREETS MAINT-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 10/11/2024 Cr: A -200-000 CASH	8,453.16		16
A -5132-100-000 SNOW REMOVAL-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 10/11/2024 Cr: A -200-000 CASH	491.96		17
A -7110-100-000 PARKS-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 10/11/2024 Cr: A -200-000 CASH	2,413.06		18
A -7550-100-000 CELEBRATIONS-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 10/11/2024 Cr: A -200-000 CASH	4,967.92		19
A -7550-102-000 DPW - Overtime Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 10/11/2024 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 10/11/2024 Cr: A -522-000 EXPENDITURE CONTROL	0.00		21
A -8020-100-000 PLANNING-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 10/11/2024 Cr: A -200-000 CASH	80.77		22
A -8160-100-000 REFUSE & GARBAGE-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 10/11/2024 Cr: A -200-000 CASH	5,822.45		23
A -8170-100-000 STREET CLEANING-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 10/11/2024 Cr: A -200-000 CASH	1,414.91		24
A -8540-100-000 DRAINAGE-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 10/11/2024 Cr: A -200-000 CASH	671.20		25
A -8560-100-000 SHADE TREES-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 10/11/2024 Cr: A -200-000 CASH	8,148.39		26
A -8989-100-000 ECONOMIC DEV-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 10/11/2024 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 10/11/2024 Cr: A -522-000 EXPENDITURE CONTROL	920.60-		28
A -5010-405-000 STREETS ADMINISTRATION-MEAL ALLOWANCE Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 10/11/2024 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 10/11/2024 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 10/11/2024 Cr: G -200-000 CASH	3,251.59		31
G -8120-100-000 SANITARY SEWERS-PERSONAL SERVICES Db: G -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 10/11/2024 Cr: G -200-000 CASH	7,989.22		32
G -8115-405-000 ADMINISTRATION-MEAL ALLOWANCE Db: G -200-000 CASH	Expenditure	Payroll charges for paydate 10/11/2024 Cr: G -522-000 EXPENDITURE CONTROL	0.00		33
A -3120-100-000 POLICE-PERSONAL SVCS-CROSSING GUARDS Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 10/11/2024 Cr: A -200-000 CASH	3,663.00		35
A -1640-403-000 DEPT PUBLIC WORKS - UNIFORMS Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 10/11/2024 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 10/11/2024 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 10/11/2024 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 10/11/2024 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 10/11/2024 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 10/11/2024 Cr: A -200-000 CASH	3,038.50		41

WARNING: This account would have a negative balance: A -7550-100-000. Balance would be: 40,738.54-.

Fund Description	Fund	Expenditures	Reimbursements	Transfer In	Transfer Out	Cancel	Encumbrances
	A	70,583.37	0.00	0.00	0.00	0.00	0.00
	G	11,240.81	0.00	0.00	0.00	0.00	0.00
Total of All Funds:		81,824.18	0.00	0.00	0.00	0.00	0.00

	Entries	Amount
Expenditures:	39	81,824.18
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.

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Batch Id: FICA      Batch Date: 10/11/24      Batch Type: Recurring

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Account No. Account Description	Type	Entry Description	Amount	Tracking Id	Seq
A -9030-800-000 EMPLOYEE BENEFITS-SOCIAL SECURITY Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Accrued FICA paydate 10/11/2024 Cr: A -200-000 CASH	5,470.06		1
G -9030-800-000 EMPLOYEE BENEFIT-SOCIAL SECURITY Db: G -522-000 EXPENDITURE CONTROL	Expenditure	Accrued FICA paydate 10/11/2024 Cr: G -200-000 CASH	859.92		2



Fund Description	Fund	Expenditures	Reimbursements	Transfer In	Transfer Out	Cancel	Encumbrances
	A	5,470.06	0.00	0.00	0.00	0.00	0.00
	G	859.92	0.00	0.00	0.00	0.00	0.00
Total of All Funds:		6,329.98	0.00	0.00	0.00	0.00	0.00

	Entries	Amount
Expenditures:	2	6,329.98
Reimbursements:	0	0.00
Transfer In:	0	0.00
Transfer Out:	0	0.00
Cancel:	0	0.00
Encumbrance:	0	0.00
YTD 1099:	0	0.00
Total:	2	

There are NO errors in this listing.

Batch Id: PAYROLL Batch Date: 10/25/24 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 10/25/2024 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 10/25/2024 Cr: A -200-000 CASH	2,435.85		2
A -1210-100-000 EXECUTIVE MAYOR - PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 10/25/2024 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 10/25/2024 Cr: A -200-000 CASH	6,320.07		4
A -1420-100-000 LAW - PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 10/25/2024 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 10/25/2024 Cr: A -200-000 CASH	818.79		6
A -1621-100-000 NORTH END FIRE HALL - PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 10/25/2024 Cr: A -200-000 CASH	179.34		7
A -1640-100-000 DEPT PUBLIC WORKS -PERSONAL SERVICE Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 10/25/2024 Cr: A -200-000 CASH	12,697.61		8
A -3411-100-000 FIRE DEPARTMENT - PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 10/25/2024 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 10/25/2024 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 10/25/2024 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 10/25/2024 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 10/25/2024 Cr: A -200-000 CASH	180.95		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 10/25/2024 Cr: A -200-000 CASH	6,965.95		15
A -5110-100-000 STREETS MAINT-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 10/25/2024 Cr: A -200-000 CASH	10,229.10		16
A -5132-100-000 SNOW REMOVAL-PERSONAL SERVICES Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 10/25/2024 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 10/25/2024 Cr: A -200-000 CASH	2,982.78		18
A -7550-100-000 CELEBRATIONS-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 10/25/2024 Cr: A -200-000 CASH	167.86		19
A -7550-102-000 DPW - Overtime Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 10/25/2024 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 10/25/2024 Cr: A -522-000 EXPENDITURE CONTROL	0.00		21
A -8020-100-000 PLANNING-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 10/25/2024 Cr: A -200-000 CASH	80.77		22
A -8160-100-000 REFUSE & GARBAGE-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 10/25/2024 Cr: A -200-000 CASH	6,083.62		23
A -8170-100-000 STREET CLEANING-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 10/25/2024 Cr: A -200-000 CASH	1,432.17		24
A -8540-100-000 DRAINAGE-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 10/25/2024 Cr: A -200-000 CASH	241.57		25
A -8560-100-000 SHADE TREES-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 10/25/2024 Cr: A -200-000 CASH	8,053.64		26
A -8989-100-000 ECONOMIC DEV-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 10/25/2024 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 10/25/2024 Cr: A -522-000 EXPENDITURE CONTROL	920.60-		28
A -5010-405-000 STREETS ADMINISTRATION-MEAL ALLOWANCE Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 10/25/2024 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 10/25/2024 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 10/25/2024 Cr: G -200-000 CASH	3,196.17		31
G -8120-100-000 SANITARY SEWERS-PERSONAL SERVICES Db: G -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 10/25/2024 Cr: G -200-000 CASH	8,039.63		32
G -8115-405-000 ADMINISTRATION-MEAL ALLOWANCE Db: G -200-000 CASH	Expenditure	Payroll charges for paydate 10/25/2024 Cr: G -522-000 EXPENDITURE CONTROL	0.00		33
A -3120-100-000 POLICE-PERSONAL SVCS-CROSSING GUARDS Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 10/25/2024 Cr: A -200-000 CASH	3,234.00		35
A -1640-403-000 DEPT PUBLIC WORKS - UNIFORMS Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 10/25/2024 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 10/25/2024 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 10/25/2024 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 10/25/2024 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 10/25/2024 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 10/11/2024 Cr: A -200-000 CASH	2,979.00		41

WARNING: This account would have a negative balance: A -7550-100-000. Balance would be: 40,906.40-.

Fund Description	Fund	Expenditures	Reimbursements	Transfer In	Transfer Out	Cancel	Encumbrances
	A	68,870.92	0.00	0.00	0.00	0.00	0.00
	G	11,235.80	0.00	0.00	0.00	0.00	0.00
Total of All Funds:		80,106.72	0.00	0.00	0.00	0.00	0.00

	Entries	Amount
Expenditures:	39	80,106.72
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.

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Batch Id: FICA    Batch Date: 10/25/24    Batch Type: Recurring

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Account No. Account Description	Type	Entry Description	Amount	Tracking Id	Seq
A -9030-800-000 EMPLOYEE BENEFITS-SOCIAL SECURITY	Expenditure	Accrued FICA paydate 10/25/2024	5,339.05		1
Db: A -522-000 EXPENDITURE CONTROL		Cr: A -200-000 CASH			
G -9030-800-000 EMPLOYEE BENEFIT-SOCIAL SECURITY	Expenditure	Accrued FICA paydate 10/25/2024	859.54		2
Db: G -522-000 EXPENDITURE CONTROL		Cr: G -200-000 CASH			

Fund Description	Fund	Expenditures	Reimbursements	Transfer In	Transfer Out	Cancel	Encumbrances
	A	5,339.05	0.00	0.00	0.00	0.00	0.00
	G	859.54	0.00	0.00	0.00	0.00	0.00
Total of All Funds:		6,198.59	0.00	0.00	0.00	0.00	0.00

	Entries	Amount
Expenditures:	2	6,198.59
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: CREDITCD Batch Date: 09/30/24 Batch Type: Standard

Account No. Account Description	Type	Entry Description	Amount	Tracking Id	Seq
A -3990-474-000 DISASTER PREP- WEBSITE & INFO TECHNOLOGY Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Scott Kuhlmeier - Blue Dock media Cr: A -200-000 CASH	64.00		1
A -3990-479-000 DISASTER PREPAREDNESS-PAGERS Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Scott Kuhlmeier - Rapid Fax Cr: A -200-000 CASH	11.99		2
A -1325-474-000 FINANCE TREASURER - WEB SITE & INTERNET Db: A -522-000 EXPENDITURE CONTROL	Expenditure	DPW - Adobe-CTO Office (2 Accounts) Cr: A -200-000 CASH	47.98		3
A -5010-403-000 STREETS ADMINISTRATION-COMPUTER SOFTWARE Db: A -522-000 EXPENDITURE CONTROL	Expenditure	DPW - Adobe 1 Account Cr: A -200-000 CASH	23.99		4
A -3411-477-000 FIRE DEPT-RED ALERT PROG/INFO & TECH Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Fire-Cloudfare-website Cr: A -200-000 CASH	10.11		5
A -3411-472-000 FIRE DEPT-EXPENSE/TRAVEL -INSPECTION Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Fire-Hilton-221.00 * 3 = 663.00 Cr: A -200-000 CASH	663.00		6
A -1420-435-000 LAW - CONTRACTUAL SERVICES:LEASE Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Art-Speech Processing Solutions Cr: A -200-000 CASH	101.40		7
A -8090-435-000 ENVIRONMENTAL - CONTRACTUAL SVCS Db: A -522-000 EXPENDITURE CONTROL	Expenditure	DPW-Amazon Cr: A -200-000 CASH	74.24		8
G -8120-433-000 SANITARY SEWERS-POLLUTION CONTROL Db: G -522-000 EXPENDITURE CONTROL	Expenditure	DPW-Amazon Cr: G -200-000 CASH	63.98		9
A -8560-416-000 SHADE TREES-GASOLINE & OIL Db: A -522-000 EXPENDITURE CONTROL	Expenditure	DPW-Speedway Cr: A -200-000 CASH	8.55		10
A -5010-436-000 STREETS ADMINISTRATION-POSTAGE Db: A -522-000 EXPENDITURE CONTROL	Expenditure	DPW-USPS Cr: A -200-000 CASH	73.00		11
A -1620-450-000 SHARED SERVICES - BUILDING & GRDS MAINT Db: A -522-000 EXPENDITURE CONTROL	Expenditure	DPW-Amazon Cr: A -200-000 CASH	43.98		12
A -7550-413-000 CELEBRATIONS - FALL FEST Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Events - Fall Fest - Porta Potty's Cr: A -200-000 CASH	580.00		13



Fund Description	Fund	Expenditures	Reimbursements	Transfer In	Transfer Out	Cancel	Encumbrances
	A	1,702.24	0.00	0.00	0.00	0.00	0.00
	G	63.98	0.00	0.00	0.00	0.00	0.00
Total of All Funds:		1,766.22	0.00	0.00	0.00	0.00	0.00

	Entries	Amount
Expenditures:	13	1,766.22
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:	13	

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

Item Status	Purchase Types	Misc
Open: N Void: N Paid: N Held: N Aprv: N Rcvd: Y	Bid: Y State: Y Other: Y Exempt: Y	P.O. Type: All Format: Detail without Line Item Notes Include Non-Budgeted: Y Prior Year Only: N * Means Prior Year Line: Vendors: All

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

PO #	PO Date	Vendor	Contract	PO Type
25-00532	10/15/24	ERIEC035	ERIE COUNTY GOVERNMENTS	
1	Regular Meeting 10/24 - Ruda	45.00	A -1210-470-000	E EXECUTIVE MAYOR - EXPENSES & R

Item Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
1 Regular Meeting 10/24 - Ruda	45.00	A -1210-470-000	E	EXECUTIVE MAYOR - EXPENSES & R		10/15/24	10/15/24		10/24/2024

**Total Purchase Orders: 1 Total P.O. Line Items: 1 Total List Amount: 45.00 Total Void Amount: 0.00**

Totals by Year-Fund				
Fund Description	Fund	Expend Total	Revenue Total	Total

	5-A	45.00	0.00	45.00
<b>Total Of All Funds:</b>		<u>45.00</u>	<u>0.00</u>	<u>45.00</u>

Totals by Fund				
Fund Description	Fund	Expend Total	Revenue Total	Total

	A	45.00	0.00	45.00
<b>Total Of All Funds:</b>		<u>45.00</u>	<u>0.00</u>	<u>45.00</u>

**ABSTRACT**

**November 25, 2024 (# 2)**

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

October 29, 2024 to November 25, 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	\$ 109,767.21
SEWER FUND -----	in the amount of	\$ 22,266.77
TRUST FUND -----	in the amount of	\$
CAPITAL FUND -----	in the amount of	\$
EQUIPMENT RESERVE -----	in the amount of	\$
COMMUNITY DEVELOPMENT -----	in the amount of	\$
SPECIAL REPAIR RESERVE FUND ----	in the amount of	\$

TOTAL 132,033.98

For the period from October 29  
~~November 12, 2024~~ to November 25, 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.....	34
General Fund Ck#.....	<u>92296-92321</u>
Sewer Fund Ck#.....	<u>12179-12182</u>
Trust Fund Ck#.....	_____
Capital Fund Ck#.....	_____
Community Development Fund Ck#	_____

\_\_\_\_\_  
Mayor Lynne T. Ruda

# Abstract Summary of Funds

Board Meeting Date: November 25, 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	\$ 24,780.47	\$ 949.09		
2024-2025 Budget				
Payroll Voucher 11/08/2024	\$ 68,122.94	\$ 19,802.77		
FICA Voucher 11/08/2024	\$ 5,281.46	\$ 1,514.91		
M&T Credit Card October 21	\$ 2,126.34			
TASC	\$ 9,456.00			

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<b>TOTALS</b>	<b>\$ 109,767.21</b>	<b>\$ 22,266.77</b>	<b>\$ -</b>	<b>\$ -</b>
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<b>TOTAL ALL FUNDS</b>	<b>\$ 132,033.98</b>
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LANCASTER VILLAGE  
Purchase Order Listing By P.O. Number

11/12/2024

10:44 AM

**Ranges**

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

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

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

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

PO #	PO Date	Vendor	Contract	PO Type	Item Status	Purchase Types	Misc					
Item Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice			
25-00629	11/08/24	1075E005	10-75	EMERGENCY LIGHTING LLC								
1				LIGHT REPAIR ON ENGINE 2		517.91	A -3411-456-000	E	FIRE DEPT-REPAIRS & MAINT BY DJ R	11/08/24	11/08/24	13520
25-00630	11/08/24	ADPIN005		ADP, INC.								
1				TIME&ATTENDANCE/MANAGEMENT REP		1,063.15	A -1325-435-300	E	FINANCE TREASURER - PAYROLL S R	11/08/24	11/08/24	674176541
25-00631	11/08/24	CHOIN005		CHOINSKI, BONNIE								
1				2024 VILLAGE TAX OVERPAYMENT		468.43	A -250-000	G	TAXES RECEIVABLE, CURRENT	11/08/24	11/08/24	10/29/2024
25-00632	11/08/24	COPIE005		COPIER FAX BUSINESS TECHNOLOGI								
1				FIRE DEPARTMENT COPIER		250.00	A -3411-260-100	E	FIRE DEPT-COPIER	11/08/24	11/08/24	834166
25-00633	11/08/24	CUMMI010		CUMMINS SALE AND SERVICE								
1				REPAIR PARTS LFD LADDER 4		140.56	A -3411-456-000	E	FIRE DEPT-REPAIRS & MAINT BY DJ R	11/08/24	11/08/24	W2-242036719
25-00634	11/08/24	DELAG005		DELAGE LANDEN FINANCIAL SVC								
1				DPW COPIER 11/15-12/14 2024		259.00	A -1640-435-000	E	DEPT PUBLIC WORKS-CONTRACTL R	11/08/24	11/08/24	83199457
25-00635	11/08/24	DOBME005		DOBMEIER JANITOR SUPPLY INC								
1				RESTOCK JANITORIAL SUPPLIES		359.36	A -1620-402-000	E	SHARED SERVICES - JANITORIAL S R	11/08/24	11/08/24	IN004507
2				RESTOCK JANITORIAL SUPPLIES		359.36	A -1621-419-000	E	NORTH END FIRE HALL - JANITORI/ R	11/08/24	11/08/24	IN004507
3				RESTOCK JANITORIAL SUPPLIES		359.36	A -1640-402-000	E	DEPT PUBLIC WORKS-JANITORIAL R	11/08/24	11/08/24	IN004507
						<b>1,078.08</b>						
25-00636	11/08/24	JCEHR005		J.C. EHRLICH								

LANCASTER VILLAGE  
Purchase Order Listing By P.O. Number

11/12/2024

10:44 AM

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
25-00636				J.C. EHRlich					
1	450.00	A-1640-435-000	E	WASP REMOVAL @ DPW	R	11/08/24	11/08/24		68019693
25-00637				ERIE COUNTY COMPTROLLER					
1	21.72	A-5110-412-000	E	LOCAL DELIVERY SIGNS	R	11/08/24	11/08/24		1800077615
25-00638				ERIE COUNTY WATER AUTHORITY					
1	19.80	A-1640-441-000	E	DPW-9/30-10/312024	R	11/08/24	11/08/24		60649378-8
25-00639				FERRY INC					
1	62.40	G-8120-453-000	E	T BOLT CLAMP TK 42 SEWER JET	R	11/08/24	11/08/24		59251
25-00640				FINGER LAKES / CASTLE					
1	140.00	A-5110-452-000	E	SHOP RESTOCK ON GLOVES	R	11/08/24	11/08/24		143247
2	140.00	A-5132-452-000	E	SHOP RESTOCK ON GLOVES	R	11/08/24	11/08/24		143247
	<b>280.00</b>								
25-00641				FLEETPRIDE INC.					
1	431.91	A-3411-456-000	E	REPAIR PARTS LFD TRUCK 4	R	11/08/24	11/08/24		121043914
25-00642				GREEN MOUNTAIN ELECTRIC SUPPLY					
1	575.34	A-5182-435-000	E	LMB PARKING LOT LIGHT REPLACE.	R	11/08/24	11/08/24		S5064378.001
25-00643				HEALTHWORKS - WNY LLP					
1	210.00	A-5010-472-000	E	RANDOM DRUG TESTING 3 EMP.	R	11/08/24	11/08/24		525788
25-00644				HOME DEPOT CREDIT SVCS					
1	25.48	A-1620-450-000	E	PARTS&SUPPLIES OCTOBER 2024	R	11/08/24	11/08/24		OCT2024
2	68.61	A-1621-453-000	E	PARTS&SUPPLIES OCTOBER 2024	R	11/08/24	11/08/24		OCT2024
3	3,897.87	A-1640-450-000	E	PARTS&SUPPLIES OCTOBER 2024	R	11/08/24	11/08/24		OCT2024
4	182.56	A-5110-412-000	E	PARTS&SUPPLIES OCTOBER 2024	R	11/08/24	11/08/24		OCT2024
5	102.49	A-5110-419-000	E	PARTS&SUPPLIES OCTOBER 2024	R	11/08/24	11/08/24		OCT2024
6	34.13	A-7550-420-000	E	PARTS&SUPPLIES OCTOBER 2024	R	11/08/24	11/08/24		OCT2024
	<b>4,311.14</b>								

