

**VILLAGE OF LANCASTER
BOARD MEETING**

A G E N D A

- X 1. PLEDGE TO THE FLAG
- X 2. ROLL CALL
- X 3. MINUTES OF MEETINGS DATED: August 11 (regular meeting)
August 21 (special meeting)
- X 4. ABSTRACT OF AUDITED VOUCHERS (2)
- X 5. LISTED CORRESPONDENCE
- X 6. RESOLUTIONS
- X 7. AUDIENCE PARTICIPATION
- X 8. COMMITTEE REPORTS – FOLLOW UP
- X 9. DEPARTMENT HEAD REPORTS
- 10. HEARINGS
- X 11. MISCELLANEOUS
- X 12. ADJOURNMENT

NEXT SCHEDULED REGULAR MEETING

MONDAY, SEPTEMBER 22, 2025

VILLAGE OF LANCASTER, NY

August 11, 2025

OFFICIAL MEETING MINUTES

Page 1 of 9

The regular meeting of the Village of Lancaster Board of Trustees was held in the Municipal Building Council Chambers, 5423 Broadway, Lancaster NY, on Monday, August 11, 2025, at 7:00 P.M.

MEETINGS TO DATE 11
NO. OF REGULARS 8
NO. OF SPECIALS 3

Attendance:

		<u>Attended / Absent</u>
William C. Schroeder	Mayor	11 / 0
Tammie E. Malone Schaefer	Trustee/ Deputy Mayor	10 / 1
John Mikoley	Trustee	10 / 1
Deirdre A. Miller (Absent)	Trustee	10 / 1
Gavin J. O'Brien	Trustee	11 / 0

Also Present:

Arthur A. Herdzik	Village Attorney
Michael E. Stegmeier	Clerk-Treasurer
Wayne Cisco	Superintendent of Public Works
Eric Feldmann	Fire Chief
Matthew Fischione	Town of Lancaster Supervising Code Enforcement Officer
Captain Jeffrey Smith	Town of Lancaster Police Department

Mayor Schroeder led the pledge to the flag.

ACCEPTANCE OF MINUTES

Motion by Trustee Mikoley and seconded by Trustee Malone Schaefer to accept the minutes of the July 28, 2025 regular meeting.

Adopted Resolution: 185 Ayes: Mayor Schroeder, Trustees Malone Schaefer, Mikoley, and O'Brien

ABSTRACT OF AUDITED VOUCHERS

Motion by Trustee O'Brien and seconded by Trustee Malone Schaefer that the Treasurer be authorized to pay, from the vouchers, all the claims against the GENERAL, SEWER, TRUST, CAPITAL, EQUIPMENT RESERVE, COMMUNITY DEVELOPMENT and SPECIAL REPAIR RESERVE FUNDS for the period from 7/29/2025 to 8/11/2025.

Further, that the report of the Finance Committee be accepted from the abstract of the audited vouchers, a total of 80 claims were approved, and that all claims were paid against the:

GENERAL FUND -----in the amount of	\$	228,525.71
SEWER FUND -----in the amount of	\$	11,973.71
TRUST FUND -----in the amount of	\$	1,950.12
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 7/15/2025 To 7/28/2025		

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

General Fund checks # 93245 through # 93304
Sewer Fund checks # 12288 through # 12293
Trust Fund checks # 2613 through # 2614

Adopted Resolution: **186** Ayes: Mayor Schroeder, Trustees Malone Schaefer, Mikoley,
and O'Brien

CORRESPONDENCE:

- 1) Correspondence from Jennifer Smith / Lancaster Football providing a Special Events Application for its "Last Call Before Fall" beer tent event on September 27, 2025.

Motion by Trustee Malone Schaefer and seconded by Trustee Mikoley to approve the event application contingent upon modification to the agreement to remove rental of a generator from the Village DPW along with Village services related to the operation of a generator.

Adopted Resolution: **187** Ayes: Mayor Schroeder, Trustees Malone Schaefer, Mikoley,
and O'Brien

- 2) Correspondence from Lancaster Depew Elma Chamber of Commerce providing a Special Events Application for its 11th Annual Village Wine Walk event on September 13, 2025.

Motion by Trustee Malone Schaefer and seconded by Trustee O'Brien to approve this event application as presented.

Adopted Resolution: **188** Ayes: Mayor Schroeder, Trustees Malone Schaefer, Mikoley,
and O'Brien

- 3) Correspondence from Karen Penziul / Lancaster Unleashed providing a Special Events Application for its annual Woof-n-Treat event to be held on October 4, 2025.

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

Adopted Resolution: **189** Ayes: Mayor Schroeder, Trustees Malone Schaefer, Mikoley,
and O'Brien

- 4) Correspondence from Christopher Welch providing a Special Events Application for a Lancaster Heart of Music Festival / Charity Concert to be held on September 27, 2025.

Motion by Trustee Malone Schaefer and seconded by Mayor Schroeder to table this event application and remove from consideration.

The applicant will not be moving forward with this event based on feedback from stakeholders in the proposed event area.

Adopted Resolution: **190** Ayes: Mayor Schroeder, Trustees Malone Schaefer, Mikoley,
and O'Brien

- 5) Correspondence from Lancaster Fire Department providing a Special Events Application for its Fill the Boot Fund Drive to be held on September 27, 2025.

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

Adopted Resolution: **191** Ayes: Mayor Schroeder, Trustees Malone Schaefer, Mikoley, and O'Brien

- 6) Correspondence from The 716 Dance Lab providing a Special Events Application for its Lancaster Thrills community event to be held on October 4, 2025.

Motion by **Trustee Malone Schaefer** and seconded by **Trustee O'Brien** to place this application into the Community Events Committee for further review including code enforcement and permitting requirements related to the event site plan layout.

Adopted Resolution: **192** Ayes: Mayor Schroeder, Trustees Malone Schaefer, Mikoley, and O'Brien

- 7) Correspondence from Rev. Paul W. Steller, St. Mary of the Assumption Parish, inviting the Village Board to its 175th Anniversary celebration on August 17, 2025.

Motion by **Trustee O'Brien** and seconded by **Trustee Malone Schaefer** to receive and file this correspondence.

Adopted Resolution: **193** Ayes: Mayor Schroeder, Trustees Malone Schaefer, Mikoley, and O'Brien

- 8) Correspondence from NYS Environmental Facilities Corporation (EFC) providing notice that the Village of Lancaster has been awarded a NYS EFC Wastewater Infrastructure Engineering Planning Grant in the amount of \$100,000 for an Infiltration and Inflow Improvements Study in Mini-Systems 2, 3, and 6.

Motion by **Trustee O'Brien** and seconded by **Trustee Mikoley** to receive and file this correspondence.

Adopted Resolution: **194** Ayes: Mayor Schroeder, Trustees Malone Schaefer, Mikoley, and O'Brien

RESOLUTIONS:

Motion by **Trustee O'Brien** and seconded by **Trustee Malone Schaefer** to adopt the Fund Balance Policy for the Village of Lancaster as presented:

Purpose

The Village of Lancaster has enacted the following policy in an effort to ensure financial security through the maintenance of a healthy reserve fund that guides the creation, maintenance, and use of resources for financial stabilization purposes.

The Village of Lancaster's reserve funds must be properly established and maintained to promote the goal of creating an open, transparent and accountable use of public funds. The Village of Lancaster's primary objective is to maintain a prudent level of financial resources to protect against reducing service levels or raising taxes and fees due to temporary revenue shortfalls or unpredicted one-time expenditures. The Village of Lancaster also seeks to

maintain the highest possible credit ratings which are dependent, in part, on the Village of Lancaster's maintenance of a healthy fund balance.

Background

The Governmental Accounting Standards Board (GASB) issued Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions, which is intended to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied. These are included at the end of this policy for clarification.

The Government Finance Officers Association (GFOA) recommends that governments establish a formal policy on the level of unrestricted fund balance that should be maintained in the general fund.

Minimum Fund Balance Policy for the General Fund

- This policy shall apply to the Village of Lancaster's General Fund, exclusively.
- The Board of Trustees is the only decision-making authority that can commit fund balance.
- The Village of Lancaster shall strive to maintain unexpended surplus funds of not less than 15% and not more than 40% of General Fund adopted budget appropriations, excluding interfund transfers.
- Funding of fund balances will generally come from excess revenues over expenditures or one-time revenues.
- The Village of Lancaster will measure its compliance with this policy as of May 31st each year, as soon as practical after final year-end account information becomes available. During the course of the year the Clerk-Treasurer shall closely monitor the Village of Lancaster's revenues and expenditures to ensure fund balances are not used beyond what was planned.
- It is the intent of the Village of Lancaster to limit the use of fund balances to address unanticipated, non-recurring needs, or unanticipated future obligations. Fund balances shall not normally be applied to recurring annual operating expenditures.
- In the event that unassigned fund balance exceeds 40% of adopted budget appropriations, the annual policy review will include consideration of funding of accrued liabilities, covering of one-time expenditures, or the start-up of expenditures for new programs.
- In the event that unassigned fund balance falls below 15% of adopted budget appropriations, the Clerk-Treasurer shall make a recommendation to the Board of Trustees to restore the fund balance to the minimum level in the next budget year or appropriate period of time.

The Village of Lancaster will spend the most restricted dollars before less restricted where such spending is appropriate and the legal restriction does not limit the use of such restricted amount for the particular purpose in question in the following order:

- Nonspendable (if funds become spendable)
- Restricted
- Committed
- Assigned
- Unassigned

Definitions

GASB Statement No. 54 replaces the previous fund balance classifications with the following:

Nonspendable fund balance

This consists of assets that are inherently nonspendable in the current period either because of their form or because they must be maintained intact, including prepaid items, inventories, long-term portions of loans receivable, financial assets held for resale, and principal of endowments.

Restricted fund balance

This consists of amounts that are subject to externally enforceable legal purpose restrictions imposed by creditors, grantors, contributors, or laws and regulations of other governments, or through constitutional provisions or enabling legislation.

Committed fund balance

This consists of amounts that are subject to a purpose constraint imposed by a formal action of the government's highest level of decision-making authority before the end of the fiscal year, and that require the same level of formal action to remove the constraint. The New York State Office of the State Comptroller believes that in most cases, local governments in New York will not have committed fund balance to report.

Assigned fund balance

This consists of amounts that are subject to a purpose constraint that represents an intended use established by the government's highest level of decision-making authority, or by their designated body or official. The purpose of the assignment must be narrower than the purpose of the General Fund, and in funds other than the General Fund, assigned fund balance represents the residual amount of fund balance.

Unassigned fund balance

This represents the residual classification for the government's General Fund and could report a surplus or deficit. In funds other than the General Fund, the unassigned classification should be used only to report a deficit balance resulting from overspending for specific purposes for which amounts had been restricted, committed, or unassigned.

Adopted Resolution: **195**

Ayes: Mayor Schroeder, Trustees Malone Schaefer, Mikoley, and O'Brien

AUDIENCE PARTICIPATION:

-none-

PUBLIC HEARING @ 7:15 PM**LOCAL LAW – FENCE HEIGHT SIDE YARD**

Mayor Schroeder opened the public hearing at 7:15 p.m. and read a summary of the notice that was published in the Lancaster Bee:

PLEASE TAKE NOTICE; That the Village of Lancaster Board of Trustees will conduct a public hearing in the Council Chambers of the Lancaster Municipal Building, 5423 Broadway, Lancaster, NY on Monday, August 11, 2025 at 7:15 PM to consider a local law amending §148-4 of Chapter 148 "Fences" to revise height limitations for fences in a side yard. The local law if adopted would increase from four feet to six feet the height of side yard fencing permitted for homes or buildings situated in a residentially zoned district.

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, Lancaster Municipal Building, 5423 Broadway, Lancaster, NY.

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

*Michael E. Stegmeier
Village Clerk*

Audience Participation: -None-

Motion by **Trustee O'Brien** and seconded by **Trustee Mikoley** to close the public hearing at 7:16 p.m.

Adopted Resolution: **196**

Ayes: Mayor Schroeder, Trustees Malone Schaefer, Mikoley, and O'Brien

Motion by Trustee Mikoley and seconded by Trustee O'Brien to adopt the local law as presented.

Adopted Resolution: **197**

Ayes: Mayor Schroeder, Trustees Malone Schaefer, Mikoley, and O'Brien

COMMITTEE REPORTS & FOLLOW UPS:
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➤ **FINANCE & CLAIMS** – Trustees Miller & O'Brien

A fund balance policy was approved earlier this meeting, and this item may be removed from committee.

We are waiting for surveys to be completed for the paper streets purchased from Erie County before we can move to next steps.

➤ **PUBLIC WORKS** – Trustee Mikoley

No report.

➤ **PUBLIC SAFETY** – Mayor Schroeder

He requested to remove the Clark Street traffic concerns from committee. The Police Department advised that the speed limit and conditions are appropriate for the design of the street. No further action is required. There was some discussion regarding restrictions that could be put in place during larger events to assist with traffic flow for vehicles exiting from the Clark Street parking lot.

He has requested a traffic study by NYSDOT regarding traffic safety concerns related to the Broadway / Aurora Street corridor. Concerns were raised by a resident at the previous board meeting.

A request was made to Lancaster Police Department to place a speed tracking device on Brady Avenue near Cambria Street and to monitor the stop sign at that intersection.

➤ **BUILDING, LIGHTS & CODES** – Trustee Mikoley

He supports the approval of the fence height amendment that was proposed and considered at the public hearing this evening. He commended the Zoning Board and member Andy Debbins for doing the research and bringing this proposal to the Village Board.

Battery Storage Model Law – We will be making some adjustments before scheduling a public hearing to consider adoption.

Attorney Herdzik had forwarded information regarding a previously approved 10 MPH speed limit on St. Mary's Street that is not allowed by State law. He has prepared a proposal to remove this from the Village Code. This will be presented at a future meeting for consideration.

Trustee O'Brien reported that he did hear back from NYSDOT regarding the parking lot bumpers for the lot next door to the Municipal Building and we will be going through next steps towards completing the installation of the bumpers.

➤ **HUMAN RESOURCES** – Trustee Malone Schaefer

No report.

➤ **COMMUNITY EVENTS** – Trustee Malone Schaefer

The LVMA PorchFest event is taking place this weekend on August 16th.

Motion by Trustee Malone Schaefer and seconded by Trustee Mikoley to authorize Mayor Schroeder to sign and approve a Beer Tent Agreement with the Lancaster Football Club with a 70% / 30% split in net profit along with proposed changes to remove Village services related to a generator.

Adopted Resolution: **198** Ayes: Mayor Schroeder, Trustees Malone Schaefer, Mikoley, and O'Brien

Motion by Trustee Malone Schaefer and seconded by Trustee Mikoley to accept a donation from Jeanine Babcock in the amount of \$3,500.00 from her foundation to be used towards the cost of improvements at the Hadsall Park splash pad and to commit matching funds from the Village of Lancaster in the same amount (\$3,500.00) to be allocated from Endowment & Gift Fund Balance in the Trust Fund.

The donation will be submitted to the Village Clerk-Treasurer's Office to be deposited and allocated for the stated purpose.

Adopted Resolution: **199** Ayes: Mayor Schroeder, Trustees Malone Schaefer, Mikoley, and O'Brien

➤ **ECONOMIC DEVELOPMENT** – Mayor Schroeder

No report.

The following items were discussed in the work session prior to the regular meeting:

Trustee O'Brien recommends pursuing a zoning update for Palmer Place to designate the area for redevelopment.

Mayor Schroeder reviewed a band shell proposal for the Cayuga Creek Park area including potential funding from a private donor to cover \$200,000 of the estimated cost of \$300,000. The Village would need to allocate funds for the remaining cost above the donation amount.

➤ **SEWER** – Trustee Mikoley

We are waiting for confirmation of a meeting with NYSDEC next week on August 19th at 3:00 p.m.

Note – This meeting was subsequently rescheduled to Thursday, August 28th at 3:00 p.m.

➤ **GRANTS** – Trustee O'Brien

Plum Bottom Creek Culvert - PHASE 1 (BridgeNY Grant)

DOT reviewed and tentatively approved the easement language as well as the transfer of the Urban Renewal property to the Village. A quitclaim deed was filed with Erie County. Next step is to review the easement with the property owner at 46 Central.

ZEV Grant – EV Charging Station

Amy Stypa has been working with Bill Schutt to review the bid requirements for both the ZEV Grant chargers in Cayuga Creek Park and the NYSERDA Mobility Hub chargers. Expect bid package to be ready to review next month.

NYSDEC – UCF Program Tree Planting Grant

Received executed contract. Planning will continue into the fall with a target of Spring 2026 for first plantings as part of this grant. Overall planting will be 150 additional trees.

NY Forward – LMB Pocket Park

Executed contract received today. We will be checking with the project manager about next steps.

NYS EFC Planning Grant – MS 2, 3 & 6 Investigations

Grant for \$100,000 was awarded to perform infiltration and inflow studies on mini systems 2, 3, and 6.

Community Development Block Grants (CDBG)

Met at a work session at 5:30 p.m. earlier today to discuss project ideas.

➤ **TECHNOLOGY & MARKETING** – Trustee Miller

No report.

➤ **CLIMATE SMART** – Trustee O'Brien

Amy Stypa is inviting participants to the Sustainability Expo as part of Fall Fest. Current participants include Erie County ECLIPSE, NYSEG Energy Efficiency, and NYSEG EV Charging.

DEPARTMENT HEAD REPORTS & FOLLOW UPS:
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➤ **SUPERINTENDENT OF PUBLIC WORKS** – Wayne Cisco

All paving is completed for this year.

Smoke testing will start on Wednesday this week. Letters are being provided to affected residents.

The department is getting ready for tree plantings this fall.

Crews are finishing up with patching for the summer.

Trustee O'Brien confirmed that the light controls at Firefighters Park have not been installed. We are still waiting for the controller to be provided by the contractor.

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

He received information today from Erie County Personnel Office regarding the civil service positions for assistant fire chief. He will be working to have the paperwork completed for approval at a meeting by the end of September.

➤ **FIRE CHIEF** – Eric Feldmann

There were 38 calls during July and 217 calls for year-to-date.

Members have participated in over 2,500 hours of training this year.

Four (4) members have completed the Firefighter I Series of training through Erie County.

➤ **TOWN BUILDING DEPARTMENT** – Matt Fischione

He noted that the St. Mary's High School Bonfire and Lancaster Thrills are the only outstanding events in terms of review and inspection from a code enforcement standpoint.

The 2025 version of State Code will be effective soon and there are some additional items that will need to be addressed as part of the update.

He is working with existing commercial occupancies to make sure that they are receiving proper information to stay current with code regulations.

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

No report.

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

No report.

MISCELLANEOUS:

Motion by **Mayor Schroeder** and seconded by **Trustee Mikoley** to cancel the regular Village Board meeting and work session scheduled on Monday, August 25, 2025.

A special meeting will be held, as needed, to address any items that cannot wait until the next scheduled meeting on Monday, September 8, 2025.

Adopted Resolution: **200** Ayes: Mayor Schroeder, Trustees Malone Schaefer, Mikoley, and O'Brien

ADJOURNMENT:

Motion by **Mayor Schroeder** and seconded by **Trustee Mikoley** to adjourn the meeting at 7:22 p.m. in memory of Adam Curtis.

Adopted Resolution: **201** Ayes: Mayor Schroeder, Trustees Malone Schaefer, Mikoley, and O'Brien

Respectfully submitted,

Michael E. Stegmeier
Clerk – Treasurer

The special meeting of the Village of Lancaster Board of Trustees was held in the Municipal Building Council Chambers, 5423 Broadway, Lancaster NY, on Thursday, August 21, 2025, at 7:00 P.M.

