Meeting Date: September 22, 2025

### VILLAGE OF LANCASTER BOARD MEETING

### AGENDA

X	1.	PLEDGE TO THE FLAC	j

- X 2. ROLL CALL
- X 3. MINUTES OF MEETINGS DATED: September 8 (regular meeting)
- X 4. ABSTRACT OF AUDITED VOUCHERS
- X 5. LISTED CORRESPONDENCE
- X 6. RESOLUTIONS
- X 7. AUDIENCE PARTICIPATION
- X 8. COMMITTEE REPORTS FOLLOW UP
- X 9. DEPARTMENT HEAD REPORTS
- X 10. HEARINGS 7:15 p.m. Local Law to Repeal 10 MPH Speed Limit on St. Mary's Street
- X 11. MISCELLANEOUS
- X 12. ADJOURNMENT

### **NEXT SCHEDULED REGULAR MEETING**

**TUESDAY, OCTOBER 14, 2025** 

### VILLAGE OF LANCASTER NOTICE OF PUBLIC HEARING MONDAY, SEPTEMBER 22, 2025

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, September 22, 2025 at 7:15 PM to consider a local law to amend §352-59 Schedule VIII: "Speed Limits" of Village Code Chapter 325 "Vehicles and Traffic". The local law, if adopted, would repeal a 10 MPH speed limit on St. Mary's Street from the intersection of St. Mary's Street and North Aurora Street west for a distance of 210 feet and would result in an increase of the speed limit along said segment of St. Mary's Street to 30 MPH.

The full text of the proposed local law may be reviewed at the Village of Lancaster website <a href="https://lancastervillageny.gov">https://lancastervillageny.gov</a> 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

Village of Lancaster Loca	al Lawof the	year 2025
A Local Law to amend §3 and Traffic to repeal a 10		: "Speed Limits" of Chapter 325 Vehicle St. Mary's St.
	l speed limit on a seç	Lancaster Village Board on January 26, gment of St. Mary's St. was, and is in §1643;
Now;		
Be it enacted by the Villa	ge Board of the Villa	ge of Lancaster, New York as follows:
1) § 325-59 Schedule VII	I: "Speed Limits" sha	Il be amended as follows:
The following row shall be	e repealed and delet	ed:
St. Mary's Street	10	From the intersection of St. Mary's Street and North Aurora Street west for a

distance of 210 feet

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

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, September 8, 2025, at 7:00 P.M.

MEETINGS TO DATE	13
NO. OF REGULARS	9
NO. OF SPECIALS	4

Attendance:		Attended / Absent
William C. Schroeder	Mayor	13 / 0
Tammie E. Malone Schaefer	Trustee/ Deputy Mayor	12 / 1
John Mikoley	Trustee	12 / 1
Deirdre A. Miller	Trustee	12 / 1
Gavin J. O'Brien	Trustee	13 / 0

Also Present:

Arthur A. Herdzik Village Attorney Michael E. Stegmeier Clerk-Treasurer

Wayne Cisco Superintendent of Public Works

Katelyn Moore DPW Clerk-Typist

Eric Feldmann Fire Chief

Matthew Fischione Town of Lancaster Supervising Code Enforcement Officer

Captain Jeffrey Smith Town of Lancaster Police Department

### **WORK SESSION @ 5:30PM**

Motion by <u>Trustee O'Brien</u> and seconded by <u>Trustee Miller</u> to table a decision regarding LOSAP upgrade options until the January 26, 2026 meeting.

Adopted Resolution: 207 Ayes: Mayor Schroeder, Trustees Malone Schaefer, Mikoley,

Miller, and O'Brien

### **REGULAR MEETING @ 7:00PM**

Clerk-Treasurer Stegmeier led the pledge to the flag.

### **ACCEPTANCE OF MINUTES**

Motion by <u>Trustee O'Brien</u> and seconded by <u>Trustee Miller</u> to accept the minutes of the August 11, 2025 regular meeting.

Adopted Resolution: 208 Ayes: Mayor Schroeder, Trustees Malone Schaefer, Mikoley,

Miller, and O'Brien

Motion by <u>Trustee O'Brien</u> and seconded by <u>Trustee Miller</u> to accept the minutes of the August 21, 2025 special meeting.

Adopted Resolution: 209 Ayes: Mayor Schroeder, Trustees Malone Schaefer, Mikoley,

Page 2 of 9

### ABSTRACT OF AUDITED VOUCHERS

Motion by <u>Trustee Miller</u> and seconded by <u>Trustee Mikolev</u> that the Treasurer be authorized to pay, from the vouchers, all the claims against the GENERAL, SEWER, TRUST, CAPITAL, EQUIPMENT RESERVE, COMMUNITY DEVELOPMENT and SPECIAL REPAIR RESERVE FUNDS for the period from 8/12/2025 to 9/8/2025.

Further, that the report of the Finance Committee be accepted from the abstract of the audited vouchers, a total of 72 claims were approved, and that all claims were paid against the:

GENERAL FUNDin the amount of	\$	352,844.84
SEWER FUNDin the amount of	\$	7,351.06
TRUST FUNDin the amount of	\$	1,810.25
CAPITAL FUNDin the amount of	\$	
EOUIPMENT RESERVEin the amount of	\$	
COMMUNITY DEVELOPMENTin the amount of	\$	
SPECIAL REPAIR RESERVE FUND in the amount of	\$	
For the period from <u>7/28/2025</u> To <u>8/11/</u>	<u> 2025</u>	

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

General Fund checks # 93305 through # 93360 Sewer Fund checks # 12294 through # 12298 Trust Fund check # 2615

Adopted Resolution:

210

Ayes: Mayor Schroeder, Trustees Malone Schaefer, Mikoley,

Miller, and O'Brien

Motion by <u>Trustee Miller</u> and seconded by <u>Trustee O'Brien</u> that the report of the Finance Committee be accepted from the abstract of the audited vouchers, a total of 60 claims were approved, and that all claims were paid against the:

GENERAL FUNDin the amount of	\$	189,948.62
	\$	13,087.71
TRUST FUNDin the amount of	\$	450.12
CAPITAL FUNDin the amount of	\$	2,629.36
EQUIPMENT RESERVEin the amount of	\$	
COMMUNITY DEVELOPMENTin the amount of	\$	
SPECIAL REPAIR RESERVE FUNDin the amount of	\$	
For the period from $8/12/2025$ To $8/25/2$	<u> 2025</u>	

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

General Fund checks # 93361 through # 93412 Sewer Fund checks # 12299 through # 12305 Trust Fund check # 2616 Capital Fund check # 1961

Adopted Resolution:

211

Ayes: Mayor Schroeder, Trustees Malone Schaefer, Mikoley,

### VILLAGE OF LANCASTER, NY

September 8, 2025

OFFICIAL MEETING MINUTES

Page 3 of 9

### **CORRESPONDENCE:**

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 properties within the Village of Lancaster from July 17, 2025 – August 29, 2025.

Motion by <u>Trustee Mikoley</u> and seconded by <u>Trustee Malone Schaefer</u> to receive and file this correspondence.

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

Miller, and O'Brien

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.

Motion by <u>Trustee O'Brien</u> and seconded by <u>Trustee Miller</u> to receive and file this correspondence.

Adopted Resolution: 213 Ayes: Mayor Schroeder, Trustees Malone Schaefer, Mikoley,

Miller, and O'Brien

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 \$508.92 to update this software needed for operation of the scanner.

Motion by <u>Mayor Schroeder</u> and seconded by <u>Trustee Malone Schaefer</u> to approve the purchase of the Napa TRACS software as presented.

Adopted Resolution: 214 Ayes: Mayor Schroeder, Trustees Malone Schaefer, Mikoley,

Miller, and O'Brien

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.

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

Adopted Resolution: 215 Ayes: Mayor Schroeder, Trustees Malone Schaefer, Mikoley,

Miller, and O'Brien

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.

Motion by <u>Trustee Malone Schaefer</u> and seconded by <u>Trustee O'Brien</u> to approve this event application with the condition that a site map for the event layout must be provided to the Code Enforcement Office, Lancaster Police Department, and Lancaster Fire Department prior to the event for review.

Adopted Resolution: 216 Ayes: Mayor Schroeder, Trustees Malone Schaefer, Mikoley,

### VILLAGE OF LANCASTER, NY

September 8, 2025

OFFICIAL MEETING MINUTES

Page 4 of 9

6) Correspondence from Deborah Morshead, Selective Insurance Safety Management Specialist, providing recommendations for the West Drullard Playground following an inspection of the playground on August 21, 2025.

Motion by <u>Trustee O'Brien</u> and seconded by <u>Trustee Miller</u> to receive and file this correspondence.

Superintendent Cisco stated that the recommended actions are in progress and most of the corrections have already been addressed.

Adopted Resolution: 217 Ayes: Mayor Schroeder, Trustees Malone Schaefer, Mikoley,

Miller, and O'Brien

### **RESOLUTIONS:**

Motion by <u>Trustee O'Brien</u> and seconded by <u>Trustee Mikoley</u> to schedule a public hearing in Council Chambers for Tuesday, October 14, 2025, at 7:15 p.m. to consider possible projects for the 2026-2027 Community Development Block Grant application.

Adopted Resolution: 218 Ayes: Mayor Schroeder, Trustees Malone Schaefer, Mikoley,

Miller, and O'Brien

Motion by <u>Mayor Schroeder</u> and seconded by <u>Trustee O'Brien</u> to reschedule the October 13, 2025 work session and Village Board meeting to Tuesday, October 14, 2025 starting at 6:00 p.m. and 7:00 p.m. respectively.

Adopted Resolution: 219 Ayes: Mayor Schroeder, Trustees Malone Schaefer, Mikoley,

Miller, and O'Brien

Motion by <u>Trustee Miller</u> and seconded by <u>Trustee Malone Schaefer</u> 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

Adopted Resolution: 220 Ayes: Mayor Schroeder, Trustees Malone Schaefer, Mikoley,

Miller, and O'Brien

Motion by <u>Trustee Miller</u> and seconded by <u>Trustee O'Brien</u> to approve reimbursement to Amy Stypa in the amount of \$375.00 for an online Grant Writing Course offered by Temple University.

Adopted Resolution: 221 Ayes: Mayor Schroeder, Trustees Malone Schaefer, Mikoley,

Miller, and O'Brien

Motion by <u>Mavor Schroeder</u> and seconded by <u>Trustee Malone Schaefer</u> to approve the purchase of a 2017 Ford F550 chipper truck in the amount of \$25,000 from the Town of Lancaster's Parks & Recreation Department as procurement of secondhand equipment from another municipality.

Adopted Resolution: 222 Ayes: Mayor Schroeder, Trustees Malone Schaefer, Mikoley,

### VILLAGE OF LANCASTER, NY

September 8, 2025

OFFICIAL MEETING MINUTES

Page 5 of 9

Motion by <u>Mayor Schroeder</u> and seconded by <u>Trustee Malone Schaefer</u> to appoint Patrick Turner, 55 Williamsburg Lane, Lancaster, NY to the position of School Crossing Guard – PT effective upon completion of a clean background check.