Account Continued

LANCASTER VILLAGE  
Purchase Order Listing By P.O. Number

11/12/2024  
10:44 AM

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
25-00645 11/08/24 HURTU005 HURTUBISE TIRE INC									
1 TIRES TRUCK 42 SEWER JET	591.97	G -8120-453-000	E	SANITARY SEWERS-REPAIRS & MA	R	11/08/24	11/08/24		246269
25-00646 11/08/24 IRRSU005 IRR SUPPLY CENTER INC.									
1 93 BOWEN AVE DOWNSPOUT REPAIR	6.74	A -8540-414-000	E	DRAINAGE-MATERIALS & PIPE	R	11/08/24	11/08/24		5595046-00
25-00647 11/08/24 KREBS010 KREBS, THERESA									
1 REFUND 2024 VILLAGE TAX OVERP.	16.49	A -250-000	G	TAXES RECEIVABLE, CURRENT	R	11/08/24	11/08/24		BILL 1115/1139
25-00648 11/08/24 NEXTI005 NEXTIVA, INC									
1 AP&CLOUD NOVEMBER 2024	280.00	A -1640-431-000	E	DEPT PUBLIC WORKS - TELEPHONE	R	11/08/24	11/08/24		4000857822
2 AP&CLOUD NOVEMBER 2024	50.00	A -1621-439-000	E	NORTH END FIRE HALL - TELEPHOI	R	11/08/24	11/08/24		4000857822
3 AP&CLOUD NOVEMBER 2024	374.74	A -1620-439-000	E	SHARED SERVICES - TELEPHONE	R	11/08/24	11/08/24		4000857822
	<b>704.74</b>								
25-00649 11/08/24 NOCOE005 NOCO ENERGY CORP- FUELS									
1 GAS AS REQ FY 24-25	49.75	A -3411-416-000	E	FIRE DEPT-GASOLINE & OIL	R	11/08/24	11/08/24		SP12915220
2 GAS AS REQ FY 24-25	257.63	A -5110-416-000	E	STREETS MAINT-GASOLINE & OIL	R	11/08/24	11/08/24		SP12915220
3 GAS AS REQ FY 24-25	197.60	A -8170-416-000	E	STREET CLEANING-GASOLINE & OI	R	11/08/24	11/08/24		SP12915220
4 GAS AS REQ FY 24-25	147.52	A -8560-416-000	E	SHADE TREES-GASOLINE & OIL	R	11/08/24	11/08/24		SP12915220
5 GAS AS REQ FY 24-25	76.34	G -8120-416-000	E	SANITARY SEWERS-FUEL & LUBE	R	11/08/24	11/08/24		SP12915220
	<b>728.84</b>								
25-00650 11/08/24 NOCOE005 NOCO ENERGY CORP- FUELS									
1 DIESELAS REQ FY 24-25	280.85	A -5110-416-000	E	STREETS MAINT-GASOLINE & OIL	R	11/08/24	11/08/24		SP12909663
2 DIESELAS REQ FY 24-25	180.25	A -8170-416-000	E	STREET CLEANING-GASOLINE & OI	R	11/08/24	11/08/24		SP12909663
3 DIESELAS REQ FY 24-25	128.63	A -8560-416-000	E	SHADE TREES-GASOLINE & OIL	R	11/08/24	11/08/24		SP12909663
4 DIESELAS REQ FY 24-25	100.27	A -8540-416-000	E	DRAINAGE-GASOLINE & OIL	R	11/08/24	11/08/24		SP12909663
5 DIESELAS REQ FY 24-25	70.63	G -8120-416-000	E	SANITARY SEWERS-FUEL & LUBE	R	11/08/24	11/08/24		SP12909663
	<b>760.63</b>								
25-00651 11/08/24 N0000015 NYSEG									
1 5386 BROADWAY & 16 W MAIN ST.	758.11	A -7110-441-000	E	PARKS-WATER	R	11/08/24	11/08/24		10005-2259-743
2 5386 BROADWAY & 16 W MAIN ST.	85.95	A -8510-438-000	E	BEAUTIFICATION - CBD TREES / RE	R	11/08/24	11/08/24		10005-2259-743



Contract PO Type

PO # PO Date Vendor

Item Description	PO Date	Vendor	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Enc Rcvd Date	Chk/Void Date	Invoice
25-00651	11/08/24	N0000015		NY SEG						
			<u>844.06</u>			Account Continued				
25-00652	11/08/24	N0000015		NY SEG						
1	5 AURORA ST		207.66	A-5182-438-000	E	STREET LIGHTING-HWY LIGHTING-	R	11/08/24	11/08/24	1001-7804-781
25-00653	11/08/24	POWER015		POWER & CONST GRP, INC						
1	VILLAGE STREET LIGHT MAITENANC		3,241.17	A-5182-435-000	E	STREET LIGHTING-MAINTENANCE	R	11/08/24	11/08/24	LP13231
25-00654	11/08/24	SCHIC005		SCHICHEL'S NURSERY, INC.						
1	FALL 2024 TREE PLANTING		6,113.00	A-8560-434-000	E	SHADE TREES-TREES	R	11/08/24	11/08/24	002846701
25-00655	11/08/24	SEALM005		SEALWORKS, INC						
1	MASTERSEAL NEFH PARKING LOT		513.00	A-1621-453-000	E	NORTH END F.H.-BUILD & GROUND	R	11/08/24	11/08/24	0110479-IN
25-00656	11/08/24	VERIZ015		VERIZON						
1	DPW FLEET TRACKING OCTOBER 24		147.75	A-5110-435-000	E	STREET MAINT-SERVICES MAINT	R	11/08/24	11/08/24	320000060802
2	DPW FLEET TRACKING OCTOBER 24		147.75	A-5132-430-000	E	SNOW REMOVAL-CONTRACTUAL S	R	11/08/24	11/08/24	320000060802
3	DPW FLEET TRACKING OCTOBER 24		147.75	A-7110-414-000	E	PARKS-MATERIALS-OTHER	R	11/08/24	11/08/24	320000060802
4	DPW FLEET TRACKING OCTOBER 24		147.75	A-8560-476-000	E	SHADE TREES-CONTR REMOVAL B	R	11/08/24	11/08/24	320000060802
5	DPW FLEET TRACKING OCTOBER 24		147.75	G-8120-435-000	E	SANITARY SEWERS-CONTRACTUAL	R	11/08/24	11/08/24	320000060802
			<u>738.75</u>							
25-00657	11/02/24	WEXBA005		WEX BANK (CITGO)						
1	CHIEF VEHICLES/RESCUE 7 FUEL		524.54	A-3411-416-000	E	FIRE DEPT-GASOLINE & OIL	R	11/02/24	11/02/24	100701722
25-00658	11/08/24	VMCOR005		WM CORPORATE SERVICES INC						
1	8 YD DUMPSER LMB/DPW		598.53	A-8160-434-000	E	REFUSE & GARBAGE-CONTRACT S	R	11/08/24	11/08/24	5052279-1342-1

Total Purchase Orders: 30 Total P.O. Line Items: 53 Total List Amount: 25,729.56 Total Void Amount: 0.00

<b>Totals by Year-Fund</b>					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
	5-A	24,295.55	0.00	484.92	24,780.47
	5-G	949.09	0.00	0.00	949.09
<b>Total Of All Funds:</b>		<u>25,244.64</u>	<u>0.00</u>	<u>484.92</u>	<u>25,729.56</u>
<b>Totals by Fund</b>					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
	A	24,295.55	0.00	484.92	24,780.47
	G	949.09	0.00	0.00	949.09
<b>Total Of All Funds:</b>		<u>25,244.64</u>	<u>0.00</u>	<u>484.92</u>	<u>25,729.56</u>

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	24,295.55	0.00	0.00	0.00	24,295.55
	5-G	949.09	0.00	0.00	0.00	949.09
<b>Total Of All Funds:</b>		<b>25,244.64</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25,244.64</b>

Batch Id: PAYROLL Batch Date: 11/08/24 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 11/08/2024 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 11/08/2024 Cr: A -200-000 CASH	2,461.97		2
A -1210-100-000 EXECUTIVE MAYOR - PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 11/08/2024 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 11/08/2024 Cr: A -200-000 CASH	6,134.03		4
A -1420-100-000 LAW - PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 11/08/2024 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 11/08/2024 Cr: A -200-000 CASH	616.76		6
A -1621-100-000 NORTH END FIRE HALL - PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 11/08/2024 Cr: A -200-000 CASH	189.06		7
A -1640-100-000 DEPT PUBLIC WORKS -PERSONAL SERVICE Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 11/08/2024 Cr: A -200-000 CASH	7,327.10		8
A -3411-100-000 FIRE DEPARTMENT - PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 11/08/2024 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 11/08/2024 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 11/08/2024 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 11/08/2024 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 11/08/2024 Cr: A -200-000 CASH	180.95		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 11/08/2024 Cr: A -200-000 CASH	7,091.42		15
A -5110-100-000 STREETS MAINT-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 11/08/2024 Cr: A -200-000 CASH	9,197.55		16
A -5132-100-000 SNOW REMOVAL-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 11/08/2024 Cr: A -200-000 CASH	281.12		17
A -7110-100-000 PARKS-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 11/08/2024 Cr: A -200-000 CASH	1,715.09		18
A -7550-100-000 CELEBRATIONS-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 11/08/2024 Cr: A -200-000 CASH	138.04		19
A -7550-102-000 DPW - Overtime Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 11/08/2024 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 11/08/2024 Cr: A -522-000 EXPENDITURE CONTROL	0.00		21
A -8020-100-000 PLANNING-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 11/08/2024 Cr: A -200-000 CASH	80.77		22
A -8160-100-000 REFUSE & GARBAGE-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 11/08/2024 Cr: A -200-000 CASH	14,625.59		23
A -8170-100-000 STREET CLEANING-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 11/08/2024 Cr: A -200-000 CASH	1,846.29		24
A -8540-100-000 DRAINAGE-PERSONAL SERVICES Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 11/08/2024 Cr: A -522-000 EXPENDITURE CONTROL	0.00		25
A -8560-100-000 SHADE TREES-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 11/08/2024 Cr: A -200-000 CASH	5,662.30		26
A -8989-100-000 ECONOMIC DEV-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 11/08/2024 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 11/08/2024 Cr: A -522-000 EXPENDITURE CONTROL	915.80-		28
A -5010-405-000 STREETS ADMINISTRATION-MEAL ALLOWANCE Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 11/08/2024 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 11/08/2024 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 11/08/2024 Cr: G -200-000 CASH	3,316.89		31
G -8120-100-000 SANITARY SEWERS-PERSONAL SERVICES Db: G -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 11/08/2024 Cr: G -200-000 CASH	16,485.88		32
G -8115-405-000 ADMINISTRATION-MEAL ALLOWANCE Db: G -200-000 CASH	Expenditure	Payroll charges for paydate 11/08/2024 Cr: G -522-000 EXPENDITURE CONTROL	0.00		33
A -3120-100-000 POLICE-PERSONAL SVCS-CROSSING GUARDS Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 11/08/2024 Cr: A -200-000 CASH	3,803.25		35
A -1640-403-000 DEPT PUBLIC WORKS - UNIFORMS Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 11/08/2024 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 11/08/2024 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 11/08/2024 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 11/08/2024 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 11/08/2024 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 10/11/2024 Cr: A -200-000 CASH	2,979.00		41

WARNING: This account would have a negative balance: A -7550-100-000. Balance would be: 41,044.44-

Fund Description	Fund	Expenditures	Reimbursements	Transfer In	Transfer Out	Cancel	Encumbrances
	A	68,122.94	0.00	0.00	0.00	0.00	0.00
	G	19,802.77	0.00	0.00	0.00	0.00	0.00
Total of All Funds:		87,925.71	0.00	0.00	0.00	0.00	0.00

	Entries	Amount
Expenditures:	39	87,925.71
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.

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Batch Id: FICA      Batch Date: 11/08/24      Batch Type: Recurring

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Account No. Account Description	Type	Entry Description	Amount	Tracking Id	Seq
A -9030-800-000 EMPLOYEE BENEFITS-SOCIAL SECURITY Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Accrued FICA paydate 11/08/2024 Cr: A -200-000 CASH	5,281.46		1
G -9030-800-000 EMPLOYEE BENEFIT-SOCIAL SECURITY Db: G -522-000 EXPENDITURE CONTROL	Expenditure	Accrued FICA paydate 11/08/2024 Cr: G -200-000 CASH	1,514.91		2



Fund Description	Fund	Expenditures	Reimbursements	Transfer In	Transfer Out	Cancel	Encumbrances
	A	5,281.46	0.00	0.00	0.00	0.00	0.00
	G	1,514.91	0.00	0.00	0.00	0.00	0.00
Total Of All Funds:		6,796.37	0.00	0.00	0.00	0.00	0.00

	Entries	Amount
Expenditures:	2	6,796.37
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: CREDITCD Batch Date: 10/31/24 Batch Type: Standard

Account No. Account Description	Type	Entry Description	Amount	Tracking Id	Seq
A -3990-474-000 DISASTER PREP- WEBSITE & INFO TECHNOLOGY Db: A -522-000 EXPENDITURE CONTROL	Expenditure	KULMEY - BLUE DOCK MEDIA Cr: A -200-000 CASH	64.00		1
A -3990-479-000 DISASTER PREPAREDNESS-PAGERS Db: A -522-000 EXPENDITURE CONTROL	Expenditure	KULMEY - RAPID FAX Cr: A -200-000 CASH	11.99		2
A -1325-474-000 FINANCE TREASURER - WEB SITE & INTERNET Db: A -522-000 EXPENDITURE CONTROL	Expenditure	DPW-ADOBE-CTO OFFICE - 2 ACCOUNTS Cr: A -200-000 CASH	47.98		3
A -5010-403-000 STREETS ADMINISTRATION-COMPUTER SOFTWARE Db: A -522-000 EXPENDITURE CONTROL	Expenditure	DPW-ADOBE-1 ACCOUNT Cr: A -200-000 CASH	23.99		4
A -1420-432-000 LAW - DUES & SUBSCRIPTIONS Db: A -522-000 EXPENDITURE CONTROL	Expenditure	ART-SPEECH PROCESSING SOLUTIONS Cr: A -200-000 CASH	38.16		5
A -7550-420-000 CELEBRATIONS-MISC OVERHEAD EXPENSES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	DPW-APPLE MUSIC - DOWNTOWN IPOD Cr: A -200-000 CASH	10.99		6
A -1325-200-000 FINANCE TREASURER - EQUIPMENT Db: A -522-000 EXPENDITURE CONTROL	Expenditure	CTO-DELL LAPTOP Cr: A -200-000 CASH	970.61		7
A -3411-432-000 FIRE DEPT-DUES & SUBSCRIPTIONS Db: A -522-000 EXPENDITURE CONTROL	Expenditure	FIRE-NYS ASSOCIATION OF FIRE CHIEFS DUES Cr: A -200-000 CASH	46.35		8
A -8560-416-000 SHADE TREES-GASOLINE & OIL Db: A -522-000 EXPENDITURE CONTROL	Expenditure	DPW-SPEEDWAY-GAS FOR TREE CREW Cr: A -200-000 CASH	8.35		9
A -1640-450-000 DEPT PUBLIC WORKS GRGE-BUILD/GRDS MAINT Db: A -522-000 EXPENDITURE CONTROL	Expenditure	DPW-AMAZON-AGCC OFFICE - COUCHES Cr: A -200-000 CASH	745.96		10
A -5110-419-000 STREETS MAINT-TOOLS & PAINT Db: A -522-000 EXPENDITURE CONTROL	Expenditure	DPW-HARBOR FREIGHT-TOOLS Cr: A -200-000 CASH	157.96		11

Fund Description	Fund	Expenditures	Reimbursements	Transfer In	Transfer Out	Cancel	Encumbrances
	A	2,126.34	0.00	0.00	0.00	0.00	0.00
Total of All Funds:		2,126.34	0.00	0.00	0.00	0.00	0.00

	Entries	Amount
Expenditures:	11	2,126.34
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:	11	

There are NO errors in this listing.

---

Batch Id: TASC    Batch Date: 11/08/24    Batch Type: Standard

---

Account No. Account Description	Type	Entry Description	Amount	Tracking Id	Seq
A -9060-800-000 EMPLOYEE BENEFITS-HOSPITAL & MEDICAL INS	Expenditure	OCTOBER 2024 HRA TRANSACTIONS	9,456.00		1
Db: A -522-000 EXPENDITURE CONTROL					
		Cr: A -200-000 CASH			

---

Fund Description	Fund	Expenditures	Reimbursements	Transfer In	Transfer Out	Cancel	Encumbrances
	A	9,456.00	0.00	0.00	0.00	0.00	0.00
Total of All Funds:		9,456.00	0.00	0.00	0.00	0.00	0.00

---

	Entries	Amount
Expenditures:	1	9,456.00
Reimbursements:	0	0.00
Transfer In:	0	0.00
Transfer Out:	0	0.00
Cancel:	0	0.00
Encumbrance:	0	0.00
YTD 1099:	0	0.00
Total:	1	

There are NO errors in this listing.

---

**LISTED CORRESPONDENCE**

**November 25, 2024**

	1 <sup>st</sup> Motion	2 <sup>nd</sup> 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 October 18, 2024 – November 14, 2024.
	<i>ACTION -</i>	<i>Rec File Refer to:</i>	
2.	_____	_____	Correspondence from Lindsey Fattey on behalf of St. Mary’s High School and St. Mary’s Elementary providing a Special Events Application for a Night in the Village event to be held on Thursday, December 12, 2024 from 5:00 p.m. – 8:00 p.m. in the parking lot behind the New York Store.
	<i>ACTION -</i>	<i>Rec File Refer to:</i>	
3.	_____	_____	Correspondence from Nolin Jackson providing a Special Events Application for the Lancaster Village New Year’s Eve Celebration to be held on Tuesday, December 31, 2024, starting at 9:00 p.m. on West Main Street.
	<i>ACTION -</i>	<i>Rec File Refer to:</i>	
4.	_____	_____	Correspondence from the NYSERDA Clean Energy Communities Team providing notice that a grant application for Electric Landscaping Equipment and Building Energy Upgrades was accepted to move forward towards an agreement with NYSERDA for development of a scope of work, budget, schedule, and mutually acceptable terms and conditions.
	<i>ACTION -</i>	<i>Rec File Refer to:</i>	
5.	_____	_____	Correspondence from Emma Eckert, Historic Preservation Commission, providing the Certified Local Government Annual Report submitted to the NYS Parks, Recreation and Historic Preservation Office on November 7, 2024.
	<i>ACTION -</i>	<i>Rec File Refer to:</i>	
6.	_____	_____	Correspondence from DPW Superintendent Wayne Cisco providing a list of employees who are interested in the vacant position of Sewer Heavy Equipment Operator and further indicating that Joseph Marino is the top candidate for appointment to this position based on his seniority and experience.
	<i>ACTION -</i>	<i>Rec File Refer to:</i>	
7.	_____	_____	Correspondence from Mike Reinhold, Planning Commission Chairperson, recommending the appointment of Alexander Buszka, 32 Park Boulevard, as the 2 <sup>nd</sup> Alternate Member for the Planning Commission with an annual term expiring at the end of the official year.
	<i>ACTION -</i>	<i>Rec File Refer to:</i>	
8.	_____	_____	
	<i>ACTION -</i>	<i>Rec File Refer to:</i>	

LISTED # 1  
CORRESPONDENCE  
MEETING DATE 11/25/2024

## VILLAGE COVER SHEET

NOVEMBER 4, 2024 BOARD MEETING

PERMITS ISSUED 9

**VILLAGE PERMIT TOTAL**

INSTALL ROOF	2
ERECT SHED	1
DUMPSTER	1
ERECT GARAGE	1
DEMOLITION	1
ERECT COMMERCIAL ALT/ADD	1
INSTALL RESIDENTIAL PLUMBING	1
ERECT RESIDENTIAL ADD/ALT	1
<b>TOTAL PERMITS FOR THE VILLAGE</b>	<b>9</b>