MEETINGS TO DATE **12**
NO. OF REGULARS **8**
NO. OF SPECIALS **4**

Attendance:		<u>Attended / Absent</u>
William C. Schroeder	Mayor	12 / 0
Tammie E. Malone Schaefer	Trustee/ Deputy Mayor	11 / 1
John Mikoley	Trustee	11 / 1
Deirdre A. Miller	Trustee	11 / 1
Gavin J. O'Brien	Trustee	12 / 0

Also Present:

Arthur A. Herdzik	Village Attorney
Michael E. Stegmeier	Clerk-Treasurer
Wayne Cisco	Superintendent of Public Works

Trustee Miller led the pledge to the flag.

RESOLUTIONS:

Motion by **Trustee Malone Schaefer** and seconded by **Trustee O'Brien** to refer the Fall Fest & Volunteer Recognition Day Revised Special Events Application to the Community Events Committee for further revisions regarding the layout of the event.

An updated application will be submitted for review prior to consideration of approval.

Adopted Resolution: **202** Ayes: Mayor Schroeder, Trustees Malone Schaefer, Mikoley, Miller, and O'Brien

Motion by **Trustee Malone Schaefer** and seconded by **Trustee Mikoley** to approve the event application for the LVMA / Fattey Beer Buffalo Bills Watch Party on Sunday, September 7, 2025, with the street closure on West Main Street as presented.

Adopted Resolution: **203** Ayes: Mayor Schroeder, Trustees Malone Schaefer, Mikoley, Miller, and O'Brien

Trustee Malone Schaefer indicated that she would submit a new application for a September 18th Bills Watch Party event to be held by the Village of Lancaster in Cayuga Creek Park.

Motion by **Trustee Malone Schaefer** and seconded by **Trustee O'Brien** to authorize Mayor Schroeder to sign and approve a revised Beer Tent Agreement with the Lancaster Football Booster Club with a 90% / 10% split in net profits from the event as defined in the agreement.

Adopted Resolution: **204** Ayes: Mayor Schroeder, Trustees Malone Schaefer, Mikoley, Miller, and O'Brien

Jennifer Smith from the Lancaster Football Club stated that the required insurance documentation would be available and sent on September 17th when the insurance policy renews for another year.

Motion by **Trustee Malone Schaefer** and seconded by **Trustee Miller** to approve the purchase of four (4) benches and one (1) picnic table from TreeTop Products in the amount of \$5,850.00 plus applicable shipping costs contingent upon receipt of a donation from Jeanine Babcock that was allocated towards this purchase at the August 11, 2025 meeting.

This purchase will not be made until receipt of the donation is confirmed and the funds are deposited.

Adopted Resolution: **205**

Ayes: Mayor Schroeder, Trustees Malone Schaefer, Mikoley, Miller, and O'Brien

MISCELLANEOUS:

Mayor Schroeder discussed recent parking concerns and reviewed a parking inventory that was done which shows over 240 parking spaces available in downtown Lancaster. He has drafted a map of the parking spaces that will be refined for the purpose of advertising the parking that is available in the Village.

ADJOURNMENT:

Motion by **Mayor Schroeder** and seconded by **Trustee Malone Schaefer** to adjourn the meeting at 7:55 p.m.

Adopted Resolution: **206**

Ayes: Mayor Schroeder, Trustees Malone Schaefer, Mikoley, Miller, and O'Brien

Respectfully submitted,

Michael E. Stegmeier
Clerk – Treasurer

ABSTRACT

September 08, 2025

1

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

August 12, 2025 to September 08, 2025

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	\$ 270,494.06 ^{352,844.84}
SEWER FUND -----in the amount of	\$ 7351.06
TRUST FUND -----in the amount of	\$ 1810.25
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 362,006.15

For the period from July 28, 2025 to August 11, 2025

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.....	72
General Fund Ck#.....	93305-93360
Sewer Fund Ck#.....	12294-12298
Trust Fund Ck#.....	2615
Capital Fund Ck#.....	
Community Development Fund Ck#	

Mayor William Schroeder

Abstract Summary of Funds

Board Meeting Date: July 14, 2025

	<u>General Fund (A)</u>	<u>Sewer Fund (G)</u>	<u>Trust Fund (T)</u>	<u>Capital Fund (H)</u>
Vouchers Paid by Check				
2025-2026 Budget	\$ 270,494.06	\$ 707.73	\$ 1,810.25	
A/P Vouchers	\$ 161.28			
Payroll Voucher 8/1/2025	\$ 76,292.95	\$ 6,171.23		
FICA Voucher 8/1/2025	\$ 5,896.55	\$ 472.10		
TOTALS	\$ 352,844.84	\$ 7,351.06	\$ 1,810.25	\$ -
TOTAL ALL FUNDS				\$ 362,006.15

LANCASTER VILLAGE
Purchase Order Listing By P.O. Number

08/12/2025
11:06 AM

Ranges		Item Status		Purchase Types		Misc				
Range: First to Last Rcvd Batch Id Range: First to Last Encumbrance Date Range: First to 05/31/26		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	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
26-00251	08/07/25 ADOLF005 CARLADOLF									
1	JULY MEETING - 2 LOCATIONS	\$80.00	A -8010-434-000	E	ZONING- PROF SERVICES ZBA MEA	R	08/07/25	08/07/25		8/7/2025
26-00252	08/07/25 ADPIN005 ADP, INC.									
1	ADP/TIME&ATT & PAYROLL SVCS	\$1,085.00	A -1325-435-300	E	FINANCE TREASURER - PAYROLL S	R	08/07/25	08/07/25		696754881
26-00253	08/07/25 AIRTI005 AIRTITE WHOLESALE BLDG MATERIA									
1	CONCRETE MIX FOR RECEIVERS	\$417.70	A -8540-414-000	E	DRAINAGE-MATERIALS & PIPE	R	08/07/25	08/07/25		61905
26-00254	08/08/25 MARKA010 MARK AQUINO									
1	FILING WITH ERIE COUNTY-REIMB	\$130.00	A -1420-471-000	E	LAW - MISCELLANEOUS LEGAL FEE	R	08/08/25	08/08/25		8/8/2025
26-00255	08/07/25 BXICO005 BXI CONSULTANTS, INC									
1	COLORLED PRINTS 6/18-7/17	\$3.89	A -1640-435-000	E	DEPT PUBLIC WORKS-CONTRACTL	R	08/07/25	08/07/25		260648
26-00256	08/08/25 CHART005 CHARTER COMMUNICATIONS									
1	BASIC TV DPW 6/12-8/11	\$84.48	A -1640-435-000	E	DEPT PUBLIC WORKS-CONTRACTL	R	08/08/25	08/08/25		141774001070725
26-00257	08/08/25 CJKRA005 C J KRANTZ TOPSOIL INC.									
1	8 YDS TOPSOIL STUMP REMOVAL	\$312.00	A -8560-475-000	E	SHADE TREES-UNCLASSIFIED	R	08/08/25	08/08/25		10-8101
26-00258	08/07/25 COREL010 CORELOGIC REAL ESTATE TAX SVC									
1	REFUND DOUBLE PMT 104.16-10-7	\$822.02	A -690-000	G	OVERPAYMENTS	R	08/07/25	08/07/25		2025

LANCASTER VILLAGE
Purchase Order Listing By P.O. Number

08/12/2025

11:06 AM

PO #	PO Date	Vendor	Contract	PO Type	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Enc Rcvd Date	Chk/Void Date	Invoice
26-00266	08/07/25	FLEET010	FLEETPRIDE INC.									
1	SOCKET FOR DPW MECHANICS		\$103.28	A -5110-419-000	E	STREETS MAINT-TOOLS & PAINT	R		08/07/25	08/07/25		127561419
26-00267	08/07/25	GRAIN005	GRAINGER									
1	SNOW FENCING,TRASHBAGS,TOWELS		\$86.04	A -1640-402-000	E	DEPT PUBLIC WORKS-JANITORIAL	R		08/07/25	08/07/25		9561400517
2	SNOW FENCING,TRASHBAGS,TOWELS		\$124.32	A -5110-452-000	E	STREETS MAINT-REPAIRS/MAINT:TI	R		08/07/25	08/07/25		9561400517
3	SNOW FENCING,TRASHBAGS,TOWELS		\$124.32	A -5132-452-000	E	SNOW REMOVAL-REPAIRS/MAINT:TI	R		08/07/25	08/07/25		9561400517
4	SNOW FENCING,TRASHBAGS,TOWELS		\$782.40	A -7550-402-000	E	CELEBRATIONS-INDEPENDENCE D	R		08/07/25	08/07/25		9561400517
			\$1,117.08									
26-00268	08/07/25	SMITH005	JENNIE HAUSER									
1	JULY MEETING - 2 LOCATIONS		\$80.00	A -8010-434-000	E	ZONING- PROF SERVICES ZBA MEM	R		08/07/25	08/07/25		8/7/2025
26-00269	08/11/25	HODGS010	HODGSON RUSS LLP									
1	GENERAL LABOR & EMP MATTERS		\$1,332.00	A -1010-435-300	E	BOARD OF TRUSTEES - SPECIAL C	R		08/11/25	08/11/25		1303404
26-00270	08/08/25	HOMED005	HOME DEPOT CREDIT SVCS									
1	PARTS&SUPPLIES JULY 2025		\$276.86	A -1640-450-000	E	DEPT PUBLIC WORKS GRGE-BUILD	R		08/08/25	08/08/25		JULY2025
2	PARTS&SUPPLIES JULY 2025		\$5,275.00	A -5110-200-000	E	STREETS MAINT-EQUIPMENT-MILT	R		08/08/25	08/08/25		JULY2025
3	PARTS&SUPPLIES JULY 2025		\$113.39	A -5110-419-000	E	STREETS MAINT-TOOLS & PAINT	R		08/08/25	08/08/25		JULY2025
4	PARTS&SUPPLIES JULY 2025		\$88.52	A -7110-414-000	E	PARKS-MATERIALS-OTHER	R		08/08/25	08/08/25		JULY2025
5	PARTS&SUPPLIES JULY 2025		\$29.94	A -7110-453-000	E	PARKS-REPAIRS TO EQUIPMENT	R		08/08/25	08/08/25		JULY2025
6	PARTS&SUPPLIES JULY 2025		\$223.48	A -7550-420-000	E	CELEBRATIONS-MISC OVERHEAD	R		08/08/25	08/08/25		JULY2025
			\$6,007.19									
26-00271	08/08/25	IRISH005	IRISH PROPANE CORPORATION									
1	PR20&PR30 PROPANE RENTAL		\$23.00	A -5110-434-000	E	STREETS MAINT-PAVING & RECON:	R		08/08/25	08/08/25		02629912
26-00272	08/07/25	JOEBA005	JOE BASIL CHEVROLET INC.									
1	REPAIR PART TRUCK 3		\$25.14	A -5110-452-000	E	STREETS MAINT-REPAIRS/MAINT:TI	R		08/07/25	08/07/25		671391
26-00273	08/07/25	KENSS005	KEN'S SERVICE & SALES, INC.									
1	REPAIR PARTS SCAG MOWER		\$77.99	A -7110-453-000	E	PARKS-REPAIRS TO EQUIPMENT	R		08/07/25	08/07/25		98928

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26-00274	08/07/25 KENWO005 KENWORTH NORTHEAST GROUP INC								
1	REPAIR PARTS TRUCK 57	\$230.78	A -5110-452-000	E	STREETS MAINT-REPAIRS/MAINT:TI	R	08/07/25 08/07/25		BI495849
26-00275	08/08/25 KENWO005 KENWORTH NORTHEAST GROUP INC								
1	REPAIR PARTS TRUCK 38	\$1,747.41	A -5110-452-000	E	STREETS MAINT-REPAIRS/MAINT:TI	R	08/08/25 08/08/25		BI496074
26-00276	08/07/25 LANDI005 LANDIS, DARILYN								
1	REFUND OVERPMT 115.11-16-17	\$986.42	A -690-000	G	OVERPAYMENTS	R	08/07/25 08/07/25		2025 TAX
26-00277	08/07/25 LAKES005 LAKESIDE CONCRETE SERVICES, IN								
1	STONE - CHIPS - SHELDON AVE.	\$31.00	A -5112-434-000	E	CONSL HWY IMPR PGR-PAVING & R	R	08/07/25 08/07/25		27949
26-00278	08/07/25 LANCA055 LANCASTER PLUMBING INC								
1	FILMING OF SEWER 48 MADISON ST	\$150.00	G -8120-455-000	E	SANITARY SEWERS-VIDEO INSPEC	R	08/07/25 08/07/25		9464
26-00279	08/08/25 LAWOFO10 LAW OFFICES OF JESSICA KULPIT								
1	JULY BILLING	\$1,485.00	A -1420-471-000	E	LAW - MISCELLANEOUS LEGAL FEE	R	08/08/25 08/08/25		JULY
26-00280	08/07/25 LERET005 LERETA, LLC								
1	REFUND OVERPMT 104.08-5-25	\$1,261.70	A -690-000	G	OVERPAYMENTS	R	08/07/25 08/07/25		2025 TAX
26-00281	08/08/25 MANNY005 MANNY'S ACE HARDWARE								
1	PARTS&SUPPLIES JULY 2025	\$32.28	A -1640-402-000	E	DEPT PUBLIC WORKS-JANITORIAL	R	08/08/25 08/08/25		JULY 2025
2	PARTS&SUPPLIES JULY 2025	\$113.95	A -5110-419-000	E	STREETS MAINT-TOOLS & PAINT	R	08/08/25 08/08/25		JULY 2025
3	PARTS&SUPPLIES JULY 2025	\$526.83	A -5110-434-000	E	STREETS MAINT-PAVING & RECON	R	08/08/25 08/08/25		JULY 2025
4	PARTS&SUPPLIES JULY 2025	\$43.33	A -5110-452-000	E	STREETS MAINT-REPAIRS/MAINT:TI	R	08/08/25 08/08/25		JULY 2025
5	PARTS&SUPPLIES JULY 2025	\$57.79	A -7110-414-000	E	PARKS-MATERIALS-OTHER	R	08/08/25 08/08/25		JULY 2025
6	PARTS&SUPPLIES JULY 2025	\$224.22	A -7110-453-000	E	PARKS-REPAIRS TO EQUIPMENT	R	08/08/25 08/08/25		JULY 2025
7	PARTS&SUPPLIES JULY 2025	\$819.03	A -7550-420-000	E	CELEBRATIONS-MISC OVERHEAD F	R	08/08/25 08/08/25		JULY 2025
8	PARTS&SUPPLIES JULY 2025	\$51.44	A -8540-414-000	E	DRAINAGE-MATERIALS & PIPE	R	08/08/25 08/08/25		JULY 2025
9	PARTS&SUPPLIES JULY 2025	\$63.39	A -8560-475-000	E	SHADE TREES-UNCLASSIFIED	R	08/08/25 08/08/25		JULY 2025
		<u>\$1,932.26</u>							

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26-00282	08/07/25	NEWEN005				NEW ENTERPRISE STONE & LIME CO							
1	ASPHALT				\$41,267.16	A -5112-434-000	E	CONSL HWY IMPR PGR-PAVING & F R		08/07/25	08/07/25		8628164
26-00283	08/07/25	NEWEN005				NEW ENTERPRISE STONE & LIME CO							
1	ASPHALT				\$5,172.20	A -5112-434-000	E	CONSL HWY IMPR PGR-PAVING & F R		08/07/25	08/07/25		8628163
26-00284	08/07/25	NEWEN005				NEW ENTERPRISE STONE & LIME CO							
1	ASPHALT				\$16,745.48	A -5112-434-000	E	CONSL HWY IMPR PGR-PAVING & F R		08/07/25	08/07/25		8627348
26-00285	08/07/25	NEWEN005				NEW ENTERPRISE STONE & LIME CO							
1	ASPHALT				\$145.16	A -5112-434-000	E	CONSL HWY IMPR PGR-PAVING & F R		08/07/25	08/07/25		8620836
26-00286	08/07/25	NEWEN005				NEW ENTERPRISE STONE & LIME CO							
1	ASPHALT				\$3,044.08	A -5112-434-000	E	CONSL HWY IMPR PGR-PAVING & F R		08/07/25	08/07/25		8624267
26-00287	08/07/25	NEWEN005				NEW ENTERPRISE STONE & LIME CO							
1	ASPHALT				\$41,202.45	A -5112-434-000	E	CONSL HWY IMPR PGR-PAVING & F R		08/07/25	08/07/25		8623420
26-00288	08/07/25	NEWEN005				NEW ENTERPRISE STONE & LIME CO							
1	ASPHALT				\$42,611.71	A -5112-434-000	E	CONSL HWY IMPR PGR-PAVING & F R		08/07/25	08/07/25		8624269
26-00289	08/07/25	NEWEN005				NEW ENTERPRISE STONE & LIME CO							
1	ASPHALT				\$5,625.23	A -5112-434-000	E	CONSL HWY IMPR PGR-PAVING & F R		08/07/25	08/07/25		8623419
26-00290	07/29/25	NYSAC010				NYSACC							
1	225 MEMBERSHIP	NYSACC			\$75.00	A -8090-401-000	E	ENVIRONMENTAL - OFFICE SUPPLI	R	07/29/25	07/29/25		2025
26-00291	08/07/25	NYSMU005				NYS MUNIC WORKER COMP ALLIANCE							
1	6/1/2025 - 5/31 2025 2ND INST.				\$72,992.25	A -9040-800-000	E	EMPLOYEE BENEFITS-WORKMANS	R	08/07/25	08/07/25		2ND INSTALLMENT
26-00292	08/07/25	NOCOE005				NOCO ENERGY CORP- FUELS							
1	UNLEADED FUEL				\$107.75	A -3989-417-000	E	BUILDING INSP-CODE OFCR FUEL	R	08/07/25	08/07/25		SP13098599
2	UNLEADED FUEL				\$377.60	A -5110-416-000	E	STREETS MAINT-GASOLINE & OIL	R	08/07/25	08/07/25		SP13098599

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26-00292	08/07/25	NOCOE005	NOCO ENERGY CORP- FUELS					Account Continued					
3	UNLEADED FUEL				\$298.89	A-8160-416-000	E	REFUSE & GARBAGE-GASOLINE & OIL	R	08/07/25	08/07/25		SP13098599
4	UNLEADED FUEL				\$211.23	A-8170-416-000	E	STREET CLEANING-GASOLINE & OIL	R	08/07/25	08/07/25		SP13098599
5	UNLEADED FUEL				\$168.83	A-7110-416-000	E	PARKS-GAS & OIL	R	08/07/25	08/07/25		SP13098599
6	UNLEADED FUEL				\$121.34	G-8120-416-000	E	SANITARY SEWERS-FUEL & LUBE	R	08/07/25	08/07/25		SP13098599
					\$1,285.64								
26-00293	08/07/25	NOCOE005	NOCO ENERGY CORP- FUELS										
1	DIESEL FUEL				\$241.06	A-5110-416-000	E	STREETS MAINT-GASOLINE & OIL	R	08/07/25	08/07/25		SP13101549
2	DIESEL FUEL				\$241.06	A-5132-416-000	E	SNOW REMOVAL-GASOLINE & OIL	R	08/07/25	08/07/25		SP13101549
3	DIESEL FUEL				\$241.06	A-7110-416-000	E	PARKS-GAS & OIL	R	08/07/25	08/07/25		SP13101549
4	DIESEL FUEL				\$241.06	A-8160-416-000	E	REFUSE & GARBAGE-GASOLINE & OIL	R	08/07/25	08/07/25		SP13101549
5	DIESEL FUEL				\$241.05	A-8540-416-000	E	DRAINAGE-GASOLINE & OIL	R	08/07/25	08/07/25		SP13101549
6	DIESEL FUEL				\$241.05	A-8560-416-000	E	SHADE TREES-GASOLINE & OIL	R	08/07/25	08/07/25		SP13101549
7	DIESEL FUEL				\$241.05	G-8120-416-000	E	SANITARY SEWERS-FUEL & LUBE	R	08/07/25	08/07/25		SP13101549
					\$1,687.39								
26-00294	08/07/25	N0000015	NY SEG										
1	37 CENTRAL 6/26-7/25				\$56.53	A-7550-400-000	E	CELEBRATIONS-CONTRACTUAL EX	R	08/07/25	08/07/25		10047932537
26-00295	08/07/25	N0000015	NY SEG										
1	16 WEST MAIN ST.				\$53.51	A-8510-438-000	E	BEAUTIFICATION - CBD TREES / RE	R	08/07/25	08/07/25		10047932537
26-00296	08/07/25	N0000015	NY SEG										
1	5386 BROADWAY REAR				\$344.98	A-7110-441-000	E	PARKS-WATER	R	08/07/25	08/07/25		10052259743
26-00297	08/08/25	STATE005	STATE COMPTROLLER-JUSTICE FUND										
1	VILLAGE SHARE JUNE 2025				\$1,810.25	T-061-000	G	TRUST FUND, COURT & TRUST	R	08/08/25	08/08/25		JUNE 2025
26-00298	08/07/25	PTBRE005	PTB REAL ESTATE, LLC										
1	REFUND OVERPMT 115.10-4-1				\$20.00	A-690-000	G	OVERPAYMENTS	R	08/07/25	08/07/25		2025 TAX
26-00299	08/07/25	QUEEN005	QUEEN CITY VACUUM CLEANER CENT										
1	FILTERS DPW VACUUMS				\$32.94	A-1640-402-000	E	DEPT PUBLIC WORKS-JANITORIAL	R	08/07/25	08/07/25		14865