Adopted Resolution: 223 Ayes: Mayor Schroeder, Trustees Malone Schaefer, Mikoley,

Miller, and O'Brien

### **AUDIENCE PARTICIPATION:**

-none-

### **COMMITTEE REPORTS & FOLLOW UPS:**

### > FINANCE & CLAIMS – Trustees Miller & O'Brien

Trustee O'Brien will follow up with Mark Aquino regarding the paper street surveys.

The LOSAP upgrades discussion was tabled until January 26, 2026.

### PUBLIC WORKS – Trustee Mikoley

During the work session prior to the meeting, Katelyn Moore reviewed a Veterans Banner Program Policy that she drafted for consideration. Trustee Mikoley explained the purpose of this policy to establish a standardized process for this program. The Village covers the cost of the banners with a current annual budget of \$2,500.00.

Motion by <u>Trustee Mikoley</u> and seconded by <u>Trustee Miller</u> to adopt the Veterans Banner Program Policy as a formal policy of the Village of Lancaster as presented.

Adopted Resolution: 224 Ayes: Mayor Schroeder, Trustees Malone Schaefer, Mikoley,

Miller, and O'Brien

### > PUBLIC SAFETY – Mayor Schroeder

No report.

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

He discussed the need to assess building conditions for the three main buildings at the Lancaster Municipal Building, DPW, and North End Fire Hall. William Schutt has drafted an RFP for a building conditions study at each location. The Village Board should consider the RFP for approval at an upcoming meeting.

He requested that the following issues be added to this committee:

- Mixed-Use District Signage
- St. Mary's Street Repeal 10 MPH Speed Limit

Motion by <u>Trustee Mikolev</u> and seconded by <u>Trustee O'Brien</u> to schedule a public hearing in Council Chambers on Monday, September 22, 2025, at 7:15 p.m. to consider a local law to repeal the 10 MPH speed limit on St. Mary's Street from the Village Code.

Adopted Resolution: 225 Ayes: Mayor Schroeder, Trustees Malone Schaefer, Mikoley,

Page 6 of 9

### > HUMAN RESOURCES - Trustee Malone Schaefer

The term for summer help / seasonal employees has ended, but there is still a need for two employees to remain on a part-time basis to help until early December.

Motion by <u>Mayor Schroeder</u> and seconded by <u>Trustee Miller</u> to change the status of two employees from seasonal to part-time Laborers with hours not to exceed 19 ½ hours per week.

The names of the 2 employees were not included as part of the resolution. It was later confirmed during the Village Attorney's report that the individuals are Jayden Schaefer and Peyton Shafer.

Adopted Resolution: 226 Ayes: Mayor Schroeder, Trustees Mikoley, Miller,

and O'Brien

Abstained: Trustee Malone Schaefer

The Village has been notified by DPW union representation of their intent to begin negotiations for a new collective bargaining agreement effective on June 1, 2026. She will be reviewing the current DPW contract to prepare for this process.

At a recent Safety meeting, she was informed that DPW employees are not trained in CPR/AED usage. She would like the Village to offer a course for employees who are interested. She also noted that the AED units in the Municipal Building, DPW Building, and Superintendent's vehicle are approaching their expiration dates and will need to be replaced.

### > COMMUNITY EVENTS - Trustee Malone Schaefer

She reviewed the LVMA Bills Watch Party this past Sunday. They had security on location; emergency management did a walk through as well. She also received advice from the Code Enforcement Officer on how to proceed with future events.

She noted the following upcoming events:

- September 13th is the Chamber of Commerce Wine Walk
- September 20th is the Village of Lancaster's Fall Fest.
- September 27th is the Lancaster Football Club's Beer Tent Fundraiser.

A list of 2026 tentative events will be passed around for review and feedback.

### ➤ ECONOMIC DEVELOPMENT – Mayor Schroeder

He commented regarding available parking in the Village. DPW did an inventory of public parking lots in the Village of Lancaster, which includes the Clark Street parking lot, Twin Village parking lot, the parking lot at the corner of Broadway and Central, and the Municipal Building parking lot. There are almost 230 spots in these places. The problem is that people don't know where they are able to park.

Holli Ann from Vibe Yoga Lab provided a map of parking that she designed. The Village Board will review and come up with a plan to get information out publicly about where to park. The Board will create a poster for merchants to hang up to inform their patrons of where parking is available. We may print and put a map of the parking spots up in the marquee on Central Avenue as well. Jim Sinner from the Lancaster Bee has agreed to print something in the paper. There is plenty of parking in the area, the issue is notifying people of where they can find it.

Page 7 of 9

Trustee Malone Schaefer has made contact with a property owner who may have a property for sale that could be used for parking in the downtown area. Attorney Herdzik explained that a purchase would require an agreement with the seller for an agreed upon price.

Mayor Schroeder is working on a potential bandshell for Cayuga Creek Park. More information will be provided for consideration at an upcoming meeting.

Trustee O'Brien prepared a document regarding a long-term vision for Palmer Place which was provided to the board members in the meeting agenda packet.

### ➤ **SEWER** – Trustee Mikoley

During the work session prior to the meeting, Shawn Marshall from Watts Architects and Engineer reviewed the annual meeting with NYS DEC on August 28, 2025, along with ongoing work related to the Village sewer systems. A written report was provided with these updates.

### ➤ GRANTS - Trustee O'Brien

### Plum Bottom Creek Culvert - PHASE 1 (BridgeNY Grant)

The Village received approval from NYS DOT today to advertise for this project.

Motion by <u>Trustee O'Brien</u> and seconded by <u>Trustee Mikolev</u> to approve advertising for bids for the Plum Bottom Creek Culvert project under the guidance of C&S Engineers with the bid opening date to be coordinated with the Clerk-Treasurer.

Adopted Resolution: 227 Ayes: Mayor Schroeder, Trustees Malone Schaefer, Mikoley,

Miller, and O'Brien

### Firefighter's Park Renovation

The electric updates are complete. Mayor Schroeder indicated that we need guidance from the vendor regarding operation of the lighting system. We will keep this project in committee until this issue is resolved.

### ZEV Grant – EV Charging Station

We are waiting for a bid package from Bill Schutt. It is expected to be ready this month.

### USDA Forest Service Tree Planting (Federal) Grant

Amy Stypa is hoping to set up a tree planting event with St. Mary's High School since many of the trees are in their neighborhood.

### Erie County Municipal Planning Grant- Comp Plan Updates

The committee is currently reviewing the final draft of the future zoning map as well as last call for updates to the plan.

### NYSDEC - UCF Program Tree Planting Grant

There is a meeting next week to review timelines, scope, stages, as well as grant reporting requirements.

### NY Forward - LMB Pocket Park

The project kickoff meeting is tomorrow, Tuesday, September 9th.

Page 8 of 9

### NY Forward - Small Project Fund

All four (4) projects are moving along and are on track to be out to bid this month.

### TAP - Central Ave Streetscape Broadway to Walden

We meet monthly with the engineering team. There is a call set up with NYSDOT to discuss right-of-way concerns with the sidewalk portion of the project.

### SAM Grant - Wayfinding & Fire Equipment

We received an email from DASNY requesting information as a part of their grant review process. We cannot spend funds until the Grant Disbursement Agreement (GDA) is received.

### CDBG - Project ideas for Fall 2025 Application

He is expecting a quote for the splash pad in the coming weeks.

### > TECHNOLOGY & MARKETING – Trustee Miller

She reported that Village meetings are now streaming on YouTube as well as Facebook. A link will be added to the website shortly.

### ➤ CLIMATE SMART – Trustee O'Brien

Climate Smart Task Force and Forestry Advisory Board each had a meeting last week. The minutes are in the board packet for review.

There will be a Sustainability Expo at the Village Fall Fest on September 20th.

The Lancaster Library will hold a Climate Action Game run by Amy Stypa at the Lancaster Library on September 23<sup>rd</sup>.

He reached out to NYS DOT about wayfinding on Broadway to point to the Village EV charging stations.

### **DEPARTMENT HEAD REPORTS & FOLLOW UPS:**

### > SUPERINTENDENT OF PUBLIC WORKS – Wayne Cisco

He commented on the need for the software for the mechanic's equipment and the chipper truck that were approved earlier this evening.

Leaf season is starting up.

Fall banners will be replacing the Fire Department banners in the near future.

### > CLERK - TREASURER – Michael E. Stegmeier

The audit field work will begin next week for the 2024 - 2025 financial statements.

### FIRE CHIEF - Eric Feldmann

There were 40 calls in August and a total of 257 calls for the year-to-date.

Members have participated in over 2700 hours of training this year.

Page 9 of 9

On Saturday, there was a house fire on Albert Drive. There were no injuries reported. He thanked the mutual aid departments for their assistance.

He discussed recruitment efforts at community events which have led to some recent new members.

### > TOWN BUILDING DEPARTMENT – Matt Fischione

He gave a public service reminder to the community that it is harvest season. Rodents are attracted to gardens, so remember to dispose of the rotting vegetables and collect the ripe fruits and vegetables. Also keep an eye out for spaces that can harbor rodents and close them off to help reduce places that rodents can live and hide. These efforts can help to control the rodent population in the Village.

### > TOWN POLICE DEPARTMENT – Captain Jeffrey Smith

No report.

### > VILLAGE ATTORNEY – Arthur A. Herdzik

He commented that if the Village Board knows the identity of the two seasonal employees who are moving to part-time status as approved by resolution earlier in the meeting, then the names of the two (2) individuals should be identified and stated publicly during the meeting.

Superintendent Cisco stated that Jayden Schaefer and Peyton Shafer are the two employees who will be changing from seasonal to part-time positions at the DPW.

### **MISCELLANEOUS:**

Mayor Schroeder noted that October 1<sup>st</sup> is National "Coffee with a Cop" Day and we will have police officers at three different Village locations including Gabrielle's Bakery, Lancaster Coffee Co., and Skoob's Village Grille from 9:00 a.m. - 10:30 a.m.

The Village is still waiting for receipt of the donation from the Babcock foundation for the purchase of benches and tables at the splash pad on Richmond Avenue.

### **ADJOURNMENT:**

Motion by Mayor Schroeder and seconded by Trustee Malone Schaefer to adjourn the meeting at 7:38 p.m.

Adopted Resolution:

228

Ayes: Mayor Schroeder, Trustees Malone Schaefer, Mikoley,

Miller, and O'Brien

Respectfully submitted,

Michael E. Stegmeier Clerk – Treasurer

Motion by Treasurer be authorized	, second	ded by		, that the
Treasurer be authorized SEWER, TRUST, CAPI and SPECIAL REPAIR	TAL, EQUIPMENT	RESERVE, COMMUN	nst ITY	the GENERAL,  Y DEVELOPMENT,
September 09, 2025	to	<u>September 22, 2025</u>		
Further, that the report ovouchers, and that all cla			e al	ostract of the audited
GENERAL FI	J <b>ND</b>	in the amount of	\$	127,273.37
SEWER FUN	)	in the amount of	\$	30,791.79
TRUST FUND	)	in the amount of	\$	2,063.75
CAPITAL FU	ND	in the amount of	\$	2,500.00
EQUIPMENT	RESERVE	in the amount of	\$	
COMMUNITY	Y DEVELOPMENT	in the amount of	\$	
SPECIAL REI	PAIR RESERVE FUN	Din the amount of	\$	
		TOTAL	ı	162,628.91

MAYOR'S CERTIFICATION:

For the period from

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.