<b>Paramount Renovations Inc.</b>	<b>32 Wren Ave.</b>	<b>Residential Add/Alt</b>
<b>Atlantic Garages</b>	<b>24 Bowen Ave.</b>	<b>Garage</b>
<b>Glassco Management LLC</b>	<b>11 W. Main St.</b>	<b>Commercial Add/Alt</b>
<b>Cellino Plumbing Inc.</b>	<b>53 Wayne St.</b>	<b>Demolition Garage</b>
<b>Amish Valley Sheds</b>	<b>301 Aurora St.</b>	<b>Roof</b>
<b>Jacob Rogers</b>	<b>20 Norris Ave.</b>	<b>Shed</b>
<b>Thrifty Roofs LLC</b>	<b>90 Laverack Ave.</b>	<b>Roof</b>
<b>Thomas Zajac</b>	<b>53 Lombardy St.</b>	<b>Dumpster</b>
<b>All Pro Plumbing LLC</b>	<b>152 Central Ave.</b>	<b>Residential Plumbing</b>

Town of Lancaster

# Inspections Report

Start Date: 10/18/2024 End Date: 11/01/2024

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

Identifier	Address	Primary Contact	Date	Type	Inspector	Result
128.00-3-25.1	151 Schwartz Rd	Czajka Joseph J 716-472-2053	10/21/2024	Special Use	Matt Fischione	Pass
104.34-3-20.1	3580 Walden Ave (El Amigo Tacos)	El Amigo Tacos 716-357-0000	10/21/2024	Business - 3 yr	William T. Revelas	In Progress
94.00-2-11.2	5839 Genesee St (Brazen Brewing)	Brazen Brewing	10/21/2024	Assembly- 1 yr	William T. Revelas	In Progress
82.03-1-57	6711 Transit Rd (Dairy Queen Grill & Chill)	Dairy Queen Grill & Chill	10/21/2024	Assembly- 1 yr	William T. Revelas	Pass
126.54-1-60./B	4705 Transit Rd (Dance Spectrum)	Dance Spectrum	10/21/2024	Assembly- 1 yr	William T. Revelas	Pass
104.15-17-4.11	142 Laverack Ave (St. Mary's High School)	St. Mary's High School	10/22/2024	Assembly- 1 yr	William T. Revelas	In Progress
82.03-1-49.2	52 Freeman Rd (Motel 6)	KSP Acquisitions LLC	10/24/2024	Business - 3 yr	William T. Revelas	Pass

**Total Inspections:** 7

## Complaint By Date

Complaint #	Location	Identifier	Complaint Type	Status	Owner	Complainant
<i>Open Date: 10/23/24</i>						
2024-0706	27-29 Lake Ave	104.82-3-15	Exterior Property Maint	Open	Jane Schroeder	
				<b>Open Date: 10/23/24 Total #: 1</b>		
<i>Open Date: 10/24/24</i>						
2024-0709	62 Camner Ave	115.11-17-1	Misc	Open	Robert Allen	
				<b>Open Date: 10/24/24 Total #: 1</b>		
<i>Open Date: 10/28/24</i>						
2024-0711	142 S Irwinwood	115.11-24-22	Drainage	Open	Nicholas Pfender	
2024-0712	38 Quincy Ave	115.12-3-20	Misc	Open	Angeldekao Homes, LLC	
2024-0713	5424 Broadway St	104.82-2-18	Misc	Open	Unionmart, Inc.	
				<b>Open Date: 10/28/24 Total #: 3</b>		
<i>Open Date: 10/29/24</i>						
2024-0715	25 Saint Marys St	104.19-1-5	Trash/Rubbish	Open	Kathleen Sardina	David Strohmenger
				<b>Open Date: 10/29/24 Total #: 1</b>		
<i>Open Date: 10/31/24</i>						
2024-0718	25 Saint Marys St	104.19-1-5	Misc	Open	Kathleen Sardina	
				<b>Open Date: 10/31/24 Total #: 1</b>		
				<b>Grand Total: 7</b>		

## VILLAGE COVER SHEET

NOVEMBER 18, 2024 BOARD MEETING

PERMITS ISSUED 16

**VILLAGE PERMIT TOTAL**

INSTALL ROOF	4
ERECT SHED	1
DUMPSTER	1
ERECT FENCE	1
INSTALL SIGN	1
INSTALL GENERATOR	1
ERECT PORCH/PORCH COVER	2
ERECT DECK	1
INSTALL RESIDENTIAL PLUMBING	3
ERECT RESIDENTIAL ADD/ALT	1
<b>TOTAL PERMITS FOR THE VILLAGE</b>	<b>16</b>

Kaylee Kawecki	22 Gordon Ave.	Residential Alt.
D & B Construction	19 N. Aurora St.	Deck
Sitzman Appliance Center	47 Benson Dr.	Generator
Upper Deck Construction	172 Laverack Ave.	Porch/Porch Cover
Nuway Construction	67 Holland Ave.	Porch/Porch Cover
Franks Commercial & Home	5 Quincy Ave.	Residential Plumbing
H. Youngs Home Imp.	28 Lake Ave.	Roof
Frame & Form Construction	48 Irwinwood Rd.	Shed
11 Robert Drive LLC	11 Robert Dr.	Temp Sign
Scarpone and Sons	156 Central Ave.	Roof
James Slammon	99 Sawyer Ave.	Dumpster
Franks Commercial & home	339 Aurora St.	Residential Plumbing
Premier Plumbing	8 Oakwood Ave.	Residential Plumbing
Rambo Roofing	42 Lombardy St.	Roof
Precision Remodels LLC	7 Pleasant Ave.	Roof
American Fence Company	163 Irwinwood Rd.	Fence

# Inspections Report

Start Date: 11/01/2024 End Date: 11/14/2024

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

Identifier	Address	Primary Contact	Date	Type	Inspector	Result
83.00-5-2.121	80 Rotech Dr (Classic Tube)	Classic Tube	11/06/2024	Business - 3 yr	William T. Revelas	Pass
115.10-4-1	11 Robert Dr	11 Robert Drive LLC	11/06/2024	Res Apartment- 3 yr	Rob Rendon	Pass
104.11-8-3.4	51 Beach Ave	Joe Basil Chevrolet, Inc. 716-206-1733	11/07/2024	Business - 3 yr	Bryan Pokorski	Fail
82.19-1-7.1	5360 Genesee St (Suite 203)	Manzella Marketing	11/07/2024	Business - 3 yr	Bryan Pokorski	Pass
94.17-3-7	3966 Walden Ave	P.U.N.T. Pediatric Cancer Collabrative 716-903-6828	11/07/2024	Business - 3 yr	Bryan Pokorski	Fail
126.01-1-4.21	4827 Transit Rd	WeINow Urgent Care 716-608-2236	11/12/2024	Business - 3 yr	Rob Rendon	Fail
115.03-1-37	4913 Transit Rd (AMF Lancaster Lanes)	Dan Gallaher 412-328-7343	11/12/2024	Special Use	Matt Fischione	Pass
115.03-1-37	4913 Transit Rd (AMF Lancaster Lanes)	Lancaster Lanes	11/12/2024	Special Use	Matt Fischione	Pass
115.03-1-37	4913 Transit Rd (AMF Lancaster Lanes)	Sheila Bucholtz 716-548-5993	11/12/2024	Special Use	Matt Fischione	Pass
95.00-4-32.112	4401 Walden Ave (Empire Granite and Marble LLC)	Empire Granite and Marble LLC	11/13/2024	Special Use	Matt Fischione	Fail
95.00-3-22.1	1230 Town Line Rd	Gregory Sojka	11/13/2024	Special Use	Matt Fischione	Pass
95.00-3-22.1	1230 Town Line Rd	Grege Tree Service 716-683-2453	11/13/2024	Special Use	Matt Fischione	Pass
82.03-2-37	2793 Wehrle Dr (Epic Center)	Epic Center	11/14/2024	Assembly- 1 yr	William T. Revelas	Pass
<b>Total Inspections:</b>					<b>13</b>	

## Complaint By Date

Complaint #	Location	Identifier	Complaint Type	Status	Owner	Complainant
<i>Open Date: 11/06/24</i>						
2024-0728	1882 Como Park Blvd	115.07-15-17	Work w/out Permit	Open	FJT Corp	
2024-0729	225 Erie St	104.16-4-8.1/A	Fire Call Out	Open	Avox Systems Inc	
2024-0730	42 Aurora St	104.82-1-15.22	Work w/out Permit	Open	Nichol City Realty LLC	
				<b>Open Date: 11/06/24 Total #: 3</b>		
<i>Open Date: 11/08/24</i>						
2024-0745	126 Albert Dr	115.10-6-22	Work w/out Permit	Closed	Jenny Lynn White	
				<b>Open Date: 11/08/24 Total #: 1</b>		
<i>Open Date: 11/12/24</i>						
2024-0746	225 Erie St	104.16-4-8.1/A	Fire Call Out	Open	Avox Systems Inc	
				<b>Open Date: 11/12/24 Total #: 1</b>		
<i>Open Date: 11/13/24</i>						
2024-0749	258 Aurora St	115.11-3-9	Trash/Rubbish	Open	Dennis Fiorella	Carol Schmitz
				<b>Open Date: 11/13/24 Total #: 1</b>		
				<b>Grand Total: 6</b>		



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

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

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

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

Event Name: <i>Night in the Village - St. Mary's High School - St. Mary's Elementary</i>	
Type of Event (Race/Walk, Festival, Concert, Neighborhood Celebration, Parade/Motorcade, Other, etc.): <i>Holiday celebration, music, Santa Claus, shopping specials</i>	
Event Date(s): <i>Dec. 12, 2024</i>	Event Time(s): <i>5-8 pm</i>
Applicant Name: <i>Lindsey Fattley</i>	Event Location: <i>Parking lot behind New York Store</i>
Individual/Group/Corporation Name Holding Event: <i>St. Mary's High School + St. Mary's Elementary</i>	Village Property Affected (If Applicable): <i>Parking lot behind New York Store</i>
Applicant Address, City, State, Zip: <i>142 Laverack Ave. Lanc. 14086</i> <i>2 St. Mary's Hill, Lanc. 14086</i>	Support Services Requested of the Village (If Applicable): <i>Closure of the parking lot. The bandstand will be parked there</i>
Applicant Email: <i>lfattley@smhlaners.org</i>	Applicant Phone: <i>716-683-4824 ext. 327</i>

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

"In charge person":	Contact cell and email:	Date & Time(s) On-Premise at Event:
<i>Jen VanDuzer</i>	<i>585-615-8343</i>	<i>Dec. 12, 2024 @ 3:30</i>
Anticipated Peak Attendance Number: <i>approx. 6 pm</i>	Anticipated Age Range of those in Attendance: <i>6-50</i>	
Will Alcohol be consumed?	Will there be Amplified Sound or Music? If so, provide particulars including hours: <i>Yes. 5-8pm</i>	

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

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

Red's

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:

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

(c) Location of Trash Facilities:

(d) Location of Water Facilities:

(e) Location of Electrical Facilities:

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

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

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

(If Applicable) Organization providing Security:

(If Applicable) Number of Security Personnel:

Signature of Applicant:  


Date:  
11-6-24

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

LISTED # 3  
CORRESPONDENCE  
MEETING DATE 11/25/2024

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

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

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

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

<b>Event Name:</b> LANCASTER VILLAGE NEW YEARS EVE CELEBRATION	
<b>Type of Event (Race/Walk, Festival, Concert, Neighborhood Celebration, Parade/Motorcade, Other, etc.):</b> NEIGHBORHOOD CELEBRATION	
<b>Event Date(s):</b> 12/31/24-1/1/25	<b>Event Time(s):</b> 2100-0030
<b>Applicant Name:</b> NOLIN JACKSON	<b>Event Location:</b> W.MAIN ST.
<b>Individual/Group/Corporation Name Holding Event:</b> VILLAGE OF LANCASTER	<b>Village Property Affected (If Applicable)</b>
<b>Applicant Address, City, State, Zip:</b> 5423 BROADWAY LANCASTER, NY 14086	<b>Support Services Requested of the Village (If Applicable)</b> DPW SUPPORT THROUGHOUT EVENT, ASSISTANCE WITH BALL DROP, FIRE DEPT STAND BY FOR FIREWORKS
<b>Applicant Email:</b>	<b>Applicant Phone</b>

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.

<b>"In charge person":</b> NOLIN JACKSON	<b>Contact cell and email:</b> EVENTS@LANCASTERNY.GOV 716-424-7117	<b>Date &amp; Time(s) On-Premise at Event:</b> 12/31-1/1 2030-0100
<b>Anticipated Peak Attendance Number:</b> 500	<b>Anticipated Age Range of those in Attendance:</b> ALL AGES	
<b>Will Alcohol be consumed?</b> YES	<b>Will there be Amplified Sound or Music? If so, provide particulars including hours:</b> LIVE DJ ON W.MAIN FOR THE DURATION	

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

NO

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

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

NO

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

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

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

**(c) Location of Trash Facilities:**

**(d) Location of Water Facilities:**

**(e) Location of Electrical Facilities:**

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

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

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

<b>(If Applicable) Organization providing Security:</b>	<b>(If Applicable) Number of Security Personnel:</b>
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<b>Signature of Applicant:</b>	<b>Date:</b>
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Post review disposition:  Village Board approved.  
 Village Board not approved.  
 Applicant advised of Village Board determination: \_\_\_\_\_, \_\_\_\_\_, 202\_\_\_\_\_.  
 Village Board approved with attached statement of conditions imposed.

**Mike Stegmeier**

LISTED # 4  
CORRESPONDENCE  
RECEIVED DATE 11/25/2024

**From:** NYSERDA No Reply <no-reply@nyserda.ny.gov>  
**Sent:** Monday, November 4, 2024 11:33 AM  
**To:** Sustainability; Mike Stegmeier; Lynne T. Ruda  
**Cc:** cec@nyserda.ny.gov; jaden.beck@nyserda.ny.gov  
**Subject:** GRANT APPROVAL NOTIFICATION:

According to NYSERDA records, recently submitted a grant application entitled NEW AMENDED Electric Landscaping and Building Energy Upgrades in the amount of \$50,000.00 under the Clean Energy Communities Program..

**Congratulations! NYSERDA is interested in further pursuing your proposal. This includes the following conditions:**

1. Reaching agreement with the NYSERDA project team on a scope of work, budget, and schedule for performing the work.
2. Reaching agreement with NYSERDA on mutually acceptable terms and conditions.
3. Pursuant to Section 5-a of the Tax Law, completing ST-220-CA, Contractor Certification to Covered Agency form (which will be provided to you with the contract for execution) and certifying that you have filed ST-220-TD, Contractor Certification, with the NYS Department of Taxation and Finance. The certification forms are also available at [tax.ny.gov](http://tax.ny.gov)

NYSERDA's project manager, Jaden Beck, , jaden.beck@nyserda.ny.gov will be in touch with you shortly to commence discussions.

The agreement is then subject to execution by both parties of the contract. You are reminded that no work should be performed, nor any cost incurred under the project prior to execution of an appropriate agreement.

NYSERDA will not be issuing a press release regarding your grant. If you would like to issue a release, please send us a version to review to cec@nyserda.ny.gov and we will work with our communications department to provide you a quote. Please leave ample time for review prior to planned distribution.

If you have any questions, please do not hesitate to contact your local Clean Energy Communities Coordinator who is working on NYSERDA's behalf to help you navigate the program. You may also send us an email at cec@nyserda.ny.gov.

Thank you for your interest in NYSERDA's Clean Energy Communities Program. We look forward to working with you on this project

Again, congratulations!

Clean Energy Communities Team  
NYSERDA



## CERTIFIED LOCAL GOVERNMENT ANNUAL REPORT

**Date Submitted:** 11/7/2024

**Municipality:** Village of Lancaster

**Report filed by:** Emma Eckert

**Phone/E-mail:** 716-341-1595/eeckert@lancas

### ***Instructions:***

- All questions refer to FY2024 (October 1, 2023-September 30, 2024). Please provide data only for the period of FY2024.
- Any revisions to the local historic preservation made during the fiscal year **must** be attached to this annual report as a separate document.
- Please email this completed report to [Frances.Stern@parks.ny.gov](mailto:Frances.Stern@parks.ny.gov) by **November 15<sup>th</sup>**.

### ***Historic Preservation Commission/Board***

- a. *Please list the names and email addresses of current commission members and any relevant municipal staff who should remain on our contact lists:*

Michael Meyer, Chair - [mmeyer@lancastervillageny.gov](mailto:mmeyer@lancastervillageny.gov)  
 Joseph Keefe, Vice Chair - [jkeefe@lancastervillageny.gov](mailto:jkeefe@lancastervillageny.gov)  
 Sherry Campbell - [scampbell@lancastervillageny.gov](mailto:scampbell@lancastervillageny.gov)  
 Caitlin Chaves Yates - [cchavesyates@lancastervillageny.gov](mailto:cchavesyates@lancastervillageny.gov)  
 Jeff Budzinski - [jbudzinski@lancastervillageny.gov](mailto:jbudzinski@lancastervillageny.gov)  
 Jeanine Kacala - [jkacala@lancastervillageny.gov](mailto:jkacala@lancastervillageny.gov)  
 Nancy Stonebraker - [nstonebraker@lancastervillageny.gov](mailto:nstonebraker@lancastervillageny.gov)  
 Nick Wells - [nwells@lancastervillageny.gov](mailto:nwells@lancastervillageny.gov)

- b. *How many meetings has the commission/board held during the year?* 12

- c. *Has there ever been an absence of a quorum and/or inability of the commission/board to conduct business due to issues with membership? Please explain:*

No

### ***Training***

- a. *What historic preservation training/workshops or meetings did commission/board members attend during the year?*

NAPC Webinars have been the main source of our Continuing Education. Nobody attended the Statewide Preservation Conference this year. Members of our commission have also done webinars from the National Trust this year. Our CEU year is the calendar year, so I don't have everyone's completed sessions yet.



b. Please indicate what, if any, information or training the CLG needs from the SHPO:  
None at this time.

**Survey/Inventory**

a. Did your local government conduct a historic resources survey? How many properties were surveyed? No

b. Did your local government designate any local landmarks or historic districts? How many locally designated historic properties did your local government add to your CLG inventory?

No

**Design Review**

a. How many historic properties did your local government review for compliance with your local government's historic preservation regulatory law?

12

b. Briefly describe any difficult cases or any recurrent design review issues that have been problematic:

Alternative materials is often an issue we deal with.

**Difficulties**

*In developing and administering historic preservation programs, has the CLG encountered any difficulties with administrative procedures, enforcement, staffing, funding and/or public support? Please explain:*

No.

**Overall CLG Program**

a. *Briefly describe any CLG special achievements/successes for the period of review:*

In May, we awarded a historic property our HPC Award. Several local businesses located within the Historic District received Erie County Storefront Revitalization Grants, which were projects that needed to be reviewed by the HPC. The Village also had several project be awarded funds from a NY Forward Grant - a couple are located within the district.

b. *Please list or describe any goals or new initiatives for the upcoming year:*

None.

**Local Tax Incentives**

*Does your local government have a local historic preservation tax incentives program that includes your office in some level of review or oversight? For example, NY Real Property Tax Law §444-a also known as the Ithaca Bill. How many owners have taken advantage of those incentives?*

No.

**Local "Bricks and Mortar" Grant or Loan Program**

*Does your local government have a locally funded, historic preservation grant or loan program that is run through, administered, or reviewed by your office? How many properties have been assisted?*

No.

**Local Property Acquisition Program**

*Does your local government by purchase, donation, condemnation, or other means help to acquire or acquire itself some degree of title (e.g., fee simple interest or an easement) in historic properties? How many have been assisted or carried out by your local government?*

No.





*Village of Lancaster*

Phone 716-683-1028  
Fax 716-683-1029  
[www.lancastervillageny.gov](http://www.lancastervillageny.gov)  
*Department of Public  
Works*

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*Wayne Cisco*  
*Superintendent of Public Works*  
*E-Mail: [wcisco@lancastervillage.org](mailto:wcisco@lancastervillage.org)*

Village of Lancaster Board of Trustees  
Attn: Michael Stegmeier  
5423 Broadway  
Lancaster, NY 14086

November 19, 2024

***RE: Sewer HEO Position Vacancy***

Honorable Members of the Village Board,

On November 1, 2024, a sign-up sheet was posted at the Department of Public Works for all employees who are interested in becoming the new Sewer Heavy Equipment Operator. Based on the attached sign-up sheet, Joseph Marino is the top candidate due to seniority and experience. I have attached copies of the sign-up sheet, Joseph's letter of intent for the position, and a list of interested employees in order based on seniority.