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26-00300	08/07/25	SCRAN005	SCRANTON'S THRUWAY BUILDERS SU										
1		SPRAYERS FOR PAVING TACK COAT	\$255.55	A -5110-434-000	E			STREETS MAINT-PAVING & RECON	R	08/07/25	08/07/25		125-105610
26-00301	08/07/25	SHERIDAN HR LLC											
1		HR CONSULTING - AUGUST 2025	\$2,700.00	A -1010-435-600	E			BOARD OF TRUSTEES - H/R CONSL	R	08/07/25	08/07/25		3224
26-00302	08/07/25	SIEJAK, RICHARD											
1		REIMBURSEMENT NYS AFC 2025	\$304.81	A -3411-470-000	E			FIRE DEPT-TRAINING	R	08/07/25	08/07/25		NYS AFC 2025
26-00303	08/04/25	SIUDA005	SIUDA, JORDAN										
1		REIMBURSEMENT OFFICE SUPPLIES	\$205.63	A -1110-401-000	E			VILLAGE JUSTICE - OFFICE SUPPLI	R	08/04/25	08/04/25		112-5765195
26-00304	08/07/25	BEEGR005	SMG-BATAVIA, LLC										
1		NOTICE RE: AMENDING FENCE HT.	\$80.96	A -1325-430-000	E			FINANCE TREASURER - PRINTING	R	08/07/25	08/07/25		TQMLV3QU-001
26-00305	08/07/25	STATE010	STATE INDUSTRIAL PRODUCTS										
1		RESTOCK DPW CLEANERS	\$482.99	A -1640-402-000	E			DEPT PUBLIC WORKS-JANITORIAL	R	08/07/25	08/07/25		903865398
26-00306	08/07/25	TECHN015	TECHNET MSP LLC										
1		COMP NETWORK MAINT AGREEMENT	\$4,189.00	A -1325-435-200	E			FINANCE TREASURER - SVC MAINT	R	08/07/25	08/07/25		1816
2		COMP NETWORK MAINT AGREEMENT	\$1,653.00	A -3411-477-000	E			FIRE DEPT-RED ALERT PROG/INFO	R	08/07/25	08/07/25		1816
			<u>\$5,842.00</u>										
26-00307	08/07/25	THOMS005	THOMSON REUTERS - WEST PAYMENT										
1		ONLINE SOFTWARE/SUBSC. 07/25	\$161.75	A -1420-409-000	E			LAW - LAW BOOKS	R	08/07/25	08/07/25		852309601
26-00308	08/07/25	TONYM005	TONY MARTIN AWARDS INC.										
1		CAR SHOW AWARDS	\$120.00	A -7550-420-000	E			CELEBRATIONS-MISC OVERHEAD	R	08/07/25	08/07/25		93781
26-00309	08/07/25	TROST005	TROST FIRE EQUIP.COMP.,INC.										
1		DPW/LMB/NEFH ALARM MAINTENANCE	\$754.10	A -1640-437-000	E			DEPT PUBLIC WORKS GRGE-FIRE	R	08/07/25	08/07/25		11027
2		DPW/LMB/NEFH ALARM MAINTENANCE	\$74.00	A -1620-437-000	E			SHARED SERVICES - FIRE ALARM	R	08/07/25	08/07/25		11027

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26-00309	08/07/25	TROST005	TROST FIRE EQUIP.COMP.,INC.					Account Continued					
3	DPW/LMB/NEFH ALARM MAINTENANCE		\$103.50	A -1621-437-000	E			NORTH END FIRE HALL-FIRE ALARM	R	08/07/25	08/07/25		11027
			<u>\$931.60</u>										
26-00310	08/07/25	ULLMA005	CATHEY ULLMAN										
1	REIMBURSEMENT NYSAFC 2025		\$308.89	A -3411-470-000	E			FIRE DEPT-TRAINING	R	08/07/25	08/07/25		NYSAFC 2025
26-00311	08/07/25	UNITE005	UNITED RENTALS NORTH AMERICA I										
1	HANDICAP PORTABLE RESTROOM		\$385.00	A -7110-414-000	E			PARKS-MATERIALS-OTHER	R	08/07/25	08/07/25		348249965-003
26-00312	08/08/25	VERIZ015	VERIZON										
1	DPW FLEET TRACKING SOFTWARE		\$147.75	A -5110-435-000	E			STREETS MAINT-SERVICES MAINT	R	08/08/25	08/08/25		614000073674
2	DPW FLEET TRACKING SOFTWARE		\$147.75	A -5132-430-000	E			SNOW REMOVAL-CONTRACTUAL S	R	08/08/25	08/08/25		614000073674
3	DPW FLEET TRACKING SOFTWARE		\$147.75	A -7110-414-000	E			PARKS-MATERIALS-OTHER	R	08/08/25	08/08/25		614000073674
4	DPW FLEET TRACKING SOFTWARE		\$147.75	A -8560-476-000	E			SHADE TREES-CONTR REMOVAL B	R	08/08/25	08/08/25		614000073674
5	DPW FLEET TRACKING SOFTWARE		\$147.75	G -8120-435-000	E			SANITARY SEWERS-CONTRACTUAL	R	08/08/25	08/08/25		614000073674
			<u>\$738.75</u>										
26-00313	08/11/25	VERIZ010	VERIZON WIRELESS										
1	PHONES AUGUST 2025		\$82.64	A -1010-485-000	E			BOARD OF TRUSTEES - CELL PHONE	R	08/11/25	08/11/25		6119894813
2	PHONES AUGUST 2025		\$31.25	A -1325-485-000	E			FINANCE TREASURER - CELL PHONE	R	08/11/25	08/11/25		6119894813
3	PHONES AUGUST 2025		\$31.25	A -1640-485-000	E			DEPT PUBLIC WORKS GARAGE-CE	R	08/11/25	08/11/25		6119894813
4	PHONES AUGUST 2025		\$69.24	A -3990-476-000	E			DISASTER PREP-MOBILE PH & DAT.	R	08/11/25	08/11/25		6119894813
5	PHONES AUGUST 2025		\$37.99	A -3989-485-000	E			BUILDING INSPECTION-CELL PHONE	R	08/11/25	08/11/25		6119894813
6	PHONES AUGUST 2025		\$303.92	A -3411-485-000	E			FIRE DEPT - CELL PHONES / DATA F	R	08/11/25	08/11/25		6119894813
7	PHONES AUGUST 2025		\$40.00	A -8560-475-000	E			SHADE TREES-UNCLASSIFIED	R	08/11/25	08/11/25		6119894813
8	PHONES AUGUST 2025		\$37.99	G -8115-485-000	E			ADMINISTRATION-CELL PHONE	R	08/11/25	08/11/25		6119894813
			<u>\$634.28</u>										
26-00314	08/07/25	VISCO05	VISCO, SUSAN										
1	REFUND OVERPMT 104.16-9-33		\$16.65	A -690-000	G			OVERPAYMENTS	R	08/07/25	08/07/25		2025 TAX
26-00315	08/07/25	VOLPE005	JAMES F. VOLPE										
1	JULY MEETING - 2 LOCATIONS		\$80.00	A -8010-434-000	E			ZONING- PROF SERVICES ZBA MEA	R	08/07/25	08/07/25		8/7/2025

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26-00316	08/01/25	WEXBA010	WEX BANK										
1	FUEL FOR CHIEF & RESCUE 7 VEH				\$630.22	A -3411-416-000	E	FIRE DEPT-GASOLINE & OIL	R	08/01/25	08/01/25		106383314
26-00317	08/07/25	WMSCH005	WM SCHUTT & ASSOCIATES, PC										
1	SVCS RENDERED THRU 7/26/25				\$1,810.00	A -1010-435-900	E	BOARD OF TRUSTEES - ENGINEER	R	08/07/25	08/07/25		35043
26-00318	08/07/25	WMCOR005	WM CORPORATE SERVICES INC										
1	JULY 2025				\$850.55	A -8160-434-000	E	REFUSE & GARBAGE-CONTRACT	S R	08/07/25	08/07/25		5156778-1342-7
26-00319	08/11/25	CHART005	CHARTER COMMUNICATIONS										
1	LMB/DPW/NEFH PHONES AUGUST 25				\$161.40	A -1620-439-000	E	SHARED SERVICES - TELEPHONE	R	08/11/25	08/11/25		063270401080125
2	LMB/DPW/NEFH PHONES AUGUST 25				\$30.74	A -1621-439-000	E	NORTH END FIRE HALL - TELEPHOI	R	08/11/25	08/11/25		063270401080125
3	LMB/DPW/NEFH PHONES AUGUST 25				\$96.94	A -1640-431-000	E	DEPT PUBLIC WORKS - TELEPHON	R	08/11/25	08/11/25		063270401080125
					<u>\$289.08</u>								
Total Purchase Orders:					69	Total P.O. Line Items:	121	Total List Amount:	\$273,012.04	Total Void Amount:	\$0.00		

Totals by Year-Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
	6-A	\$267,387.27	\$0.00	\$3,106.79	\$270,494.06
	6-G	\$707.73	\$0.00	\$0.00	\$707.73
	6-T	\$0.00	\$0.00	\$1,810.25	\$1,810.25
Total Of All Funds:		\$268,095.00	\$0.00	\$4,917.04	\$273,012.04
Totals by Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
	A	\$267,387.27	\$0.00	\$3,106.79	\$270,494.06
	G	\$707.73	\$0.00	\$0.00	\$707.73
	T	\$0.00	\$0.00	\$1,810.25	\$1,810.25
Total Of All Funds:		\$268,095.00	\$0.00	\$4,917.04	\$273,012.04

LANCASTER VILLAGE
Purchase Order Listing By P.O. Number

08/11/2025

10:49 AM

Ranges		Item Status		Purchase Types		Misc	
Range: First to Last		Open: N		Bid: Y		P.O. Type: All	
Rcvd Batch Id Range: First to Last		Void: N		State: Y		Format: Detail without Line Item Notes	
Encumbrance Date Range: First to 05/31/26		Paid: N		Other: Y		Include Non-Budgeted: Y	
		Held: N		Exempt: Y		Prior Year Only: N	
		Apv: N				* Means Prior Year Line:	
		Rcvd: Y				Vendors: All	
PO #	PO Date	Vendor	Contract	PO Type			
Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Enc Rcvd Chk/Void Date Date Invoice
25-01626	05/31/25 ULLMA005	CATHEY ULLMAN					
1	NYS CHAPLIN CONFERENCE ULLMAN	\$161.28	A-3411-470-000	E	FIRE DEPT-TRAINING	R	05/31/25 05/31/25 CHAPLINS CONF.
Total Purchase Orders:		1	Total P.O. Line Items:		1	Total List Amount: \$161.28 Total Void Amount: \$0.00	

10

Totals by Year-Fund				
Fund Description	Fund	Expend Total	Revenue Total	G/L Total
Total Of All Funds:	5-A	\$161.28	\$0.00	\$0.00
		\$161.28	\$0.00	\$0.00
				\$161.28
Totals by Fund				
Fund Description	Fund	Expend Total	Revenue Total	G/L Total
Total Of All Funds:	A	\$161.28	\$0.00	\$0.00
		\$161.28	\$0.00	\$0.00
				\$161.28

Batch Id: PAYROLL Batch Date: 08/01/25 Batch Type: Recurring

Account No. Account Description	Type	Entry Description	Amount	Tracking Id	Seq
A -1010-100-000 BOARD OF TRUSTEES - PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/1/2025 Cr: A -200-000 CASH	1,553.82		1
A -1110-100-000 VILLAGE JUSTICE - PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/1/2025 Cr: A -200-000 CASH	2,721.82		2
A -1210-100-000 EXECUTIVE MAYOR - PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/1/2025 Cr: A -200-000 CASH	575.43		3
A -1325-100-000 FINANCE TREASURER - PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/1/2025 Cr: A -200-000 CASH	5,547.07		4
A -1420-100-000 LAW - PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/1/2025 Cr: A -200-000 CASH	2,065.77		5
A -1620-100-000 SHARED SERVICES - PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/1/2025 Cr: A -200-000 CASH	364.25		6
A -1621-100-000 NORTH END FIRE HALL - PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/1/2025 Cr: A -200-000 CASH	100.75		7
A -1640-100-000 DEPT PUBLIC WORKS -PERSONAL SERVICE Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/1/2025 Cr: A -200-000 CASH	12,694.44		8
A -3411-100-000 FIRE DEPARTMENT - PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/1/2025 Cr: A -200-000 CASH	230.77		10
A -3620-100-000 SAFETY INSPECTION-PERSONAL SERVICES Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 8/1/2025 Cr: A -522-000 EXPENDITURE CONTROL	0.00		11
A -3989-100-000 BUILDING INSP-PERSONAL SVCS-CODE ENFCMT Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 8/1/2025 Cr: A -522-000 EXPENDITURE CONTROL	0.00		12
A -3990-100-000 DISASTER PREPAREDNESS-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/1/2025 Cr: A -200-000 CASH	144.23		13
A -4020-100-000 REGISTRAR VITAL STATS-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/1/2025 Cr: A -200-000 CASH	184.60		14

Account No. Account Description	Type	Entry Description	Amount	Tracking Id	Seq
A -5010-100-000 STREETS ADMINISTRATION-PERSONAL SVCS Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/1/2025 Cr: A -200-000 CASH	7,443.61		15
A -5110-100-000 STREETS MAINT-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/1/2025 Cr: A -200-000 CASH	29,138.96		16
A -5132-100-000 SNOW REMOVAL-PERSONAL SERVICES Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 8/1/2025 Cr: A -522-000 EXPENDITURE CONTROL	0.00		17
A -7110-100-000 PARKS-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/1/2025 Cr: A -200-000 CASH	888.25		18
A -7550-100-000 CELEBRATIONS-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/1/2025 Cr: A -200-000 CASH	1,000.00		19
A -7550-102-000 DPW - Overtime Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/1/2025 Cr: A -200-000 CASH	1,213.32		20
A -7550-103-000 DPW - Regular Time Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/1/2025 Cr: A -200-000 CASH	276.26		21
A -8020-100-000 PLANNING-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/1/2025 Cr: A -200-000 CASH	90.00		22
A -8160-100-000 REFUSE & GARBAGE-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/1/2025 Cr: A -200-000 CASH	2,664.52		23
A -8170-100-000 STREET CLEANING-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/1/2025 Cr: A -200-000 CASH	1,063.32		24
A -8540-100-000 DRAINAGE-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/1/2025 Cr: A -200-000 CASH	1,890.53		25
A -8560-100-000 SHADE TREES-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/1/2025 Cr: A -200-000 CASH	2,504.69		26
A -8989-100-000 ECONOMIC DEV-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/1/2025 Cr: A -200-000 CASH	96.13		27

Account No. Account Description	Type	Entry Description	Amount	Tracking Id	Seq
A -9060-800-000 EMPLOYEE BENEFITS-HOSPITAL & MEDICAL INS Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 8/1/2025 Cr: A -522-000 EXPENDITURE CONTROL	786.13-		28
A -5010-405-000 STREETS ADMINISTRATION-MEAL ALLOWANCE Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 8/1/2025 Cr: A -522-000 EXPENDITURE CONTROL	0.00		29
A -5132-405-000 SNOW REMOVAL-MEAL ALLOWANCES Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 8/1/2025 Cr: A -522-000 EXPENDITURE CONTROL	0.00		30
G -8115-100-000 ADMINISTRATION-PERSONAL SERVICES Db: G -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/1/2025 Cr: G -200-000 CASH	3,176.74		31
G -8120-100-000 SANITARY SEWERS-PERSONAL SERVICES Db: G -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/1/2025 Cr: G -200-000 CASH	2,994.49		32
G -8115-405-000 ADMINISTRATION-MEAL ALLOWANCE Db: G -200-000 CASH	Expenditure	Payroll charges for paydate 8/1/2025 Cr: G -522-000 EXPENDITURE CONTROL	0.00		33
A -3120-100-000 POLICE-PERSONAL SVCS-CROSSING GUARDS Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 8/1/2025 Cr: A -522-000 EXPENDITURE CONTROL	0.00		35
A -1640-403-000 DEPT PUBLIC WORKS - UNIFORMS Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 8/1/2025 Cr: A -522-000 EXPENDITURE CONTROL	0.00		36
A -9030-800-000 EMPLOYEE BENEFITS-SOCIAL SECURITY Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 8/1/2025 Cr: A -522-000 EXPENDITURE CONTROL	0.00		37
A -9030-800-000 EMPLOYEE BENEFITS-SOCIAL SECURITY Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 8/1/2025 Cr: A -522-000 EXPENDITURE CONTROL	0.00		38
A -1640-100-000 DEPT PUBLIC WORKS -PERSONAL SERVICE Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 8/1/2025 Cr: A -522-000 EXPENDITURE CONTROL	0.00		39
A -1640-100-000 DEPT PUBLIC WORKS -PERSONAL SERVICE Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 8/1/2025 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 7/18/2025 Cr: A -200-000 CASH	2,626.54		41

WARNING: This account would have a negative balance: A -7550-100-000. Balance would be: 13,760.95-.

Fund Description	Fund	Expenditures	Reimbursements	Transfer In	Transfer Out	Cancel	Encumbrances
	A	76,292.95	0.00	0.00	0.00	0.00	0.00
	G	6,171.23	0.00	0.00	0.00	0.00	0.00
Total of All Funds:		82,464.18	0.00	0.00	0.00	0.00	0.00

	Entries	Amount
Expenditures:	39	82,464.18
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.

August 12, 2025
12:28 PM

LANCASTER VILLAGE
Expenditure Entry Verification Listing

Page No: 1

Batch Id: FICA Batch Date: 08/01/25 Batch Type: Recurring

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 8/1/2025 Cr: A -200-000 CASH	5,896.55		1
G -9030-800-000 EMPLOYEE BENEFIT-SOCIAL SECURITY Db: G -522-000 EXPENDITURE CONTROL	Expenditure	Accrued FICA paydate 8/1/2025 Cr: G -200-000 CASH	472.10		2

Fund Description	Fund	Expenditures	Reimbursements	Transfer In	Transfer Out	Cancel	Encumbrances
	A	5,896.55	0.00	0.00	0.00	0.00	0.00
	G	472.10	0.00	0.00	0.00	0.00	0.00
Total Of All Funds:		6,368.65	0.00	0.00	0.00	0.00	0.00

	Entries	Amount
Expenditures:	2	6,368.65
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.