August 26, 2025

Total Claims	57
General Fund Ck#	93413-93450
Sewer Fund Ck#	12306-12311
Trust Fund Ck#	2617
Capital Fund Ck#	1962
Community Development Fund Ck#	

**September 08, 2025** 

to

Mayor William Schroeder

# Abstract Summary of Funds

Board Meeting Date: September 8, 2025

Capital Fund (H)	\$ 2,500.00		
Trust Fund (T)	\$ 2,063.75 \$		
Sewer Fund (G)	\$ 19,545.96		\$ 10,446.66 \$ 799.17
General Fund (A)	52,438.97	780.00	5 68,735.36 5,319.04
	Vouchers Paid by Check 2025-2026 Budget	PrePaid \$	Payroll Voucher 8/29/2025 \$ FICA Voucher 8/29/2025 \$

127,273.37 \$ 30,791.79 \$ 2,063.75 \$
\$ 30,791.79 \$ 2
<del>99</del>
<del>99</del>
127,273.37 \$
127,273.37

TOTALS

162,628.91

TOTAL ALL FUNDS \$

01:33 PM

Ranges		Item Status		Purchase Types M	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	X	Bid: Y State: Y Other: Y Exempt: Y	Inclu * Mear	P.O. Type: All Format: De Include Non-Budgeted: Y Prior Year Only: N * Means Prior Year Line: Vendors: All	O. Type: All Format: Detail without Line Item Notes Idgeted: Y ar Only: N sar Line:
PO # PO Date Vendor		Con	Contract PO Type	Гуре			
Item Description	Amount C	Charge Account	Acct	Description	Stat/Chk	First Enc Rovd Date Date	Chk/Void Date Invoice
26-00384 09/08/25 ADPIN005 ADP, INC.							
1 TIME&ATTEND/PROCESSING CHRGS	\$925.10	A-1325-435-300	ш	FINANCE TREASURER - PAYROLL S	œ	09/08/25 09/08/25	MULTIPLE
26-00385 09/05/25 AMAZO010 AMAZON CAPITAL SERVICES	ITAL SERVICE	S					
1 CTOSUPP/REFILLSPOUT/AEDSTICKER	\$13.99	A-1325-401-000	Ш	FINANCE TREASURER - OFFICE SU	œ	09/05/25 09/05/25	1W13-CHW3-9D1N
	\$15.36	A -8560-452-000	Ш	SHADE TREES-TRUCK REPAIR & M.		09/05/25 09/05/25	11WC-HP7P-3G6R
3 CTOSUPP/REFILLSPOUT/AEDSTICKER	\$7.59	A -8560-452-000	ш	SHADE TREES-TRUCK REPAIR & M.	œ	09/05/25 09/05/25	1LPQ-TWGP-3RPC
	\$36.94						
26-00386 09/05/25 ALARM005 AMHERSTALARM	4RM						
1 SERVICE CALL - DPW	\$330.00	A -1640-435-000	ш	DEPT PUBLIC WORKS-CONTRACTU	<b>~</b>	09/05/25 09/05/25	6971571
26-00387 09/05/25 ASHLA005 ASHLAND PEST CONTROL INC	ST CONTROL	NC NC					
1 BIRD CONTROL INSPECTION - JULY	\$91.00	A -5110-475-000	Ш	STREETS MAINT-UNCLASSIFIED-PE	œ	09/05/25 09/05/25	136898
26-00388 09/05/25 MARKA010 MARK AQUINO	0						
1 REIM-FILING 46 CENTRAL EASEM.	\$90.00	A -1420-471-000	Ш	LAW - MISCELLANEOUS LEGAL FEE	۳	09/05/25 09/05/25	8/22/2025
26-00389 08/26/25 BIELA005 PAULA BIELAT	,						
1 COURT STENO SVCS	\$125.00	A -1110-435-000	ш	VILLAGE JUSTICE - CONTRACTUAL	œ	08/26/25 08/26/25	8/26/2025
26-00390 09/05/25 BRENN005 BRENNTAG LUBRICANTS, LLC	JBRICANTS, I	TC					
1 RESTOCK MULTIPLE OILS DPW 2 RESTOCK MILITIPLE OILS DPW	\$303.85	A-5110-416-000	ш	STREETS MAINT-GASOLINE & OIL	<b>œ</b> 1	09/05/25 09/05/25	BLN25-8918
	\$303.63	A -5132-416-000	П	SNOW REMOVAL-GASOLINE & OIL	œ	09/05/25 09/05/25	BLN25-8918

Page: 2

01:33 PM PINV1291828 BLN25-8918 BLN25-8918 BLN25-8918 BLN25-8918 BLN25-8918 BLN25-8918 27878580-4 60649925-6 591869033 591866901 591866901 591866901 25-41441 3766909 Invoice Chk/Void Date 09/05/25 09/05/25 09/05/25 09/05/25 09/05/25 09/05/25 09/05/25 09/05/25 09/05/25 09/05/25 09/05/25 09/05/25 09/05/25 09/05/25 09/05/25 09/05/25 09/05/25 09/03/25 09/03/25 09/05/25 09/05/25 39/05/25 09/05/25 09/05/25 09/05/25 09/05/25 09/05/25 09/05/25 09/05/25 First Enc Rcvd Date Date 09/05/25 Stat/Chk DEPT PUBLIC WORKS-CONTRACTUR  $\alpha \alpha \alpha$ STREETS ADMIN-PRINTING & ADVE R FIRE DEPT-YRLY SVC & CERTIF/INS R œ DEPT PUBLIC WORKS GARAGE-WA R œ VILLAGE JUSTICE - COPIER MAINTE INANCE TREASURER - PROFESSIO FINANCE TREASURER - OFFICE SU STREET CLEANING-GASOLINE & OI ENVIRONMENTAL - CONTRACTUAL REFUSE & GARBAGE-GASOLINE & SANITARY SEWERS-FUEL & LUBE SHADE TREES-GASOLINE & OIL DRAINAGE-GASOLINE & OIL PARKS-GAS & OIL Account Continued PARKS-WATER Description Contract PO Type Acct шшшшшш ш шшш ш Ш Ш ш ш G-8120-416-000 A -8160-416-000 \$253.56 A -1640-435-000 A -8090-435-000 A -5010-430-000 A-7110-416-000 A -8540-416-000 A -8560-416-000 A -1325-434-000 \$2,195.16 A -3411-479-000 \$84.84 A -1640-441-000 A -8170-416-000 A-1325-401-000 \$13,825.71 A-7110-441-000 A -1110-473-000 Charge Account ERIE COUNTY WATER AUTHORITY ERIE COUNTY WATER AUTHORITY ERIE COUNTY WATER AUTHORITY **DELAGE LANDEN FINANCIAL SVC** 09/05/25 DELAG005 DELAGE LANDEN FINANCIAL SVC BRENNTAG LUBRICANTS, LLC DIVAL SAFETY EQUIP. INC. \$547.18 \$96.85 \$303.84 \$303.84 \$292.56 \$99.41 \$63.97 \$303.84 \$303.84 \$303.84 \$303.84 \$488.82 \$2,430.74 EATON OFFICE SUPPLY Amount DELFT PRINTING INC. WALL CALENDAR/MTG ROOM BKS CTO 3000 REQUEST OFF FORMS DPW RESTOCK MULTIPLE OILS DPW COURT/CLERK/CLIMATE SMRT COURT/CLERK/CLIMATE SMRT COURT/CLERK/CLIMATE SMRT 09/05/25 BRENN005 09/05/25 DELAG005 09/05/25 ERIEC045 09/05/25 EATON005 DPW LEASE PMT - 9/15-10/14 09/05/25 DELFT005 09/05/25 ERIEC045 RICHMOND AVE 5/3-8/2 2025 09/05/25 ERIEC045 09/03/25 DIVAL005 PO Date Vendor ANNUAL SCBA TESTING DPW ACCT 5/3-8-2 2025 Item Description 26-00390 26-00393 26-00395 26-00396 26-00391 26-00392 26-00394 26-00397 26-00398 # Od 2 9

Page: 3

09/08/2025

01:33 PM

							01:33 PN
PO# PO Date Vendor		Cont	Contract PO Type	Туре			
Item Description	Amount	Charge Account	Acct Type	Description Stat/Chk	First Enc Rcvd Date Date	Chk/Void Date Inv	Invoice
26-00398 09/05/25 ERIEC045	ERIE COUNTY WATER AUTHORITY	JTHORITY		Account Continued			
1 27878570-3 5/3/2025-8/2/2025	\$84.84	A -1640-441-000	ш	DEPT PUBLIC WORKS GARAGE-WA R	09/05/25 09/05/25	278	27878570-3
26-00399 09/05/25 ERIEC045 1 27878560-2 5/3-8/2 2025	ERIE COUNTY WATER AUTHORITY \$532.98 A-1640	JTHORITY A-1640-441-000	Ш	DEPT PUBLIC WORKS GARAGE-WA R	09/05/25 09/05/25	970	07070560 0
26-00400 09/05/25 FERRY005 FI 1 HOSE ASSEMBLY + SLEEVE TK 7	FERRY INC FK 7 \$210.59	A -8560-452-000	Ш	SHADE TREES-TRUCK REPAIR & M, R	09/05/25 09/05/25	70444	44
26-00401 09/05/25 FERRY005 FE 1 DPW SHOP RESTOCK ON HOSES	FERRY INC ISES \$42.63	A -5110-452-000	ш	STREETS MAINT-REPAIRS/MAINT:TI R	09/05/25 09/05/25	73228	28
26-00402 09/05/25 HANES005 HAN 1 FALL HARNESSES BUCKET TRUCK	HANES SUPPLY, INC. RUCK \$419.33	A -8560-250-000	ш	SHADE TREES-OTHER EQIPMENT-? R	09/05/25 09/05/25	100	10052518-00
26-00403 09/05/25 HOMED005 HC 1 PARTS & SUPPLIES AUGUST 2025 2 PARTS & SUPPLIES AUGUST 2025 3 PARTS & SUPPLIES AUGUST 2025	ME DEPOT	VCS A -1640-402-000 A -5110-434-000 A -7110-435-000	шшш	DEPT PUBLIC WORKS-JANITORIAL R STREETS MAINT-PAVING & RECON! R PARKS-MAINTENANCE LANDSCAPI R	09/05/25 09/05/25 09/05/25 09/05/25 09/05/25 09/05/25	AUC AUC AUC	AUG2025 AUG2025 AUG2025
26-00404 09/05/25 HURTI IODS	\$1,304.06						
ARIOUS ARIOUS ARIOUS ARIOUS ARIOUS ARIOUS	\$1,114.03 \$1,114.03 \$1,114.03 \$1,114.03 \$1,114.03 \$1,114.03 \$1,114.03	A -5110-417-000 A -5132-417-000 A -7110-453-000 A -8160-417-000 A -8540-453-000 A -8560-452-000 G -8120-453-000	шшшшшшш	STREETS MAINT-TIRES & BATTERIF R SNOW REMOVAL-TIRES & BATTERII R PARKS-REPAIRS TO EQUIPMENT R REFUSE & GARBAGE-TIRES & BATT R STREET CLEANING-TIRES & BATTE R DRAINAGE-EQUIPMENT REPAIR R SHADE TREES-TRUCK REPAIR & M, R SANITARY SEWERS-REPAIRS & MA R	09/05/25 09/05/25 09/05/25 09/05/25 09/05/25 09/05/25 09/05/25 09/05/25 09/05/25 09/05/25 09/05/25 09/05/25 09/05/25 09/05/25	248 248 248 248 248 248 248	248809 248809 248809 248809 248809 248809 248809
26-00405 09/05/25 IRISH005 IR 1 PR20&PR30 PROPANE FOR DPW	IRISH PROPANE CORPORATION PW \$23.00 A-51	RATION A -5110-434-000	ш	STREETS MAINT-PAVING & RECON! R	09/05/25 09/05/25	026	02634093