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

Sincerely,

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

# PROMOTIONAL VACANCY SCHEDULE A

ANYONE INTERESTED IN BECOMING THE NEW

# SHEO

PLEASE SIGN BELOW

James  
Maucuso

Joe Marino

[REDACTED]

Brian  
Wiskowski

Brian  
Mcadden

John  
Seis

Tyler  
Anst

[REDACTED]

GET

Dickman

[REDACTED]

BURKE

GUAYNO

SIGN UP WILL BE POSTED FOR 15 DAYS PRIOR TO APPOINTMENT PER THE UNION CONTRACT. YOU MUST SIGN UP PRIOR TO 3:45 PM ON MONDAY NOVEMBER 18, 2024.



## Sewer HEO Interest List by Seniority

1. Joseph Marino
2. John Seelig
3. John Burke
4. Adam Dickman
5. Anthony Guarino III
6. James Mancuso
7. Andrew Gee
8. Brian McCadden
9. Brian Lubkowski
10. Tyler Arndt

Joseph G. Marino  
61 Carter St  
Lancaster, NY 14086

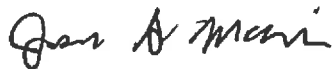
October 1, 2024

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

***RE: Letter of Intent for the Sewer HEO Position***

Please accept this letter as my formal intent to fill the vacancy of Sewer Heavy Equipment Operator for the Village of Lancaster Department of Public Works. During my training, I was granted the opportunity to handle unique situations and challenges that have helped shape my plans for the future of this department. If granted this position, I promise that the Village of Lancaster Sewer Department will continue to grow and become more efficient. I believe my experience and my training while working for the Department of Public Works has proven that I am capable of managing this department with the care, empathy and success that is required.

Thank you for your time and consideration,

A handwritten signature in black ink that reads "Joseph G. Marino". The signature is written in a cursive style with a large, stylized initial "J".

Joseph G. Marino



LISTED # 7  
CORRESPONDENCE  
DATE 11/25/2024

November 20, 2024

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

Re: Application for Alternate Member of the Village Planning Commission

Dear Mayor Ruda & Village Trustees:

I have reviewed the application submitted by Alexander Buszka and recommend the appointment of Mr. Buszka as the second alternate member for the Planning Commission.

Should you have any questions regarding this recommendation, please do not hesitate to call me at 716-864-0484.

Respectfully submitted,

*Mike Reinhold AMD*

Mike Reinhold  
Chairman, Planning Commission

MR/AMD

cc: Michael Stegmeier, Village Clerk & Treasurer

	<u>1<sup>st</sup> Motion</u>	<u>2<sup>nd</sup> Motion</u>	
1.	_____	_____	Resolution in support of continued and increased State Aid for Local Governments (full resolution in packet as proposed by NYCOM).
	<i>ACTION -</i>	<i>Approved Denied Refer to:</i>	
2.	_____	_____	Resolution to authorize Acting Judge Ryan Hadsall to attend Judge’s School training in Albany, NY from December 8 – December 13, 2024, and further to approve a budget transfer in the amount of \$700.00 from Contractual Services (A-1110-435-000) to Expense & Travel (A-1110-470-000) to cover costs related to this training.
	<i>ACTION -</i>	<i>Approved Denied Refer to:</i>	
3.	_____	_____	Resolution authorizing Mayor Ruda to sign and execute an Agreement with the City of Buffalo for the rental of 72 bike rack barricades for use during the period from Monday, November 25, 2024 to Monday, December 2, 2024.
	<i>ACTION -</i>	<i>Approved Denied Refer to:</i>	
4.	_____	_____	Resolution authorizing Mayor Ruda to sign and approve a Service Agreement with ECIDA for the development of a 2024 Assistance to Firefighters Grant (AFG) Program grant application under the Operations and Safety activity at the hourly rate of \$65 not to exceed 25 hours without prior written approval at each organization.
	<i>ACTION -</i>	<i>Approved Denied Refer to:</i>	
5.	_____	_____	Resolution authorizing Mayor Ruda to sign and approve a Service Agreement with ECIDA for the development of various grant applications including Restore NY Communities Initiative Round 9, EFC Engineering Planning Grant, and other grant opportunities that may be available, at the hourly rate of \$65 not to exceed 100 hours without prior written approval at each organization.
	<i>ACTION -</i>	<i>Approved Denied Refer to:</i>	
6.	_____	_____	Resolution authorizing Mayor Ruda to sign and submit a proposal to bind coverage with Hartford Life and Accident Insurance Company for the NYS Volunteer Firefighter Cancer Benefit Program for the annual period effective 1/1/2025 and hereby selecting the Enhanced Plan which offers coverage for all types of severe and less severe forms of cancer including lung cancer (as also selected in prior years).
	<i>ACTION -</i>	<i>Approved Denied Refer to:</i>	
7.	_____	_____	Resolution to select LaBella Associates as the approved Consultant for the New Pocket Park Project at the Municipal Building as the lowest responsible bidder at a cost of \$32,500.00 contingent upon negotiation of a professional services contract agreed upon by both parties.
	<i>ACTION -</i>	<i>Approved Denied</i>	

**RESOLUTIONS**

**November 25, 2024**

		<i>Refer to:</i>	
8.	_____	_____	Resolution authorizing Mayor Ruda to sign and execute a New York Forward Grant Agreement with the Housing Trust Fund Corporation for funding in the amount of \$300,000 to complete the Village of Lancaster Small Project Fund project, and further directing Clerk-Treasurer Stegmeier to submit the signed Grant Agreement and required supplemental documents to the NYS Office of Community Renewal as indicated.
	<i>ACTION -</i>	<i>Approved Denied Refer to:</i>	
9.	_____	_____	Resolution to tentatively designate _____ as the approved Consultant for the Safe Routes for All – Central Avenue Improvements Project as funded by the Transportation Alternatives Program (TAP) per the recommendation of the Selection Committee.
	<i>ACTION -</i>	<i>Approved Denied Refer to:</i>	
10.	_____	_____	
	<i>ACTION -</i>	<i>Approved Denied Refer to:</i>	
11.	_____	_____	
	<i>ACTION -</i>	<i>Approved Denied Refer to:</i>	
12.	_____	_____	
	<i>ACTION -</i>	<i>Approved Denied Refer to:</i>	
13.	_____	_____	
	<i>ACTION -</i>	<i>Approved Denied Refer to:</i>	
14.	_____	_____	
	<i>ACTION -</i>	<i>Approved Denied Refer to:</i>	

## Sample Resolution in Support of Continued and Increased State Aid for Local Governments

**Whereas**, until 2024, cities, villages and towns had not received an increase in unrestricted state aid (AIM funding) in 15 years, significantly impacting their ability to provide essential services to their residents; and

**Whereas**, after a prolonged period without financial support, local governments finally received an increase of \$50 million in unrestricted state aid; and

**Whereas**, local officials express their gratitude for the \$50 million increase in unrestricted state aid, recognizing it as a positive step towards addressing long-standing funding challenges; and

**Whereas**, the State has referred to this new aid as Temporary Municipal Assistance, suggesting that such increase may not continue, jeopardizing the sustainability of crucial municipal programs and services; and

**Whereas**, the property tax cap further limits the ability of local governments to properly fund the programs and services their residents need; and

**Whereas**, increased and ongoing state aid for local governments is vital for maintaining infrastructure, public safety, housing and other municipal services; and

**Whereas**, the challenges of inflation, the increasing costs of labor and supplies, and the end of extraordinary federal aid only accentuate the need for consistent and predictable funding to effectively plan for the future and meet the growing needs of their residents;

**Now, therefore, be it resolved**, that [Your Municipality] calls upon the Governor and the State Legislature to commit to continuing the additional \$50 million in unrestricted state aid in the 2025-26 State Budget and beyond, and

**Be it further resolved**, that [Your Municipality] urges state officials to recognize the need for a long-term plan that ensures consistent and predictable increases in financial support for local governments that keep pace with inflation.

*A copy of this resolution shall be sent to Governor Kathy Hochul, Senate Majority Leader Andrea Stewart-Cousins, Assembly Speaker Carl Heastie, Senator \_\_\_\_\_, Assemblymember \_\_\_\_\_ and the New York State Conference of Mayors (NYCOM).*



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**From:** Norma Jean Sheehy <norma@nycom.org>

**Sent:** Wednesday, November 6, 2024 3:41 PM

**Subject:** ACTION ALERT -- Resolution in Support of Increased State Aid for Local Governments

Dear Mayor,

As you know, after a 15-year drought, the 2024-25 Adopted State Budget finally included a \$50 million increase in unrestricted aid for cities, villages and towns (referred to as Temporary Municipal Assistance). While we appreciate that this did not translate into significant dollars for all of our members, it was a major step forward and hopefully the beginning of a stronger and more meaningful state-local partnership.

It is essential that the State not only maintains the \$50 million in new assistance but that they build upon this critical investment to strengthen our communities and lower the property tax burden on our residents. Consequently, we need to leverage this momentum by first thanking our state leaders for the additional funding and then convincing them of the need for consistent and predictable increases in state aid for local governments that keep pace with inflation.

In that vein, I encourage you to have your governing body pass a resolution (see the sample attached) to express your municipality's support for the continuation of the \$50 million and additional funding in the 2025-26 state budget and beyond.

With the backing of New York's nearly 600 mayors, we greatly improve our chances for success.

Thank you for all that you do!

Barbara Van Epps  
NYCOM Executive Director



# VILLAGE OF LANCASTER

## JUSTICE COURT

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



RESOLUTION # 2  
MEETING DATE 11/25/2024

November 15<sup>th</sup>, 2024

Mayor Lynne Ruda, and Board of Trustees,

The village court would like to make the formal request to transfer \$700.00 from Contractual Services (A-1110-435-000) to Expense and Travel (A-1110-470-000) to pay for Judge Hadsall's trip to Albany, NY for judges' school.

Sincerely,

  
Hon. Paul T. Bumbalo

LANCASTER VILLAGE  
Statement of Revenue and Expenditures - Standard

Revenue Account Range: Not Selected  
 Expend Account Range: A -1110-000-000 to A -1110-999-999  
 Print Zero YTD Activity: No  
 Include Non-Anticipated: Yes  
 Include Non-Budget: No  
 Year To Date As Of: 05/31/25  
 Current Period: 06/01/24 to 05/31/25  
 Prior Year: 06/01/23 to 05/31/24

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Unexpended	% Expd
A -1110-000-000	VILLAGE JUSTICE:	0.00	0.00	0.00	0.00	0.00	0
A -1110-100-000	VILLAGE JUSTICE - PERSONAL SERVICES	62,606.76	63,730.00	29,228.86	29,228.86	34,501.14	46
A -1110-200-000	VILLAGE JUSTICE - EQUIPMENT, MISC	0.00	750.00	0.00	0.00	750.00	0
A -1110-401-000	VILLAGE JUSTICE - OFFICE SUPPLIES	1,176.36	1,000.00	0.00	0.00	1,000.00	0
A -1110-409-000	VILLAGE JUSTICE - LAW BOOKS	1,209.82	1,000.00	51.48	51.48	948.52	5
A -1110-430-000	VILLAGE JUSTICE - PRINTING & ADVERTISING	0.00	600.00	1,612.86	1,612.86	1,012.86-	269
A -1110-432-000	VILLAGE JUSTICE - DUES & SUBSCRIPTIONS	260.00	450.00	0.00	0.00	450.00	0
A -1110-435-000	VILLAGE JUSTICE - CONTRACTUAL SERVICE	3,375.00	7,000.00	1,462.50	1,462.50	5,537.50	21
A -1110-436-000	VILLAGE JUSTICE - POSTAGE, FREIGHT, EXPR	977.19	1,200.00	0.00	0.00	1,200.00	0
A -1110-470-000	VILLAGE JUSTICE - EXPENSE AND TRAVEL	0.00	500.00	0.00	0.00	500.00	0
A -1110-471-000	VILLAGE JUSTICE - BALLIFF	1,420.00	2,500.00	0.00	0.00	2,500.00	0
A -1110-473-000	VILLAGE JUSTICE - COPIER MAINTENANCE	1,414.93	1,800.00	484.25	484.25	1,315.75	27
<b>Fund A Expenditure Totals</b>		<b>72,440.06</b>	<b>80,530.00</b>	<b>32,839.95</b>	<b>32,839.95</b>	<b>47,690.05</b>	<b>41</b>

**Agreement to Borrow Equipment and Indemnify, Defend and Release City of Buffalo From All Liability**

Village of Lancaster, having an office at Village Hall 5423 Broadway in Lancaster, New York, acknowledges that it is borrowing the City-owned equipment referenced in the list attached hereto and made a part hereof as **Exhibit A** (the "Equipment") from the City of Buffalo ("City"), a domestic municipal corporation, having its principal place of business at 65 Niagara Square, in the City of Buffalo, County of Erie and State of New York.

The rental period for the Equipment is from Monday, November 25, 2024 to Monday, December 2, 2024 (the "Rental Period"). In consideration for borrowing the City-owned Equipment, Village of Lancaster acknowledges and agrees that it is responsible for the Equipment while it is in the Village of Lancaster's custody and control and agrees to return the Equipment in the same condition in which it was received, normal wear and tear expected. The Village of Lancaster further acknowledges and agrees that it shall be responsible for picking up the Equipment from the City of Buffalo before the rental period and then returning the Equipment to the same location at the end of the Rental Period unless otherwise agreed to in writing by both parties.

The Village of Lancaster understands there is no charge for the rental of the Equipment. However, in the event that the Equipment is lost or destroyed during the Rental Period, the Village of Lancaster agrees to replace the Equipment at the Village of Lancaster's expense. In the event that the Equipment is damaged during the Rental Period, the Village of Lancaster agrees to have the Equipment fixed or replaced.

The Village of Lancaster acknowledges that the City is not warranting that the Equipment is fit for any particular entity or any particular purpose, and that the Village of Lancaster is solely responsible for the use of the Equipment. The Village of Lancaster acknowledges that it has adequate property insurance or other reserves to cover the value of the Equipment in the event it is damaged or stolen. In the event that insurance coverage does not apply, the Village of Lancaster acknowledges that it is nonetheless financially responsible for the replacement or repair of the Equipment.

THE VILLAGE OF LANCASTER HEREBY RELEASE THE CITY OF BUFFALO FROM AND AGAINST ANY AND ALL LIABILITY WHATSOEVER IN CONNECTION WITH THE EQUIPMENT AND AGREES TO INDEMNIFY, DEFEND AND HOLD HARMLESS THE CITY OF BUFFALO, AND ALL OF THE CITY OF BUFFALO'S EMPLOYEES, OFFICERS, DIRECTORS, SUCCESSORS, LICENSEES, AGENTS, REPRESENTATIVES, ASSIGNS AND AFFILIATED ENTITIES, FROM AND AGAINST ANY AND ALL LIABILITY WHATSOEVER IN CONNECTION WITH THE USE OR POSSESSION OF THE EQUIPMENT. THIS RELEASE AND INDEMNITY INCLUDES BUT IS NOT LIMITED TO ANY AND ALL LIABILITY FOR PERSONAL INJURIES (INCLUDING BUT NOT LIMITED TO DEATH) AND OR PROPERTY LOSSES OR DAMAGES OCCASIONED BY, OR IN CONNECTION WITH THE POSSESSION OR USE OF THE EQUIPMENT.

This Agreement shall be governed for all purposes by New York law. Venue for any dispute(s) shall be in Buffalo, New York.

By signing below, the signatory on behalf of the Village of Lancaster acknowledges that the Village of Lancaster is being bound and obligated under this Agreement and the signatory on behalf of the Village of Lancaster hereby represents that such signatory has authority to do so.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name and title (printed): \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

STATE OF NEW YORK

)

) ss.:

COUNTY OF ERIE

)

On this \_\_\_\_ day of \_\_\_\_\_, in the year 2024, before me personally appeared \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and he acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual or the person upon behalf of which the individual acted, executed the instrument.

\_\_\_\_\_  
Notary Public/Commissioner of Deeds

City of Buffalo executes this Agreement by its Department of Public Works, Parks and Streets for purposes of accepting the release and indemnification being provided in the Agreement by the Village of Lancaster.

Accepted and agreed to this \_\_\_\_ day of \_\_\_\_\_, 2024 by City of Buffalo  
City of Buffalo

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Exhibit A**

The equipment to be borrowed for the duration of the agreed upon Rental Period is specified below:

<u>Quantity</u>	<u>Item Description</u>
72	Bike Rack Barricades

RESOLUTION # 4  
MEETING DATE 11/25/2024



**Service Agreement**  
***For***  
***Grant Proposal Support***

November 18, 2024

## Purpose

The purpose of this Service Agreement is to formalize an arrangement between ECIDA and the Village of Lancaster to deliver specific support services at an agreed-upon cost. The mission of the ECIDA is to provide resources that encourage investment, innovation, and international trade – creating a successful business climate that improves the quality of life for the residents of the region. We feel that this agreement serves to further that mission. This document is intended to provide details of the provision of support services to the Village of Lancaster.

## Scope of Agreement

Develop a 2024 Assistance to Firefighters Grant (AFG) Program grant application under the Operations and Safety activity.

The following services will be provided in response to the initiation of a support ticket from the Village of Lancaster to ECIDA support staff:

- 1.) Perform grant research
- 2.) Work with staff and consultants to interpret guidelines, gather material and information necessary to prepare a comprehensive proposal
- 3.) Attend meetings and workshops necessary to complete the work
- 4.) Draft grant proposal as requested in time for final review by the applicant
- 5.) Populate draft digital application and attachments for review and submission by the Village of Lancaster

Services and requests **NOT** provided by the ECIDA under this agreement:

- 1.) Conceptual cost estimate and scope of services from qualified consultant
- 2.) Register the CFA application at <https://apps.cio.ny.gov/apps/cfa/> and provide the ECIDA with email address and login Token for project
- 3.) Final review of grant application (content and validity)
- 4.) Electronic submission of application through FEMA GO Grant Portal
- 5.) Grant administration

## Changes to the Agreement

### *Termination*

If the Village of Lancaster or ECIDA wishes to terminate this agreement, 3-day notice of intent to terminate must be delivered to the opposite party. Any termination of the agreement prior to the conclusion of a project will not relieve the Village of Lancaster of the obligation to pay the fees owed to ECIDA for services performed and other charges owed to the ECIDA as agreed to in this Service Agreement.

### *Amendments*

This agreement may be amended at any time. Any amendments must be agreed upon by designated management from the Village of Lancaster and ECIDA. These amendments shall be added to Appendix A of this document.

## Process

To initiate a support request, the Village of Lancaster may use the following methods:

- 1.) Phone Call or Email– Please leave the following information:
  - a. Name
  - b. Best contact number
  - c. Available contact times
  - d. Brief description of request



e. Preferred method of return contact (email/phone)

This service request will not exceed **25 hours** unless written approval is obtained by designated management at each organization.

ECIDA management reserves the right to prioritize any support requests and reject any request for services that conflict with previous commitments/workload.

**Metrics**

ECIDA will keep a log of services provided including the following information:

- 1.) Date and time of service
- 2.) Total hours spent
- 3.) Description of service

The ECIDA will make a copy of this log available as an Excel spreadsheet at the conclusion of the project.

**Availability**

Support staff will be available during normal ECIDA hours of operation. Any requests for service outside of designated hours must be approved by designated ECIDA management. Support staff will make their best effort to notify the Village of Lancaster main point of contact when vacation or personal time is scheduled in advance.

**Costs**

Hourly Rate: **\$65**, minimum charge of ½ hour.

Travel: Current Federal mileage reimbursement rate for privately owned vehicle.

Billing will occur at the conclusion of each grant project. Invoices are payable within thirty (30) days of receipt.

**Key Contacts**

ECIDA – 95 Perry Street, Suite 403, Buffalo, NY 14203

716-856-6525

Lori A. Szewczk – Director of Grants (Support requests) x 126 ([lszewczyk@ecidany.com](mailto:lszewczyk@ecidany.com))

Molly Profic – Controller (Billing requests) x 123

John Cappellino – President & CEO (Approval and change requests) x 118

Client – Village of Lancaster

716-683-2105

Michael Stegmeier, Village Clerk/Treasurer (main point of contact)

Lynne Ruda, Mayor (final grant approval and change order requests)

Client

ECIDA

Name: Lynne T. Ruda

Name: John Cappellino

Title: Mayor

Title: President & CEO

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

RESOLUTION # 5  
MEETING DATE 11/25/2024



**Service Agreement**  
***For***  
***Grant Proposal Support***

November 25, 2024

## Purpose

The purpose of this Service Agreement is to formalize an arrangement between ECIDA and the Village of Lancaster to deliver specific support services at an agreed-upon cost. The mission of the ECIDA is to provide resources that encourage investment, innovation, and international trade – creating a successful business climate that improves the quality of life for the residents of the region. We feel that this agreement serves to further that mission. This document is intended to provide details of the provision of support services to the Village of Lancaster. This Service Agreement will evolve over time, with additional knowledge of the client requirements, as well as the introduction of new grant opportunities.