ABSTRACT

September 08, 2025

#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

August 26, 2025 to September 08, 2025

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 \$ ¹⁸⁹~~192~~,948.62
SEWER FUND -----in the amount of \$ 13,087.71
TRUST FUND -----in the amount of \$ 450.12
CAPITAL FUND -----in the amount of \$ 2,629.36
EQUIPMENT RESERVE -----in the amount of \$
COMMUNITY DEVELOPMENT -----in the amount of \$
SPECIAL REPAIR RESERVE FUND ----in the amount of \$

TOTAL ^{\$ 206,115.81}
~~209,115.81~~

For the period from August 12, 2025

to

August 25
September 08, 2025

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.....	60
General Fund Ck#.....	93361-93412
Sewer Fund Ck#.....	12299-12305
Trust Fund Ck#.....	2616
Capital Fund Ck#.....	1961
Community Development Fund Ck#	

Mayor William Schroeder

Abstract Summary of Funds

Board Meeting Date: July 25, 2025

	<u>General Fund (A)</u>	<u>Sewer Fund (G)</u>	<u>Trust Fund (T)</u>	<u>Capital Fund (H)</u>
Vouchers Paid by Check				
2025-2026 Budget	\$ 70,970.15	\$ 5,300.85	\$ 450.12	
PrePaid A	\$ 65.00			
PrePaid B	\$ <u>36,834.00</u>			
A/P Vouchers A				\$ 2,629.36
A/P Vouchers B	\$ 2,378.05	\$ 329.07		
Payroll Voucher 8/15/2025	\$ 71,351.48	\$ 6,927.82		
FICA Voucher 8/15/2025	\$ 5,519.18	\$ 529.97		
June Credit Card	3830.76			
TOTALS	\$ <u>189,192,948.62</u>	\$ 13,087.71	\$ 450.12	\$ 2,629.36

TOTAL ALL FUNDS **\$ 206,115.81**

LANCASTER VILLAGE

Purchase Order Listing By P.O. Number

08/25/2025

03:53 PM

Ranges

Range: First to Last
Rcvd Batch Id Range: First to Last
Encumbrance Date Range: First to 05/31/26

Item Status Purchase Types Misc

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

PO # PO Date Vendor

Contract PO Type

Item Description Amount Charge Account Acct Type Description Stat/Chk First Enc Rcvd Date Chk/Void Date Invoice

26-00322 08/13/25 ALLEI005 JAMES ALLEIN

1 HPC MEETING PLAN COMM LIASON \$50.00 A -7520-434-000 E HIST DIST-PROF SVC-HPC SECRET. R 08/13/25 08/13/25 8/13/2025

26-00323 08/17/25 AMAZO010 AMAZON CAPITAL SERVICES

1 PRINTING SUPP, LIGHT, BATT ETC \$123.64 A -3411-436-000 E FIRE DEPT-POSTAGE R 08/17/25 08/17/25 1KP9-PFL7-LQK3
2 PRINTING SUPP, LIGHT, BATT ETC \$139.14 A -3411-439-000 E FIRE DEPT-FIRE POLICE R 08/17/25 08/17/25 13Y3-CVD-9YGR
3 PRINTING SUPP, LIGHT, BATT ETC \$115.98 A -3411-260-350 E FIRE DEPT-BATTERIES R 08/17/25 08/17/25 1NHR-9911-JJQF
\$378.76

26-00324 08/22/25 AMAZO010 AMAZON CAPITAL SERVICES

1 COMMERCIAL ENTR RUG DPW \$120.95 A -1640-450-000 E DEPT PUBLIC WORKS GRGE-BUILD R 08/22/25 08/22/25 1RNX-VFGD-HWM3
2 CUT RESISTANT GLOVES TREE CREW \$223.60 A -5010-442-000 E STREETS ADMINISTRATION-SAFET R 08/22/25 08/22/25 13H4-M4LC-6LXQ
3 PET WASTE BAG REFILLS \$257.98 A -7110-414-000 E PARKS-MATERIALS-OTHER R 08/22/25 08/22/25 19VV-RG7J-3V3L
4 6FT ULTRA SLING ROPE TREE CREW \$186.99 A -8560-250-000 E SHADE TREES-OTHER EQUIPMENT-R R 08/22/25 08/22/25 141R-36LL-PDKM
\$789.52

26-00325 08/21/25 AMAZO010 AMAZON CAPITAL SERVICES

1 INK, TRASH CAN LIDS, ETAL \$42.95 A -1325-401-000 E FINANCE TREASURER - OFFICE SU R 08/21/25 08/21/25 VARIOUS
2 INK, TRASH CAN LIDS, ETAL \$113.38 A -5010-402-000 E STREETS ADMINISTRATION-OFFICE R 08/21/25 08/21/25 VARIOUS
3 INK, TRASH CAN LIDS, ETAL \$93.59 A -7110-414-000 E PARKS-MATERIALS-OTHER R 08/21/25 08/21/25 VARIOUS
4 INK, TRASH CAN LIDS, ETAL \$881.79 A -8160-453-000 E REFUSE & GARBAGE-EQUIPMENT I R 08/21/25 08/21/25 VARIOUS
5 INK, TRASH CAN LIDS, ETAL \$65.90 A -8510-401-000 E BEAUTIFICATION - SUPPLIES & MAI R 08/21/25 08/21/25 VARIOUS
\$1,197.61

26-00326 08/21/25 ASHLA005 ASHLAND PEST CONTROL INC

LANCASTER VILLAGE
Purchase Order Listing By P.O. Number

08/25/2025

03:53 PM

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
26-00334	08/22/25 CSEAE005 C S E A EMPLOYEE BENEFIT FUND				Account Continued					
1	DENTAL & VISION SEPT 2025	\$450.12	T -020-000	G	MEDICAL INSURANCE	R	08/22/25	08/22/25		SEPT 2025
2	DENTAL & VISION SEPT 2025	\$593.13	G -9060-800-000	E	EMPLOYEE BENEFIT-HOSPITAL & M	R	08/22/25	08/22/25		SEPT 2025
3	DENTAL & VISION SEPT 2025	\$4,008.90	A -9060-800-000	E	EMPLOYEE BENEFITS-HOSPITAL & R	R	08/22/25	08/22/25		SEPT 2025
		<u>\$5,052.15</u>								
26-00335	08/22/25 DELAG005 DELAGE LANDEN FINANCIAL SVC									
1	DOCUWARE SOFTWARE SEPT 2025	\$710.00	A -1325-435-200	E	FINANCE TREASURER - SVC MAINT	R	08/22/25	08/22/25		591661723
26-00336	08/22/25 DELFT005 DELFT PRINTING INC.									
1	NEWSLETTER, LETTER FOLDING SEW	\$1,448.81	A -1010-430-000	E	BOARD OF TRUSTEES - PRINTING	R	08/22/25	08/22/25		25-41373
2	NEWSLETTER, LETTER FOLDING SEW	\$586.00	G -8115-430-020	E	PRINTING - CTO	R	08/22/25	08/22/25		25-41373
		<u>\$2,034.81</u>								
26-00337	08/17/25 DIVAL005 DIVAL SAFETY EQUIP. INC.									
1	PATCH FOR ASSIST CHIEF, ETC	\$146.26	A -3411-260-200	E	FIRE DEPT-HELMETS/SUPPLIES	R	08/17/25	08/17/25		3754977
2	PATCH FOR ASSIST CHIEF, ETC	\$144.50	A -3411-260-230	E	FIRE DEPT-FIRE EXTINGUISHERS	R	08/17/25	08/17/25		3760107
		<u>\$290.76</u>								
26-00338	08/22/25 DIVAL005 DIVAL SAFETY EQUIP. INC.									
1	RESTOCK ON DPW FIRST AID	\$100.21	A -5010-442-000	E	STREETS ADMINISTRATION-SAFET	R	08/22/25	08/22/25		11109925
26-00339	08/08/25 EATON005 EATON OFFICE SUPPLY									
1	OFFICE SUP COPY PAPER, COURT	\$104.36	A -1110-401-000	E	VILLAGE JUSTICE - OFFICE SUPPLI	R	08/08/25	08/08/25		PINV1286149
26-00340	08/13/25 ECKER005 EMMA ECKERT									
1	SECRETARY DUTIES	\$195.00	A -7520-434-000	E	HIST DIST-PROF SVC-HPC SECRET.	R	08/13/25	08/13/25		8/13/2025
26-00341	08/22/25 EATON005 EATON OFFICE SUPPLY									
1	PENS, TISSUE, PAPER CLERKS OFF	\$106.26	A -1325-401-000	E	FINANCE TREASURER - OFFICE SU	R	08/22/25	08/22/25		PINV1288281
26-00342	08/22/25 ECIDA005 ECIDA									
1	CLMSMRT/H20-GRANT WRITTING	\$3,900.00	A -1010-435-400	E	BOARD OF TRUSTEES - GRANT WF	R	08/22/25	08/22/25		1266

26-00351 08/21/25 JOEBA005 JOE BASIL CHEVROLET INC.

LANCASTER VILLAGE
Purchase Order Listing By P.O. Number

08/25/2025

03:53 PM

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
26-00351	08/21/25 JOEBA005 JOE BASIL CHEVROLET INC.				Account Continued					
1	REPAIR PRT - TRUCK 47	\$563.29	A -5110-452-000	E	STREETS MAINT-REPAIRS/MAINT:TI	R	08/21/25	08/21/25		672450
26-00352	08/13/25 KACAL005 KACALA, JEANINE									
1	HPC MEETING COMMISSION MBR	\$100.00	A -7520-434-000	E	HIST DIST-PROF SVC-HPC SECRET.	R	08/13/25	08/13/25		8/13/2025
26-00353	08/13/25 JOSEP005 JOSEPH KEEFE, ESQ									
1	HPC MEETING COMMISSION MBR	\$100.00	A -7520-434-000	E	HIST DIST-PROF SVC-HPC SECRET.	R	08/13/25	08/13/25		8/13/2025
26-00354	08/22/25 KENWO005 KENWORTH NORTHEAST GROUP INC									
1	FRONT ABS MOD REPLMNT TRUCK41	\$539.94	A -5110-452-000	E	STREETS MAINT-REPAIRS/MAINT:TI	R	08/22/25	08/22/25		BI496940
2	FRONT ABS MOD REPLMNT TRUCK41	\$539.94	A -5132-452-000	E	SNOW REMOVAL-REPAIRS/MAINT:TI	R	08/22/25	08/22/25		BI496940
		<u>\$1,079.88</u>								
26-00355	08/13/25 MEYER005 MICHAEL MEYER									
1	HPC MEETING CHAIR	\$125.00	A -7520-434-000	E	HIST DIST-PROF SVC-HPC SECRET.	R	08/13/25	08/13/25		8/13/2025
26-00356	08/21/25 NAPAA010 NAPA AUTO PARTS									
1	PARTS/SUPPL MAY JUNE JULY 2025	\$716.18	A -3411-456-000	E	FIRE DEPT-REPAIRS & MAINT BY DI	R	08/21/25	08/21/25		MAY/JUN/JUL2025
2	PARTS/SUPPL MAY JUNE JULY 2025	\$216.06	A -5110-419-000	E	STREETS MAINT-TOOLS & PAINT	R	08/21/25	08/21/25		MAY/JUN/JUL2025
3	PARTS/SUPPL MAY JUNE JULY 2025	\$1,125.69	A -5110-452-000	E	STREETS MAINT-REPAIRS/MAINT:TI	R	08/21/25	08/21/25		MAY/JUN/JUL2025
4	PARTS/SUPPL MAY JUNE JULY 2025	\$431.79	A -7110-453-000	E	PARKS-REPAIRS TO EQUIPMENT	R	08/21/25	08/21/25		MAY/JUN/JUL2025
5	PARTS/SUPPL MAY JUNE JULY 2025	\$139.26	A -8160-453-000	E	REFUSE & GARBAGE-EQUIPMENT I	R	08/21/25	08/21/25		MAY/JUN/JUL2025
6	PARTS/SUPPL MAY JUNE JULY 2025	\$468.81	G -8120-453-000	E	SANITARY SEWERS-REPAIRS & MA	R	08/21/25	08/21/25		MAY/JUN/JUL2025
		<u>\$3,097.79</u>								
26-00357	08/22/25 NATIO015 NATIONAL FUEL									
1	NAT FUEL LMB ACCT	\$28.39	A -1620-440-000	E	SHARED SERVICES - GAS	R	08/22/25	08/22/25		309086603
26-00358	08/21/25 NATIO015 NATIONAL FUEL									
1	NAT FUEL NEFH ACCT	\$45.34	A -1640-440-000	E	DEPT PUBLIC WORKS GARAGE-GA	R	08/21/25	08/21/25		3722332 03
26-00359	08/21/25 NEWEN005 NEW ENTERPRISE STONE & LIME CO									
1	HOT PATCH FOR VILL ST REPAIRS	\$302.83	A -5110-434-000	E	STREETS MAINT-PAVING & RECON:	R	08/21/25	08/21/25		8640910

LANCASTER VILLAGE
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PO # PO Date Vendor Contract PO Type

Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
26-00360	08/21/25 NIAGA005 NIAGARA FRONTIER EQUIP SALES I									
1	NEW BELTS FOR SCAG MOWER	\$252.12	A -5110-452-000	E	STREETS MAINT-REPAIRS/MAINT:TI	R	08/21/25	08/21/25		P93477
26-00361	08/21/25 N0000015 N Y S E G									
1	NYSEG CENTRAL/BRADY SGL	\$47.31	A -5182-438-000	E	STREET LIGHTING-HWY LIGHTING-	R	08/21/25	08/21/25		10011749818
26-00362	08/21/25 N0000015 N Y S E G									
1	NYSEG ST LTG R3 DPW	\$3,788.85	A -5182-438-000	E	STREET LIGHTING-HWY LIGHTING-	R	08/21/25	08/21/25		10013627707
26-00363	08/21/25 N0000015 N Y S E G									
1	NYSEG 34 CENTRAL AVE	\$67.36	A -7110-438-000	E	PARKS-ELECTRIC	R	08/21/25	08/21/25		10017803635
26-00364	08/21/25 N0000015 N Y S E G									
1	NYSEG 5 AURORA ST	\$150.56	A -5182-438-000	E	STREET LIGHTING-HWY LIGHTING-	R	08/21/25	08/21/25		10017804781
26-00365	08/21/25 N0000015 N Y S E G									
1	NYSEG 69 LAKE AVE P13-1	\$26.87	A -7110-438-000	E	PARKS-ELECTRIC	R	08/21/25	08/21/25		10038596887
26-00366	08/21/25 N0000015 N Y S E G									
1	NYSEG CENTRAL/W MAIN ST	\$29.23	A -7550-400-000	E	CELEBRATIONS-CONTRACTUAL EX	R	08/21/25	08/21/25		10017804799
26-00367	08/21/25 N0000015 N Y S E G									
1	NYSEG NEFH	\$527.16	A -1621-438-000	E	NORTH END FIRE HALL - ELECTRIC	R	08/21/25	08/21/25		10010038361
26-00368	08/21/25 N0000015 N Y S E G									
1	NYSEG LMB	\$1,569.07	A -1620-438-000	E	SHARED SERVICES - ELECTRIC	R	08/21/25	08/21/25		10010038676
26-00369	08/21/25 N0000015 N Y S E G									
1	NYSEG CENTRAL/PLEASANT	\$252.44	A -5182-438-000	E	STREET LIGHTING-HWY LIGHTING-	R	08/21/25	08/21/25		10093026648
26-00370	08/21/25 N0000015 N Y S E G									
1	NYSEG DPW ACCT	\$1,129.81	A -1640-439-000	E	DEPT PUBLIC WORKS - ELECTRIC	R	08/21/25	08/21/25		10010111952

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Purchase Order Listing By P.O. Number

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PO # PO Date Vendor Contract PO Type

Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
26-00371	08/15/25 OCCUS005 OCCUSTAR INC									
1	FF PHYS K.BONK/A. KILLINGER	\$212.00	A-3411-471-000	E	FIRE DEPT-PHYSICALS	R	08/15/25	08/15/25		14607
26-00372	08/21/25 SCRAN005 SCRANTON'S THRUWAY BUILDERS SU									
1	PALLET OF CONCRETE FOR RECEIV	\$361.00	A-8540-414-000	E	DRAINAGE-MATERIALS & PIPE	R	08/21/25	08/21/25		125-106531
26-00373	08/22/25 SITE0005 SITE ONE LANDSCAPE SUPPLY, LLC									
1	GRASS SEED FOR STUMPS	\$638.00	A-8560-475-000	E	SHADE TREES-UNCLASSIFIED	R	08/22/25	08/22/25		156883671
26-00374	08/22/25 SWART005 SWARTZMEYER, BETHANY									
1	REFUND OVRPMT 2025 VILL TAX	\$8.21	A-690-000	G	OVERPAYMENTS	R	08/22/25	08/22/25		2025 VILLAGETAX
26-00375	08/22/25 TASC0005 TASC									
1	HRA ADMIN SVCS, PER PART. FEE	\$197.10	A-9060-800-000	E	EMPLOYEE BENEFITS-HOSPITAL &	R	08/22/25	08/22/25		IN3528806
26-00376	08/22/25 TOWN0005 TOWN OF LANCASTER									
1	DENT/VIS RETIRED POL OFF AUG25	\$1,564.82	A-9060-800-000	E	EMPLOYEE BENEFITS-HOSPITAL &	R	08/22/25	08/22/25		AUGUST 2025
26-00377	08/17/25 WITME005 WITMER PUBLIC SAFETY GROUP									
1	FF GLOVES/EXTRICATION GLOVES	\$2,154.00	A-3411-260-200	E	FIRE DEPT-HELMETS/SUPPLIES	R	08/17/25	08/17/25		VARIOUS
26-00378	08/22/25 XTREM005 XTREME AUTO GLASS									
1	WINDSHIELD REPL TRUCK 58	\$485.00	A-5110-452-000	E	STREETS MAINT-REPAIRS/MAINT:TI	R	08/22/25	08/22/25		04624
26-00379	08/25/25 HIGHM005 HIGHMARK BCBSWNY									
1	SEPT HEALTH INS	\$32,273.87	A-9060-800-000	E	EMPLOYEE BENEFITS-HOSPITAL &	R	08/25/25	08/25/25		SEPTEMBER 2025
2	SEPT HEALTH INS	\$3,164.25	G-9060-800-000	E	EMPLOYEE BENEFIT-HOSPITAL & IV	R	08/25/25	08/25/25		SEPTEMBER 2025
		\$35,438.12								
26-00380	08/25/25 ERIEC045 ERIE COUNTY WATER AUTHORITY									
1	NEFH WATER	\$77.13	A-1621-441-000	E	NORTH END FIRE HALL - WATER	R	08/25/25	08/25/25		28063600-5

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Purchase Order Listing By P.O. Number

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PO # PO Date Vendor Contract PO Type

Item Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Enc Rcvd Date	Chk/Void Date	Invoice
26-00381 08/25/25 CHART020 CHARTER COMMUNICATION								
1 INTERNET/VOICE LMB NEFH DPW	\$545.00	A -1325-474-000	E	FINANCE TREASURER - WEB SITE	R	08/25/25	08/25/25	VARIOUS
26-00382 08/25/25 PITNE010 PITNEY BOWES INC								
1 REFILL ON POSTAGE METER	\$541.38	A -1325-436-000	E	FINANCE TREASURER - POSTAGE	R	08/25/25	08/25/25	8/25/2025

Total Purchase Orders: 61 Total P.O. Line Items: 95 Total List Amount: \$76,721.12 Total Void Amount: \$0.00

Totals by Year-Fund						
Fund Description		Fund	Expend Total	Revenue Total	G/L Total	Total
6-A			\$70,961.94	\$0.00	\$8.21	\$70,970.15
6-G			\$5,300.85	\$0.00	\$0.00	\$5,300.85
6-T			\$0.00	\$0.00	\$450.12	\$450.12
Total Of All Funds:			\$76,262.79	\$0.00	\$458.33	\$76,721.12