Page: 4

			-			01:33 PM
PO # PO Date Vendor		Contr	Contract PO Type	јуре		
ttem Description	Amount	Charge Account	Acct	Description Stat/Chk	First Enc Rcvd Ch Date Date Da	Chk/Void Date Invoice
26-00406 09/05/25 JOEBA005	JOE BASIL CHEVROLET INC.	INC.				
1 REPLACEMENT MOLDING TK 3	\$115.91	A -5110-452-000	ш	STREETS MAINT-REPAIRS/MAINT:TI R	09/05/25 09/05/25	673898
26-00407 09/05/25 KSCON005 I	K & S CONTRACTORS SUPPLY INC.	UPPLY INC.				
1 FRAMES/GRATES STORM SEWERS 2 FRAMES/GRATES STORM SEWERS	/ERS \$600.00	A-8540-414-000 G-8120-434-000	шц	DRAINAGE-MATERIALS & PIPE R	09/05/25 09/05/25	25-80573
	į,		1		cz/cn/kn cz/cn/kn	25-80573
26-00408 09/05/25 KSCON005 I	K & S CONTRACTORS SUPPLY INC.	UPPLY INC.				
1 MATERIALS 4 BUILDING RECEIVERS	VERS \$400.00	A -8540-414-000	ш	DRAINAGE-MATERIALS & PIPE R	09/05/25 09/05/25	25-80425
26-00409 09/03/25 LANCA050	LANCASTER FIRE DEPT.					
1 FF ULLMAN REIMBURSMENT TRAININ	RAININ \$300.00	A -3411-470-000	Ш	FIRE DEPT-TRAINING R	09/03/25 09/03/25	N/A
26-00410 09/05/25 SOUTH005	SOUTHWORTH-MILTON, INC.	INC.				
1 REPAIR PART - CAT ROLLER	\$153.63	3 A-5110-452-000	Щ	STREETS MAINT-REPAIRS/MAINT:TI R	09/05/25 09/05/25	INV3667135
26-00411 09/05/25 NEWEN005 I	NEW ENTERPRISE STONE & LIME CO	NE & LIME CO				
1 ASPHALT	\$152.56	A-5110-413-000	ш	STREETS MAINT-RESURFACING M/ R	09/05/25 09/05/25	8648819
26-00412 09/05/25 NEWEN005 1	NEW ENTERPRISE STONE & LIME CO	NE & LIME CO				
1 ASPHALT	\$153.32	2 A-5110-434-000	ш	STREETS MAINT-PAVING & RECON! R	09/05/25 09/05/25	8654277
26-00413 09/05/25 N0000015 I	NYSEG					
1 37 CENTRAL AVE 7/26-8/26	\$46.41	A-7550-400-000	Ш	CELEBRATIONS-CONTRACTUAL EX R	09/05/25 09/05/25	10018339308
26-00414 09/05/25 N0000015 n	NYSEG					
1 RICHMOND AVE 6/21-8/21	\$110.82	P-7110-438-000	ш	PARKS-ELECTRIC R	09/05/25 09/05/25	10049304933
/25 NOCOE005	NOCO ENERGY CORP. FUELS	-UELS				
1 DIESEL FUEL 2 DIESEL FUEL	\$390.06	A -5110-416-000	шц	STREETS MAINT-GASOLINE & OIL R	09/05/25 09/05/25	SP13113865
			J		09/05/25 09/05/25	SP13113865

Page: 5

01:33 PM 09/08/2025

PO# PO Date Vendor		Con	Contract PO Type	Туре		
Item Description	Amount	Charge Account	Acct	Description Stat/Chk	First Enc Rcvd Date Date	Chk/Void Date Invoice
26-00415 09/05/25 NOCOE005 NOC	NOCO ENERGY CORP- FUELS	JELS		Account Continued		
3 DIESEL FUEL 4 DIESEL FUEL 5 DIESEL FUEL	\$256.40 \$105.36 \$54.10	A -7110-416-000 A -8170-416-000 A -8540-416-000	шшш	PARKS-GAS & OIL STREET CLEANING-GASOLINE & OI R DRAINAGE-GASOLINE & OII	09/05/25 09/05/25 09/05/25 09/05/25	SP13113865 SP13113865 SP13113065
	\$1,069.67					
26-00416 09/05/25 NOCOE005 NOC	NOCO ENERGY CORP- FUELS	JELS				
	\$236.98	A-5110-416-000	ш	STREETS MAINT-GASOLINE & OIL R	09/05/25 09/05/25	SP13106714
2 UNLEADED FUEL 3 UNLEADED FUEL	\$109.73	A -8170-416-000 A -8540-416-000	шш	STREET CLEANING-GASOLINE & OI R		SP13106714
	\$187.45	A -8560-416-000	ш	ē	09/05/25 09/05/25	SP13106714
5 UNLEADED FUEL	\$119.93	G -8120-416-000	ш	SANITARY SEWERS-FUEL & LUBE R	09/05/25 09/05/25	SP13106714 SP13106714
6 UNLEADED FUEL	\$158,69	A-7110-416-000	ш	PARKS-GAS & OIL	09/05/25 09/05/25	SP13106714
	\$920.01					
26-00417 09/05/25 NOCOE005 NOC	NOCO ENERGY CORP. FUELS	JELS				
1 UNLEADED FUEL	\$151.20	A -3411-416-000	Ш	FIRE DEPT-GASOLINE & OIL	09/05/25 09/05/25	SD13113052
	\$151.22	A -5110-416-000	Ш	& OIL	09/05/25 09/05/25	SP13113952 SP13113952
	\$151.20	A -7110-416-000	ш	PARKS-GAS & OIL	09/05/25 09/05/25	SP13113952
	\$151.20	A -8170-416-000	ш	STREET CLEANING-GASOLINE & OI R		SP13113952
	\$151.20	A -8540-416-000	ш	DRAINAGE-GASOLINE & OIL R	09/05/25 09/05/25	SP13113952
6 UNLEADED FUEL 7 IIII TABER FILE	\$151.20	A -8560-416-000	ш	SHADE TREES-GASOLINE & OIL R	09/05/25 09/05/25	SP13113952
	\$1,058,42	G -8120-416-000	П	SANITARY SEWERS-FUEL & LUBE R	09/05/25 09/05/25	SP13113952
26-00418 09/05/25 NOCOE005 NOC	NOCO ENERGY CORP- FUELS	JELS				
1 DIESEL FUEL	\$106.93	A-3411-416-000	ш	FIRE DEPT-GASOLINE & OII	09/05/25 09/05/25	20130107008
	\$478.63	A -5110-416-000	Ш	STREETS MAINT-GASOLINE & OIL R	09/05/25 09/05/25	SP130107985
	\$302.98	A-7110-416-000	ш	PARKS-GAS & OIL		SP130107985
	\$378.21	A-8170-416-000	ш	STREET CLEANING-GASOLINE & OI R		SP130107985
5 DIESEL FUEL	\$286.30	A -8560-416-000	ш	SHADE TREES-GASOLINE & OIL R		SP130107985
	\$233,19	G -8120-416-000	ш	SANITARY SEWERS-FUEL & LUBE R	09/05/25 09/05/25	SP130107985
	\$1,786.24					

	umber
AGE	PO N
S VILL	ng By
ASTER	ər Listi
-ANCA	9 Orde
	urchase

09/08/2025

٣

					dictions Order Liberry Dy P.C. Nutriber		01:33 PM
# O	PO Date Vendor		Contr	Contract PO Type	Туре		
Item Description	ription	Amount	Charge Account	Acct Type	Description Stat/Chk	First Enc Rovd Date Date	Chk/Void Date Invoice
26-00419	09/05/25 STATE005	STATE COMPTROLLER-JUSTICE FUND	JUSTICE FUND		Account Continued		
1 COUF	COURT FINES/FEES JULY 2025	\$2,063.75	'5 T-061-000	Ö	TRUST FUND, COURT & TRUST R	09/05/25 09/05/25	JULY 2025
26-00420 1 FINAL	20 09/05/25 PINTO005 FINAL PMT AUGUST 2025	PINTO CONSTRUCTION SVCS, INC. \$2,500.00 H -0522-	N SVCS, INC. 0 H -0522-400-111	Ш	EXPENSES - LFD PARK & CASCADE R	09/05/25 09/05/25	APP # 13
26-00421 1 QUIKI	21 09/05/25 SCRAN005 3 QUIKRETE RECEIVER REPAIRS	SCRANTON'S THRUWAY BUILDERS SU RS \$336.00 A-8540-414	Y BUILDERS SU 0 A-8540-414-000	ш	DRAINAGE-MATERIALS & PIPE R	09/05/25 09/05/25	125-107141
26-00422 1 RECE	22 09/05/25 SCRAN005 RECEIVER REPAIRS	SCRANTON'S THRUWAY BUILDERS SU \$413.00 A-8540-414	Y BUILDERS SU 0 A -8540-414-000	ш	DRAINAGE-MATERIALS & PIPE R	09/05/25 09/05/25	125-106978
26-00423 1 CONC	23 09/05/25 SCRAN005 SCF CONCRETE STAIRS CENTRAL AVE.	SCRANTON'S THRUWAY BUILDERS SU-AVE. \$215.85 A -5110-434-	Y BUILDERS SU 5 A-5110-434-000	ш	STREETS MAINT-PAVING & RECON! R	09/05/25 09/05/25	125-106716
26-00424 1 HR C	24 09/08/25 SHERI005 SHE HR CONSULTING - SEPTEMBER '25	SHERIDAN HR LLC ER '25 \$2,700.00	0 A-1010-435-600	Ш	BOARD OF TRUSTEES - H/R CONSL R	09/08/25 09/08/25	3326
26-00425 1 GRAN	25 09/05/25 STYPA005 STY GRANT WRITING CERT PROGRAM	STYPA, AMY RAM \$375.00	0 A-8090-435-000	ш	ENVIRONMENTAL - CONTRACTUAL R	09/05/25 09/05/25	720909
26-00426 1 OCTC 2 OCTC	26 09/05/25 TECHN015 OCTOBER 2025 OCTOBER 2025	TECHNET MSP LLC \$4,189.00 \$1,653.00 \$5,842.00	0 A-1325-435-200 0 A-3411-477-000 0	шш	FINANCE TREASURER - SVC MAINT R FIRE DEPT-RED ALERT PROG/INFO R	09/05/25 09/05/25 09/05/25 09/05/25	1857 1857
26-00427 1 AUGU	27 09/05/25 THOMS005 AUGUST 2025	THOMSON REUTERS - WEST PAYMENT \$161.75 A -1420-409-(	WEST PAYMENT 5 A-1420-409-000	ш	LAW - LAW BOOKS	09/05/25 09/05/25	852453779
26-00428 1 WATE	28 09/05/25 TOPSM010 WATER FOR PAVING - DPW	TOPS MARKETS, LLC \$44.33	3 A-5110-434-000	Ш	STREETS MAINT-PAVING & RECON: R	09/05/25 09/05/25	VARIOUS
26-00429 1 HAND	29 09/05/25 UNITE005 UNI HANDICAP PORTABLE RESTROOM	UNITED RENTALS NORTH AMERICA I	TH AMERICA I 0 A-7110-414-000	ш	PARKS-MATERIALS-OTHER R	09/05/25 09/05/25	24829965-004

