

VILLAGE OF LANCASTER ORGANIZATIONAL MEETING
APRIL 7, 2025 @ 5:00 PM

Pledge to the flag led by: _____

Inform audience of fire exits.

Roll Call:

1st 2nd

_____ _____ Designation that an oral vote is the manner of voting on all resolutions.

RESOLUTION
NOT NEEDED ---> Appointment of Deputy Mayor by the mayor with a term to expire on
April 6, 2026.

Trustee Malone Schaefer DIRECT APPOINTMENT BY MAYOR

_____ _____ Appointment of Village Attorney for a one (1) year term to expire on
April 6, 2026.

ARTHUR A. HERDZIK

_____ _____ Appointment of Deputy Village Attorney (Village Prosecutor) for a one (1) year
term to expire on April 6, 2026.

MARK S. AQUINO

_____ _____ Appointment of Village Clerk & Treasurer for a four (4) year term to expire on
April 2, 2029.

MICHAEL E. STEGMEIER

_____ _____ Appointment of Deputy Village Clerk for a four (4) year term to expire on
April 2, 2029.

NICOLE A. KISIEL

_____ _____ Appointment of Deputy Village Treasurer for a four (4) year term to expire on
April 2, 2029.

ASHLEY M. DEBBINS

_____ _____ Appointment of Registrar of Vital Statistics for a one (1) year term to expire on
April 6, 2026.

MICHAEL E. STEGMEIER

_____ _____ Appointment of Deputy Registrar of Vital Statistics for a one (1) year term to expire on
April 6, 2026.

NICOLE A. KISIEL

_____ Appointment of Acting Village Justice for a one (1) year term to expire on April 6, 2026.

PAUL T. BUMBALO

_____ Appointment of Budget Director for a one (1) year term to expire on April 6, 2026.

MICHAEL E. STEGMEIER

_____ Appointment of Director of Funding Advancement for a one (1) year term to expire on April 6, 2026.

_____ Appointment of Director of Economic Development for a one (1) year term to expire on April 6, 2026.

WILLIAM C. SCHROEDER

_____ Designation of the third Thursday of each month at 7:00 pm as the monthly meeting of the Planning Commission.

_____ Designation of the first Thursday of each month at 7:15 pm as the monthly meeting of the Zoning Board of Appeals.

_____ Designation of the second Wednesday of each month at 7:00 pm as the monthly meeting of the Historic Preservation Commission.

_____ Appointment of Zoning Board of Appeals member with a term to expire on April 1, 2030.

JAMES F. VOLPE

_____ Appointment of Chairperson of the Zoning Board of Appeals, term to expire on April 6, 2026.

DAVID BLAKELEY

_____ Appointment of Deputy Chairperson of the Zoning Board of Appeals, term to expire April 6, 2026.

JENNIE HAUSER

_____ Appointment of Planning Commission members with terms to expire on April 3, 2028.

JAMES B. ALLEIN

STEVEN GAJEWSKI

CONNOR ASPOSTO

_____ Appointment of Planning Commission alternate member with term to expire on April 6, 2026.

CORY ADAMCZAK #1

ALEXANDER (AJ) BUSZKA #2

Appointment of Historic Preservation Commission member with term to expire on April 2, 2029:

JEFFREY BUDZINSKI

Appointment of Historic Preservation Commission alternate member with term to expire on April 2, 2029:

NANCY STONEBRAKER

Appointment of Village Historian with a term to expire on April 6, 2026.

JEFFREY BUDZINSKI

Appointment of members to the Forestry Advisory Board (FAB) and Climate Smart Communities (CSC) Task Force as follows:

FAB

Amy Stypa - Sustainability Coordinator
Trustee O'Brien
2nd Board Member??
Clerk-Treasurer Stegmeier
DPW Superintendent Cisco
Brian Lubkowski - DPW
Jennifer Borgioli
Devin Spencer
Patrick Calhoun
Mike Spencer
Elliot Lear

CSC TASK FORCE

Amy Stypa - Sustainability Coordinator
Trustee Mikoley
Trustee O'Brien
Clerk-Treasurer Stegmeier
DPW Superintendent Cisco
Kirsten Shelly
Jason Kulaszewski (UBRI)
Joshua McClain (UBRI)
Devin Spencer
Patrick Calhoun
Mike Spencer
Elliot Lear

Designation of the official meeting place:

COUNCIL CHAMBERS of the MUNICIPAL BUILDING, 5423 BROADWAY, SECOND and FOURTH MONDAY of EACH MONTH at 7:00 P.M.,

Designation of monthly work sessions:

COUNCIL CHAMBERS of the MUNICIPAL BUILDING, 5423 BROADWAY, on the SECOND and FOURTH MONDAY of EACH MONTH at 6:00 P.M. PRIOR TO THE REGULAR BOARD MEETING SCHEDULED THAT NIGHT.