Totals by Fund						
Fund Description		Fund	Expend Total	Revenue Total	G/L Total	Total
A			\$70,961.94	\$0.00	\$8.21	\$70,970.15
G			\$5,300.85	\$0.00	\$0.00	\$5,300.85
T			\$0.00	\$0.00	\$450.12	\$450.12
Total Of All Funds:			\$76,262.79	\$0.00	\$458.33	\$76,721.12

LANCASTER VILLAGE
Purchase Order Listing By P.O. Number

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Ranges		Item Status	Purchase Types		Misc
Range: First to Last		Open: N	Bld: Y		
Rcvd Batch Id Range: First to Last		Void: N	State: Y		
Encumbrance Date Range: First to 05/31/26		Paid: N	Other: Y		
		Held: N	Exempt: Y		
		Apvr: N			
		Rcvd: Y			
<div>P.O. Type: All Format: Detail without Line Item Notes Include Non-Budgeted: Y Prior Year Only: N * Means Prior Year Line: Vendors: All</div>					
PO #	PO Date	Vendor	Contract	PO Type	
Item Description	Amount	Charge Account	Acct Type	Description	Stat/Chk
26-00320	08/19/25	ERIEC035		ERIE COUNTY GOVERNMENTS	
1	AUGUST-REGULAR MTG -O'BRIEN	\$65.00	A-1010-470-000	E	BOARD OF TRUSTEES - EXPENSE / R
					08/19/25 08/19/25
					AUGUST
Total Purchase Orders:		1	Total P.O. Line Items:		1
			Total List Amount:		\$65.00
			Total Void Amount:		\$0.00

Totals by Year-Fund	Fund	Expend Total	Revenue Total	G/L Total	Total
Fund Description					
	6-A	\$65.00	\$0.00	\$0.00	\$65.00
Total Of All Funds:		\$65.00	\$0.00	\$0.00	\$65.00
Totals by Fund					
Fund Description					
	A	\$65.00	\$0.00	\$0.00	\$65.00
Total Of All Funds:		\$65.00	\$0.00	\$0.00	\$65.00

Total Purchase Orders:	1	Total P.O. Line Items:	2	Total List Amount:	\$35,834.00	Total Void Amount:	\$0.00
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Totals by Year-Fund Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
Total Of All Funds:	6-A	<div><div>\$35,834.00</div><div>\$35,834.00</div></div>	<div><div>\$0.00</div><div>\$0.00</div></div>	<div><div>\$0.00</div><div>\$0.00</div></div>	<div><div>\$35,834.00</div><div>\$35,834.00</div></div>
Totals by Fund Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
Total Of All Funds:	A	<div><div>\$35,834.00</div><div>\$35,834.00</div></div>	<div><div>\$0.00</div><div>\$0.00</div></div>	<div><div>\$0.00</div><div>\$0.00</div></div>	<div><div>\$35,834.00</div><div>\$35,834.00</div></div>

LANCASTER VILLAGE
Purchase Order Listing By P.O. Number

08/25/2025

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Ranges

Range: First to Last
Rcvd Batch Id Range: First to Last
Encumbrance Date Range: First to 05/31/26

Item Status Purchase Types Misc

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

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

PO # PO Date Vendor

Contract PO Type

Item Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
25-01627 05/31/25 CSENG005 C & S ENGINEERS, INC									
1 PLUM BOTTOM CREEK CULVERT	\$2,629.36	H -0522-400-114	E	EXPENSES - PLUMBOTTOM CULVE	R	05/31/25	05/31/25		01132492

Total Purchase Orders: 1 Total P.O. Line Items: 1 Total List Amount: \$2,629.36 Total Void Amount: \$0.00

Totals by Year-Fund				
Fund Description	Fund	Expend Total	Revenue Total	G/L Total
	5-H	\$2,629.36	\$0.00	\$0.00
Total Of All Funds:		\$2,629.36	\$0.00	\$0.00
Totals by Fund				
Fund Description	Fund	Expend Total	Revenue Total	G/L Total
	H	\$2,629.36	\$0.00	\$0.00
Total Of All Funds:		\$2,629.36	\$0.00	\$0.00

Ranges		Item Status		Purchase Types		Misc			
Range: First to Last Rcvd Batch Id Range: First to Last Encumbrance Date Range: First to 05/31/26		Open: N Void: N Paid: N Held: N Apv: N Rcvd: Y		Bid: Y State: Y Other: Y Exempt: Y		P.O. Type: All Format: Detail without Line Item Notes Include Non-Budgeted: Y Prior Year Only: N * Means Prior Year Line: Vendors: All			
PO #	PO Date	Vendor	Contract	PO Type					
Item Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
25-01628 08/21/25 BRENN005 BRENNTAG LUBRICANTS, LLC									
1	RESTOCK OILS ALL VEHICLES	\$329.08	A-5110-416-000	E	STREETS MAINT-GASOLINE & OIL	R	08/21/25	08/21/25	BLN25-829
2	RESTOCK OILS ALL VEHICLES	\$329.08	A-5132-416-000	E	SNOW REMOVAL-GASOLINE & OIL	R	08/21/25	08/21/25	BLN25-829
3	RESTOCK OILS ALL VEHICLES	\$329.08	A-7110-416-000	E	PARKS-GAS, & OIL	R	08/21/25	08/21/25	BLN25-829
4	RESTOCK OILS ALL VEHICLES	\$329.08	A-8160-416-000	E	REFUSE & GARBAGE-GASOLINE & OIL	R	08/21/25	08/21/25	BLN25-829
5	RESTOCK OILS ALL VEHICLES	\$329.08	A-8170-416-000	E	STREET CLEANING-GASOLINE & OIL	R	08/21/25	08/21/25	BLN25-829
6	RESTOCK OILS ALL VEHICLES	\$329.07	A-8540-416-000	E	DRAINAGE-GASOLINE & OIL	R	08/21/25	08/21/25	BLN25-829
7	RESTOCK OILS ALL VEHICLES	\$329.08	A-8560-416-000	E	SHADE TREES-GASOLINE & OIL	R	08/21/25	08/21/25	BLN25-829
8	RESTOCK OILS ALL VEHICLES	\$329.07	G-8120-416-000	E	SANITARY SEWERS-FUEL & LUBE	R	08/21/25	08/21/25	BLN25-829
		<u>\$2,632.62</u>							
25-01629 05/31/25 BEEGR005 SMG-BATAVIA, LLC									
1	PAPI GRANDE - OUTSIDE SVCS PH	\$74.50	A-8020-401-000	E	PLANNING-OFFICE SUPPLIES	R	05/31/25	05/31/25	BE50FE57-0029
Total Purchase Orders: 2		Total P.O. Line Items: 9		Total List Amount: \$2,707.12		Total Void Amount: \$0.00			

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Totals by Year-Fund				
Fund Description	Fund	Expend Total	Revenue Total	G/L Total
	5-A	\$74.50	\$0.00	\$0.00
	6-A	\$2,303.55	\$0.00	\$0.00
	6-G	\$329.07	\$0.00	\$0.00
	Year Total:	\$2,632.62	\$0.00	\$0.00
Total Of All Funds:		\$2,707.12	\$0.00	\$0.00
				\$2,707.12

Totals by Fund				
Fund Description	Fund	Expend Total	Revenue Total	G/L Total
	A	\$2,378.05	\$0.00	\$0.00
	G	\$329.07	\$0.00	\$0.00
Total Of All Funds:		\$2,707.12	\$0.00	\$0.00
				\$2,707.12

Batch Id: PAYROLL Batch Date: 08/15/25 Batch Type: Recurring

Account No. Account Description	Type	Entry Description	Amount	Tracking Id	Seq
A -1010-100-000 BOARD OF TRUSTEES - PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/15/2025 Cr: A -200-000 CASH	1,553.82		1
A -1110-100-000 VILLAGE JUSTICE - PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/15/2025 Cr: A -200-000 CASH	2,803.07		2
A -1210-100-000 EXECUTIVE MAYOR - PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/15/2025 Cr: A -200-000 CASH	575.43		3
A -1325-100-000 FINANCE TREASURER - PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/15/2025 Cr: A -200-000 CASH	5,535.41		4
A -1420-100-000 LAW - PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/15/2025 Cr: A -200-000 CASH	2,065.77		5
A -1620-100-000 SHARED SERVICES - PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/15/2025 Cr: A -200-000 CASH	779.05		6
A -1621-100-000 NORTH END FIRE HALL - PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/15/2025 Cr: A -200-000 CASH	189.25		7
A -1640-100-000 DEPT PUBLIC WORKS -PERSONAL SERVICE Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/15/2025 Cr: A -200-000 CASH	13,834.75		8
A -3411-100-000 FIRE DEPARTMENT - PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/15/2025 Cr: A -200-000 CASH	230.77		10
A -3620-100-000 SAFETY INSPECTION-PERSONAL SERVICES Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 8/15/2025 Cr: A -522-000 EXPENDITURE CONTROL	0.00		11
A -3989-100-000 BUILDING INSP-PERSONAL SVCS-CODE ENFCMT Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 8/15/2025 Cr: A -522-000 EXPENDITURE CONTROL	0.00		12
A -3990-100-000 DISASTER PREPAREDNESS-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/15/2025 Cr: A -200-000 CASH	144.23		13
A -4020-100-000 REGISTRAR VITAL STATS-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/15/2025 Cr: A -200-000 CASH	184.60		14

Account No. Account Description	Type	Entry Description	Amount	Tracking Id	Seq
A -5010-100-000 STREETS ADMINISTRATION-PERSONAL SVCS Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/15/2025 Cr: A -200-000 CASH	7,078.95		15
A -5110-100-000 STREETS MAINT-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/15/2025 Cr: A -200-000 CASH	18,914.63		16
A -5132-100-000 SNOW REMOVAL-PERSONAL SERVICES Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 8/15/2025 Cr: A -522-000 EXPENDITURE CONTROL	0.00		17
A -7110-100-000 PARKS-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/15/2025 Cr: A -200-000 CASH	2,362.50		18
A -7550-100-000 CELEBRATIONS-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/15/2025 Cr: A -200-000 CASH	2,278.63		19
A -7550-102-000 DPW - Overtime Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 8/15/2025 Cr: A -522-000 EXPENDITURE CONTROL	0.00		20
A -7550-103-000 DPW - Regular Time Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 8/15/2025 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 8/15/2025 Cr: A -200-000 CASH	90.00		22
A -8160-100-000 REFUSE & GARBAGE-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/15/2025 Cr: A -200-000 CASH	5,718.04		23
A -8170-100-000 STREET CLEANING-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/15/2025 Cr: A -200-000 CASH	1,309.06		24
A -8540-100-000 DRAINAGE-PERSONAL SERVICES Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 8/15/2025 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 8/15/2025 Cr: A -200-000 CASH	3,775.50		26
A -8989-100-000 ECONOMIC DEV-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/15/2025 Cr: A -200-000 CASH	96.13		27

Account No. Account Description	Type	Entry Description	Amount	Tracking Id	Seq
A -9060-800-000 EMPLOYEE BENEFITS-HOSPITAL & MEDICAL INS Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 8/15/2025 Cr: A -522-000 EXPENDITURE CONTROL	794.65-		28
A -5010-405-000 STREETS ADMINISTRATION-MEAL ALLOWANCE Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 8/15/2025 Cr: A -522-000 EXPENDITURE CONTROL	0.00		29
A -5132-405-000 SNOW REMOVAL-MEAL ALLOWANCES Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 8/15/2025 Cr: A -522-000 EXPENDITURE CONTROL	0.00		30
G -8115-100-000 ADMINISTRATION-PERSONAL SERVICES Db: G -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/15/2025 Cr: G -200-000 CASH	3,024.88		31
G -8120-100-000 SANITARY SEWERS-PERSONAL SERVICES Db: G -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 8/15/2025 Cr: G -200-000 CASH	3,902.94		32
G -8115-405-000 ADMINISTRATION-MEAL ALLOWANCE Db: G -200-000 CASH	Expenditure	Payroll charges for paydate 8/15/2025 Cr: G -522-000 EXPENDITURE CONTROL	0.00		33
A -3120-100-000 POLICE-PERSONAL SVCS-CROSSING GUARDS Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 8/15/2025 Cr: A -522-000 EXPENDITURE CONTROL	0.00		35
A -1640-403-000 DEPT PUBLIC WORKS - UNIFORMS Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 8/15/2025 Cr: A -522-000 EXPENDITURE CONTROL	0.00		36
A -9030-800-000 EMPLOYEE BENEFITS-SOCIAL SECURITY Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 8/15/2025 Cr: A -522-000 EXPENDITURE CONTROL	0.00		37
A -9030-800-000 EMPLOYEE BENEFITS-SOCIAL SECURITY Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 8/15/2025 Cr: A -522-000 EXPENDITURE CONTROL	0.00		38
A -1640-100-000 DEPT PUBLIC WORKS -PERSONAL SERVICE Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 8/15/2025 Cr: A -522-000 EXPENDITURE CONTROL	0.00		39
A -1640-100-000 DEPT PUBLIC WORKS -PERSONAL SERVICE Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 8/15/2025 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 8/15/2025 Cr: A -200-000 CASH	2,626.54		41

WARNING: This account would have a negative balance: A -7550-100-000. Balance would be: 16,039.58-

Fund Description	Fund	Expenditures	Reimbursements	Transfer In	Transfer Out	Cancel	Encumbrances
	A	71,351.48	0.00	0.00	0.00	0.00	0.00
	G	6,927.82	0.00	0.00	0.00	0.00	0.00
Total of All Funds:		78,279.30	0.00	0.00	0.00	0.00	0.00

	Entries	Amount
Expenditures:	39	78,279.30
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.

August 26, 2025
08:30 AM

LANCASTER VILLAGE
Expenditure Entry Verification Listing

Page No: 1

Batch Id: FICA Batch Date: 08/15/25 Batch Type: Recurring

Account No. Account Description	Type	Entry Description	Amount	Tracking Id	Seq
A -9030-800-000 EMPLOYEE BENEFITS-SOCIAL SECURITY	Expenditure	Accrued FICA paydate 8/15/2025	5,519.18		1
Db: A -522-000 EXPENDITURE CONTROL		Cr: A -200-000 CASH			
G -9030-800-000 EMPLOYEE BENEFIT-SOCIAL SECURITY	Expenditure	Accrued FICA paydate 8/15/2025	529.97		2
Db: G -522-000 EXPENDITURE CONTROL		Cr: G -200-000 CASH			

Fund Description	Fund	Expenditures	Reimbursements	Transfer In	Transfer Out	Cancel	Encumbrances
	A	5,519.18	0.00	0.00	0.00	0.00	0.00
	G	529.97	0.00	0.00	0.00	0.00	0.00
Total of All Funds:		6,049.15	0.00	0.00	0.00	0.00	0.00

	Entries	Amount
Expenditures:	2	6,049.15
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: 06/30/25 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 ACCOUNTS Cr: A -200-000 CASH	23.99		4
A -1420-432-000 LAW - DUES & SUBSCRIPTIONS Db: A -522-000 EXPENDITURE CONTROL	Expenditure	ATTORNEY-ADOBE 1 ACCOUNT Cr: A -200-000 CASH	23.99		5
A -7550-420-000 CELEBRATIONS-MISC OVERHEAD EXPENSES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	DPW-APPLE-MUSIC FOR DOWNTOWN IPOD Cr: A -200-000 CASH	10.99		6
A -1620-439-000 SHARED SERVICES - TELEPHONE Db: A -522-000 EXPENDITURE CONTROL	Expenditure	VONAGE - LMB PORTION Cr: A -200-000 CASH	508.35		7
A -1640-431-000 DEPT PUBLIC WORKS - TELEPHONE Db: A -522-000 EXPENDITURE CONTROL	Expenditure	VONAGE - DPW PORTION Cr: A -200-000 CASH	181.56		8
A -1621-439-000 NORTH END FIRE HALL - TELEPHONE Db: A -522-000 EXPENDITURE CONTROL	Expenditure	VONAGE - NEFH PORTION Cr: A -200-000 CASH	26.40		9
A -3411-470-000 FIRE DEPT-TRAINING Db: A -522-000 EXPENDITURE CONTROL	Expenditure	FIRE-HAMPTON INN - ULLMAN CHIEFS CONV. Cr: A -200-000 CASH	328.00		10
A -3411-470-000 FIRE DEPT-TRAINING Db: A -522-000 EXPENDITURE CONTROL	Expenditure	FIRE - COURTYARD SYRACUSE - SIEJAK C.C. Cr: A -200-000 CASH	688.56		11
A -3411-470-000 FIRE DEPT-TRAINING Db: A -522-000 EXPENDITURE CONTROL	Expenditure	FIRE - NY ASS. OF FC SCHAEFER TRAINING Cr: A -200-000 CASH	128.75		12
A -1420-435-000 LAW - CONTRACTUAL SERVICES:LEASE Db: A -522-000 EXPENDITURE CONTROL	Expenditure	ATTORNEY - SPEECH PROCESSING SOLUTIONS Cr: A -200-000 CASH	185.10		13

Account No. Account Description	Type	Entry Description	Amount	Tracking Id	Seq
A -5110-419-000 STREETS MAINT-TOOLS & PAINT Db: A -522-000 EXPENDITURE CONTROL	Expenditure	DPW-BUFFALO CONCRETE-TOOLS/SUPPLIES Cr: A -200-000 CASH	426.18		14
A -5110-416-000 STREETS MAINT-GASOLINE & OIL Db: A -522-000 EXPENDITURE CONTROL	Expenditure	DPW-SPEEDWAY-NONENTHANOL&2.5 GASCANS Cr: A -200-000 CASH	26.12		15
A -8560-416-000 SHADE TREES-GASOLINE & OIL Db: A -522-000 EXPENDITURE CONTROL	Expenditure	DPW-SPEEDWAY-NONENTHANOL&2.5 GASCANS Cr: A -200-000 CASH	26.11		16
A -7110-416-000 PARKS-GAS & OIL Db: A -522-000 EXPENDITURE CONTROL	Expenditure	DPW-JOES QWIK - GAS FOR MOWER Cr: A -200-000 CASH	59.90		17
A -7110-414-000 PARKS-MATERIALS-OTHER Db: A -522-000 EXPENDITURE CONTROL	Expenditure	DPW-84 LUMBER-SIGN @ PLEASANT ROUNDABOUT Cr: A -200-000 CASH	452.79		18
A -7550-402-000 CELEBRATIONS-INDEPENDENCE DAYS Db: A -522-000 EXPENDITURE CONTROL	Expenditure	EVENTS - UNITED RENTALS -NEED RECEIPT Cr: A -200-000 CASH	610.00		19
WARNING: This account would have a negative balance: A -7110-414-000. Balance would be:			2,646.38-		

Fund Description	Fund	Expenditures	Reimbursements	Transfer In	Transfer Out	Cancel	Encumbrances
	A	3,830.76	0.00	0.00	0.00	0.00	0.00
Total Of All Funds:		3,830.76	0.00	0.00	0.00	0.00	0.00

	Entries	Amount
Expenditures:	19	3,830.76
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:	19	