Page: 7

01:33 PM

M.L. 00:10	rd Chk/Void te Date Invoice			09/05/25 AUGUST 2025 09/05/25 AUGUST 2025	5/25 AUGUST 2025 5/25 AUGUST 2025			5/25 A09759		8/25 VARIOUS		5/25 A10280		5/25 5165768-1342-7		3/25 107038051		6/25 37253		8/25 063270401090125		8/25 063270401090125
	First Enc Royd Date Date		09/05/25 09/05/25	09/05/25 09/05/25	09/05/25 09/05/25 09/05/25			09/05/25 09/05/25		09/08/25 09/08/25		09/05/25 09/05/25		09/05/25 09/05/25		09/03/25 09/03/25		08/26/25 08/26/25		09/08/25 09/08/25	09/08/25 09/08/25	09/08/25 09/08/25
Туре	Description Stat/Chk		STREETS MAINT-SERVICES MAINT R		SHADE TREES-CONTR REMOVAL B R SANITARY SEWERS-CONTRACTUAL R			REFUSE & GARBAGE-EQUIPMENT! R		SANITARY SEWERS-CONTRACTUAL R		REFUSE & GARBAGE-EQUIPMENT I R		REFUSE & GARBAGE-CONTRACT S R		FIRE DEPT-GASOLINE & OIL R		SHADE TREES-MEMORIAL TREE PL R		SHARED SERVICES - TELEPHONE R	= =	
Contract PO Type	Acct Type		ШШ	ш	шш			ш		ш		Ш		Ш		ш		ш		ш	шц	ı
Ö	Charge Account		A -5110-435-000 A -5132-430-000	A-7110-414-000	A -8560-476-000 G -8120-435-000			A -8160-453-000	ENGINEERS	G -8120-435-000		A -8160-453-000	ES INC	A-8160-434-000		A-3411-416-000	UES	A -8560-440-000	SNC	A-1620-439-000	A -1621-439-000 A -1640-431-000	
	Amount		\$147.75	\$147.75	\$147.75 \$147.75	\$738.75		\$747.54	ITECTURE &	\$17,276.02		\$1,105.79	ATE SERVICI	\$625.55		\$404.48	RONZE PLAQI	\$240.00	MMUNICATIO	\$161.51	\$30.74	\$289,19
PO# PO Date Vendor	Item Description	26-00430 09/05/25 VERIZ015 VERIZON	1 FLEET TRACKING - AUGUST 2025 2 FLEET TRACKING - AUGUST 2025		4 FLEET TRACKING - AUGUST 2025 5 FLEET TRACKING - AUGUST 2025		26-00431 09/05/25 VERME005 VERMEER	1 PARTS&SUPPLIES NEW CHIPPER	26-00432 09/08/25 WATTS005 WATTS ARCHITECTURE & ENGINEERS	1 LANCASTER SEWERS VARIOUS INV.	26-00433 09/05/25 VERME005 VERMEER	1 PARTS FOR NEW CHIPPER	26-00434 09/05/25 WMCOR005 WM CORPORATE SERVICES INC	1 AUGUST 2025	26-00435 09/03/25 WEXBA010 WEX BANK	1 GAS FOR CHIEF VEHICLES/RESCUE7	26-00436 08/26/25 FRANK010 FRANKLIN BRONZE PLAQUES	1 BRONZE PLAQUE REFINISH	26-00437 09/08/25 CHART005 CHARTER COMMUNICATIONS		2 PHONES ALL LOCATIONS 3 PHONES ALL LOCATIONS	

Page: 8

01:33 PM

PO # PO Date Vendor		6	Sontract PO Type	Туре				
Item Description	Amount	Amount Charge Account	Acct	Description	Stat/Chk	First Enc Rovd Date	Chk/Void Date Inv	9

102 Total List Amount: \$76,548.68 Total Void Amount: \$0.00 Total P.O. Line Items: 54 Total Purchase Orders:

01:33 PM

# LANCASTER VILLAGE Purchase Order Listing By P.O. Number

Totals by Year-Fund					4	
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total	
	6-A	\$52,438.97	\$0.00	\$0.00	\$52,438.97	
	9-9	\$19,545.96	\$0.00	\$0.00	\$19,545.96	
	H-9	\$2,500.00	\$0.00	\$0.00	\$2,500.00	
	F-9	\$0.00	\$0.00	\$2,063.75	\$2,063.75	
Total Of All Funds:		\$74,484.93	\$0.00	\$2,063.75	\$76,548.68	
Totals by Fund						
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total	
	¥	\$52,438.97	\$0.00	\$0.00	\$52,438.97	
	ဗ	\$19,545.96	\$0.00	\$0.00	\$19,545.96	
	I	\$2,500.00	\$0.00	\$0.00	\$2,500.00	
	-	\$0.00	\$0.00	\$2,063.75	\$2,063.75	
Total Of All Funds:		\$74,484.93	\$0.00	\$2,063.75	\$76,548.68	

09:48 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	Inclu * Mea	P.O. Type: All Format: De Include Non-Budgeted: Y Prior Year Only: N * Means Prior Year Line: Vendors: All	P.O. Type: All Format: Detail without Line Item Notes Budgeted: Y Year Only: N Year Line: Vendors: All
PO# PO Date Vendor	Contract	Contract PO Type			
Item Description	Ac Amount Charge Account Ty	Acct Type Description	Stat/Chk	First Enc Rcvd Date Date	Chk/Void Date Invoice
26-00383 09/04/25 NYCOM005 NYCOM 1 2025NYCOM REGISTRATION-DEBBINS	\$780.00 A-1325-470-000	E FINANCE TREASURER -EXP & TRA\ R	XP & TRA\ R	09/04/25 09/04/25	
Total Purchase Orders: 1 Total P.O. Line Items:	1 Total List Amount: \$780.00 Total Void Amount: \$0.00	otal Void Amount: \$0.00			

09:48 AM

Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total	
	6-A	1	\$	\$0.00	\$780.00	
Total Of All Funds:		\$780.00	\$0.00	\$0.00	\$780.00	
Totals by Fund						
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total	
	∢	\$780,00	\$0.00	\$0.00	\$780.00	
Total Of All Funds:		\$780.00	\$0.00	\$0.00	\$780.00	

# LANCASTER VILLAGE Expenditure Entry Verification Listing

Batch Id: PAYROLL Batch Date: 08/	/29/25 Batch Type: Recurring		
Account No. Type Account Description	Entry Description	Amount	Tracking Id Seq
A -1010-100-000 Expendi BOARD OF TRUSTEES - PERSONAL SERV	, , , , , , , , , , , , , , , , , , , ,	1,553.82	1
Db: A -522-000 EXPENDITURE CONTROL			
A -1110-100-000 Expendi VILLAGE JUSTICE - PERSONAL SERVIC Db: A -522-000 EXPENDITURE CONTROL	ES	2,790.57	2
A -1210-100-000 Expendi EXECUTIVE MAYOR - PERSONAL SERVIC	ture Payroll charges for paydate 8/29/2025	575.43	3
Db: A -522-000 EXPENDITURE CONTROL	Cr: A -200-000 CASH		
A -1325-100-000 Expendi FINANCE TREASURER - PERSONAL SERV		5,328.74	4
Db: A -522-000 EXPENDITURE CONTROL			
A -1420-100-000 Expendi	ture Payroll charges for paydate 8/29/2025	2,065.77	5
Db: A -522-000 EXPENDITURE CONTROL	Cr: A -200-000 CASH		
-1620-100-000 Expendit	, , , , ,	367.50	6
SHARED SERVICES - PERSONAL SERVICE Db: A -522-000 EXPENDITURE CONTROL			
-1621-100-000 Expendit		366.00	7
NORTH END FIRE HALL - PERSONAL SEF Db: A -522-000 EXPENDITURE CONTROL	Cr: A -200-000 CASH		
-1640-100-000 Expendit		13,598.90	8
DEPT PUBLIC WORKS -PERSONAL SERVIC Db: A -522-000 EXPENDITURE CONTROL	Cr: A -200-000 CASH		
•	ture Payroll charges for paydate 8/29/2025	230.77	10
FIRE DEPARTMENT - PERSONAL SERVICE Db: A -522-000 EXPENDITURE CONTROL			
	ture Payroll charges for paydate 8/29/2025	0.00	11
SAFETY INSPECTION-PERSONAL SERVICE Db: A -200-000 CASH	Cr: A -522-000 EXPENDITUR	RE CONTROL	
	ture Payroll charges for paydate 8/29/2025	0.00	12
BUILDING INSP-PERSONAL SVCS-CODE E Db: A -200-000 CASH	enfcmt Cr: A -522-000 EXPENDITUR	RE CONTROL	
•	ture Payroll charges for paydate 8/29/2025	144.23	13
DISASTER PREPAREDNESS-PERSONAL SER Db: A -522-000 EXPENDITURE CONTROL			
•	ture Payroll charges for paydate 8/29/2025	184.60	14
registrar vital stats-personal ser bb: a -522-000 expenditure control	VICES Cr: A -200-000 CASH		