## Scope of Agreement

Develop various grant applications including the Restore New York Communities Initiative Round 9; Environmental Facilities Corporation (EFC) Engineering Planning Grant; and other grant opportunities that become available.

The following services will be provided in response to the initiation of a support ticket from the Village of Lancaster to ECIDA support staff:

- 1.) Perform grant research
- 2.) Work with staff and consultants to interpret guidelines, gather material and information necessary to prepare a comprehensive proposal
- 3.) Attend meetings and workshops necessary to complete the work
- 4.) Draft grant proposal as requested in time for final review by the applicant
- 5.) Populate draft digital application and attachments for review and submission by the Village of Lancaster

Services and requests **NOT** provided by the ECIDA under this agreement:

- 1.) Conceptual cost estimate and scope of services from qualified consultant
- 2.) Final review of grant application (content and validity)
- 3.) Electronic submission of application through CFA Grant Portal
- 4.) Grant administration

## Changes to the Agreement

### *Termination*

If the Village of Lancaster or ECIDA wishes to terminate this agreement, 3-day notice of intent to terminate must be delivered to the opposite party. Any termination of the agreement prior to the conclusion of a project will not relieve the Village of Lancaster of the obligation to pay the fees owed to ECIDA for services performed and other charges owed to the ECIDA as agreed to in this Service Agreement.

### *Amendments*

This agreement may be amended at any time. Any amendments must be agreed upon by designated management from the Village of Lancaster and ECIDA. These amendments shall be added to Appendix A of this document.

## Process

To initiate a support request, the Village of Lancaster may use the following methods:

- 1.) Phone Call or Email– Please leave the following information:
  - a. Name
  - b. Best contact number
  - c. Available contact times
  - d. Brief description of request

e. Preferred method of return contact (email/phone)

This service request will not exceed **100 hours** unless written approval is obtained by designated management at each organization.

**ECIDA management reserves the right to prioritize any support requests and reject any request for services that conflict with previous commitments/workload.**

## Metrics

ECIDA will keep a log of services provided including the following information:

- 1.) Date and time of service
- 2.) Total hours spent
- 3.) Description of service

The ECIDA will make a copy of this log available as an Excel spreadsheet at the conclusion of the project.

## Availability

Support staff will be available during normal ECIDA hours of operation. Any requests for service outside of designated hours must be approved by designated ECIDA management. Support staff will make their best effort to notify the Village of Lancaster main point of contact when vacation or personal time is scheduled in advance.

## Costs

Hourly Rate: **\$65**, minimum charge of ½ hour.

Travel: Current Federal mileage reimbursement rate for privately owned vehicle.

Billing will occur at the conclusion of each grant project. Invoices are payable within thirty (30) days of receipt.

## Key Contacts

ECIDA – 95 Perry Street, Suite 403, Buffalo, NY 14203

716-856-6525

Lori A. Szewczk – Director of Grants (Support requests) x 126 ([lszewczyk@ecidanv.com](mailto:lszewczyk@ecidanv.com))

Molly Profic – Controller (Billing requests) x 123

John Cappellino – President & CEO (Approval and change requests) x 118

Client – Village of Lancaster

716-683-2105

Michael Stegmeier, Village Clerk/Treasurer (main point of contact)

Lynne Ruda, Mayor (final grant approval and change order requests)

Client

ECIDA

Name: Lynne T. Ruda

Name: John Cappellino

Title: Mayor

Title: President & CEO

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

**Mike Stegmeier**

---

**From:** Firefighter Benefit Program <FFCP@aisadmin.com>  
**Sent:** Thursday, November 21, 2024 5:15 AM  
**To:** Mike Stegmeier  
**Cc:** Justin\_Konst@ajg.com; Jean\_Toth@ajg.com  
**Subject:** Quote Proposal for New York State Volunteer Firefighter Cancer Benefit Program for Village of Lancaster  
**Attachments:** Proposal2025\_Village of Lancaster.pdf



FASNY, NYSAFC and AFDSNY have partnered with The Hartford to create a program that offers eligible volunteer firefighters cancer protection as required by GML 205-CC. The coverages being offered are designed specifically to be compliant with the provisions of GML 205- CC.

We have attached a **Proposal** with the cost of the two (2) components of coverage required by GML 205-CC

- 1) Lump Sum Cancer Benefit and Death Benefit
- 2) Long-Term Disability (Income Replacement)

**Advantages of NYS Volunteer Firefighter Cancer Benefit Program:**

- The Hartford does not require the firefighter to be alive for the **lump sum critical illness** benefit to trigger. This is important because if someone has a fast-acting cancer and does not have time to submit a claim, their survivors can submit on the firefighters behalf. In the event of a firefighter's death, the Lump Sum Cancer Benefit is paid to his/her estate.
- For the **disability benefit**, what matters is not your date of diagnosis; instead what matters is your date of disability or the date when you can no longer perform the duties of a volunteer firefighter due to cancer. If your cancer was diagnosed prior to 1/1/19, you may still be eligible for the disability benefit if you are disabled on or after 1/1/19 as a result of that cancer, and provided you were covered under the Program as an active firefighter on 1/1/19, and that your cancer is covered under the contract.
- For the **death benefit**, what matters is not your date of diagnosis; instead what matters is that your death is a result of complications from cancer and that your death happens on or after the effective date of your coverage provided you were covered under the Program as an active firefighter on 1/1/19, and that your cancer is covered under the contract.
- The Program offers two different cancer coverage plans. The Basic Plan covers the specific severe and less severe cancers listed in GML 205-CC. The Enhanced Plan covers more types of severe and less severe forms of cancer **including lung cancer**. You can compare the plans and rates for the two definitions during the quoting process.

There may be other plans in the marketplace that do not meet the criteria outlined above. Please be sure that any plan your AHJ chooses to purchase is compliant with all aspects of GML 205 - CC.

**In order to bind coverage, sign and return the proposal with your plan selection by email to the Program Administrator at [ffcp@aisadmin.com](mailto:ffcp@aisadmin.com) as soon as possible.**

**Please do not send payment until you receive an invoice. An invoice for the annual premium will be emailed to the primary contact in early December.**

Should you have questions, email [ffcp@aisadmin.com](mailto:ffcp@aisadmin.com).





## New York State Volunteer Firefighter Cancer Benefit Program Proposal for Coverage

**Effective Date: 01/01/2025**

**Anniversary Date: January 1**

**Fire Entity Name: Village of Lancaster**

**Insurer: Hartford Life and Accident Insurance Company**

**Current Plan Selection: Enhanced Plan**

The NYS Volunteer Cancer Benefit Program offers two plans. One plan offers coverage for specific severe and less severe cancers listed in GML 205-CC. The second plan offers coverage for all types of severe and less severe forms of cancer.

There are two coverage components for both plans required by GML 205 - CC:

1. Lump Sum Cancer Benefit and Death Benefit
2. Long-Term Disability

**Estimated annual premiums are based on the Eligible Firefighter roster data provided by the fire entity or municipality.**

**Option1: Basic Plan**

<b>Component 1 Lump Sum Cancer Benefit and Death Benefit</b>	
Annual Rate per firefighter:	\$112.01
Maximum Benefit per diagnosis:	\$6,250 (less severe forms of cancer)
	\$25,000 (severe forms of cancer)
Death Benefit per firefighter:	\$50,000

<b>Component 2 Long-Term Disability</b>	
Annual Rate per firefighter:	\$35.06
Monthly Benefit per firefighter:	\$1,500

<b>Option1: Estimated Annual Premium for Firefighters:</b>	<b>\$7843.43</b>
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**Option2: Enhanced Plan**

<b>Component 1 Lump Sum Cancer Benefit and Death Benefit</b>	
Annual Rate per firefighter:	\$146.89
Maximum Benefit per diagnosis:	\$6,250 (less severe forms of cancer)
	\$25,000 (severe forms of cancer)
Death Benefit per firefighter:	\$50,000

<b>Component 2 Long-Term Disability</b>	
Annual Rate per firefighter:	\$40.82
Monthly Benefit per firefighter:	\$1,500

<b>Option2: Estimated Annual Premium for Firefighters:</b>	<b>\$10038.31</b>
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**Effective Date: 01/01/2025**

**Anniversary Date: January 1**

**Fire Entity Name: Village of Lancaster**

**Insurer: Hartford Life and Accident Insurance Company**

**Current Plan Selection: Enhanced Plan**

**Plan Selection**

Basic Plan - offers coverage for specific severe and less severe cancers listed in GML 205-CC

Enhanced Plan - offers coverage for all types of severe and less severe forms of cancer

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**Signature**

**Date**

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**Print Name**

**Title**

**Please indicate the plan selection for the 01/01/2025-12/31/2025 plan year and return this completed form to [FFCP@aisadmin.com](mailto:FFCP@aisadmin.com)**

## Mike Stegmeier

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**From:** Mike Stegmeier  
**Sent:** Friday, November 8, 2024 4:00 PM  
**To:** Lynne T. Ruda  
**Subject:** Pocket Park RFP Results

Here are the results / proposals received for the Pocket Park Project with a link to the documents below.

LaBella - \$32,500  
GPI - \$36,800  
Barton & LoGiudice - \$37,000  
Watts - \$82,140

### Responses Submitted - Pocket Park

Michael E. Stegmeier  
Clerk – Treasurer  
Village of Lancaster  
5423 Broadway  
Lancaster, NY 14086  
(716) 683-2105 ext. 203



**Mike Stegmeier**

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**From:** O'Reilly, Patricia (HCR) <Patricia.OReilly@hcr.ny.gov>  
**Sent:** Friday, November 15, 2024 10:49 AM  
**To:** Lynne T. Ruda  
**Cc:** Mike Stegmeier; Peters, Tirzah (HCR); Barthelme, Mary (HCR); Halvorsen, Adrian (HCR); Stephens, Katherine (HCR)  
**Subject:** NYF - 20240417 – Village of Lancaster – Small Project Fund Grant Agreement  
**Attachments:** 20240417 - V Lancaster - Grant Agreement.pdf; 2024 - ULG - DRI NYF - GA Checklist.pdf  
**Importance:** High

Good morning,

A Grant Agreement for the above referenced Village of Lancaster's New York Forward award is attached.

Please review the Grant Agreement and attachments. The checklist included outlines the contents of the Grant Agreement and the forms and insurance documents required to formally execute the agreement and to prepare for grant administration.

The signed Grant Agreement and supplemental materials should be completed and returned to OCR within 15 days of receipt of this correspondence. Please return an electronic copy to Tirzah Peters:  
[Tirzah.Peters@hcr.ny.gov](mailto:Tirzah.Peters@hcr.ny.gov).

Please join us on **Wednesday, November 20, at 2:00 pm** as HCR program staff conduct a webinar presentation. This presentation will review the content of the Grant Agreement and required forms and attachments necessary to execute the contract. At least one person from your team should participate.

Please register online, here:  
<https://meetny-gov.webex.com/weblink/register/r15f0031573f1184246a5e274c75a0297>

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**Patricia O'Reilly**  
Program Director

**New York State Homes and Community Renewal**  
620 Erie Blvd. West, Suite 312, Syracuse, NY 13204  
(315) 423-1196 | [patricia.oreilly@hcr.ny.gov](mailto:patricia.oreilly@hcr.ny.gov)  
<https://hcr.ny.gov>

**NEW YORK FORWARD**  
**GRANT AGREEMENT**

This **AGREEMENT** is made effective as of the 1st day of May 2024, by and between the Housing Trust Fund Corporation ("Corporation"), a public benefit corporation created and existing as a subsidiary of the New York State Housing Finance Agency pursuant to Section 45-a of the New York Private Housing Finance Law (the "PHFL"), with an office at 38-40 State Street, Hampton Plaza, 4th Floor, Albany, New York 12207, and Village of Lancaster ("Recipient"), an entity organized and existing under the laws of the State of New York or a unit of general local government, having its principal place of business at 5423 Broadway, Lancaster, New York 14086.

**WITNESSETH:**

**WHEREAS**, pursuant to Chapter 54 of the Laws of 2023, SFY 2023-24 Department of State NY Forward capital appropriations and reappropriations, and subject to the availability of funding provided therein, the Corporation is authorized to enter into contracts to provide grants related to a downtown revitalization program designed for transformative housing, economic development, transportation and community projects; and

**WHEREAS**, the Recipient has applied through the NY Forward program for funding to complete a project as described in the Strategic Investment Plan and the subsequent award booklet ("Project"); and

**WHEREAS**, the Recipient has been selected to receive an award of NY Forward (NYF) funds to be used for eligible costs to complete the Project ("Project Costs"), in consideration of, among other things, the Recipient undertaking to comply with all the terms and conditions of this Agreement, the SFY 2023-24 Department of State Downtown Revitalization capital appropriations and reappropriations, and the Corporation's applicable rules, regulations, policies and procedures, as amended from time to time.

**NOW, THEREFORE**, in furtherance of the Project, and for the consideration herein provided, the parties do mutually covenant and agree as follows:

**1. Scope of Work.**

The Recipient shall a) complete the Program in accordance with the Awarded Budget & Projected Accomplishments attached as **Schedule A**, and its Administrative Plan attached as **Schedule B**, as modified by the terms of this Agreement or any subsequent amendment approved in writing by the Corporation, and b) adhere to the Awarded Budget & Projected Accomplishments reflected in **Schedule A**. The Recipient represents that it has obtained the managerial and technical capability necessary to undertake and perform the Program activities described in Schedule A and Schedule B.

**2. Term.**

The period of performance for all Program activities assisted pursuant to this Agreement shall commence on the effective date of this Agreement and end on **December 31, 2027**, ("Term"), unless sooner terminated as provided for herein. Any modification or amendment of the Term must be requested in writing, and approved in writing by the Corporation.

**3. Project Costs.**

The maximum amount of NYF funds to be provided to the Recipient is Three Hundred Thousand Dollars (\$300,000) ("Award"). The Corporation agrees to reimburse the Recipient for Project Costs outlined in

Schedule A. Reimbursable Project Costs shall not exceed the amount of the Award. Any modification, amendment or rescission of Project Costs must be requested in writing, and approved in writing by the Corporation. The Corporation reserves the right to reduce the Award: a) to conform to any revision to which the parties may agree in writing to with respect to eligible projects; or b) if the actual costs for the approved activities are less than those budgeted for in Schedule A, subject to availability of State funding. The Corporation shall have no obligation to make disbursements for items other than the eligible items set forth in Schedule A.

The Corporation may, at its sole discretion, provide need-based awards to commit additional funds to existing contracts specifically for the continuance or expansion of eligible activities. The Corporation may, at its sole discretion, also provide multi-year contracts or renewals based on the Corporation's available funds. Additional funds are subject to board approval.

**4. Forms and Instructions.**

Forms and instructions required for the administration of the Program described in this Agreement, and attached schedules, are available online at the following website:

<https://hcr.ny.gov/downtown-revitalization-initiative-dri-new-york-forward-nyf-forms>

**5. Environmental Review.**

Prior to the formal commitment or expenditure of the Award, the environmental effects of each Program activity must be assessed in accordance with the State Environmental Quality Review Act (SEQRA) at 6 NYCRR Part 617. An environmental review process must be conducted to identify specific environmental factors that may be encountered during Program activities, and to develop procedures to ensure compliance with regulations pertaining to these factors. The Recipient must submit Environmental Review documents as required by the Corporation and outlined in the Environmental Compliance Handbook following grant agreement execution. The Corporation will issue a notice to proceed with Program activities following the submission of complete and accurate Environmental Review documents. No construction or Program activities shall occur prior to receipt of this notice.

**6. Equal Opportunity Requirements and Procedures.**

Recipient is required to comply with Articles 15-A of the New York State Executive Law and Article 3 of the Veterans Services Law. These requirements include equal employment opportunities for minority group members and women ("EEO"), and contracting opportunities for certified minority and women-owned business enterprises ("MWBEs") and Service-Disabled Veteran-Owned Businesses ("SDVOBs"). Recipient's demonstration of "good faith efforts" pursuant to 5 NYCRR §142.8 shall be a part of these requirements.

The Recipient will promote and assist the participation of certified M/WBEs and SDVOBs as outlined and in accordance with Participation by Minority Group Members, Women and Service Disabled Veterans with Respect to State Contracts: Requirements and Procedures attached as **Schedule C**.

**7. Wage and Hour Provisions.**

If the Program includes public work contracts covered by Article 8 of the New York Labor Law or a building service contract covered by Article 9 thereof, neither contractor's employees nor the employees of its subcontractors may be required or permitted to work more than the number of hours or days stated in said statutes, except as otherwise provided in the Labor Law and as set forth in prevailing wage and supplement schedules issued by the State Labor Department. Furthermore, a contractor and its subcontractors must pay at least the prevailing wage rate and pay or provide the prevailing supplements, including the premium rates for overtime pay, as determined by the State Labor Department in accordance with the Labor Law. Additionally, the contractor understands and agrees that the filing of payrolls in a manner consistent with Subdivision 3-a of Section 220 of the Labor Law shall be a condition precedent to payment by the Corporation of any approved

sums due and owing for completed work.

**8. Reports.**

During the Term, the Recipient shall, at such times and in such form as the Corporation may require, furnish the Corporation with periodic reports pertaining to the Project, and the costs and obligations incurred in connection therewith, and any other matters covered by this Agreement.

**9. Records.**

The Recipient shall keep and maintain complete and accurate books, records and other documents as shall be required under applicable State and Federal rules and regulations, and as may be requested by the Corporation to reflect and fully disclose all transactions relating to the receipt and expenditure of the Award and administration of the Project. All such books, records and other documents shall be available for inspection, copying and audit during the term and for seven (7) years following the final disbursement of the Award by any duly authorized representative of the State or Federal Government.

**10. Performance Review.**

The Corporation will conduct periodic reviews in such manner and at such times as it shall determine for the purpose, among other things, of ascertaining the quality and quantity of the Recipient's activities, as well as their conformity to the provisions of this Agreement, and the financial integrity and efficiency of the Recipient. Such reviews may be conducted without prior notice.

**11. Notice of Investigation or Default.**

The Recipient shall notify the Corporation within five (5) calendar days after obtaining knowledge of: a) the commencement of any investigation or audit of its activities by any governmental agency; or b) the alleged default by the Recipient under any mortgage, deed of trust, security agreement, loan agreement or credit instrument executed in connection with the Project; or c) the allegation of ineligible activities, misuse of the Award, or failure to comply with the terms of the Recipient's approved application. Upon receipt of such notification, the Corporation may, in its discretion, withhold or suspend payment of some or all of the Award for a reasonable period of time while it conducts a review of the Program activities and expenditures.

**12. Conflict Of Interest.**

The Recipient must have a formal, written Conflict of Interest policy. At a minimum, the policy should outline which parties are covered and what measures will be taken to allow eligible parties access to program benefits while avoiding actual and perceived conflicts of interest. The Recipient must ensure that its Conflict of Interest policy is aligned with the DRI policies and procedures established by the Corporation.

**13. Supporting Documentation.**

All expenditures made from the Award pursuant to this Agreement shall be supported by written bids, written contracts, billings, bank documents and any other documentation as required by the Corporation. The Corporation may request or review the documentation at any time during the Term or Regulatory Period to establish that the Award has been used in accordance with the terms of this Agreement.

**14. Disbursement.**

(a) The Recipient shall request disbursement of funds under this Agreement only for reimbursement of Costs, or with written approval, payment of incurred Project Costs. The Corporation shall have no obligation to make disbursements for items other than eligible Project Costs, as defined in Schedule A and Schedule B. In-kind services and cash payments are not eligible Project Costs. Construction occurring prior to Corporation's issuance of a notice to proceed are not eligible Project Costs and will not be reimbursable hereunder.

(b) The Recipient shall submit to the Corporation requests for disbursements in such form and manner and at

such times as the Corporation may require following procedures outlined in Schedule A, Schedule B and Commitment & Disbursement Procedures for Local Program Administrators document made available on the Corporation's website. Each such request shall

- be submitted electronically to [Disbursements@hcr.ny.gov](mailto:Disbursements@hcr.ny.gov) with forms and supporting documentation;
- be certified by an officer of the Recipient and, where required by the Corporation, by a licensed architect or engineer retained by the Recipient; and
- constitute an affirmation that the representations and warranties contained in Section 15 hereof remain true and correct on the date thereof.