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

LISTED CORRESPONDENCE

September 8, 2025

	1 st Motion	2 nd Motion	
1.	_____	_____	Correspondence from the Town of Lancaster Building Department providing a report of building permit applications, open complaints, inspections, and expired permits that were filed for <u>properties within the Village of Lancaster from July 17, 2025 – August 29, 2025.</u>
	<i>ACTION -</i>	<i>Rec/File Refer to:</i>	
2.	_____	_____	Correspondence from Erie County Department of Environment and Planning providing notice that the month of September has been designated by the Erie County Legislature as the annual 30-day period during which landowners may submit requests to include predominantly viable agricultural land into an existing certified agricultural district. Copies of the application form are available at the Department of Environment and Planning website.
	<i>ACTION -</i>	<i>Rec/File Refer to:</i>	
3.	_____	_____	Correspondence from Superintendent Cisco requesting to purchase the Napa TRACS software for the DPW automotive scanner for use by the mechanics at a monthly cost of <u>\$508.92 to update this software needed for operation of the scanner.</u>
	<i>ACTION -</i>	<i>Rec/File Refer to:</i>	
4.	_____	_____	Correspondence from St. Mary's High School providing a Special Events Application for its annual Bonfire event to be held on Tuesday, October 14, 2025 and requesting Fire Department support.
	<i>ACTION -</i>	<i>Rec/File Refer to:</i>	
5.	_____	_____	Correspondence from Greg Day / LVMA providing a Special Events Application for a "Football in the Village" Bills Game outdoor watch party event on Thursday, September 18, 2025 requesting West Main Street closure, garbage cans, and pub tables.
	<i>ACTION -</i>	<i>Rec/File Refer to:</i>	
6.	_____	_____	Correspondence from Skoob's Village Grille providing a Special Events Application for a Skoob's WingFest event to be held on Saturday, September 27, 2025 on Central Avenue.
	<i>ACTION -</i>	<i>Rec/File Refer to:</i>	
7.	_____	_____	Correspondence from Deborah Morshead, Selective Insurance Safety Management Specialist, providing recommendations for the West Drullard Playground following an <u>inspection of the playground on August 21, 2025.</u>
	<i>ACTION -</i>	<i>Rec/File Refer to:</i>	
8.	_____	_____	
	<i>ACTION -</i>	<i>Rec/File Refer to:</i>	
9.	_____	_____	
	<i>ACTION -</i>	<i>Rec/File</i>	

LISTED # 1
CORRESPONDENCE
MEETING DATE 9/8/2025

VILLAGE COVER SHEET

AUGUST 4, 2025 BOARD MEETING

PERMITS ISSUED **18**

VILLAGE PERMIT TOTAL

DUMPSTER	2
INSTALL FENCE	2
ERECT POOL	1
ERECT SHED	1
INSTALL ROOF	3
ERECT SIGN	2
ERECT SINGLE FAMILY	1
INSTALL RESIDENTIAL PLUMBING	1
ERECT RESIDENTIAL ADD/ALT	3
ERECT COMMERCIAL ADD/ALT	2
TOTAL PERMITS FOR THE VILLAGE	18

Richard Striegel	41 Brandel Ave.	Residential Alt/Add
Pizza Heist	231 Aurora St.	Commercial Add/Alt
Vibe Yoga Lab LLC	11 W. Main St.	Sign
Tucker Home-MJ Peterson	20 Franklin St.	Single Family Dwelling
Kulback's Inc.	7 Embry Pl.	Commercial Add/Alt
Eric Dybanski	25 Irwinwood Rd.	Residential Alt/Add
TNT Design & Home Improvement	31 St. Joseph St.	Residential Alt/Add
Judith Rast	53 Holland Ave.	Fence
Tuff Shed Inc.	23 St. Joseph St.	Shed
Bryan Kross	1922 Como Park Blvd.	Roof
Rachael Mays	59 Caswell St.	Pool
Joseph Ademec	14 Wilkshire Pl.	Dumpster
TNT Custom Decks & Remodeling	149 6 th Ave.	Fence
Bank of Akron	3619 Walden Ave.	Sign
Franks Basement System	101 Kurtz Ave.	Residential Plumbing
Stellar Roofing	73 Albert Dr.	Roof
Elizabeth Romano	306 Lake Ave.	Dumpster
Sahlems Roofing & Siding	175 Robert Dr.	Roof

Complaint By Date

Complaint #	Location	Identifier	Complaint Type	Status	Owner	Complainant
Open Date: 07/17/25						
2025-0558	Ste 600, 20 W Main St	104.74-4-12.21	Fire Call Out	Open	Big Papa's Creamery, LLC	
			Open Date: 07/17/25 Total #: 1			
Open Date: 07/18/25						
2025-0559	160 Lake Ave	115.08-2-4	Exterior Property Maint	Open	Martin Bortain	
			Open Date: 07/18/25 Total #: 1			
Open Date: 07/22/25						
2025-0561	11 Robert Dr	115.10-4-1	Interior Property Maint	Open	11 Robert Drive LLC	
2025-0562	96 Harvey Dr	115.10-5-23	Misc	Closed	John Munzel	
2025-0564	5528 Broadway St	104.83-3-16.1	Fire Call Out	Open	People & Places Inc	
2025-0565	16 Wildwood Dr	115.11-23-28	Work w/out Permit	Closed	John Silvestri	
2025-0566	137 Albert Dr	115.10-9-12	Exterior Property Maint	Open	Richard McDowell	
			Open Date: 07/22/25 Total #: 5			
Open Date: 07/25/25						
2025-0569	51 Garfield St	104.81-2-14	Work w/out Permit	Open	Stephen Goddard	
			Open Date: 07/25/25 Total #: 1			
Open Date: 07/28/25						
2025-0570	57 Cowing St	104.15-18-14.1	Fire Call Out	Open	Debra Brillhart-Grzybowski	
			Open Date: 07/28/25 Total #: 1			
Open Date: 07/29/25						
2025-0571	50 Roosevelt Ave	115.11-21-5	Trash/Rubbish	Closed	Kyle Manning	
			Open Date: 07/29/25 Total #: 1			
Open Date: 07/30/25						
2025-0574	54 Hinchey Ave	104.11-5-8	Misc	Open	William Bosse	
			Open Date: 07/30/25 Total #: 1			
Open Date: 07/31/25						
2025-0578	83 Irwinwood Rd	115.07-1-25.1	Work w/out Permit	Open	Robert Herget	
			Open Date: 07/31/25 Total #: 1			
						Grand Total: 12

Town of Lancaster
Expired Permits Report

07/17/2025 - 08/01/2025

Permit #	Location	Description of Work	Permit Date	Exp. Date
OP2025-00057	Saint Marys St	Operational Permit for Fourth of July Fireworks Display as shown on site plan and scope.	06/23/2025	07/23/2025
P-2024-37096	97 Livingston St	Interior drain tile as shown on scope of work and specification sheet	07/18/2024	07/18/2025
P-2024-37103	86 Caswell St	186 ft of 6ft high vinyl fence to be located down sides and across rear as per survey. Has variance from 12/23/23	07/19/2024	07/19/2025
P-2024-37107	281 Lake Ave	Total roof tear off.	07/22/2024	07/22/2025
P-2024-37118	57 Caswell St	Prescriptive Level 1 Alteration of an existing Single Family Residence as shown on structural drawings, work scope and Code Review in response to Notice of Violation. Manual J & S required for rough frame inspection.	07/23/2024	07/23/2025
P-2024-37137	76 Pleasant Ave	Complete tear off and replacement as shown on contract	07/26/2024	07/26/2025
P-2024-37141	20 Saint Joseph St	Remove and replace existing front porch deck as shown on construction drawings and plot plan.	07/26/2024	07/26/2025
P-2024-37149	44 Kelly Ct	36' of 6' high white vinyl replacement fence.	07/29/2024	07/29/2025

Total Expired Permits: 8

Inspections Report

Start Date: 07/17/2025 End Date: 08/01/2025

Inspectors: Ronald Capozzi, William T. Revelas, Bryan Pokorski, Rob Rendon, Matt Fischione

Identifier	Address	Primary Contact	Date	Type	Inspector	Result
104.82-4-9	5423 Broadway St	Red's Hot Dogs 7-169-985-5666	07/21/2025	Special Use	Matt Fischione	Pass
Total Inspections:					1	

VILLAGE COVER SHEET

AUGUST 18, 2025 BOARD MEETING

PERMITS ISSUED **16**

VILLAGE PERMIT TOTAL

DUMPSTER	2
ERECT PORCH/PORCH COVER	3
INSTALL ROOF	4
ERECT DECK	1
ERECT SIGN	1
INSTALL RESIDENTIAL PLUMBING	2
ERECT RESIDENTIAL ADD/ALT	3
TOTAL PERMITS FOR THE VILLAGE	16

CR Jackson Enterprises	88 Church St.	Residential Add/Alt
ROAM Clothing	20 W. Main St.	Sign
Franks Basement Systems	83 First Ave.	Residential Plumbing
Comfort Window Co. Inc.	16 Wildwood Dr.	Residential Alt/Add
Castle Home Improvements	85 Christen Ct.	Roof
Pipeworks	160 Central Ave.	Residential Plumbing
Karen Krzyzkowski	27 Roosevelt Ave.	Dumpster
G & S Concrete LLC	14 W. Payne St.	Porch
Deanna Russell	45 Garfield St.	Deck
Kelly Winter	83 Irwinwood Rd.	Residential Alt/Add
Stellar Roofing	50 Brady Ave.	Roof
Spencer P. Sojka	39 First Ave.	Roof
Lance Franz	17 Edgewood	Roof
Michael Shemendera	396 Aurora	Porch
Gloria Eustace	110 Court St.	Porch
Brandon Arkomas	51 Holland Ave.	Dumpster

Expired Permits Report

07/31/2025 - 08/15/2025

Permit #	Location	Description of Work	Permit Date	Exp. Date
P-2022-34786	38 Quincy Ave	Restoration of fire damaged house as shown on construction drawings. CE 200 in file	08/02/2024	08/02/2025
P-2024-37167	154 Lake Ave	Residential Accessory Structure as plotted on survey and shown on drawings	08/05/2024	08/05/2025
P-2024-37174	46 Wren Ave	sump pump croc install as shown on contract	08/06/2024	08/06/2025
P-2024-37175	78 Holland Ave	Complete tear off and install new shingles	08/06/2024	08/06/2025
P-2024-37182	16 Livingston St	111 ft of 6ft high wood fence to be located down sides and across the rear property line as per survey.	08/07/2024	08/07/2025
P-2024-37187	103 Pleasant Ave	Prescriptive Level 2 Alteration of an existing kitchen and Dinng Rm. as shown on shown on sketches and work scope.	08/07/2024	08/07/2025
P-2024-37188	1 Wilma Dr	Complete tear off and replacement as shown on contract	08/08/2024	08/08/2025
P-2024-37192	2055 Como Park Blvd	Replacel sump pump	08/09/2024	08/09/2025
P-2024-37209	69 Holland Ave	Roof- complete tear off and replacement of garage	08/14/2024	08/14/2025
P-2024-37210	36 Banner Ave	Complete tear off and install new asphalt singles with 6' ice shield	08/14/2024	08/14/2025
P-2024-37216	32 Wren Ave	Fence-187 LF of 4' fence as shown on contract	08/15/2024	08/15/2025

Total Expired Permits: 11

Complaint By Date

Complaint #	Location	Identifier	Complaint Type	Status	Owner	Complainant
Open Date: 07/31/25						
2025-0578	83 Irwinwood Rd	115.07-1-25.1	Work w/out Permit	Open	Robert Herget	
				Open Date: 07/31/25 Total #: 1		
Open Date: 08/04/25						
2025-0583	89 Laverack Ave	104.15-4-10	Misc	Open	John Fragale	
2025-0584	72 Sawyer Ave	104.15-4-2	Misc	Open	Edward Church	
2025-0585	Pallet Cafe, 155 Lake Ave	115.08-1-9	Misc	Open		
2025-0587	72 Lombardy St	115.35-2-14	Exterior Property Maint	Open	Delevan Property Holdings	
				Open Date: 08/04/25 Total #: 4		
Open Date: 08/05/25						
2025-0589	33 Clark St	104.74-3-12	Misc	Open	Village Of Lancaster	
2025-0592	64 Cowing St	104.15-17-18	Misc	Closed	Lee Ann Szczublewski	
				Open Date: 08/05/25 Total #: 2		
Open Date: 08/06/25						
2025-0593	110 Court St	104.76-3-3	Work w/out Permit	Closed	Walter Eustace	
2025-0594	248 Central Ave	104.50-2-6	Exterior Property Maint	Open	Stephen Duck	
				Open Date: 08/06/25 Total #: 2		
Open Date: 08/07/25						
2025-0597	67 Holland Ave	104.75-3-20	Misc	Open	Bryan Mc Laughlin	
2025-0598	109-111 Sawyer Ave	104.11-10-12.1	Exterior Property Maint	Open	Marotta Management	
				Open Date: 08/07/25 Total #: 2		
Open Date: 08/11/25						
2025-0602	396 Aurora St	115.57-3-2.2	Work w/out Permit	Closed	Michael Shemendera	
2025-0603	88 Wilkshire Pl	115.07-15-2	Exterior Property Maint	Open	Nicholas Romano Lopez	
				Open Date: 08/11/25 Total #: 2		
Open Date: 08/12/25						
2025-0604	19 Saint Marys St	104.19-1-3	Exterior Property Maint	Closed	Hilda Braun	
				Open Date: 08/12/25 Total #: 1		
Open Date: 08/13/25						
2025-0611	5476 Broadway St (lower left)	104.83-2-17	Work w/out Permit	Open		
				Open Date: 08/13/25 Total #: 1		
Open Date: 08/14/25						
2025-0612	11 Church St	104.83-5-17	Misc	Open	Broadway Church, LLC	

Complaint By Date

Complaint #	Location	Identifier	Complaint Type	Status	Owner	Complainant
2025-0613	45 Erie St	104.16-6-4.1	Exterior Property Maint	Open	Pamela Tamol	
				Open Date: 08/14/25 Total #: 2		
Open Date: 08/15/25						
2025-0614	65 Erie St	104.16-6-9	Work w/out Permit	Open	Melissa Lauffer	
				Open Date: 08/15/25 Total #: 1		
				Grand Total: 18		

VILLAGE COVER SHEET

SEPTEMBER 2, 2025 BOARD MEETING

PERMITS ISSUED **14**

VILLAGE PERMIT TOTAL

INSTALL ROOF	1
ERECT FENCE	3
INSTALL POOL	1
ERECT GARAGE	1
INSTALL RESIDENTIAL PLUMBING	4
ERECT RESIDENTIAL ADD/ALT	4
TOTAL PERMITS FOR THE VILLAGE	14

Highland Contractors of WNY	85 Laverack Ave.	Fence
Melissa Lauffer	65 Erie St.	Residential Alt/Add
Frank's Com. & Home Services	59 Caswell St.	Residential Alt/Add
Altieri Seasonal Care	72 Lombardy St.	Pool
KCM Custom Built	122 Sixth Ave.	Garage
Franks Basement Systems	8 Newell Ave.	Residential Plumbing
Jacob Chevalier	14 Pleasant Ave.	Residential Plumbing
Lake FX Properties LLC	112 Norris Ave.	Residential Alt/Add
Daniel Moreno	48 Fairfield Ave.	Residential Alt/Add
Altieri Seasonal Care	72 Lombardy St.	Fence
Sarah Everett	15 Clark St.	Roof
Lancaster Plumbing Inc.	14 Wilkshire Pl	Residential Plumbing
Darwin Overholt	149 Irwinwood Rd.	Residential Plumbing
Wanda Knoer	26 Brady Ave.	Fence

Town of Lancaster

Expired Permits Report

08/15/2025 - 08/29/2025

Permit #	Location	Description of Work	Permit Date	Exp. Date
P-2024-37216	32 Wren Ave	Fence-187 LF of 4' fence as shown on contract	08/15/2024	08/15/2025
P-2024-37223	62 Holland Ave	Demolition of existing and construction of new detached residential accessory structure as shown on plot plan and construction drawings. Roof drainage discharged to an approved Storm System.	08/19/2024	08/19/2025
P-2024-37234	25 Southwest Pkwy	Roof complete tear off and replacement as shown on contract	08/20/2024	08/20/2025
P-2024-37251	7 Wilma Dr	161 ft of 4ft and 6ft vinyl fence with 3 gates to be located downsides and across rear property lines as per contract and survey.	08/23/2024	08/23/2025
P-2024-37252	41 Colonial Ave	59ft of 4ft and 6ft fencing down side property line as per survey and contract.	08/23/2024	08/23/2025
P-2024-37261	62 Burwell Ave	20' x 30' garage as shown on construction drawings and plotted on survey. Roof drainage discharge connected to an approved storm system.	08/26/2024	08/26/2025
P-2024-37262	34 Park Blvd	Install new sump crock in basement.	08/26/2024	08/26/2025
P-2024-37276	70 Benson Dr	Roof- Complete tear off and replacement as shown on contract	08/28/2024	08/28/2025
P-2024-37277	5321 Broadway St	Level 2 Alteration to an existing residential accessory structure as shown on scope and construction drawings.	08/28/2024	08/28/2025
P-2024-37282	180 Aurora St	Complete tear off and install new shingles with 6' ice shield	08/28/2024	08/28/2025
P-2024-37285	111 Burwell Ave	Re roof of garage only.	08/29/2024	08/29/2025
P-2024-37286	167 Laverack Ave	Install new sump crock in basement as shown on contract	08/29/2024	08/29/2025

Total Expired Permits: 12

Complaint By Date

Complaint #	Location	Identifier	Complaint Type	Status	Owner	Complainant
Open Date: 08/14/25						
2025-0612	11 Church St	104.83-5-17	Misc	Open	Broadway Church, LLC	
2025-0613	45 Erie St	104.16-6-4.1	Exterior Property Maint	Open	Pamela Tamol	
				Open Date: 08/14/25 Total #: 2		
Open Date: 08/15/25						
2025-0614	65 Erie St	104.16-6-9	Work w/out Permit	Open	Melissa Lauffer	
				Open Date: 08/15/25 Total #: 1		
Open Date: 08/18/25						
2025-0616	79 Holland Ave	104.75-3-26	Misc	Open	Ronald Rushman	
2025-0617	82 Holland Ave	104.75-5-11	Misc	Open	Clifford Tompkins	
2025-0618	71 Holland Ave	104.75-3-22	Misc	Open	Mary Fleischman	
2025-0619	3471 Walden Ave	104.11-1-9	Exterior Property Maint	Open	Lynn Kretzman	
2025-0620	26 Brady Ave	104.15-10-19	Work w/out Permit	Open	Wanda Knoer	
2025-0621	154 Central Ave	104.15-12-17	Work w/out Permit	Open	Charter Homes, LLC	
				Open Date: 08/18/25 Total #: 6		
Open Date: 08/19/25						
2025-0659	3715 Walden Ave	104.08-6-12	Exterior Property Maint	Open	Steiner Development, LLC	
2025-0660	3699 Walden Ave	104.08-6-11	Exterior Property Maint	Open	Steiner Development, LLC	
2025-0661	97 Christen Ct	115.12-5-21	Fire Call Out	Open	Nicholas Hicks	
				Open Date: 08/19/25 Total #: 3		
Open Date: 08/21/25						
2025-0663	73 Fairfield Ave	115.11-1-31	Exterior Property Maint	Closed	Thomas Szymanski	
2025-0664	167 Laverack Ave	104.15-1-11.1	Trash/Rubbish	Open	Walter Walter & Zydel Llc	
2025-0665	69 Fairfield Ave	115.11-1-30	Exterior Property Maint	Open	Josephine Lapinski	
				Open Date: 08/21/25 Total #: 3		
Open Date: 08/22/25						
2025-0674	35 Ashley Dr	115.11-11-10	Fire Call Out	Open	Thesesa Alonzo	
				Open Date: 08/22/25 Total #: 1		
Open Date: 08/26/25						
2025-0676	3725 Walden Ave	104.08-6-34	Unregistered Vehicle	Open	Allison Lawrence	
				Open Date: 08/26/25 Total #: 1		
Open Date: 08/27/25						
2025-0693	12 Lombardy St	115.27-5-2	Exterior Property Maint	Closed	Timothy Molik	

Complaint By Date

Complaint #	Location	Identifier	Complaint Type	Status	Owner	Complainant
2025-0694	118 Brunswick Rd	115.07-1-14	Exterior Property Maint	Open	David Karek	
				Open Date: 08/27/25 Total #: 2		
				Grand Total: 19		

Town of Lancaster

Inspections Report

Start Date: 08/15/2025 End Date: 08/29/2025

Inspectors: Ronald Capozzi, William T. Revelas, Bryan Pokorski, Rob Rendon, Matt Fischione

Identifier	Address	Primary Contact	Date	Type	Inspector	Result
115.08-1-9	155 Lake Ave (Pallet Cafe)	Pallet Cafe	08/19/2025	Business - 3 yr	Ronald Capozzi	Pass
115.08-1-9	155 Lake Ave (Papa's Pizza Oven)	Brian Carroll 7165349801	08/19/2025	Business - 3 yr	Ronald Capozzi	Fail
115.08-1-9	155 Lake Ave (Papa's Pizza Oven)	Papa's Pizza Oven 716-534-9801	08/19/2025	Business - 3 yr	Ronald Capozzi	Fail
104.75-1-2	38 Palmer Pl (Seibel Modern Mfg. & Welding)	Seibel Modern	08/19/2025	Business - 3 yr	Ronald Capozzi	Fail
104.82-2-12.1	5448 Broadway St (Trinity Episcopal Church)	Trinity Episcopal Church	08/22/2025	Assembly- 1 yr	William T. Revelas	In Progress
104.82-4-9	5423 Broadway St	Rythmic Scoops 716-560-8099	08/28/2025	Special Use	Matt Fischione	Pass

Total Inspections: 6



LISTED # 2
CORRESPONDENCE
MEETING DATE 9/8/2025

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

DANIEL R. CASTLE, AICP, COMMISSIONER

THOMAS E. BAINES, ESQ., DEPUTY COMMISSIONER

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

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

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

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


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

CONTACT:

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

Memo

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

From: Sarah Gatti, Principal Planner 

Date: August 28, 2025

Re: AGRICULTURAL DISTRICT ANNUAL ENROLLMENT PERIOD

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

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

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

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

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

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

LISTED # 3
CORRESPONDENCE
MEETING DATE 9/8/2025



Village of Lancaster

Phone 716-683-1028
Fax 716-683-1029

www.lancastervillageny.gov

***Department of Public
Works***

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

September 2, 2025

RE: Automotive Scanner Software for DPW Mechanics

Honorable Members of the Village Board,

As previously discussed on December 23, 2024, the DPW automotive scanners may have additional costs for upgrades, software, etc. The DPW Mechanics have been working with Mitchell to find out what upgrades are needed to make this as efficient as possible. We were quoted a monthly fee of \$508.92 a month which would cost roughly \$6,107.00 per year if we were to purchase the Napa TRACS software. This would include the TRACS software and diagnostic software from Mitchell, which is the program needed for the scanner. The TRACS software has the capability of connecting our current Napa Auto Parts account and the physical automotive scanner. When our mechanics are running diagnostic checks, they will get a list of the exact parts needed to repair our equipment rather than having to search through old files to get the parts numbers and SKU codes. I believe this would be a beneficial switch and we can end our current subscription with Fleetio, if approved.