## LANCASTER VILLAGE Expenditure Entry Verification Listing

Account No. Account Description	Туре	Entry Descripti	on	Amount	Tracking Id	Seq
A -5010-100-000 STREETS ADMINISTRATION-P Db: A -522-000 EXPENDITUR	ERSONAL SVCS	Payroll charges	for paydate 8/29/2025 Cr: A -200-000 CASH	6,978.51		15
A -5110-100-000 STREETS MAINT-PERSONAL SI Db: A -522-000 EXPENDITURE	ERVICES	Payroll charges	for paydate 8/29/2025 Cr: A -200-000 CASH	12,841.64		16
A -5132-100-000 SNOW REMOVAL-PERSONAL SEI Db: A -200-000 CASH		Payroll charges	for paydate 8/29/2025 Cr: A -522-000 EXPENDITUR	0.00 E CONTROL		17
A -7110-100-000 PARKS-PERSONAL SERVICES Db: A -522-000 EXPENDITURE	-		for paydate 8/29/2025 Cr: A -200-000 CASH	1,233.00		18
A -7550-100-000 CELEBRATIONS-PERSONAL SER Db: A -522-000 EXPENDITURE	RVICES		for paydate 8/29/2025 Cr: A -200-000 CASH	1,619.72		19
A -7550-102-000 DPW - Overtime Db: A -200-000 CASH	Expenditure		for paydate 8/29/2025 Cr: A -522-000 EXPENDITUR	0.00 E CONTROL		20
A -7550-103-000 DPW - Regular Time Db: A -200-000 CASH	Expenditure		for paydate 8/29/2025 Cr: A -522-000 EXPENDITUR	0.00 E CONTROL		21
A -8020-100-000 PLANNING-PERSONAL SERVICE Db: A -522-000 EXPENDITURE	S		for paydate 8/29/2025 Cr: A -200-000 CASH	90.00		22
A -8160-100-000 REFUSE & GARBAGE-PERSONAL Db: A -522-000 EXPENDITURE	SERVICES		for paydate 8/29/2025 Cr: A -200-000 CASH	4,392.95		23
A -8170-100-000 STREET CLEANING-PERSONAL Db: A -522-000 EXPENDITURE	SERVICES		for paydate 8/29/2025 Cr: A -200-000 CASH	1,963.59		24
A -8540-100-000 DRAINAGE-PERSONAL SERVICE Db: A -522-000 EXPENDITURE	S	,	for paydate 8/29/2025 Cr: A -200-000 CASH	3,965.94		25
A -8560-100-000 SHADE TREES-PERSONAL SERV Db: A -522-000 EXPENDITURE	ICES		for paydate 8/29/2025 Cr: A -200-000 CASH	6,515.66		26
A -8989-100-000 ECONOMIC DEV-PERSONAL SER Db: A -522-000 EXPENDITURE	VICES	,	for paydate 8/29/2025 Cr: A -200-000 CASH	96.13		27

## LANCASTER VILLAGE Expenditure Entry Verification Listing

Account No.	Toma	F. L				
Account No. Account Description	Туре	Entry Descript	10n	Amount	Tracking Id	Seq
A -9060-800-000 EMPLOYEE BENEFITS-HOSPIT Db: A -200-000 CASH			s for paydate 8/29/2025  Cr: A -522-000 EXPENDITURE CO			28
A -5010-405-000 STREETS ADMINISTRATION-M		Payroll charge		0.00		29
Db: A -200-000 CASH  A -5132-405-000  SNOW REMOVAL-MEAL ALLOWA  Db: A -200-000 CASH		Payroll charge:	Cr: A -522-000 EXPENDITURE COI s for paydate 8/29/2025 Cr: A -522-000 EXPENDITURE CON	0.00		30
	SERVICES	Payroll charges	s for paydate 8/29/2025 Cr: G -200-000 CASH			31
G -8120-100-000 SANITARY SEWERS-PERSONAL Db: G -522-000 EXPENDITUR	SERVICES	Payroll charges	for paydate 8/29/2025 Cr: G -200-000 CASH	7,468.07		32
G -8115-405-000 ADMINISTRATION-MEAL ALLO Db: G -200-000 CASH	•	Payroll charges	for paydate 8/29/2025  Cr: G -522-000 EXPENDITURE COM	0.00 itrol		33
A -3120-100-000 POLICE-PERSONAL SVCS-CRO Db: A -200-000 CASH		Payroll charges	for paydate 8/29/2025  Cr: A -522-000 EXPENDITURE CON	0.00		35
A -1640-403-000 DEPT PUBLIC WORKS - UNIFO Db: A -200-000 CASH		Payroll charges	for paydate 8/29/2025 Cr: A -522-000 EXPENDITURE CON	0.00		36
A -9030-800-000 EMPLOYEE BENEFITS-SOCIAL Db: A -200-000 CASH		Payroll charges	for paydate 8/29/2025 Cr: A -522-000 EXPENDITURE CON	0.00		37
A -9030-800-000 EMPLOYEE BENEFITS-SOCIAL Db: A -200-000 CASH		Payroll charges	for paydate 8/29/2025 Cr: A -522-000 EXPENDITURE CON	0.00		38
A -1640-100-000 DEPT PUBLIC WORKS -PERSON Db: A -200-000 CASH		Payroll charges	for paydate 8/29/2025 Cr: A -522-000 EXPENDITURE CON	0.00 TROL		39
A -1640-100-000 DEPT PUBLIC WORKS -PERSON Db: A -200-000 CASH		Payroll charges	for paydate 8/29/2025 Cr: A -522-000 EXPENDITURE CON	0.00		40
-8090-100-000 ENVIRONMENTAL - PERSONAL Db: A -522-000 EXPENDITURE	SERVICES		for paydate 8/29/2025 Cr: A -200-000 CASH	2,626.54		41

17,659.30-.

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

Fund Description	Fund	Expenditures	Reimbursements	Transfer In	Transfer Out	Cancel	Encumbrances
	A	68,735.36	0.00	0.00	0.00	0.00	0.00
	G	10,446.66	0.00	0.00	0.00	0.00	0.00
Total Of All Fun	ds:	79,182.02	0.00	0.00	0.00	0.00	0.00

Expenditures:	Entries 39	Amount 79,182.02
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.

September 4, 2025 09:44 AM

# LANCASTER VILLAGE Expenditure Entry Verification Listing

Page No: 1

Batch Id: FICA	Batch Date: 08/29/25	Batch Type: Recurring		
Account No. Account Descrip	Type tion	Entry Description	Amount	Tracking Id Seq
A -9030-800-000	Expenditure TS-SOCIAL SECURITY	Accrued FICA paydate 8/29/2025	5,319.04	1
Db: A -522-000 EXPEN		Cr: A -200-000 CASH		
G -9030-800-000	Expenditure T-SOCIAL SECURITY	Accrued FICA paydate 8/29/2025	799.17	2
	XPENDITURE CONTROL	Cr: G -200-000 CASH		

## LANCASTER VILLAGE Expenditure Entry Verification Listing

und Description	Fund	Expenditures	Reimbursements	Transfer In	Transfer Out	Cancel	Encumbrances
	Α	5,319.04	0.00	0.00	0.00	0.00	0.00
	G	799.17	0.00	0.00	0.00	0.00	0.00
Total Of All Fund	ds:	6,118.21	0.00	0.00	0.00	0.00	0.00

Expenditures:	Entries 2	Amount 6,118.21
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.

1 <sup>st</sup> Motion	2 <sup>nd</sup> Motion	
		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 properties within the Village of Lancaster from August 27, 2025 – September 11, 2025.
ACTION -	Rec/File Refer to:	
		Correspondence from Jillian Rushman providing a Special Events Application for a Jillybean Community Blood Drive & Lemonade Stand event to be held on Saturday, September 27, 2025 at 79 Holland Avenue.
ACTION -	Rec/File Refer to:	
		Correspondence from Thomas Kukoleca, Assistant Fire Chief, providing a Special Events Application for the LFD Ladies Auxiliary Children's Halloween Parade & Party to be held on Thursday, October 30, 2025 from 6:30 p.m. to 9:00 p.m.
ACTION -	Rec/File Refer to:	
		Correspondence from Greater Lancaster Museum of Firefighting providing a Special Events Application for the 18 <sup>th</sup> Annual Christmasville Fire Truck Parade to be held on Saturday, November 29, 2025 starting at 6:00 p.m. on Central Avenue and W Main Street.
ACTION -	Rec/File Refer to:	1 November 29, 2029 starting at 0.00 p.m. on central Avenue and w Wall Street.
		Correspondence from NYS Department of Transportation providing a reply to a request to enhance the crosswalks on Broadway (US 20) and Burwell Avenue / Court Street with a determination that the sight distance along US 20 at the intersection is adequate for a road with a 30 MPH speed limit and that no changes will be made to pedestrian accommodations at this time.
ACTION -	Rec/File Refer to:	
		Correspondence from Superintendent Cisco requesting to send three (3) employees (Brian Lubkowski, Anthony Guarino III, and Paul Rath) to Draves Arboretum for the Municipal Academy on Wednesday, October 15, 2025.
ACTION -	Rec File Refer to:	
ACTION -	Rec/File	
	Refer to:	
ACTION -	Rec/File Refer to:	
4C77ON -	Rec/File	
	ACTION -  ACTION -  ACTION -	ACTION - Rec/File Refer to:



### **VILLAGE COVER SHEET**

SEPTEMBER 15, 2025 BOARD MEETING PERMITS ISSUED **16** 

### VILLAGE PERMIT TOTAL

TOTAL PERMITS FOR THE VILLAGE	16
INSTALL RESIDENTIAL PLUMBING	2
ERECT PORCH/PORCH COVER	1
INSTALL SIGN	1
ERECT SHED	2
ERECT DECK	3
ERECT FENCE	2
INSTALL ROOF	5

Brandon Schaick	31 St. Joseph St.	Deck
Michael Shanahan	122 Brunswick Rd.	Porch/Porch Cover
Dylan Deuser	28 Brady Ave.	Shed
Decks Unlimited Const.	2163 Como Park Blvd.	Roof
Buffalo's Best Roofing	27 St. John St.	Roof
Hometeck Roofing/Remodeling	30 School St.	Roof
Stephen Goddard	51 Garfield St.	Deck
Briana Markle	68 Park Blvd.	Shed
CR Jackson Enterprises	88 Church St.	Deck
Town of Lancaster	21 Central Ave.	Sign
Pipeworks	27 Wilma Dr.	Residential Plumbing
Niagara Building Solutions	76 Richmond Ave.	Roof
Scott Enterprises Inc.	89 Albert Dr.	Roof
Home Service Inc.	30 Aurora St.	Residential Plumbing
Cameron Laderer	48 Sixth Ave.	Fence
Cameron Laderer	0 Bryant St.	Fence