- (c) Funds shall be transferred to the Recipient through an Automated Clearing House (ACH), i.e. direct deposit, procedure. As the Award is paid to the Recipient it shall be disbursed to the owner, contractor or vendor within five (5) business days of electronic deposit, except where such funds are to reimburse the Recipient for payments already disbursed to the contractor or vendor. In its discretion, the Corporation may make such disbursements, directly to the contractor or vendor, and the execution of this Agreement by the Recipient shall constitute an irrevocable direction and authorization to so disburse the Award. No further direction or authorization from the Recipient shall be necessary to warrant such direct disbursement, and all such disbursements shall satisfy, pro tanto, the obligations of the Corporation.

#### **15. Representations and Warranties.**

The Recipient represents and warrants to the Corporation that:

- (a) It is, as of the date hereof, and has been for at least one (1) year prior to the execution of this Agreement, duly organized, validly existing and in good standing under the Not-for-Profit Corporation Law of the State of New York and is authorized to enter into this Agreement and the transactions contemplated hereby; or it is, as of the date hereof, a unit of local government duly organized and validly existing under the laws of the State of New York and is authorized to enter into this Agreement and the transaction contemplated hereby.
- (b) If applicable, it has secured commitments for any such additional funds sufficient to complete the Program.
- (c) There is no pending or threatened litigation that might affect the Recipient's ability to comply with this Agreement or complete the Program.
- (d) The transactions contemplated hereby do not violate any applicable law or the certificate of incorporation, charter, by-laws or any other legal instrument affecting the Recipient.
- (e) The Program, to the extent necessary, has been approved by all governmental authorities which have jurisdiction over the Recipient, the Program or any construction performed in connection therewith.
- (f) All construction, if any, heretofore performed in connection with the Program has been performed within the perimeter of the Target Area, identified in the Application and summarized in Schedule A, and in accordance with all laws, ordinances, rules, orders, regulations and requirements of any governmental authority having jurisdiction over the Recipient, the Program or any construction performed in connection therewith (any of the foregoing a "Requirement," collectively "Requirements"), and with any restrictive covenants applicable to the Assisted Property, and the intended use of the Assisted Property complies with all applicable zoning ordinances, regulations and restrictive covenants.
- (g) Any other information contained herein or heretofore provided to the Corporation by the Recipient is true and correct in all respects, and accurately represent the condition of the Program and of the Recipient as of the respective dates thereof, no materially adverse change has occurred in the condition of the Program or the financial conditions of the Recipient since the respective dates thereof, and the Recipient has neither received, nor made application for nor received commitments for, any additional grants or loans, other than those specified in Schedule A.
- (h) There is no default on the part of the Recipient under this Agreement or under any other instrument executed in connection with the Program or with any other program funded by New York State Homes and Community Renewal or the Corporation, and no event has occurred and is continuing which notice or the passage of time would constitute an event of default thereunder.
- (i) This Agreement and all other instruments executed in connection with the Program will be, upon

execution thereof, legal, valid and binding instruments enforceable against the Recipient in accordance with its terms.

**16. Covenants of the Recipient.**

The Recipient covenants as follows:

- (a) It will comply promptly with any requirement and furnish the Corporation, upon request, with official searches made by any governmental authority.
- (b) It will cause all conditions hereof to be satisfied in a timely manner and will comply with all Program requirements and guidelines, as well as any applicable State and Federal laws and regulations, as amended.
- (c) It will, upon demand, correct any defect in the Program or any departure from Schedule A not approved in writing. The disbursement of any Award funds shall not constitute a waiver of the Corporation's rights to require compliance or the Corporation's right to recapture any funds disbursed inadvertently for ineligible expenditures.
- (d) It will place at any construction site a sign, the form of which shall have been approved by the Corporation, identifying the participation of the Governor of the State of New York and the Corporation in the financing of the Project, which sign shall be of a size and in a location so as to be visible from outside the construction site.
- (e) It will execute all such instruments and documents that the Corporation may require for the purpose of effectuating the provisions of this Agreement.

**17. Insurance.**

During the Term, the Recipient shall take all adequate measures to safeguard against the risk of liability for injuries or death of employees of the Recipient, contractors and subcontractors, and of any other persons. The Recipient shall provide the Corporation with an insurance certificate for comprehensive general liability coverage in a minimum amount of one million dollars naming the Corporation and the State of New York as additional insureds, together with certificates for automobile insurance, fire insurance, workers' compensation and disability benefits. All certificates shall be with a New York State licensed carrier of insurance. Within two (2) business days of having received any notice of non-renewal, cancellation, termination, or rescindment for any type of insurance required herein, the Recipient shall provide the Corporation with a copy of such notice, either by facsimile or email (in pdf format) to the signatory hereof, together with an explanation of any efforts taken to reinstate such coverage. The Recipient may not cancel, terminate or fail to renew any insurance policy required herein, unless and until the Recipient has received the Corporation's written consent thereto.

**18. Contract Supervision.**

It is agreed that the services to be performed under this Agreement shall be subject to the overall administration, supervision and direction of the Corporation and that the Corporation may periodically call meetings which shall be attended by Recipient.

**19. Required Cooperation.**

The Recipient agrees to cooperate with the Corporation for all of the purposes of this Agreement to assure the expeditious and satisfactory completion of the Program. The Recipient also agrees to complete promptly all forms and reports as may from time to time be required by the Corporation and/or the State of New York in the proper administration and performance of said services. The Recipient further agrees that the Corporation may modify this Agreement as may be deemed necessary by the Corporation, to best make use of the Corporation's funding sources available for this Program.

**20. Default.**

- (a) If an Event of Default as defined below shall occur, all obligations on the part of the Corporation to make any further payment of the Award shall, if the Corporation so elects, terminate and the Corporation may, in its discretion, exercise any of the remedies set forth herein; provided, however, that the Corporation may make any payments after the happening of an Event of Default without thereby waiving the right to

- exercise such remedies, and without becoming liable to make any further payment.
- (b) The following shall constitute an Event of Default hereunder:
- (i) if the Recipient fails, in the reasonable opinion of the Corporation, to comply with or perform any provision, condition or covenant contained in this Agreement, any applicable State or Federal law or regulation, or the Project policies and procedures established by the Corporation;
  - (ii) if at any time any representation or warranty made by the Recipient shall be incorrect or materially misleading;
  - (iii) if the Recipient has failed to commence the Program in a timely fashion or has failed to complete the Program within the Term as set forth in Section 2.
- (c) Upon the happening of an Event of Default, the Corporation may, in its discretion, exercise any one or more of the following remedies, either concurrently or consecutively, and the pursuit of any one of such remedies shall not preclude the Corporation from pursuing any other remedies contained herein or otherwise provided at law or in equity:
- (i) Terminate this Agreement, provided that the Recipient is given at least thirty (30) days prior written notice.
  - (ii) Commence a legal or equitable action to enforce performance of this Agreement.
  - (iii) Withhold or suspend payment of the Award.
  - (iv) Exercise any corrective or remedial action, to include, but not be limited to, advising the Recipient to suspend, discontinue or refrain from incurring costs for any activities in question or requiring the Recipient to reimburse the Corporation for the amount of the Award expended or used in an unauthorized manner for an unauthorized purpose.
- (d) In the event this Agreement is terminated by the Corporation for any reason, or upon the closeout of the Program, unless the Recipient obtains the prior written consent of the Corporation to the contrary, any unspent Award held by the Recipient shall immediately be turned over to the Corporation, and the Corporation shall have no further liability or obligation under this Agreement; provided, however, that nothing herein is intended to relieve the Corporation of its obligation to pay for services properly performed by the Recipient prior to such termination. Notwithstanding any such termination or closeout, the Recipient shall remain liable to the corporation for any unspent Award, the expenditure or use of the Award in a manner or for a purpose not authorized by this Agreement, or damages as a result of any breach of this Agreement by the Recipient. The Corporation shall have the right, at any time prior or subsequent to any such termination or closeout, to pursue any and all available remedies, including seeking injunctive or other equitable relief, to enforce the provisions of this Agreement and to recover the Award that is unspent, expended or used in an unauthorized manner or for an unauthorized purpose.

**21. Indemnification.**

To the fullest extent permitted by law, the Recipient shall defend, indemnify and hold harmless the Corporation and its agents and employees from and against any and all claims, actions, damages, losses, expenses and costs of every nature and kind, including reasonable attorneys' fees, incurred by or asserted or imposed against the Corporation, as a result of or in connection with the Program. All money expended by the Corporation as a result of such claims, actions, damages, losses, expenses and costs, together with interest at a rate not to exceed the maximum interest rate permitted by law, shall be immediately and without notice due and payable by the Recipient to the Corporation.

**22. Non-liability**

Nothing in this Agreement or arising out of the development or operation of the Program shall impose any liability or duty whatsoever on the Corporation, the State of New York or any of its agencies or subdivisions.

**23. Subcontracts**

The Recipient shall:

- (a) require any participating Subrecipient, contractor, subcontractor, or agent ("Third Party") to comply with

- all applicable Federal, State and Local laws and regulations;
- (b) adopt and perform such review and inspection procedures as are necessary to ensure compliance by a Third Party with all applicable Federal, State and Local laws and regulations;
  - (c) require any Third Party to indemnify the Corporation and the Recipient against any and all claims arising out of the Third Party's performance of work;
  - (d) remain fully obligated under this Agreement notwithstanding its designation of a Third Party to undertake all or any portion of the Program.

**24. No Commitment Beyond Term.**

The Recipient shall not enter into any contract, lease, loan or other agreement, the terms or effect of which shall commit the use of the Award received pursuant to this Agreement for a use not authorized by the terms of this Agreement or for a period prior to commencement of the Term or subsequent to the termination of this Agreement, unless the Recipient obtains the prior written consent of the Corporation. All contract amendments, modifications, or cancellations must be requested in writing by the recipient. Upon approval by the corporation, amendments to contract term/duration must be executed by the Corporation. Other amendments or modifications require execution by both Recipient and Corporation.

**25. Assignment.**

The Recipient may not assign any right granted to it under this Agreement or delegate any obligation imposed on the Recipient herein without the prior written consent of the Corporation, and any purported assignment or delegation without the Corporation's prior written consent shall be void. No such assignment or delegation consented to by the Corporation shall be effective until the proposed assignee or delegatee (the "Assignee"), as the case may be, shall execute, acknowledge and deliver to the Corporation an agreement pursuant to which the Assignee shall assume the obligations imposed on the Recipient by this Agreement. This Agreement shall inure to the benefit of the successors and permitted assigns of the parties hereto.

**26. Severability.**

Should any part, term, or provision of this Agreement be decided by a court of competent jurisdiction to be invalid, unenforceable, illegal, or in conflict with any law, the validity, legality, and enforceability of the remaining portions shall not be affected or impaired.

**27. Photograph Release.**

To permit the Corporation to publish photographs of Assisted Property for promotional or public relation purposes, the Recipient agrees to obtain a written consent, in the form provided by the Corporation, from each owner of an Assisted Property, which it will provide to the Corporation upon request.

**28. Notice.**

All notices or other communications with respect to the subject matter of this Agreement shall be in writing and shall be deemed to have been given when personally delivered or sent by certified mail, return receipt requested, to the parties at the addresses first set out herein, or at such other address of which the receiving party shall have notified the sending party, except that notice of such change or address shall be deemed to have given when it is received.

**29. Miscellaneous.**

- (a) No action shall lie or be maintained against the State of New York or the Corporation upon any claim based upon or arising out of this Agreement or the work performed hereunder or anything done in connection herewith, unless such action shall be commenced within six (6) months after the termination of this Agreement, or one (1) year from the accrual of the cause of action, whichever is earlier.
- (b) If any provision of this Agreement or the application thereof to any person or circumstances shall to any extent be invalid or unenforceable, the remainder of this Agreement, or the application thereof to persons



or circumstances other than those as to which it is invalid or unenforceable, shall not be affected thereby, and each provision shall be valid and enforceable to the fullest extent permitted by law.

- (c) Any action to be taken or consents to be given by the Corporation hereunder may be taken or given by a representative or agent designated by the Corporation for such purpose. All consents and approvals to be given by the Corporation hereunder must be in writing.
- (d) The captions and headings of the various sections herein are for convenience only and do not, and shall not be deemed to, define, limit or construe the contents of such sections.
- (e) This Agreement, including the attached schedules, constitutes the entire agreement between the parties and supersedes all prior oral and written agreements with respect to the Program.
- (f) This Agreement shall be governed by, construed and enforced in accordance with the laws of the State of New York.
- (g) This Agreement may be executed in any number of counterparts or duplicates, each of which shall be deemed an original, but all of which shall constitute one and the same instrument.

**30. Standard Clauses for Housing Trust Fund Corporation Contracts.**

- (a) Contracting with Business Conducting Business in Russia. In accordance with New York State Executive Order No. 16 (“EO 16”), by signing this Agreement, the Recipient certifies and affirms that it (i) does not conduct business operations in Russia within the meaning of EO 16; (ii) does conduct business operations in Russia within the meaning of EO 16 but has taken steps to wind down business operations in Russia or is in the process of winding down business operations in Russia; and/or (iii) does conduct business operations in Russia within the meaning of EO 16 but only to the extent necessary to provide health and safety services within Russia or to comply with Federal law, regulations, executive orders, or directives. A copy of EO 16 may be downloaded at: [https://www.governor.ny.gov/sites/default/files/2022-03/EO\\_16.pdf](https://www.governor.ny.gov/sites/default/files/2022-03/EO_16.pdf).
- (b) Iran Divestment Act. By entering into this Agreement, Recipient certifies in accordance with State Finance Law §165-a that it is not on the list of “Entities Determined to be Non-Responsive Bidders/Offerers pursuant to the New York State Iran Divestment Act of 2012” (“Prohibited Entities List”) posted at: <https://ogs.ny.gov/list-entities-determined-be-non-responsive-biddersofferers-pursuant-nys-iran-divestment-act-2012>.

Recipient further certifies that it will not utilize on this Agreement any subcontractor that is identified on the Prohibited Entities List. Recipient agrees that should it seek to renew or extend this Agreement, it must provide the same certification at the time the Agreement is renewed or extended. Recipient also agrees that any proposed Assignee of this Agreement will be required to certify that it is not on the Prohibited Entities List before the contract assignment will be approved by the Corporation.

During the term of the Agreement, should the Corporation receive information that a person (as defined in State Finance Law §165-a) is in violation of the above-referenced certifications, the Corporation will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then the Corporation shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Recipient in default.

The Corporation reserves the right to reject any bid, request for assignment, renewal, or extension for an entity that appears on the Prohibited Entities List prior to the award, assignment, renewal, or extension of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities List after contract award.(c) Affordable Care Act. By entering into this Agreement, Recipient acknowledges that it is the sole responsibility of the Recipient to provide and maintain all Affordable Care Act (“ACA”) requirements/benefits. The ACA mandates employers with 50

or more full-time equivalents to offer coverage to full-time employees and their dependents or pay taxes if an employee obtains Exchange coverage and a premium tax credit. (Exchange coverage allows you to use the State's insurance exchange marketplace to obtain coverage from competing private health care providers.) Employees of the Recipient providing services to the Corporation are employees of the Recipient and are not employed by the Corporation nor the State of New York.

(d) **Responsibility and Debarment.** The Recipient shall at all times during term of this Agreement remain responsible. Responsible shall include remaining off any Federal or State debarred, suspended or ineligible contractor lists. The Recipient agrees, if requested by the Corporation, to present evidence of its continuing legal authority to do business in New York State, integrity, experience, ability, prior performance, organizational and financial capacity, and current status on any Federal or State debarred, suspended or ineligible contractor lists. Recipient also agrees to complete any required questionnaires or other documents in its effort to determine that they are a responsible entity. The Corporation shall evaluate responsibility with respect to four factors: (a) financial and organization capacity; (b) legal authority to do business in New York State; (c) integrity; and (d) previous performance.

**31. Compliance with Breach Notification and Data Security Laws.**

Recipient shall comply with the provisions of the New York State Information Security Breach and Notification Act ((General Business Law § 899-aa and State Technology Law § 208) and General Business Law § 899-bb, as applicable. Further, in the event of any unauthorized acquisition or acquisition without valid authorization of computerized data which compromises the security, confidentiality, or integrity of personal information maintained by the Recipient, the Recipient shall notify HTFC of such breach immediately following the discovery of the breach if personal or private information was, or is reasonably believed to have been, acquired by a person without validation. The Recipient shall also disclose any breach of the security of its systems to any resident of New York State whose private information was, or is reasonably believed to have been, acquired by a person without valid authorization. Such disclosure shall be made in the most expedient time possible and without unreasonable delay.

**32. Schedules.**

The following schedules are hereby incorporated into this Agreement and the Recipient, shall adhere to the provisions contained therein:

Schedule A - Awarded Budget & Projected Accomplishments

Schedule B - Administrative Plan

Schedule C - Participation by Minority Group Members, Women and Service Disabled Veterans with Respect to State Contracts: Requirements and Procedures

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year set forth above.

**Housing Trust Fund Corporation**

By: \_\_\_\_\_  
Crystal Loffler  
President, Office of Community Renewal

**Village of Lancaster**

By: \_\_\_\_\_  
Lynne Ruda  
Mayor

STATE OF NEW YORK)  
COUNTY OF \_\_\_\_\_) ss:

On the \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_, before me, the undersigned, a Notary Public in and for said State, personally appeared \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that they executed the same in their capacity (ies), and that by their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

\_\_\_\_\_  
Notary Public

This contract has been approved by the Housing Trust Fund Corporation's Counsel as to form and its Treasurer as to fiscal sufficiency.

**Schedule A  
Awarded Budget & Projected Accomplishments  
Village of Lancaster  
Small Project Fund**

**SHARS ID:** 20240417

**Award Budget**

<u>Funding Source</u>	<u>Amount</u>
New York Forward Award	\$ 300,000
Other Sources	\$90,000

**Activity Budget Detail**

<u>Activity</u>	<u>Amount Not to Exceed</u>
Building Renovation & Business Assistance	\$ 255,000
<i>Architecture, Engineering &amp; Environmental Testing</i>	\$ 15,000
Administration	\$ 30,000

**Target Area**

The Village of Lancaster’s New York Forward Study Area.

**Projected Accomplishments**

- 4 Commercial or mixed-use buildings will be rehabilitated
- 4 Upper-floor residential units will be rehabilitated or created
- 4 Businesses Assisted

**Program Compliance**

The term Local Program Administrator (LPA) is used as a placeholder throughout this document to refer to the contracted entity and administrator of the program funds.

- The LPA must endeavor to meet the projected accomplishments. Any defect or departure from the proposal must be requested and approved in writing.
- The LPA must follow the processes identified in the Administrative Plan included as Schedule B to the Grant Agreement. Any defect or departure from the Administrative Plan must be requested and approved in writing.
- Prior to commencing the program, the LPA must review the eligible work items, program budget, and program timeline with OCR staff. OCR reserves the right to change or disallow aspects of the program.
- Program funds may only be requested for reimbursement for eligible costs incurred within the grant period pursuant to the grant agreement. This program operates fully as a reimbursement program and payment will be made only upon satisfactory completion of projects.
- The LPA must abide by the activity limits and match requirements specified in the Schedule B, Administrative Plan.