If you have any questions, please let me know.

Thank you,

Wayne K. Cisco
5200 Broadway
Lancaster, NY 14086
(716) 683-1028

LISTED # 4
CORRESPONDENCE
MEETING DATE 9/8/2025

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

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

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

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

Event Name: <div style="font-size: 1.2em; font-family: cursive;">St. Mary's High School - Bonfire</div>	
Type of Event (Race/Walk, Festival, Concert, Neighborhood Celebration, Parade/Motorcade, Other, etc.): <div style="font-size: 1.2em; font-family: cursive;">Bonfire</div>	
Event Date(s): <div style="font-size: 1.2em; font-family: cursive;">October 14, 2025</div>	Event Time(s): <div style="font-size: 1.2em; font-family: cursive;">6:30 - 8:30 PM</div>
Applicant Name: <div style="font-size: 1.2em; font-family: cursive;">Saima Horab</div>	Event Location: <div style="font-size: 1.2em; font-family: cursive;">St. Mary's High School</div>
Individual/Group/Corporation Name Holding Event: <div style="font-size: 1.2em; font-family: cursive;">St. Mary's High School</div>	Village Property Affected (If Applicable) <div style="font-size: 1.2em; font-family: cursive;"></div>
Applicant Address, City, State, Zip: <div style="font-size: 1.2em; font-family: cursive;">142 Lavarack Ave Lancaster, NY 14086</div>	Support Services Requested of the Village (If Applicable) <div style="font-size: 1.2em; font-family: cursive;">Fire Support - Fire department apparatus & personnel</div>
Applicant Email: <div style="font-size: 1.2em; font-family: cursive;">shorab@smhlancers.org</div>	Applicant Phone: <div style="font-size: 1.2em; font-family: cursive;">716-238-4351</div>

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

"In charge person": <div style="font-size: 1.2em; font-family: cursive;">Saima Horab</div>	Contact cell and email: <div style="font-size: 1.2em; font-family: cursive;">716 238-4351</div>	Date & Time(s) On-Premise at Event: <div style="font-size: 1.2em; font-family: cursive;">- one day - 7³⁰ - 8⁰⁰ and event.</div>
<div style="font-size: 1.2em; font-family: cursive;">shorab@smhlancers.org</div>		
Anticipated Peak Attendance Number: <div style="font-size: 1.2em; font-family: cursive;">300 - 500</div>		Anticipated Age Range of those in Attendance: <div style="font-size: 1.2em; font-family: cursive;">13 +</div>
Will Alcohol be consumed? Applicant must comply with Village Code Section 85-3 "Alcoholic Beverages" <div style="font-size: 1.2em; font-family: cursive;">NO</div>		Will there be Amplified Sound or Music? If so, provide particulars including hours: <div style="font-size: 1.2em; font-family: cursive;">NO</div>

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

NO

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

NO

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

NA

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:

142 Lavarack Avenue, Front of Building

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

NA

(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:

St. Mary's High School

Field House, Building

4 outside

(If Applicable) Organization providing Security:

Student Senate; Adult Moderators

(If Applicable) Number of Security Personnel:

12

Signature of Applicant:

Suma Horab

Date:

8.5.25

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.



ST. MARY'S HIGH SCHOOL
LANCASTER, NEW YORK

Saint Mary's High School Homecoming Bonfire Planning Sheet

Date of the event: 10/14/25

The school will supply:

- ☐ Wood Pallets
- ☐ Water for First Responders

****Fire Equipment needed at 6:15 PM to prepare pile and surrounding area**

Procedures

- ☐ The bonfire will be at least 100 feet from the structure
- ☐ The bonfire will not exceed 6 feet in height and 12 feet in diameter
- ☐ No accelerants will be used
- ☐ After ALL CLEAR is given, the LFD can begin to prep/light the fire (approx. 7:15 PM)
- ☐ The bonfire should be lit by 7:30 PM

Objectives

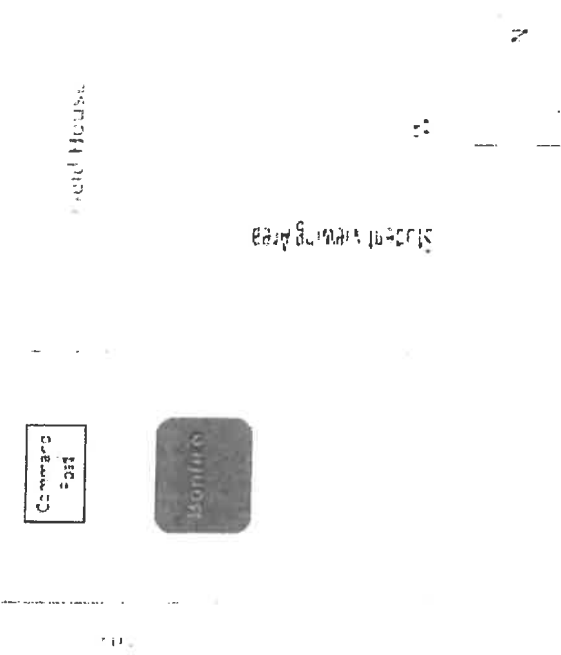
- ☐ To prevent the bonfire from spreading outside the paved track
- ☐ To ensure a fun and safe evening event

Requested Emergency Resources

- ☐ Lancaster Village Fire Department

Notes

- ☐ The bonfire event's estimated attendance is approximately 300 - 500
- ☐ The bonfire will be lit by 7:15 PM and extinguished at 8:15 - 8:30 PM





108 ft corner of building
to center of grass
where pallets are being
stacked.

101 ft Fire to property Line

- Students are a grass back
from track.

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

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

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

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

Event Name: <div style="text-align: center; font-size: 1.2em;">"Football In The Village"</div>		<div style="border: 1px solid black; padding: 2px; font-size: 0.8em;"> LISTED # 5 CORRESPONDENCE MEETING DATE 9/8/2025 </div>
Type of Event (Race/Walk, Festival, Concert, Neighborhood Celebration, Parade/Motorcade, Other, etc.): <div style="text-align: center; font-size: 1.1em;">Outdoor watch party / Bills Game</div>		
Event Date(s): <div style="text-align: center; font-size: 1.1em;">Sept. 18 2025</div>	Event Time(s): <div style="text-align: center; font-size: 1.1em;">7:30 - 11:30</div>	
Applicant Name: <div style="text-align: center; font-size: 1.1em;">Greg Day / LVMA</div>	Event Location: <div style="text-align: center; font-size: 1.1em;">W. Main Closure</div>	
Individual/Group/Corporation Name Holding Event: <div style="text-align: center; font-size: 1.2em;">LVMA</div>	Village Property Affected (If Applicable) <div style="text-align: center; font-size: 1.1em;">W. Main</div>	
Applicant Address, City, State, Zip: <div style="text-align: center; font-size: 1.1em;">1 W Main St Lancaster NY 14086</div>	Support Services Requested of the Village (If Applicable) <div style="text-align: center; font-size: 1.1em;">Street closures garbage cans pub tables</div>	
Applicant Email: <div style="text-align: center; font-size: 1.1em;">greg@fattybeer.com</div>	Applicant Phone <div style="text-align: center; font-size: 1.1em;">716 861 1775</div>	

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

"In charge person":	Contact cell and email:	Date & Time(s) On-Premise at Event:
<div style="font-size: 1.2em;">Greg Day</div>	<div style="font-size: 1.1em;">716 861 1775</div>	<div style="font-size: 1.1em;">All</div>
<div style="font-size: 1.2em;">Tom Sweeney</div>	<div style="font-size: 1.1em;">716 534 5160</div>	<div style="font-size: 1.1em;">All</div>
<div style="font-size: 1.2em;">Event - committed chairs</div>		

RECEIVED
AUG 27 2025
Village of Lancaster
Clerk-Treasurers Office

Anticipated Peak Attendance Number: <div style="text-align: center; font-size: 1.2em;">500-1000 +</div>	Anticipated Age Range of those in Attendance: <div style="text-align: center; font-size: 1.1em;">0 - 100</div>
Will Alcohol be consumed? Applicant must comply with Village Code Section 85-3 "Alcoholic Beverages" <div style="text-align: center; font-size: 1.1em;">open container / rest all</div>	Will there be Amplified Sound or Music? If so, provide particulars including hours: <div style="text-align: center; font-size: 1.1em;">Sound from Projector / TV</div>

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

- NO

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

- NO

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

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:

various scattered on street + village receptacles

(d) Location of Water Facilities:

various

(e) Location of Electrical Facilities:

various

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

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

central / w. main n. aurora / w. main

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

(If Applicable) Organization providing Security:

(If Applicable) Number of Security Personnel:

Signature of Applicant:

Date:




8/25/2025

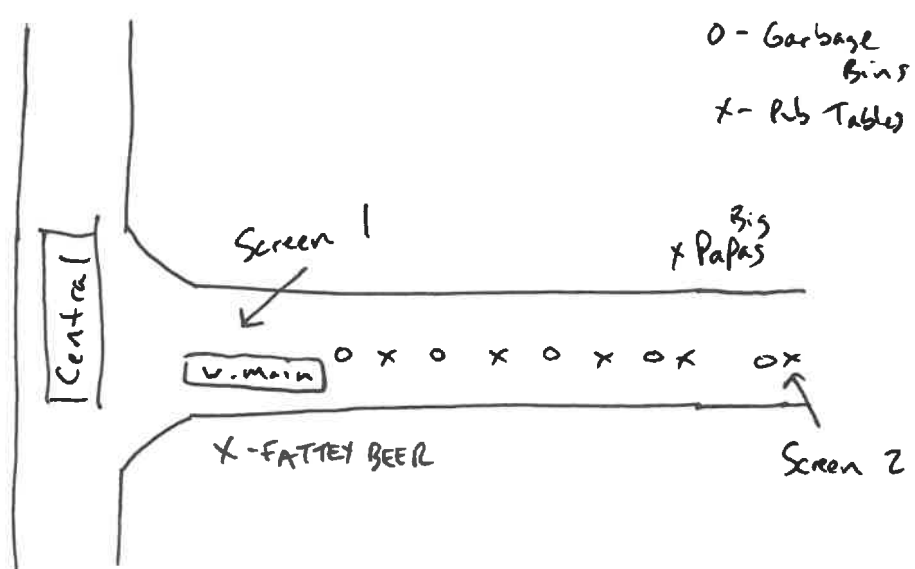
Post review disposition: ☐ Village Board approved.

☐ Village Board not approved.

☐ Applicant advised of Village Board determination: _____, _____, 202

☐ Village Board approved with attached statement of conditions imposed.

See Attached
Diagram




LISTED # 6
CORRESPONDENCE
MEETING DATE 9/8/2025

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.

Read Instructions on page 2 and please refer to the appropriate box and attach extra sheets if needed.

Event Name: <div style="font-size: 1.5em; font-family: cursive;">Skob's Wingfest</div>	
Type of Event (Race/Walk, Festival, Concert, Neighborhood Celebration, Parade/Motorcade, Other, etc.): <div style="font-size: 1.5em; font-family: cursive;">Festival</div>	
Event Date(s): <div style="font-size: 1.5em; font-family: cursive;">1/27/25</div>	Event Time(s): <div style="font-size: 1.5em; font-family: cursive;">12 - 6pm</div>
Applicant Name: <div style="font-size: 1.5em; font-family: cursive;">William Skob's</div>	Event Location: <div style="font-size: 1.5em; font-family: cursive;">Between Pleasant and Central Ave - Twin Village lot</div>
Individual/Group/Corporation Name Holding Event: <div style="font-size: 1.5em; font-family: cursive;">LFB Village Grille</div>	Village Property Affected (If Applicable): <div style="font-size: 1.5em; font-family: cursive;">Nothing beside street.</div>
Applicant Address, City, State, Zip: <div style="font-size: 1.5em; font-family: cursive;">10 Schwartz RD, Lancaster 14086 Central Ave Lancaster NY 14086</div>	Support Services Requested of the Village (If Applicable): <div style="font-size: 1.5em; font-family: cursive;">Trash Receptacles, Red Trash Road Blocks</div>
Applicant Email: <div style="font-size: 1.5em; font-family: cursive;">skob@ny9@yahoo.com</div>	Applicant Phone: <div style="font-size: 1.5em; font-family: cursive;">716 440-2235</div>

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

In charge person: <div style="font-size: 1.5em; font-family: cursive;">An Skob's</div>	Contact cell and email: <div style="font-size: 1.5em; font-family: cursive;">716 440-2815 skob@ny9@yahoo.com</div>	Date & Time(s) On-Premise at Event: <div style="font-size: 1.5em; font-family: cursive;">12pm - 6pm</div>

Anticipated Peak Attendance Number: <div style="font-size: 1.5em; font-family: cursive;">200</div>	Anticipated Age Range of those in Attendance: <div style="font-size: 1.5em; font-family: cursive;">8-80</div>
Will Alcohol be consumed? Applicant must comply with Village Code Section 85.3 "Alcoholic Beverages": <div style="font-size: 1.5em; font-family: cursive;">No</div>	Will there be Amplified Sound or Music? If so, provide particulars including hours: <div style="font-size: 1.5em; font-family: cursive;">Yes 12pm - 6pm</div>

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

NO

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

NO

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

N/A

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:

N/A

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

Widen Public Parking spaces. We will not ask to close Town Village Lot

(c) Location of Trash Facilities:

Requesting Village owned TRASH CANS

(d) Location of Water Facilities:

N/A

(e) Location of Electrical Facilities:

N/A

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

Porta-toilets in Restaurant -

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

N/A There will be NO FENCE IN AREA - Just Road Blocks SIDEWALKS will be used

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

(If Applicable) Organization providing Security:

N/A

(If Applicable) Number of Security Personnel

N/A

Signature of Applicant:

[Signature]

Date:

8/3/23

For review disposition:

Village Board approved

Village Board not approved

Applicant advised of Village Board determination

Village Board approved with attached statement of conditions imposed

I am requesting a small street closure for our wing fest on September 27, 2025. I feel the street closure would not be a major issue for the merchants on Central Avenue. I'm just requesting the street closed from the roundabout on Pleasant to the end of the building at twin village music, that way Rudy can still have that parking lot for his customers. They would only lose a couple spots on Central Avenue , which is public parking anyway and you still have access to the Clark Street parking lot and the alley to get on Central Avenue. The fire department shouldn't have any a problem with it. It's a small portion of central and can still access from behind the buildings also from St. John's church through the back gate and Clark Street parking lot through the alley.

Mike Stegmeier

LISTED # 7
CORRESPONDENCE
RECEIVING DATE 9/8/2025

From: InfofromSelective-NoReply@selectiveinsurance.com
Sent: Tuesday, September 2, 2025 9:03 PM
To: Mike Stegmeier
Subject: Recommendation 1986051 - S 1825053 (001184100000)

SELECTIVE
BE UNIQUELY INSURED™

Selective Insurance Company of America
40 Wantage Ave.
Branchville, NJ 07890

09/02/2025

VILLAGE OF LANCASTER
5423 BROADWAY ST

LANCASTER, NY
140862148

Policy number: S 1825053
Policy Date: 06/01/2025 to 06/01/2026

Dear MICHAEL E STEGMEIER,

Thank you for your participation in our review of your business operations on 08/21/2025 .

Selective's Safety Management Team has provided recommendations to help you reduce the risks we have identified. We strongly encourage you to implement the recommendations listed below as soon as possible.

Please provide an updated status of what has been planned or completed within 30 days following the date of this letter by contacting me directly or emailing **SelectiveSafetyMgtNE@Selective.com**. You must attach any supporting documentation such as pictures, receipts, updated policies, etc. for us to consider the request complete.

Self Service Resource to Help Manage Your Risks

As always, our Safety Management Team is available to help you address your industry specific risks with a wide range of complimentary resources. Discover how these resources can help you navigate your business exposure and create a safer environment for all by visiting at:

<https://www.selective.com/info-center/resource-center/risk-management/resources>

Feel free to contact me with any questions or concerns.

Sincerely,

Deborah Morshead
Safety Management Specialist
Selective Insurance Company of America

deborah.morshead@selective.com
(973) 948-3000

Cc: ARTHUR J GALLAGHER RISK MGT SVCS LLC

2025-08-001	Significant	Open	General Liability
-------------	-------------	------	-------------------

Playground Signage Needed

Some of the playground signage at the Dullard Street location is degraded to the point that it is not readable. Failure to maintain this signage which includes age range appropriate for use of the equipment as well as warnings can increase the potential for equipment misuse leading to injury. To reduce this potential problem, the signage at this site should be replaced.

2025-08-002	Significant	Open	General Liability
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Playground Maintenance Needed

At the time of this visit, it was noted that there were areas with inadequate ground cover to the point that buried hardware was exposed. Edging barriers were loose. There were playground equipment screws with missing caps. There were also S hooks with significant gaps. Failure to provide regular maintenance of the playground can increase the potential for injuries. To reduce this potential problem, the above items should be addressed. A playground inspection program should be developed that includes regular inspections and with appropriate repairs made.

These recommendations and observations are made by Selective Insurance Company of America, either on its own behalf or as the servicing carrier for the Selective insurer affiliate which issued your policy solely in the furtherance of its underwriting practices. They are not intended to and should not replace your safety practices, procedures, programs, and inspections, or be interpreted as identifying all property and safety programs, policies, or procedures that exist or should exist at your facility, or as guaranteeing compliance with any laws or regulations. It is your sole responsibility to assure the facility's safety.