•

### Town of Lancaster

## **Expired Permits Report**

08/27/2025 - 09/12/2025

Permit #	Location	Description of Work	Permit Date	Exp. Date
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.	<b>08/28/2024</b>	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
P-2024-37307	20 Winfield Ave	Foundation drainage system, sump crock and pump as described in work scope. Additional sewer repair also needed as per prescribed in work scope	09/05/2024	09/05/2025
P-2024-37308	3483 Walden Ave	Foundation repair from vehicle impact on 7/24/2024.	09/05/2024	09/05/2025
P-2024-37314	108 Elm Pl	Fence- 60 LF of 6' fence as plotted on survey	09/06/2024	09/06/2025
P-2024-37315	5592 Broadway St	Level 1 Alteration of an existing residence as shown on construction drawings. Manual J & S required for rough frame inspection.	09/06/2024	09/06/2025
P-2024-37316	32 Central Ave	Projecting sign as shown on Sketch and work scope for Grand Central Collectibles Occupancy.	09/06/2024	09/06/2025
P-2024-37335	74 Woodlawn Ave	Roof- Complete tear off and replacement as shown on contract	09/12/2024	09/12/2025

Total Expired Permits: 11

### **Complaint By Date**

Complaint#	Location	Identifier	Complaint Type	Status	Owner	Complainant
Open Date: 08	8/27/25					
2025-0693	12 Lombardy St	115.27-5-2	Exterior Property Maint	Closed	Timothy Molik	
2025-0694	118 Brunswick Rd	115.07-1-14	Exterior Property Maint	Closed	David Karek	
			*	Open Date:	08/27/25 Total #	2
Open Date: 05	0/03/25					
2025-0699	5424 Broadway St	104.82-2-18	Fire Call Out	Open	Unionmart, Inc.	
2025-0700	123 4th Ave	115.11-11-22	Work w/out Permit	Closed	Timothy McCarthy	
				Open Date:	09/03/25 Total #:	2
Open Date: 09	0/05/25					
2025-0702	76 Richmond Ave	115.11-4-16	Work w/out Permit	Closed	MMA 76, LLC	
			=======================================	Open Date:	09/05/25 Total #:	1
Open Date: 09	0/06/25			•		
2025-0703	137 Albert Dr	115.10-9-12	Fire Call Out	Open	Richard McDowell	
				Open Date:	09/06/25 Total #:	1
Open Date: 09	7/08/25					
2025-0708	Pleasant Ave	104.75-5-8	Misc	Closed	Susan Chaves	
2025-0709	89 Albert Dr	115.10-8-15	Work w/out Permit	Closed	Dalton Family Trust	
2025-0710	34 Sheldon Ave	104.11-3-11	Exterior Property Maint	Open	Dean Gates	
				Open Date:	09/08/25 Total #:	3
Open Date: 09.	/09/25					
2025-0715	49 Field Ave	115,25-1-7	Work w/out Permit	Open	Amanda Berzer	
2025-0716	100 Court St	104.76-3-4	Exterior Property Maint	Open	Cudeck Properties LLC	LADY RATS
			-	Open Date:	09/09/25 Total #:	2
Open Date: 09	/11/25					
2025-0718	5441 Broadway St	104.82-4-13	Trash/Rubbish	Open	Donna Fowler	Elaine Geiger
- Care OILU	with an amounting the				09/11/25 Total #:	
				Ohen nate:	07/11/23   LUMI#:	1

Generated By: BethCook On: 09/12/2025 At: 9:48 AM

### Town of Lancaster

## Inspections Report

Start Date: 08/27/2025 End Date: 09/11/2025 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	Rythmic Scoops 716-560-8099	08/28/2025	08/28/2025 Special Use	Matt Fischione	Pass
104.19-1-9	2 Saint Marys Hill (St. Mary's Elementary School)	2 Saint Marys Hill (St. Mary's St. Mary's Elementary School Elementary School)	09/02/2025	09/02/2025 Assembly- 1 ут	Ronald Capozzi	In Progress

Total Inspections:

### 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)

Type of Event (Race/Walk, Festival, Concert, Neighborhood Celebration, Parade/Motorcade, Other, etc.):

**Event Name:** 

Jillybean Community Blood Drive

Event Date(s): Septemb	per 27th, Saturday	Event Time(s): 9:30 AM - 2:30 PM  Event Location: 79 Holland Ave, Lancaster NY  Village Property Affected (If Applicable)  Support Services Requested of the Village (If Applicable)  Applicant Phone 716-289-3795	
Applicant Name:			
Jillian Rushman			
Individual/Group/Corp Myself, along with the Co	pration Name Holding Event: nnectLife staff		
Applicant Address, Cit 79 Holland Ave, Lancast	•		
Applicant Email: Jilliar	Rushman@outlook.com	Applicant Phone 716-289-3795	
		Applicant Phone 716-289-3795  an identified "in charge person" on premise during all	
ursuant to Village Coo			
ursuant to Village Coo ours of the event. In charge person":	le §285-3(B)(2)(c), there must be	an identified "in charge person" on premise during all	
ursuant to Village Cod	le §285-3(B)(2)(c), there must be	Date & Time(s) On-Premise at Event:	
ursuant to Village Coo ours of the event. In charge person":  Jillian Rushman	Contact cell and email:  See Above	Date & Time(s) On-Premise at Event:	
Jillian Rushman	Contact cell and email:  See Above	Date & Time(s) On-Premise at Event:  All morning and afternoon	

Will Animals be part of the event? If so provide particula	ars.
No	
Will Food Trucks be part of the event? If so and an excel Chapter 209 "Mobile Food Vending" (see: https://lancast Enforcement Officer, identify by section number each re	ption to any regulation set forth in §209-8 of Village Code tervillageny.gov) will be requested of the Village Code gulation for which an exception will be requested.
No	
have been advised of the proposed block party, 2) state (	arty: 1) identify by names and addresses block neighbors who either that no block neighbors have expressed opposition to the and addresses block neighbors who have expressed oppositio
If applicable respond to (a) through (h) below and attach	
(a) Location of Parking Facilities indicating number of pa	
The bus will require the parking space directly in front of my home. Ideally I would li	ike the circled spaces on attached photo to be blocked off for bus and to avoid traffic jams.
(b) Please explain Additional Traffic Control measures the Parking Facilities explained in (a) above:	at will be undertaken to deal with traffic over/above the
Staff and donors will be instructed to park on the street and	driveway of my home and neighbor (my father)
(c) Location of Trash Facilities:  Inside and outside my home, the ConnectLife bus also collect	cts trash and recycling
(d) Location of Water Facilities:	
Inside my home	
(e) Location of Electrical Facilities:	
Inside my home and on the bus	
f) Location of Toilet Facilities including location of Porta	-Toilets:
Inside my home	
g) Location of Entrances where public is to enter and exit	t site:
My front porch and the bus has 2 openings	
h) Location of Vendor Facilities including booths and foo	d service:
My front yard and porch will have material to look at and en	gage in
f Applicable) Organization providing Security:	(If Applicable) Number of Security Personnel:
ignature of Applicant:	Date:
Jillian Rushman	09/10/2025
ost review disposition: [ ] Village Board approved. [ ] Village Board not approved. [ ] Applicant advised of Village Boar [ ] Village Board approved with attac	d determination:,, 202 ched statement of conditions imposed.



### Come Celebrate With Us!





September is.
Childhood Cancer
Cwareness Month
#GoGold

In Honor of All Childhood Cancer Patients
Sponsored By
The Jillybean Community Blood Drive







79 Holland Ave., Lancaster, NY 14086 On the ConnectLife Bus

Donors will receive a Bills phone wallet and a chance to win Bills tickets!



Scan the QR code or call 716.529.4270 to make an appointment.

Walk-ins also welcome!



### 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 approp	riate box and attach extra sheet(s)		
Event Name:			
LFD Ladies Auxiliary Children's Hallowe	en Parade & Party		
Town of French (Provide No. 1) For the London			
Type of Event (Race/Walk, Festival, Concert, Neighborhoo	d Celebration, Parade/Motorcade, Other, etc.):		
Parade and costume party			
Event Data(a)			
Event Date(s): 10-30-25	<b>Event Time(s):</b> 6:30PM - 9:00PM		
Applicant Name: Thomas Kukoleca	Event Location: Village of Lancaster		
Individual/Group/Corporation Name Holding Event:	Village Property Affected (If Applicable)		
LFD Ladies Auxiliary	Former Save-A-Lot parking lot		
,	Pleasant Ave W - Central Ave - Municipal Building		
Applicant Address, City, State, Zip:	Support Services Requested of the Village (If Applicable)		
5423 Broadway - Lancaster, NY - 14086	We are requesting one LPD patrol car to help the LFD with traffic control at Central Ave & Broadway.		
Applicant Email: tkukoleca@fd.lancastervillageny.gov	<b>Applicant Phone</b> 716-997-5468		

"In charge person":	Contact cell and email:	Date & Time(s) On-Premise at Event:	
Thomas Kukoleca	716-997-5468	6:00PM - 9:00PM	
Anticipated Peak Attendance Number:		Anticipated Age Range of those in Attendance: 1 - 80	
Will Alcohol be consumed?		Will there be Amplified Sound or Music? If so, provide particulars including hours:	
No		LFD Cadence Corp will play during the parade.	

Will Animals be part of the event? If so provide particular	<b>75</b> .
N/A	
Will Food Trucks be part of the event? If so and an excep Chapter 209 "Mobile Food Vending" (see: https://lancaste Enforcement Officer, identify by section number each reg	ervillageny.gov) will be requested of the Village Code
N/A	
have been advised of the proposed block party, 2) state 6	arty: 1) identify by names and addresses block neighbors who either that no block neighbors have expressed opposition to the and addresses block neighbors who have expressed opposition
N/A	
If applicable respond to (a) through (h) below and attach (a) Location of Parking Facilities indicating number of pa	
(a) assertion of a divining a dominate management of pa	inking spaces being provided to:
(b) Please explain Additional Traffic Control measures th	at will be undertaken to deal with traffic over/above the
Parking Facilities explained in (a) above:	
LFD will provide traffic control for the parade.	
(c) Location of Trash Facilities:	
(d) Location of Water Facilities:	
(e) Location of Electrical Facilities:	
(f) Location of Toilet Facilities including location of Porta	a-Toilets:
(g) Location of Entrances where public is to enter and exi	it site:
(h) Location of Vendor Facilities including booths and foo	od service:
(If Applicable) Organization providing Security:	(If Applicable) Number of Security Personnel:
Signature of Applicant:	Date: 9-9-2025
May 1 When	
Post review disposition: [ ] Village Board approved. [ ] Village Board not approved. [ ] Applicant advised of Village Boa [ ] Village Board approved with atta	ard determination:,, 202 ached statement of conditions imposed.

### 2025 LFD Ladies Auxiliary Children's Halloween Parade and Party Details

Participants will assemble in the former Save-A-Lot parking lot (Pleasant Ave W side). The parade will begin at 6:30 PM.

We would like an LPD patrol car to be available at this time.

LFD personnel will also be handling traffic control.

The route will be as follows:

East on Pleasant Ave W

South on Central Ave

Cross Broadway and end at the Lancaster Municipal Building (LFD Station 1)

The party will be in the truck bay of LFD Station 1.