- Funds budgeted for administrative expenses shall not exceed 10% of the award or the amount noted under *Activity Budget Detail*, whichever is less. Administrative funds shall be only for payment of reasonable administration and planning costs related to the contract.
- LPAs are permitted to request an initial disbursement of the budgeted administrative funds prior to completion of building projects. Administrative funds beyond the initial percentage will be available based on overall program completion. This will be determined by evaluating the percentage of program funds committed and disbursed, and the proposed program activities. Documentation of how the initial request was ultimately allocated should be provided with the subsequent disbursement.
- Soft costs shall be only for payment of reasonable Architecture, Engineering or Environmental Testing expenses related to a specific project. Soft costs are allocated on a per-project basis, must be within activity limits, and require matching funds. In-kind match is not eligible.
- Architecture, Engineering or Environmental Testing costs incurred for work on buildings that eventually prove infeasible and do not receive other investments will not be reimbursed.
- The LPA will enter into a contract with the property owner to provide the program financial assistance. The contract must include the requirement to insure the premises for the full (100%) replacement value and to obtain flood insurance coverage if the premises is in a special flood hazard area.
- The LPA will complete a procurement process for all activities to be reimbursed with program funds. A minimum of two bids or proposals will be obtained and reviewed for all project costs, including but not limited to purchases, services and renovation, administration or professional service activities. This process is required to establish the reasonableness of project costs.
- All participating contractors must supply references and proof of proper insurance. Proof of insurance must include general liability coverage in a minimum amount of one million dollars and workers' compensation coverage. The LPA, State of New York, and the Housing Trust Fund Corporation must be listed as additional insured.
- Perceived or actual conflicts of interest may arise when certain individuals have access to inside information regarding the award of a contract or property assistance. The LPA must have a formal, written Conflict of Interest policy. At a minimum, the policy must outline which parties are covered and what measures will be taken to allow eligible parties access to program benefits while avoiding actual and perceived conflicts of interest.
- Projects including program funds should produce a finished commercial or residential space, ready for occupancy, within the contract term. Funds will be disbursed only for completed projects. Work can be completed on part of a building, leaving another part unfinished as a holdover for future use, provided that the project can be completed in compliance with all applicable codes and ordinances, and the unfinished space does not present a hazard to occupants or users of the building.
- Prior to the commitment or expenditure of program funds, the environmental effects of each activity must be assessed in accordance with the State Environmental Quality Review Act (SEQRA) at 6 NYCRR Part 617. The LPA must submit Environmental Review documents as required by Housing Trust Fund Corporation in a timely manner following grant agreement execution. Housing Trust Fund Corporation will issue a notice to proceed following the submission of complete and accurate Environmental Review documents.
- Section 14.09 of the New York State Parks, Recreation and Historic Preservation Law of 1980 requires publicly-funded projects to be reviewed for their potential impact/effect on historic properties. The LPA must submit proposed project scopes of work for each participating project to the New York State Office of Parks, Recreation and Historic Preservation (OPRHP or SHPO) for review.

**Schedule B**  
**New York Forward Administrative Plan**  
**Village of Lancaster**  
**Small Project Fund**

*The term LPA is used as a placeholder throughout this document to refer to the recipient and administrator of the New York Forward (NYF) funds. All referenced forms and documents can be found here:*  
<https://hcr.ny.gov/downtown-revitalization-initiative-dri-new-york-forward-nyf-forms>

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**1. Program Development**

1. a. Administrative Structure

A maximum of 10% of the Small Project Fund (Program) will be used for administration grant.

- LPA –The *Village of Lancaster* is the lead administrator for the Program and is responsible for overall program administration and consultant and financial management.
- Consultant Services – The LPA will procure the services of a consultant to assist in project management and grant administration tasks. A minimum of two bids or proposals will be received and reviewed to determine reasonableness of costs. A formal contract that outlines roles and responsibilities will be executed. Responsibilities include develop marketing materials, review projects for eligibility, work with property owners and architects to develop scopes of work, solicit contractor bids, review proposed project designs for compliance with design guidelines, prepare project commitment and environmental compliance paperwork, conduct inspections, ensure compliance with program requirements, submit payment reimbursement requests, etc.

1. b. Marketing Plan

The LPA will conduct outreach in the eligible service area to make all property owners and business owners aware of the availability of financial assistance.

- The LPA will develop and distribute informational materials to market program availability and explain program requirements. These will be distributed to property and business owners in the target area.
- Instructions on how to apply for assistance and required forms will be available at the offices of the LPA.
- Public informational meetings will be held at one or more locations within the community to present information and answer questions.
- The LPA will retain distribution lists, public notices and other documentation of marketing and outreach efforts in program files.

1. c. Financing Structure

The LPA will offer funding assistance to eligible projects that enhance and strengthen the New York Forward area.

1.c.1 Applicant Eligibility - Applicants who are eligible for Program assistance include property owners that are:

- Individuals
- For-profit entities
- Not-for-profit entities

\* LPAs can add additional provisions – e.g. current on taxes, etc.

1.c.2 Eligible Activities

- Interior and exterior building renovations for commercial and mixed-use spaces, e.g. façade/storefront renovations, permanently affixed signage and awnings, commercial interior fit-out, HVAC, MEP, and other permanent building improvements
- Upper-story residential improvements
- Permanent commercial machinery and equipment, that is integral to the business and not a replacement of existing equipment unless it allows for more/new products to be offered and has a useful life of more than one year. and an acquisition cost of \$2,000 or more per unit
- Soft Costs – architectural, engineering, environmental
- Public art

### 1.c.3 Ineligible Activities

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

### 1.c.4 Available Funding

- Building Renovation
  - The LPA may award between \$25,000 - \$100,000 in Program funds, per building, not to exceed 75% of the total eligible project cost. Building renovation funds may be used to renovate facades, storefronts and commercial interiors, with an additional \$25,000 per residential unit up to a per building maximum of \$150,000, not to exceed 75% of the total project cost.
- Minor Exterior Projects
  - The LPA may award between \$10,000 - \$25,000 in Program funds, per project, not to exceed 75% of the total eligible project cost and not to exceed \$100,000 in Program funds. Activities may include signage, awning, and painting.
- Small Business Assistance
  - The LPA may award between \$10,000 - \$50,000 in Program funds, per project, not to exceed 75% of the total eligible project cost. Small Business Assistance funds may be used for permanent machinery and equipment.
- The minimum match requirement is 25% of the total project cost.
- Match requirements must be realized on a building-by-building basis and are calculated using the total project cost.
- In-kind match is not eligible.
- Costs incurred prior to the effective date of the grant agreement are not eligible for reimbursement and not eligible as a match.
- Soft Costs
  - Eligible soft costs include Architecture, Engineering, and Environmental Testing expenses.
  - Soft costs must be included within per building activity funding limits identified above and may not exceed 18% of the awarded funds.

- Soft costs require matching funds, and in-kind match is not eligible.
- Soft costs incurred for work on buildings that eventually prove infeasible and do not receive other investments will not be reimbursed with Program funds. Therefore, reimbursements for soft costs may not be requested as part of a partial payment prior to project completion.

1.c.5 Proof of Available Financing – Property owners are responsible for the total cost of the project. Grants will reimburse property owners at the conclusion of the project after all costs are paid. Proof of available financing through cash in bank, secured loan commitments, and/or project lines of credit is required.

1.c.6 Payment Process - The program operates fully as a reimbursement grant program and the owner is responsible for paying for all agreed upon improvements and payment of grant funds will be made only upon satisfactory completion of the items in the approved scope of work and payment of expenses.

- No reimbursement shall be requested until periodic inspections of the work has been completed by the LPA or its representative. All completed work shall comply with all applicable building codes and standards.
- To substantiate work costs, Owners must provide the following:
  - written contracts;
  - bank documents;
  - copies of invoices;
  - cancelled checks;
  - lien releases;
  - and any other documents deemed reasonably necessary by the LPA or required by HTFC to maintain effective internal controls.
- Cash payments/cash receipts are not permitted and will not be reimbursed

1. d. Project Review & Selection Process

The LPA will use the following project selection criteria and project review and selection process. This process will be used consistently throughout the term of the Program.

1.d.1 Project Application

- Applications for funding will be available during a period to be determined and specified by LPA. Applications must be submitted and deemed complete by the LPA prior to the determined close date to be eligible for funding. The LPA has prepared an application with instructions. The application materials outline the program requirements and selection priorities. The application requests all information necessary to fully review the project for eligibility.
- The LPA will advise applicants on the disposition of an application within 30 business days

1.d.2 Project Review Committee

- The Project Review Committee will implement the project selection process and generate funding decisions.
- The Committee will include a diverse group with relevant experience.
- The planned members will not include elected officials or those that cannot meet the conflict of interest policy.

1.d.3 Project Selection and Review Criteria - Project selection criteria will afford priority to:

- Projects that are visually prominent Downtown;
- Projects that include renovation of upper story residential units



- Projects with historic value or historic properties in danger of being lost in part or in total to disrepair or damage;
- Projects that with the assistance of grant funds, will reduce blight, contribute to the economic recovery of the downtown, or realize a stabilization or expansion of a Downtown business;
- Projects where assistance will create jobs;
- Projects where assistance will allow business to expand service offerings.
- Projects that have not received additional NYF awards.

1.d.4 Project Scoring - Projects will be selected based on the impact it will have within the service area. Projects will be scored based on the following criteria:

- Readiness- projects that provide proof of overall feasibility and readiness such as proof of ownership, documentation that 100% of the financing for the project is in place, reasonable construction timeline (up to 25 points).
- Physical Impact- projects that are visually prominent downtown, have historic value, are in danger of being lost, bring existing properties into compliance with design guidelines, that are transformative beyond normal maintenance (up to 25 points).
- Economic Impact- projects leveraging grant funds with private investment that with the assistance of grant funds, will reduce blight and vacancies, contribute to the economic recovery of the target area, or realize a stabilization or expansion of downtown tax base, businesses and/or jobs (up to 25 points).
- Goals Achieved - projects that advance the goals and priorities of the community's Strategic Investment Plan (up to 25 points).

1.d.5 Conflicts of Interest

Under certain circumstances, an applicant for funding may have a "conflict of interest". For example, a conflict of interest may be present if the applicant is related to an employee, officer, Board Member, Project Review Committee member, or elected official of the Community. There are other cases where a conflict of interest may also be present. Applicants will be required to complete a Conflict of Interest Disclosure Form to determine if a conflict of interest exists. If a conflict of interest does exist, the LPA will make a formal determination and provide it to HTFC staff to document the decision.

Municipal agencies must adhere to Article 18, "Conflicts of Interest of Municipal Officers and Employees," of the NYS General Municipal Law. For this reason, LPA municipal officers and employees cannot participate in the program as a grant recipient or contractor.

1.d.6 Project Selection Documentation

- The LPA will retain clear documentation of each project selection committee decision in its program files. This documentation will include an eligibility determination for each application reviewed, and a justification for each project selection decision. This documentation will include all relevant project review or scoring memos, Project Selection Committee meeting minutes, board approval of projects or other related correspondence.

1. e. Design Standards

The LPA will develop design guidelines for exterior renovations if the LPA does not already require participating renovation projects to undergo an architectural or design review process. These guidelines will be consistent with the requirements of the State Historic Preservation Office, Housing Trust Fund Corporation (HTFC), and the Community. The LPA will enforce the standards throughout the development process.

1. f. Housing Trust Fund Corporation Approval

Projects approved locally will be submitted to Housing Trust Fund Corporation (HTFC) for review and approval prior to notifying property or business owner of formal funding approval. The submission to HTFC will include:

- Property location information
- Business information
- Project scope of work
- Award amount
- Total project cost
- Proposed payment structure
- Projected outcomes, e.g. units assisted, jobs created/retained

1.g. Award Letter

The LPA will provide a formal award letter to the property or business owner and should outline the basic requirements of participating in the program.

At a minimum, the letter will specify:

- Projected amount of financial assistance awarded (“Up to” Award Amount)
- Match requirements
- Approved scope of work or eligible activities
- Ineligible activities
- Environmental Review requirements
- Procurement requirements
- Local requirements
- Timeline to accept award and begin project

**2. Project Development**

2. a. Environmental Review

Prior to the commitment or expenditure of program funds, the environmental effects of each activity will be assessed in accordance with the State Environmental Quality Review Act (SEQR). The LPA will submit all required environmental review paperwork according to the requirements outlined in the HTFC Environmental Compliance Handbook.

2. b. Work Write-up / Scope of Work

Once a project application has been formally selected for Program assistance, the LPA will meet with the property owner to develop the formal project scope of work and explain program requirements related to design, environmental hazards, energy efficiency.

A formal written scope of work or description of the use of funds is required. The scope of work for a participating renovation project must address:

- Immediate health and safety concerns;
- The correction of existing code violations;
- Environmental hazards;
- Installation of energy conservation measures;
- Accessibility for persons with disabilities;
- Consistency with any other local program design guidelines; and
- Preservation of historical elements of the building.

The LPA is responsible for coordinating renovation work write-ups with local code officials, the State Historic Preservation Office, and other regulators. If needed, additional experts must be consulted. Both the LPA and the property owner must sign-off on the formal scope of work.

#### 2. c. Contractor Selection

The LPA may establish a list of contractors able to perform work in compliance with applicable standards. The LPA may choose to develop this list through a formal Request for Qualifications (RFQ) process to provide contractors and professional service providers an equal opportunity for consideration. All participating contractors must supply references and proof of proper insurance. Proof of insurance must include general liability coverage in a minimum amount of one million dollars and workers' compensation coverage. The LPA, State of New York **and** the Housing Trust Fund Corporation must be listed as additional insured. The LPA will use this list to solicit bids or quotes for the project activities. Additional contractors can be added to the list at any time, however, references and proof of proper insurance must be supplied to the LPA and approved.

#### EEO & MWBE Requirements

The LPA is required to comply with Articles 15-A of the New York State Executive Law and Article 3 of the New York State Veterans Law. These requirements include equal employment opportunities for minority group members and women ("EEO"), and contracting opportunities for certified minority and women-owned business enterprises ("MWBEs") and Service-Disabled Veteran-Owned Businesses ("SDVOBs"). LPA's demonstration of "good faith efforts" pursuant to 5 NYCRR §142.8 shall be a part of these requirements. Please visit NYS Empire State Development's Division of Minority & Women Business Development website for a directory of certified Minority and Women-Owned Businesses: <https://ny.newnycontracts.com/>.

The LPA will submit a Contractor Bid Solicitation Plan with the grant agreement. This Plan will identify a minimum of four certified MWBE firms that will be included in the bid solicitation process. Once the contractor/vendor selection process is complete, the LPA must report to HTFC on the use of certified MWBE firms.

#### Procurement & Bidding

The LPA will complete a procurement process for all activities to be reimbursed with Program funds. A minimum of two bids or proposals will be obtained and reviewed for all project costs, including but not limited to purchases, services and renovation, administration or professional service activities. This process is required to establish the reasonableness of project costs. The procurement process will be free of collusion or intimidation, and the LPA will exercise appropriate oversight over the entire process to ensure that it is fair, efficient and free of actual and perceived conflicts of interest. A clear, written, scope of work for the project, as outlined in Work Write-up / Scope of Work section, must be the basis for the bids or proposals. All bidders must have equal access to relevant information, including information on the property itself. **The bids or proposals for all activities must be submitted directly to the LPA by the contractor.** The LPA will advise the property owner of acceptability of bids/proposed cost. The LPA shall select the lowest responsible bidder. If the property owner chooses other than the lowest bidder, re-imburement will be based on the amount of the lowest responsible bid. The LPA will document the bid solicitation, review and selection process, and save such documentation in its project files.

#### Conflicts of Interest

Perceived or actual conflicts of interest may arise when certain individuals have access to inside information regarding the award of a contract or property assistance. A contractor cannot receive Program funds for work done on property that he or she owns, or a property that is owned by an immediate family member. An immediate family member includes a spouse, son, daughter, stepson, stepdaughter, father, mother, stepfather, stepmother, brother, sister, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law or daughter-in-law. Prior to commencing a project where there is a possible conflict of interest, the

LPA must review the eligible work items with HTFC staff. OCR may allow a property owner to act as a general contractor with prior approval. If the property owner has the expertise to act as the general contractor, the LPA must formally request an exception. The request should include a policy statement that addresses the concerns listed above. The policy must include third party inspection, verification of costs, and overall project certification by an architect or project estimator. Documentation of appropriate licenses, environmental certifications, and required insurance must also be included in the request. In these instances, only subcontractor expenses that have met required procurement procedures are eligible for reimbursement. The LPA must obtain written consent prior to entering into contract with the business owner/ contractor. Projects that do not comply with these rules will not be eligible for reimbursement.

#### 2. d. Contracting Procedures

The LPA will enter into a contract with the property or business owner to provide the program financial assistance. The contract will outline the roles and responsibilities for both the LPA and the participating property or business owner.

At a minimum, the contract will specify:

- Agreed upon scope of work;
- Projected amount of financial assistance awarded;
- Estimated project timeline;
- Requirement to insure the premises for the full (100%) replacement value, obtain fire insurance and other appropriate insurance depending on makeup of building, and obtain flood insurance coverage if the premises is in a special flood hazard area;
- Regulatory term or repayment provisions;
- Requirement to sign a photo release form permitting the LPA and HTFC to use photographs of the assisted business or property;
- Requirement to engage a contractor and begin activities within 30 days of formal LPA approval;
- Payment structure, timing;
- LPA has the right to inspect work at any time;
- Disbursement documentation requirements
- LPA may terminate the award and cancel the contract should the work or purchases be inconsistent with the program rules outlined, agreed upon scope of work or project design, stated timeline or if insurance is not maintained by the participating contractor.

### 3. **Construction Management/Quality Control**

#### 3. a. Construction Monitoring

The LPA retains the right to inspect or audit work in progress at any point. The LPA must perform periodic inspections of renovation activities to monitor adherence with program rules, environmental hazard compliance, and general project progress. These visits must be documented in LPA project files.

#### 3. b. Final Inspection

A final inspection or review of project activities by the LPA is required for each participating project. A final report or reconciliation must be submitted to HTFC to formally document completion of project activities.

### 4. **Financial Management**

#### 4. a. Internal Controls

The LPA's chief financial officer will be responsible for all financial transactions under this contract. The LPA must have a written policy on internal controls, and use this policy to determine the process for review and

approval of requests for disbursement of funds from HTFC. An Authorized Signature Form must be completed to designate the representative(s) authorized to sign disbursement requests and must reflect the LPA's written policy on internal controls.

#### 4. b. Commitment and Disbursement/Accessing Funds

##### Commitment Procedures

The LPA must submit a Project Set Up form to formally commit funds, and receive approval from OCR prior to the start of project activities. The Project Set Up process first requires a commitment at the local level to the project. A project specific environmental compliance checklist and supporting documentation must also be submitted at this time. The LPA should refer to the Commitment & Disbursement Procedures for detailed instructions on the Project Set up process.

##### Disbursement Procedures

- The program operates fully as a reimbursement program and payment will be made only upon satisfactory completion of projects
- Requests must be submitted electronically to [Disbursements@hcr.ny.gov](mailto:Disbursements@hcr.ny.gov) with forms and supporting documentation in a single PDF. Subject line must read: *NYF – SHARS ID – LPA Name*
- The LPA Commitment & Disbursement Instructions provide detailed instructions for preparing a disbursement request. The document is available online, here: <https://hcr.ny.gov/commitment-and-disbursement-procedures>

#### 5. **Ongoing Maintenance / Regulatory Term**

All assistance is in the form of a reimbursable grant with a five (5)-year compliance period. Property owners will be required to execute a Declaration document committing to this compliance period. Should the property owner sell the property within the five (5)-year timeframe, they will be responsible for repaying a portion of the grant funding received. A Declaration Form will be filed with the County Clerk to secure this obligation and the following repayment schedule will apply:

<i>Months 0-12:</i>	<i>100% repayment due</i>
<i>Months 13-24:</i>	<i>80% repayment due</i>
<i>Months 25-36:</i>	<i>60% repayment due</i>
<i>Months 37-48:</i>	<i>40% repayment due</i>
<i>Months 49-60:</i>	<i>20% repayment due</i>
<i>Months 60 and beyond:</i>	<i>0% repayment due</i>

The LPA must outline any ongoing maintenance or regulatory responsibilities for business assistance projects. This may include inventory, control system and maintenance provisions within a specified term. Example -

##### Commercial Business Machinery and Equipment

Procedures for managing equipment whether acquired in whole or in part with grant funds, will, at a minimum, meet the following requirements:

- A physical inventory of the equipment must be taken, and the results reconciled with the final inspection report at least once a year for a period of no more than 5 years.
- A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of equipment. Any loss, damage, or theft shall be investigated.
- Adequate maintenance procedures must be developed to keep the equipment in good condition.
  - In the event the Owner is required to sell the equipment during the maintenance period, they will be responsible for repaying the grant funding received. Repaid funds will be used by the LPA to fund other eligible commercial and business type projects located in the NYF Target Area.

## **6. Contract Monitoring & Closeout**

Once all contract activities are complete, the LPA will notify HTFC staff. If a monitoring review identifies findings or concerns, the LPA must provide documentation within the stated time period that issues have been corrected. Contract Closeout documents must be returned promptly, and any remaining funds will be deobligated.

## **7. Program Compliance**

### **7. a. Conditions**

Housing Trust Fund Corporation reserves the right to change or disallow aspects of the application and may make such changes conditions of its commitment to provide funding to a project or program. The LPA will address any additional requirements or conditions of approval.