RESOLUTIONS

September 8, 2025

	1 st Motion	2 nd Motion	
1.	_____	_____	Resolution to schedule a public hearing in Council Chambers for Monday, October 13, 2025, at 7:15 p.m. to consider possible projects for the 2026-2027 Community Development Block Grant application.
	<i>ACTION -</i>	<i>Approved</i> <i>Denied</i> <i>Refer to:</i>	
2.	_____	_____	Resolution to accept and approve the following applications for membership to the Lancaster Fire Department as approved by the Department at its meeting on August 12, 2025: - Kerrie Bonk to the Eagle Hose Company - Alexander Killinger to the Eagle Hose Company
	<i>ACTION -</i>	<i>Approved</i> <i>Denied</i> <i>Refer to:</i>	
3.	_____	_____	Resolution to approve reimbursement to Amy Stypa in the amount of \$375.00 for an online Grant Writing Course offered by Temple University.
	<i>ACTION -</i>	<i>Approved</i> <i>Denied</i> <i>Refer to:</i>	
4.	_____	_____	
	<i>ACTION -</i>	<i>Approved</i> <i>Denied</i> <i>Refer to:</i>	
5.	_____	_____	
	<i>ACTION -</i>	<i>Approved</i> <i>Denied</i> <i>Refer to:</i>	
6.	_____	_____	
	<i>ACTION -</i>	<i>Approved</i> <i>Denied</i> <i>Refer to:</i>	
7.	_____	_____	
	<i>ACTION -</i>	<i>Approved</i> <i>Denied</i> <i>Refer to:</i>	
8.	_____	_____	
	<i>ACTION -</i>	<i>Approved</i> <i>Denied</i> <i>Refer to:</i>	
9.	_____	_____	
	<i>ACTION -</i>	<i>Approved</i> <i>Denied</i> <i>Refer to:</i>	

Lancaster Fire Department



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

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

Lancaster Fire Department Memorandum

DATE: August 20, 2025

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

FROM: Department Secretary Aaron Ruda

RE: Lancaster Fire Department Roster Changes for August 25, 2025 LVB Meeting

The following applications for membership were approved at the Fire Department Meeting on August 12, 2025.

Kerrie Bonk – Eagle Hose Company
Alexander Killinger – Eagle Hose Company

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

Sincerely,

Aaron Ruda

Aaron Ruda
Lancaster Fire Department Secretary



University College

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Non-Credit and Continuing Education - Summer Programs
On Campus Programs and Training - Other Life Long Learning Institute
Real Estate Institute - Sustainability Education
ProRanger Program - Seasonal Law Enforcement Training Program

Temple University NEST
234 Strawberry Square
Harrisburg, PA, 17101
Tel: (717) 232-6400
<https://noncredit.temple.edu>
tuh@temple.edu

RESOLUTION # ³
MEETING DATE 9/8/2025

RECEIPT

Miss Amy Michelle Stypa
Student Number: X301985

Transaction Basket: 720909
Date: 04/Aug/2025 9:08AM
Page 1 of 4

SELECTED ITEMS:

Course Enrollments

HBGCE0154-010	Grant Writing Certificate Program - Fall 2025 Cohort - Tuesday Evening Session	Tuition Fee	\$ 375.00
		Sub-total:	\$ 375.00
		TOTAL:	\$ 375.00

Course Schedule: Tue 6:00pm - 8:30pm 02/Sep/2025 - 07/Oct/2025
At: Online Learning, Building:Zoom

Section Notes: **Fall 2025 Cohort - Tuesday Evening Session**

Virtual Workshop Dates: Every Tuesday from September 2 through October 7, 2025 (6-week program)

Time: 6:00 pm to 8:30 pm EST

Note: Do you live in a different time zone, and want to determine what time the class will be? Please check out this [Time Zone Converter](#) to help!

Location: Live, virtual online classroom via Zoom with online, weekly assignments

Participants will be required to attend all 6 class meetings and have the following technology to join the online course:

- Zoom Meeting account
- a web camera, turned on
- a computer microphone and speakers, turned on

Technical Difficulty? Please visit [FAQs for Logging In, Registration, and More](#) If you still need assistance, call (215) 204-4866

Miss Amy Michelle Stypa
31 Ashley Drive,
Lancaster, NY 14086



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Non-Credit and Continuing Education - Summer Programs
Off Campus Programs and Training - Osher Lifelong Learning Institute
Real Estate Institute - Sustainability Education
ProRanger Program - Seasonal Law Enforcement Training Program

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tuh@temple.edu

RECEIPT

Miss Amy Michelle Stypa
Student Number: X301985

Transaction Basket: 720909
Date: 04/Aug/2025 9:08AM
Page 2 of 4

Course Enrollments

Receipt Notes: Thank you for completing your registration. You have enrolled in:

Grant Writing Certificate Program - Fall 2025 Cohort - Tuesday Evening Session

Once registered for this session, participants are not permitted to attend any other session offerings due to class capacity restrictions.

- **Virtual Workshop Dates: Every Tuesday from September 2 through October 7, 2025 (6-week program)**
- **Time: 6:00 pm to 8:30 pm EST**
 - *Note: Do you live in a different time zone, and want to determine what time the class will be? Please check out this [Time Zone Converter](#) to help!*
- **Location: Live, virtual online classroom via Zoom with online, weekly assignments**

Participants will be required to attend all 6 class meetings and have the following technology to join the online course:

- Zoom Meeting account
- a web camera, turned on
- a computer microphone and speakers, turned on
- **Zoom Meeting Link** will be sent to paid registered participants before the first class. Zoom invitations cannot be shared. Participants must be on camera and participating for each entire class.

Certificate Requirements: To earn the program certificate, participants must be on time and attend the 6 virtual class meetings, and complete the required assignments for all six modules, including completing a final course assignment.

If you have questions about this program, please email Jennifer Donahue at jennifer.donahue@temple.edu

Cancellations and Refunds

Miss Amy Michelle Stypa
31 Ashley Drive,
Lancaster, NY 14086



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Non-Credit and Continuing Education - Summer Programs
Off-Campus Programs and Training - Other Life Long Learning Initiatives
Real Estate Institute - Sustainability Education
ProRanger Program - Seasonal Law Enforcement Training Program

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RECEIPT

Miss Amy Michelle Stypa
Student Number: X301985

Transaction Basket: 720909
Date: 04/Aug/2025 9:08AM
Page 3 of 4

Course Enrollments

All cancellation requests must be made in writing via email to Jennifer Donahue at jennifer.donahue@temple.edu and received by the Temple University Harrisburg staff before becoming effective. Please note that if the registrant does not officially withdraw from a course and does not attend the course, the registrant is still responsible for payment.

Cancellations received ten (10) business days or more prior to the start of the scheduled course will be eligible for a full refund of fees paid.

Cancellations received nine (9) business days to one (1) business day prior to the start of the scheduled course will be subject to a cancellation charge of \$10.00 for one day/session courses and \$50 for multiday courses. Cancellations received less than one (1) business day prior to the start of the scheduled course will not be eligible for a refund.

Required Text(s):

TOTAL SELECTED: \$ 375.00

ACCOUNT ACTIVITY:

Current Payment / (Refund)



\$ 375.00

Total Current Payment / (Refund): \$ 375.00

TOTAL PAYMENTS / (REFUNDS): \$ 375.00

Miss Amy Michelle Stypa
31 Ashley Drive,
Lancaster, NY 14086



University College

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Non-Credit and Continuing Education - Summer Programs
Off Campus Programs and Training - Osher Lifelong Learning Institute
Real Estate Institute - Sustainability Education
PreRanger Program - Seasonal Law Enforcement Training Program

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RECEIPT

Miss Amy Michelle Stypa
Student Number: X301985

Transaction Basket: 720909
Date: 04/Aug/2025 9:08AM
Page 4 of 4

For Internal Use Only

FOAPAL 101103-26320-2197-01

☐ Cash ☐ Check Check# _____ ☐ Money Order

Temple University NEST

Cancellations and Refunds All cancellation requests must be made in writing via email to the Program Specialist supporting the program and received by the Temple University Harrisburg staff before becoming effective. Please note that if registrant does not officially withdraw from a course and does not attend the course, the registrant is still responsible for payment. Cancellations received ten (10) business days or more prior to the start of the scheduled course will be eligible for a full refund of fees paid. Cancellations received nine (9) business days to one (1) business day prior to the start of the scheduled course will be subject to a cancellation charge of \$10.00 for one day/session courses and \$50 for multiday courses. Cancellations received less than one (1) business day prior to the start of the scheduled course will not be eligible for a refund. TUH reserves the right to cancel continuing education events due to low enrollment. In the event of inclement weather (applies to in person classes only), Temple University Harrisburg will make every effort to cancel events with as much advance notice as possible. Notification will be sent via email/CE Systems once a decision to close or delay has been made. In all instances, TUH will follow the University's cancellation decisions. Request to Postpone Attendance All requests to be transferred into a future offering must be submitted in writing via email to the Program Specialist supporting the program and received by the Temple University Harrisburg staff before becoming effective. Please note that if registrant does not request a transfer into a future offering and does not attend as originally scheduled, the registrant is still responsible for payment. Transfer requests received ten (10) business days or more prior to the start of the scheduled course will be eligible for a one-time transfer at no cost. Additional transfer requests or requests less than 10 days prior to the start of the course will be subject to a \$50.00 administrative fee. How was your registration experience? Tell us about it by taking this short survey: https://templeharrisburg.co1.qualtrics.com/jfe/form/SV_1HW2HMgvR7kxkH3

Miss Amy Michelle Stypa
31 Ashley Drive,
Lancaster, NY 14086

Thank you for choosing Temple University NEST for your educational needs.

This communication serves as verification that enrollment into our program has been received and processed.

Miss Amy Michelle Stypa
31 Ashley Drive
Lancaster, NY, 14086
USA
1 (716) 4736942

Miss Amy Michelle Stypa (X301985) is now enrolled in:
Course Name: HBGCE0154 - 010 Grant Writing Certificate Program
Enrollment Date: 04 Aug 2025
Due Date: 14 Aug 2025
Section Notes:
Fall 2025 Cohort - Tuesday Evening Session

Virtual Workshop Dates: Every Tuesday from September 2 through October 7, 2025 (6-week program)

Time: 6:00 pm to 8:30 pm EST

Note: Do you live in a different time zone, and want to determine what time the class will be? Please check out this [Time Zone Converter](#) to help!

Location: Live, virtual online classroom via Zoom with online, weekly assignments

Participants will be required to attend all 6 class meetings and have the following technology to join the online course:

- Zoom Meeting account
 - a web camera, turned on
 - a computer microphone and speakers, turned on
-

Technical Difficulty? Please visit **FAQs for Logging In, Registration, and More** If you still need assistance, call (215) 204-4866

IF YOU HAVE ANY QUESTIONS, CONTACT Temple University NEST at (717) 232-6400.
You can also contact Temple University NEST anytime by emailing tuh@temple.edu.

This message has been sent to you by:

Temple University NEST
234 Strawberry Square
Harrisburg, PA 17101
Phone: (717) 232-6400
Email: tuh@temple.edu
Web Site: <https://noncredit.temple.edu>

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Amy Stypa
amystypa@gmail.com

Temple University Harrisburg
HBGCE0154 – Section 010
Fall 2025 – Tuesday Evening Session

<u>Course:</u>	Grant Writing Certificate Program
<u>Instructor:</u>	Crystal Brown Noncredit Instructor, Temple University Harrisburg Email: crystal.brown@temple.edu <i>Preferred method of contact: email or Canvas message</i>
<u>Program Manager:</u>	Jennifer Donahue, MA Program Manager, Temple University Harrisburg Email: jennifer.donahue@temple.edu <i>Preferred method of contact: email or Canvas message</i>
<u>Class Meetings:</u>	Every Tuesday from September 2 through October 7, 2025 6:00 pm (EST) to 8:30 pm (EST) Via Zoom (<i>link to be provided via email and in Canvas</i>)

Statement on recording and distribution of recordings of class sessions:

The 6 weekly zoom sessions will be recorded. You may access these recorded sessions via Zoom for review purposes only. Please do not distribute to individuals outside of the class.

Certificate Requirements:

1. Sign into Zoom Meetings with the microphone and camera on and positioned so the instructor can see your face on screen.
2. Attend and participate in all six live-virtual classes.
3. Complete the required assignments for the six modules by the due dates. This includes a final project; to complete a grant application in response to either a grantor's Request for Proposal or their published application guidelines for a proposal.
4. Failure to meet these expectations may impact the issuance of the certificate of completion.
5. **Upon Completion:** Students will be issued a digital certificate of completion and a digital badge.

COURSE INFORMATION

Course Description:

This non-credit certificate program covers the basics of grant seeking and writing, enabling anyone with an interest in getting started on the grant writing process. Participants will learn how to write grants more confidently and improve their grant-writing outcomes. This program will give all participants a chance to learn and practice skills in developing successful proposals to obtain external funding.

Module 1: Foundations in Grant Writing

Module 2: Searching for Grants

Module 3: Telling Your Story: Basic Elements of Your Proposal Narrative

Module 4: Building a Program Design & Using Logic Models

Module 5: Evaluation Planning

Module 6: Putting it All Together

Learner Outcomes:

After completing the modules, participants will be able to:

1. Apply an understanding of the grant writing and seeking process to your organizational context.
2. Outline the basic elements of grants and grant writing to include a needs statement, target population, and proposed program.
3. Determine organizational capacity through the development of SMART goals and a logic model.
4. Analyze elements of a budget and recognize grant sources.
5. Categorize evaluation methods and approaches and compose an evaluation plan.
6. Design and develop an effective grant application.
7. Summarize ethical standards of grant developers and identify strategies to avoid conflict of interest.

Course Materials:

There are no materials to purchase. All materials (PowerPoints, handouts, readings, templates) will be provided via Canvas for digital download.

Attendance Policy:

To obtain the certificate for this course, attendance at all 6 live virtual sessions is required. Please treat the live, virtual class sessions as if you were in attendance in person.

Driving during class is not permitted. If you are seen driving a vehicle, you are subject to removal from the zoom session. This is for your safety as well as the safety of others on the road. This does not apply as a passenger in a car.

Attendance Protocol:

The course instructor may approve one absence if notified in advance or if there is an urgent situation. Participants are required to discuss the absence in advance with the instructor and program manager to obtain approval and instructions for making up the session.

Zoom meetings will be recorded to allow those who have one absence to make it up via the recorded session (Instructor approval is required). Recordings are not a replacement for attending the six virtual classes. Recordings can be accessed by clicking Zoom from the menu. Students must notify the instructor and program manager after completion of the recorded session and must submit any upcoming assignments on time.

COURSE ASSESSMENT

Assignments:

Each module will have an assignment. Submission of all assignments is a requirement for earning the program certificate. Assignments are to be uploaded to Canvas and the instructor will review it. **Please submit assignments in .word or .pdf formatting.** Instructors will not be able to download .pages format.

In order to complete the program and be eligible to receive a certificate, all assignments must be completed on the due dates listed in Canvas. Any makeup work must be submitted before the last day of class.

Module	Date of class	Due date of assignment
Module 1: Foundations in Grant Writing	Tuesday September 2 6:00 pm – 8:30 pm	Sunday September 7 By 12:00 pm (noon)
Module 2: Searching for Grants	Tuesday September 9 6:00 pm – 8:30 pm	Sunday September 14 By 12:00 pm (noon)
Module 3: Telling Your Story: Basic Elements of Your Proposal Narrative	Tuesday September 16 6:00 pm – 8:30 pm	Sunday September 21 By 12:00 pm (noon)
Module 4: Building a Program Design & Using Logic Models	Tuesday September 23 6:00 pm – 8:30 pm	Sunday September 28 By 12:00 pm (noon)
Module 5: Evaluation Planning	Tuesday September 30 6:00 pm – 8:30 pm	Sunday October 5 By 12:00 pm (noon)
Module 6: Putting it All Together	Tuesday October 7 6:00 pm – 8:30 pm	Tuesday October 21 By 11:59 pm
Grades and feedback to participants	-----	Due to the participants by November 3, 2025
Canvas Access will expire on December 21, 2025. Please make sure to have any resources downloaded before that date.		

COURSE EXPECTATIONS

Course Technology Requirements:

Audio and video are required for this course. Please have your microphone on and camera on and positioned so the instructor can see your face on the screen.

If you do not have audio or video on your computer, both Zoom and Canvas platforms can be accessed on your smartphone or tablet. You must have the hardware (desktop or laptop, tablet or smartphone) and software (Browsers such as Chrome, Safari, Firefox or Microsoft Edge) to access the internet. A broadband internet connection (DSL, cable, fiber, etc.) is recommended with a hardwired Ethernet cable. Wireless (Wi-Fi) connections may be utilized but a weak or congested signal may cause issues with video buffering or content access.

This course requires the use of Canvas to access materials: <https://canvas.temple.edu>.

Netiquette:

Your instructor and fellow students wish to foster a safe online learning environment. All opinions and experiences, no matter how different or controversial they may be perceived, must be respected in the tolerant spirit of academic discourse. You are encouraged to comment, question, or critique an idea, but you are not to attack an individual.

Our differences, some of which are outlined in the [University's nondiscrimination statement](#) will add richness to this learning experience. Please consider that sarcasm and humor can be misconstrued in online interactions and generate unintended disruptions. Working as a community of learners, we can build a polite and respectful course atmosphere.

CONTINUING EDUCATION

CFRE Continuing Education Points:

Temple University Harrisburg's Grant Writing Certificate Program is recognized by CFRE International (Certified Fund Raising Executive) as qualifying for CFRE Education credits. Upon successful completion of this program, 15 CFRE points will be granted by CFRE International. Certificates of training documenting CFRE points will be issued by TUH.

Each participant will receive these points on their certificate of completion.

Continuing Education Units and Social Work Continuing Education Hours:

This program has been approved for 1.5 CEU's and 15 Social Work Continuing Education hours, 2 of which fulfill the ethics requirement by the state licensing board. Temple University Harrisburg is a PA State Board of Social Workers, Marriage and Family Therapists, and Professional Counselors preapproved provider of continuing education. These credit hours satisfy requirements for LSW/LCSW/LMFT/LPC biennial license renewal. Certificates of attendance documenting continuing education hours or units will be issued by TUH.

Each participant must submit a request for these points to be awarded.

If you are interested in receiving a certificate of continuing education, the following steps must be completed:

1. Attend all six live-virtual modules on Zoom. The instructor will take and monitor attendance. Participants must be on camera and participate in each entire class.
2. Submit all assignments, to include the final proposal.
3. Complete the end of cohort evaluation.
4. Complete the online request form.

TEMPLE UNIVERSITY HARRISBURG POLICIES

Please read the essential University Policies at the links below:

American Disability Act of 1990

Academic Rights and Responsibilities

Student Guide to Rights and Responsibilities

Academic Learning and Support Services

Disability Resources and Services

Institutional Diversity, Equity, Advocacy and Leadership

Cancellations and Refunds:

All cancellation requests must be made in writing via email to Jennifer Donahue at jennifer.donahue@temple.edu and received by the Temple University Harrisburg staff before becoming effective. Please note that if a registrant does not officially withdraw from a course and does not attend the course, the registrant is still responsible for payment.

Cancellations received ten (10) business days or more prior to the start of the scheduled course will be eligible for a full refund of fees paid. Cancellations received nine (9) business days to one (1) business day prior to the start of the scheduled course will be subject to a cancellation charge of \$10.00 for one day/session courses and \$50.00 for multiday courses. Cancellations received less than one (1) business day prior to the start of the scheduled course will not be eligible for a refund.

COURSE SUPPORTS

- 1) The **Information Technology Services Help Desk** is a resource available to assist Temple students with technical issues. Services available can be found using the following link: <https://its.temple.edu/technical-support>
- 2) **Canvas Support** is available 24/7 via the Student Hotline: 1-844-683-6439, email: support@instructure.com, or via the Live Chat Feature. Visit the Website for more details: <https://its.temple.edu/canvas>