Appointment of Village Board Committees and Chairpersons as follows, and further designating that the Mayor shall serve on all committees:

COMMITTEE

Finance & Claims
Public Works
Public Safety
Building, Lights & Codes
Human Resources
Community Events
Economic Development
Sewer
Grants
Technology & Marketing
Climate Smart

CHAIRPERSON

O'BRIEN / MILLER
MIKOLEY
SCHROEDER
MIKOLEY
MALONE SCHAEFER
MALONE SCHAEFER
SCHROEDER
MIKOLEY
O'BRIEN
MILLER
O'BRIEN

_____ Salaries and Rates to be set per the Schedule of Salaries & Wages to be included within the adopted Village budget with an effective date of June 1, 2025.

_____ Designation of Official Depository:
M&T BANK NYCLASS
5226 BROADWAY
LANCASTER, NY

_____ Designation of Official Publication:
LANCASTER BEE
5564 MAIN STREET
WILLIAMSVILLE, NY

_____ Establishing the amount of the security interest for the Village Clerk-Treasurer which shall be **\$100,000**, the Village Justice **\$25,000**, the Acting Village Justice **\$10,000** and the Deputy Clerk and Deputy Treasurer as **\$10,000** pursuant to Village Law § 3-306 and further indicating that the expense for such security interest shall be a charge of the village.

_____ Whereas, the Board of Trustees of the Village of Lancaster has determined to pay a fixed rate for mileage as reimbursement to officers and employees of the village who use their personal automobiles while performing their official duties on behalf of the Village, NOW THEREFORE BE IT RESOLVED that the Board of Trustees shall approve reimbursement to such officers and employees at a rate equal to the standard federal rate in effect on the date(s) of expense. (currently **\$0.70 per mile**).

_____ Authorization for the Mayor, Deputy Village Clerk, and Deputy Village Treasurer to sign checks, drawn on Village accounts, in the absence of the Village Clerk-Treasurer.

_____ Authorization for any board member to sign and approve vouchers for payment.

_____ Authorize the Village Clerk-Treasurer to execute Civil Service forms and documents as the Appointing Authority to the Erie County Department of Personnel and to New York State Civil Service on behalf of the Village Board of Trustees.

_____ Resolution that all employees, including elected and appointed officials, must receive Village Board approval prior to attendance at association meetings / training during the official year 2025-2026, and further that funds must be available in the budget to cover any related expenses.

Authorization for the following elected and appointed officials to attend the association meetings / training held in NYS as listed below during the official year 2025-2026:

Mayor Schroeder	Village Attorney	Deputy Village Attorney
Trustee Miller	Clerk-Treasurer	Sustainability Coordinator
Trustee Malone Schaefer	Deputy Clerk	Deputy Treasurer
Trustee Mikoley	Village Justice	Acting Village Justice
Trustee O'Brien	DPW Superintendent	

Association Meetings:

ASSOCIATION OF ERIE COUNTY GOVERNMENTS
ERIE COUNTY VILLAGE OFFICIALS ASSOCIATION
OFFICE OF THE STATE COMPTROLLER
NEW YORK STATE CONFERENCE OF MAYORS (NYCOM)
NEW YORK STATE ECONOMIC DEVELOPMENT COUNCIL (NYSEDC)
NEW YORK STATE ENERGY RESEARCH & DEVELOPMENT AUTHORITY (NYSERDA)
NEW YORK STATE ASSOCIATION OF CITY & VILLAGE CLERKS
NEW YORK STATE SOCIETY OF MUNICIPAL FINANCE OFFICERS
MUNICIPAL ADMINISTRATIVE OFFICERS ASSOCIATION OF ERIE COUNTY
LANCASTER AREA CHAMBER OF COMMERCE
GOVERNMENT FINANCE OFFICERS' ASSOCIATION
NEW YORK ASSOCIATION OF LOCAL GOVERNMENT RECORDS OFFICERS
NEW YORK FEDERATION OF PLANNING
NEW YORK MUNICIPAL CLERKS INSTITUTE
AMERICAN PUBLIC WORKS ASSOCIATION
NEW YORK STATE AGENCIES & DEPARTMENTS NOT LISTED ABOVE
ERIE COUNTY AGENCIES & DEPARTMENTS NOT LISTED ABOVE

Authorization for payment of claims for public utility services, postage, freight and express charges in advance of the audit of claims; and further that all such claims must be presented at the next regular meeting for audit by the Village Board of Trustees.

Approval of the Standard Work Day Resolution for employees for the purpose of determining days worked reportable to the NYS and Local Employees' Retirement System. (See attached resolution.)

Approval of the Procurement Policy to adopt internal policies and procedures governing the purchase of goods and services which are not subject to competitive bidding requirements.

Approval of the Annual Statement of Financial Disclosure Form for filing in 2025 (based on calendar year 2024); and further indicating that all employees and officers of the Village must complete such form in accordance with the terms as indicated in the Code of Ethics found at Chapter 14 of the Code of the Village of Lancaster.

Resolution to set the fees for mobile food vending permits in accordance with Section 209-5 of the Village Code.

Resolution authorizing Mayor Schroeder to sign and approve a Location Release and Agreement including Schedule A with Roberts Media LLC for use of property in the Village of Lancaster on Friday, April 11, 2025, during a television production being filmed on that day.

ADJOURNMENT.