### **7. b. Covenants of the Recipient**

The LPA will comply with all applicable statues, guidelines, regulations, policies and procedures of the program. Any defect or departure from the approved Administrative Plan must be requested and approved in writing. The LPA must refer to the Grant Agreement and associated schedule(s) for a summary of the awarded program activities, budget and projected accomplishments.

## Schedule C

### Participation By Minority Group Members, Women And Service Disabled Veterans With Respect To State Contracts: Requirements And Procedures

#### I. General Provisions

- A. The Housing Trust Fund Corporation (HTFC) is required to implement the provisions of New York State Executive Law Article 15-A and 5 NYCRR Parts 142-144 (“MWBE Regulations”), and New York State Veterans Services Law Article and 9 NYCRR Section 252 (“SDVOB Regulations”) for all State contracts as defined therein, with a value (1) in excess of \$25,000 for labor, services, equipment, materials, or any combination of the foregoing or (2) in excess of \$100,000 for real property renovations and construction.
- B. Recipient agrees, in addition to any other nondiscrimination provision of this agreement and at no additional cost to the HTFC, to fully comply and cooperate with the HTFC in the implementation of New York State Executive Laws Article 15-A and Veterans Services Law Article 3. These requirements include equal employment opportunities for minority group members and women (“EEO”), and contracting opportunities for certified minority and women-owned business enterprises (“MWBEs”) and Service-Disabled Veteran-Owned Businesses (“SDVOBs”). Recipient’s demonstration of “good faith efforts” pursuant to 5 NYCRR §142.8 shall be a part of these requirements. These provisions shall be deemed supplementary to, and not in lieu of, the nondiscrimination provisions required by New York State Executive Law Article 15 (the “Human Rights Law”) or other applicable federal, state or local laws.
- C. Failure to comply with all of the requirements herein may result in a finding of non-responsiveness, non-responsibility and/or a breach of contract, leading to the withholding of funds or such other actions, liquidated damages pursuant to Section VI of this Schedule or enforcement proceedings as allowed by this Agreement.

#### II. Contract Goals

- A. For purposes of this Agreement, the HTFC hereby establishes a goal of, 20% for Minority-Owned Business Enterprises (“MBE”) participation and 10% for Women-Owned Business Enterprises (“WBE”) participation (based on the current availability of qualified MBEs and WBEs).
- B. For purposes of providing meaningful participation by MWBEs and SDVOBs on this Agreement and achieving the Contract Goals established in Section II-A, Recipient should reference the directory of New York State Certified MBWEs found online, here:
- <https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp?TN=ny&XID=4687> and certified SDVOBs found online, here: <https://online.ogs.ny.gov/SDVOB/search>
- C. Additionally, Recipient is encouraged to contact the Division of Minority and Woman Business Development’s assigned Compliance Officer to discuss additional methods of maximizing participation by MWBEs on this Agreement.
- D. Where MWBE goals have been established herein, pursuant to 5 NYCRR §142.8, Recipient must document “good faith efforts” to provide meaningful participation by MWBEs as subcontractors or suppliers in the performance of this Agreement. In accordance with section 316-a of Article 15-A and 5 NYCRR §142.13, Recipient acknowledges that if Recipient is found to have willfully and intentionally failed to comply with the MWBE participation goals set forth in this Agreement, such a finding constitutes a breach of contract and Recipient shall be liable to the HTFC for liquidated or other appropriate damages, as set forth herein.

### **III. Equal Employment Opportunity (EEO)**

A. Recipient agrees to be bound by the provisions of Article 15-A and the MWBE Regulations promulgated by the Division of Minority and Women's Business Development of the Department of Economic Development. If any of these terms or provisions conflict with applicable law or regulations, such laws and regulations shall supersede these requirements.

B. Recipient shall comply with the following provisions of Article 15-A:

1. Recipient and its subcontractors shall undertake or continue existing EEO programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.
2. The Recipient and its subcontractors shall submit an EEO policy statement (form available) to the HTFC with its Bid Solicitation Plan in accordance with the NYS Homes and Community Renewal (HCR)'s Office of Economic Opportunity and Partnership Development procedures. If Recipient or its subcontractors do not have an existing EEO policy statement, a sample form can be found on the HCR website.
3. Recipient's EEO policy statement shall include the following language:
  - a. The Recipient or its subcontractors will not discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex, age, disability or marital status, will undertake or continue existing EEO programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination, and shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force.
  - b. The Recipient shall state in all solicitations or advertisements for employees that, in the performance of the contract, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.
  - c. The Recipient shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union, or representative will not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of the Recipient's obligations herein.
  - d. The Recipient will include the provisions of sections (a) through (c) of this subsection, which provides for relevant provisions of the Human Rights Law, in every subcontract in such a manner that the requirements of the subdivisions will be binding upon each subcontractor as to work in connection with this Agreement.
4. Recipient or its subcontractors will comply with both Executive Law Article 15A and Executive Law Article 15, including, but not limited to Section 296.

### **IV. Contractor Bid Solicitation Plan**

A. The Recipient represents and warrants that Recipient will submit a Contractor Bid Solicitation Plan either prior to, or within 60 days of work being assigned and described under this Agreement or subsequent work order hereunder.

B. Recipient agrees to use such Contractor Bid Solicitation Plan to outline marketing and outreach efforts planned



to expand contracting opportunities for certified MWBEs on this project pursuant to the prescribed MWBE goals set forth in Section II-A of this Appendix.

- C. Recipient further agrees that a failure to submit and/or use such Contractor Bid Solicitation Plan shall constitute a material breach of the terms of this Agreement. Upon the occurrence of such a material breach, the HTFC shall be entitled to any remedy provided herein, including but not limited to, a finding of Recipient non-responsiveness.

#### **V. Request for Waiver**

- A. If the Recipient, after making good faith efforts, is unable to comply with the MWBE goals, the Recipient may submit a Request for Waiver (Form PROC-3) documenting good faith efforts by the Recipient to meet such goals. If the documentation included with the waiver request is complete, the Agency(ies) shall evaluate the request and issue a written notice of acceptance or denial within twenty (20) days of receipt.
- B. If HTFC, upon review of the Bid Solicitation Plan, and other supporting documentation including the Bid Solicitation Log and Certification of Good Faith Efforts Utilization Plan determines that Contractor is failing or refusing to comply with the Contract goals and no waiver has been issued in regard to such non-compliance, the Agency(ies) may issue a notice of deficiency to the Contractor. The Contractor must respond to the notice of deficiency within seven (7) business days of receipt. Such response may include a request for partial or total waiver of MWBE Contract Goals.

#### **VI. Liquidated Damages**

In accordance with section 316-a of Article 15-A and 5 NYCRR §142.13, the Recipient acknowledges that if Recipient is found to have willfully and intentionally failed to comply with the MWBE participation goals set forth in the Contract, that such a finding constitutes a breach of Contract and the Agency(ies) may withhold payment from the Recipient. Such liquidated damages shall be calculated as an amount equaling the difference between (1) all sums identified for payment to MWBEs had the Contractor achieved the contractual MWBE goals and (2) all sums actually paid to MWBEs for work performed or materials supplied under the Contract.

#### **VII. Reporting**

Recipient is required to submit the related Project Detail Sheet and Affirmation of Income Payment to MBE/WBE and/or SDVOB at the time of a related request for reimbursement.

#### **VIII. Forms**

The required forms can be found on the HCR website at <https://hcr.ny.gov/downtown-revitalization-initiative-dri-new-york-forward-nyf-forms>.

**Downtown Revitalization Initiative (DRI)**  
**New York Forward (NYF)**  
**Checklist for Housing Trust Fund Corporation (HTFC) Grant Agreements**  
**Units of Local Government**

Submit the following to execute the Grant Agreement:

- One (1) notarized signed copy of DRI Grant Agreement
  - Designation of Depository for Direct Deposit of Funds Form
  - Authorized Signature Form
  - Proof of Insurance coverage
    - General Liability
    - Automobile Coverage
    - Workers' Compensation Coverage
  - Certificate of Incorporation and the filing receipt (Not applicable for municipalities)
  - Contractor Bid Solicitation Plan
  - MWBE & EEO Policy Statement
  - Evidence of construction and permanent financing (single-site projects)
  - OCR Applicant Certification
- 

**Grant Agreement**

Provide one (1) signed and notarized copy of the Grant Agreement and all required attachments as a single PDF package.

Grant Agreement includes three schedules:

- Schedule A – Awarded Budget & Projected Accomplishments: Schedule A is a summary of the approved Program budget, activities, proposed accomplishments and a description of the target area or project site. The Schedule A includes additional program compliance terms. Notify Housing Trust Fund Corporation (HTFC) if information is incorrect.
- Schedule B –Administrative Plan: The Administrative Plan outlines the agreed upon grant administration process for the DRI project (Not applicable to all DRI project types)
- Schedule C – Participation by Minority Group Members, Women and Service Disabled Veterans with Respect to State Contracts: Requirements and Procedures: This document outlines the requirements grant recipients must follow to comply with the NYS Executive Law Article 15-A and 5 NYCRR Parts 142-144 (“MWBE Regulations”), and NYS Executive Article 17-B and 9 NYCRR Section 252 (“SDVOB Regulation”).

**Designation of Depository for Direct Deposit of Funds Form**

This form is available online, here: <https://hcr.ny.gov/downtown-revitalization-initiative-dri-new-york-forward-nyf-forms>

**Authorized Signature Form**

This form is available online, here: <https://hcr.ny.gov/downtown-revitalization-initiative-dri-new-york-forward-nyf-forms>

- Certification: Enter the name and title of the representative authorizing the signatures.
- This representative may not also be an individual authorized to sign disbursement requests. This certification must be signed and dated at least one day after the form has been completed and each authorized signatory has signed and dated the form.

#### Proof of Insurance coverage

The Grant Agreement outlines the required insurance documentation. Insurance coverage must be from a New York State licensed carrier.

- **General liability insurance**  
Coverage in a minimum amount of one million dollars. The certificate must name both the State of New York **and** the Housing Trust Fund Corporation as additional insured.
- **Automobile insurance**  
Automobile insurance is required. Either coverage for vehicles owned and operated by the organization (if applicable) or coverage for hired and non-owned vehicles. If the organization does not own automobiles and only carries coverage for hired and non-owned vehicles, a letter must be provided to state that auto insurance coverage will be adjusted to "any auto" if the organization acquires an automobile.
- **Workers' compensation coverage**

#### Contractor Bid Solicitation Plan

Use this form to outline a marketing and outreach plan for encouraging participation of certified M/WBE firms or contractors and provide a preliminary list of M/WBE firms that will be included in the LPA's bid solicitation process once project sites are identified. This form is available online, here: <https://hcr.ny.gov/downtown-revitalization-initiative-dri-new-york-forward-nyf-forms>

#### M/WBE & EEO Policy Statement

A policy statement must be provided. If the recipient organization does not have one, a template is available online, here: <https://hcr.ny.gov/downtown-revitalization-initiative-dri-new-york-forward-nyf-forms>

#### Evidence of construction and permanent financing

A statement from the lending institution or financial records are required as evidence of construction and permanent financing.

#### OCR Applicant Certification

This form must be completed and signed by the contact authorized to sign contract materials. The form can be found online here: <https://hcr.ny.gov/ocr-applicant-certifications>

**All funds must be expended, and the project completed within the term noted in the Grant Agreement.**



New York State  
Housing Trust Fund Corporation

Program  
Project or SHARS # 2024XXXX

### ACH/DIRECT DEPOSIT AUTHORIZATION

**Instructions:**

- Type all requested information, hand written forms will not be accepted.

**PART 1: Payee Identification**

Payee Name			
Payee Email Address		Payee Phone Number (with area code)	
Street Address	City	State	Zip Code

WARNING: Federal law prohibits HTFC from processing international ACH transactions (IAT). If any payment to you from HTFC will result in an IAT under National Automated Clearing House Association's operating rules or if you are unsure if the rules apply to you, DO NOT COMPLETE THIS FORM.

**Please initial the box to the left to indicate that you have read the above warning. A form without initials will not be approved.**

**PART 2: Financial Institution Information**

Name of Financial Institution	Account Number										
Name on Account	Account Type <input type="checkbox"/> Individual/Consumer <input type="checkbox"/> Commercial (Corporation, Partnership, etc.)										
Nine Digit Routing Number											
<table border="1"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>											

**PART 3: Authorization**

I authorize HTFC to deposit payments by electronic funds transfer (ACH) into the above referenced account. I acknowledge that if I fail to provide complete and accurate information on the authorization form, processing of this form and payments may be delayed.

Authorized Signatory	Date
Printed Name	Title

**AUTHORIZED SIGNATURE FORM FOR DISBURSEMENT REQUESTS**

**Updated Information**

Program Name	
Recipient Name	SHARS ID Number
Organization Name	2024XXXX
Mailing Address	Contact Person (Name & Phone #)
Street address City, State, Zip	Name, Phone, email

Disbursement Requests require (check one)

ONE Signature  
(recommended)

TWO Signatures

**Persons Authorized to Sign Request for Funds:** At least one employee must be authorized to request funds for the contract identified above.

**Up to four individuals may be authorized to sign disbursement requests.**

1.	_____ Signature	_____ Date
	_____ Name	_____ Title
2.	_____ Signature	_____ Date
	_____ Name	_____ Title
3.	_____ Signature	_____ Date
	_____ Name	_____ Title
4.	_____ Signature	_____ Date
	_____ Name	_____ Title

**CERTIFICATION**

The certifying representative may not sign this document prior to obtaining the signatures of individuals authorized above to sign requests for funds. The certifying representative may not be authorized above to sign requests for funds.  
I certify that the signature(s) shown above are the legal signature(s) of those representative authorized by the recipient organization to sign requests for HTFC funds from the Office of Community Renewal.

\_\_\_\_\_  
Signature of certifying representative

\_\_\_\_\_  
Date (must be later than above dates)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

**Certification must be signed by a separate individual - not one of four above. Certification signature must be dated at least one day later.**



CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. IF SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement.

PRODUCER

CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS:

Auto coverage, Workers' Compensation coverage, and Disability coverage are also required. All can be shown on this certificate, or on separate certificates.

INSURED

Table with columns: INSURER(S) AFFORDING COVERAGE, NAIC #. Rows: INSURER A: NYMIR (20690), INSURER B, C, D, E, F.

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.

Main table with columns: INSR LTR, TYPE OF INSURANCE, ADDL SUBR INSR, POLICY NUMBER, POLICY EFF, POLICY EXP, LIMITS. Rows include Commercial General Liability, Automobile Liability, Umbrella Liab, Workers Compensation, and Comm'l Prop.

"Any Auto" box checked for coverage of vehicles owned by the organization or municipality.

"Hired & Non-Owned" checked for coverage of vehicles not owned by the organization or municipality. Letter must be provided stating coverage will be adjusted if any vehicles are acquired.

Both Housing Trust Fund Corporation and NYS must be identified specifically as additional insured.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Housing Trust Fund Corporation and State of New York are included as additional insured as required in a written contract or agreement; to wit, a Downtown Revitalization Initiative (DRI)/ New York Forward (NYF) Program Grant Agreement with (Organization or Municipality Name)

CERTIFICATE HOLDER

CANCELLATION

Housing Trust Fund Corporation and the State of New York 38-40 State St Hampton Plaza Albany, NY 12207

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

**MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES – EQUAL  
EMPLOYMENT OPPORTUNITY POLICY STATEMENT**

**M/WBE AND EEO POLICY STATEMENT**

I, Contact authorized to execute grant agreement (full name), the Contact's title (title) agree to adopt the following policies with respect to the project being developed or services rendered for Organization name (awardee organization name - LPA)

**MWBE**

This organization will and will cause its contractors and subcontractors to take good faith actions to achieve the M/WBE contract participations goals set by the State for that area in which the State-funded project is located, by taking the following steps:

- (1) Actively and affirmatively solicit bids for contracts and subcontracts from qualified State certified MBEs or WBEs, including solicitations to M/WBE contractor associations.
- (2) Request a list of State-certified M/WBEs from Agency(ies) and solicit bids from them directly.
- (3) Ensure that plans, specifications, request for proposals and other documents used to secure bids will be made available in sufficient time for review by prospective M/WBEs.
- (4) Where feasible, divide the work into smaller portions to enhanced participations by M/WBEs and encourage the formation of joint venture and other partnerships among M/WBE contractors to enhance their participation.
- (5) Document and maintain records of bid solicitation, including those to M/WBEs and the results thereof. Contractor will also maintain records of actions that its subcontractors have taken toward meeting M/WBE contract participation goals.
- (6) Ensure that progress payments to M/WBEs are made on a timely basis so that undue financial hardship is avoided, and that bonding and other credit requirements are waived or appropriate alternatives developed to encourage M/WBE participation.

**EEO**

(a) This organization will not discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex, age, disability or marital status, will undertake or continue existing programs of affirmative action to ensure that minority group members are afforded equal employment opportunities without discrimination, and shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force on State contracts.

(b) This organization shall state in all solicitation or advertisements of employees that in the performance of the State contract all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex disability or marital status.

(c) At the request of the contracting agency, this organization shall request each employment agency, labor union, or authorized representative for a statement that it will not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of this organization's obligations herein.

(d) Contractor shall comply with the provisions of the Human Rights Law, all other State and Federal statutory and constitutional non-discrimination provisions. Contractor and subcontractors shall not discriminate against any employee or applicant for employment because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

(e) This organization will include the provisions of sections (a) through (d) of this agreement in every subcontract in such a manner that the requirements of the subdivisions will be binding upon each subcontractor as to work in connection with the State contract.

Agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

By Signed by contact authorized to execute contract materials

Print: Print Name Title: Print Title

\_\_\_\_\_ is designated as the Minority Business Enterprise Liaison

He/she is responsible for administering the Minority and Women-Owned Business Enterprises-Equal Employment Opportunity (M/WBE-EEO) program.

**M/WBE Contract Goals**

\_\_\_\_\_% Minority and Women's Business Enterprise Participation

\_\_\_\_\_% Minority Business Enterprise Participation

Add goals from grant agreement Schedule C

\_\_\_\_\_% Women's Business Enterprise Participation

**EEO Contract Goals**

\_\_\_\_\_% Minority Labor Force Participation

\_\_\_\_\_% Female Labor Force Participation

SAMPLE





**ANDREW M. CUOMO**  
Governor

**RUTHANNE VISNAUSKAS**  
Commissioner/CEO

**Contractor Bid Solicitation Plan**

Under Articles 15-A and 17-B of the New York Executive Law, all recipients and their contractors are required to make affirmative efforts to ensure that New York State Certified Minority- and Women-Owned Business Enterprises (“M/WBEs”) and Service-Disabled Veteran-Owned Businesses (“SDVOBs”) are afforded opportunities for meaningful participation in Program activities. Prepare this Bid Solicitation Plan to begin this process.

SHARS ID:	Primary Contact Name:
LPA Name:	Address:
Program:            --- Select One ---	Email:
Contract Amount:	Phone:

**I. Goals/Dollar Amount**

\$	Total Contract Amount
- \$	Subtract Admin
\$	Amount used to calculate M/WBE goals

MBE	__ %	= \$	_____
WBE	__ %	= \$	_____

**Add goals from grant agreement Schedule C**

**II. Marketing and Outreach Plan**

Outline the planned marketing and outreach efforts for bid solicitations for renovation or professional service contracts to be reimbursed with program funds. Specifically describe plans including pre-bid meetings, methods of bid distribution including direct outreach techniques and names of publications. Provide the names of community or professional organizations available to provide assistance.

**This section is used to outline a marketing and outreach plan for encouraging participation of certified M/WBE firms and contractors. Directive for this can be found in the grant agreement Administrative Plan, Schedule B, Section 5.2 Project Application. Please include direct steps that will be use to solicit MWBE firms and contractors.**

**III. List of Firms/Contractors**

Visit Empire State Development’s Division of Minority & Women’s Business Development website for a Directory of Certified Firms at <http://www.esd.ny.gov/MWBE.html>. Provide a list of firms with relevant capabilities that will be included in the bid solicitation process once a procurement process for professional services or renovation activities begins.

	Name and Address of Firm	NYS Certified (Check one)			Trade / Capabilities
		MBE	WBE	SDVOB	
1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**IV. Certification**

The Recipient organization proposes to follow this Contractor Bid Solicitation Plan to ensure that New York State Certified Minority- and Women-Owned Business Enterprises (“MWBEs”) and Service-Disabled Veteran-Owned Businesses (“SDVOBs”) are afforded opportunities for meaningful participation in Program activities.

Printed Name:	_____
Title:	_____
Date:	_____
Signature:	_____