**Thomas Kukoleca - Assistant Chief** 

P: 716-683-1901 F: 716-683-1903

tkukoleca@fd.lancastervillageny.gov

Lancaster Fire Department P.O. Box 15 5423 Broadway Lancaster, NY 14086 lancasterfd.org

### Village of Lancaster, New York



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 approp	riate box and attach extra sheet(s)
Event Name: 18TH ANNUAL CHRISTMASUILE	FIRE TRUCK PARADE
Type of Event (Race/Walk, Festival, Concert, Neighborhood	d Celebration, Parade/Motorcade, Other, etc.):
Event Date(s): SATURDAY, NOVEMBER 29 2025	Event Time(s): STARTS @ 6 PM
Applicant Name:  JERRY ENSER, TOM TRZEPACZ	Event Location:  CENTRAL AUE & WEST MAIN STREETS
Individual/Group/Corporation Name Holding Event:  GREATER LANCASTER MUSEUM OF  FIRE FIGHTING	Village Property Affected (If Applicable)
Applicant Address, City, State, Zip:  (b) WEST IMAIN STREET  LANCASTER, N.Y 14086	Support Services Requested of the Village (If Applicable) INTERNET CONNECTED  D. P.W. BARRICADES 4 HEIP  SOUND SYSTEM
Applicant Email: TOME PACTOOLINOUNIS, COM DENSER @ PACTOOLINOUNIS. COM	Applicant Phone 716-566-0581 - 716-864-8776

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.

Contact cell and email:	Date & Time(s) On-Premise at Event:		
716-566-0581	11/29/25 - 8 AM - 9 PM		
716-864-8776	11/29/25 - 8AM- 9PM		
Number:	Anticipated Age Range of those in Attendance:		
+	0-100		
pplicant must comply with coholic Beverages"	Will there be Amplified Sound or Music? If so, provide particulars including hours:		
	5 pm - 9 pm		
	716-566-0581  716-864-8776  Number:		

Will Animals be part of the event? If so provide particular	s.
2).	
No	)
Will Food Trucks be part of the event? If so and an except Chapter 209 "Mobile Food Vending" (see: https://lancaste Enforcement Officer, identify by section number each reg	rvillageny.gov) will be requested of the Village Code
NOT BY	US
have been advised of the proposed block party, 2) state ei	rty: 1) identify by names and addresses block neighbors who ither that no block neighbors have expressed opposition to the nd addresses block neighbors who have expressed opposition
If applicable respond to (a) through (h) below and attach a	map or sketch depiction:
(a) Location of Parking Facilities indicating number of parl	king spaces being provided for:
VARIOUS PARKING LOTS AROU	ND THE VILLAGE
(b) Please explain Additional Traffic Control measures that Parking Facilities explained in (a) above:  LANCASTER POLICE, FIRE DEPARTMEN  DEPARTMENTS W	t will be undertaken to deal with traffic over/above the  ITS AND FIRE POLICE FROM VARIOUS  UNITED TRAFFIC & CROWD CONTROL
(c) Location of Trash Facilities:	
(d) Location of Water Facilities:	
e) Location of Electrical Facilities:	
f) Location of Toilet Facilities including location of Porta-1 (2)- WEST MAIN STREET (2)- CENTR (2)- CIARK ST. (2)- CENTR	ral NEAR Brookfield
g) Location of Entrances where public is to enter and exit s	site:
h) Location of Vendor Facilities including booths and food	service:
f Applicable) Organization providing Security:	(If Applicable) Number of Security Personnel:
ignature of Applicant:	Date: 9-12-25
st review disposition: [ ] Village Board approved. [ ] Village Board not approved. [ ] Applicant advised of Village Board [ ] Village Board approved with attach	determination:,, 202 led statement of conditions imposed.



### MARIE THERESE DOMINGUEZ

Commissioner

**ERIC MEKA, P.E.** Regional Director

September 8, 2025

Mr. Michael E. Stegmeier, Clerk Village of Lancaster 5423 Broadway Lancaster NY 14086

Dear Mr. Stegmeier:

This is in reply to the Village's request to enhance the crosswalks on US 20 and Burwell Avenue/Court Street, in the Village of Lancaster. We have completed our investigation related to this matter.

We obtained pedestrian counts in April 2024. Over that period, there was a maximum of two (2) pedestrians crossing US 20 in an hour, in both crosswalks combined.

We also reviewed the latest five years of crash history in this area as reported to the New York State Department of Motor Vehicles. Over that period there were zero (0) reported crashes at the intersection.

The sight distance along US 20 at the intersection is adequate for a road with a 30 MPH speed limit.

Based on our analyses, we determined that we will not be making any changes to pedestrian accommodations at this time. If conditions change in the future, we would be glad to re-evaluate this issue.

Thank you for your interest in and support for the transportation system. If you have any questions or need additional information, please feel free to contact me or Brianna Ciccone, of my staff at (716) 847-3268.

Sincerely.

Brian P. Kirby, P.E.

Regional Traffic Engineer

Buen V. Kul

BPK/BMC

cc: Major Amie P. Feroleto, Troop "A" Commander, NYS Police

Brianna M. Ciccone, P.E., Assistant Regional Traffic Engineer

5230073 14.14-20





### 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 17, 2025

RE: Tree Crew Training at Draves Arboretum

Honorable Members of the Village Board,

Please let this letter serve as my formal request to send the following employees to Draves Arboretum for the Municipal Academy on Wednesday, October 15<sup>th</sup>, 2025:

Brian Lubkowski Anthony Guarino III Paul Rath

The Municipal Academy will run from 8:30 am until 3:00 pm and will cover topics such as root cutting, mapping and exposing roots, chainsaw safety, etc.

If you have any questions, please let me know.

Thank you,

Wayne K. Cisco 5200 Broadway

Lancaster, NY 14086

(716) 683-1028

## **Detection of Tree Roots**

# Wednesday, October 15, 2025

An in the field workshop providing hands-on experience for members of the green industry. This is an all-day seminar focusing on both practical knowledge as well as recommended approaches and procedures for municipal tree workers as well as representatives of our local arboriculture community.

This year's focus is on understanding the care and management of tree health at the *root level*. All workshop discussions are led by seasoned experts from within the green industry and each session is designed to help promote current best practices as well as explore various innovative technologies that have distinct advantages for the care and maintenance of municipal trees and green spaces.

Registration begins at 8:30 a.m. with workshop sessions starting at 9:00 a.m. and concluding at 3:00 p.m.

Registration is limited.

# 2025 Tree Academy Sessions and Topics

Morning Sessions

**Afternoon Sessions** 

1 st	2 <sup>nd</sup>	
Motion	Motion	
		Persolution to appears Ashten Meser (Clark PT) to see the 20 hours of 1
		Resolution to approve Ashton Moore (Clerk-PT) to work up to 30 hours per week on a temporary basis to assist the Department of Public Works for up to 6 weeks due to the medical leave of another employee retroactive to September 8, 2025.
ACTION -	Approved Denied Refer to:	
		Resolution to approve the engagement letter for services from Drescher & Malecki LLP for the audit and preparation of the financial statements for the fiscal year ended May 31, 2025, the compilation of the Annual Financial Report for submission to the NYS Comptroller, and the audit of the Village Justice Court with total fees not to exceed \$24,175.00.
ACTION -	Approved Denied Refer to:	
		Resolution to approve the issuance of a Request for Proposals (RFP) for architectural and engineering services to complete a comprehensive conditions assessment of up to three (3)
ACTION -	Approved Denied Refer to:	Village-owned facilities.
		Resolution to create three (3) positions for the title of Assistant Fire Chief (part-time) in accordance with Civil Service Rules and Regulations contingent upon certification by the Erie County Personnel Officer, and further to appoint Scott Kuhlmey, Thomas Kukoleca, and Michael Reinhold to these positions effective immediately with terms to coincide with the terms of the annual Department election for these positions as defined in the By-Laws of the Lancaster Fire Department.
ACTION -	Approved Denied Refer to:	
ACTION -	Approved Denied Refer to:	
ACTION -	Approved Denied Refer to:	
ACTION -	Approved Denied Refer to:	
ACTION -	Approved Denied Refer to:	
	ACTION -  ACTION -  ACTION -  ACTION -	Motion Motion  ACTION - Approved Denied Refer to:

### **DRESCHER & MALECKI LLP**

2721 Transit Road, Suite 111 Elma, New York 14059

Telephone: 716.565.2299

Fax: 716.389.5178



September 8, 2025

Mayor William C. Schroeder Village of Lancaster 5423 Broadway Lancaster, NY 14086

Dear Mayor Schroeder:

The following represents our understanding of the services we will provide the Village of Lancaster, New York (the "Village").

You have requested that we audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Village, as of May 31, 2025, and for the year then ended, and the related notes to the financial statements, which collectively comprise the Village's basic financial statements as listed in the table of contents. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America ("U.S. GAAS") and in accordance with Government Auditing Standards, issued by the Comptroller General of the United States of America, will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Accounting principles generally accepted in the United States of America ("U.S. GAAP"), as promulgated by the Governmental Accounting Standards Board ("GASB"), require that supplementary information, such as management's discussion and analysis, the schedule of the local government's proportionate share of the net pension liability, the schedule of the local government's contributions, the schedule of changes in the Village's total OPEB liability and related ratios, and budgetary comparison information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the GASB, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information ("RSI") in accordance with U.S. GAAS. These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by U.S. GAAP. This RSI will be subjected to certain limited procedures but will not be audited:

- Management's Discussion and Analysis
- Schedule of the Village's Proportionate Share of the Net Pension Liability/(Asset)—Retirement Systems
- Schedule of the Village's Contributions—Retirement Systems

- Schedule of Changes in the Village's Total OPEB Liability and Related Ratios
- Schedule of Revenues, Expenditures, and Changes in Fund Balance—Budget and Actual— General Fund

Supplementary information other than RSI will accompany the Village's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and perform certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with U.S. GAAS. We intend to provide an opinion on the following supplementary information in relation to the financial statements as a whole:

Supplementary Information, as listed in the table of contents

### **Audit of the Financial Statements**

We will conduct our audit in accordance with U.S. GAAS; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America. As part of an audit in accordance with U.S. GAAS and in accordance with *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to
  fraud or error, design and perform audit procedures responsive to those risks, and obtain audit
  evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not
  detecting a material misstatement resulting from fraud is higher than for one resulting from error,
  as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override
  of controls.
- Obtain an understanding of the system of internal control in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Village's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or noncompliance may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and *Government Auditing Standards* of the Comptroller General of the United States of America. Please note that the determination of abuse is subjective and *Government Auditing Standards* does not require auditors to detect abuse.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

### Compliance with Laws and Regulations

As previously discussed, as part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of the Village's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion

### **Management Responsibilities**

Our audit will be conducted on the basis that management and those charged with governance of the Village acknowledge and understand that they have responsibility:

- 1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
- 2. For the design, implementation, and maintenance of the system of internal control relevant to the preparation and fair presentation of basic financial statements that are free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements or contractual agreements; and
- 3. To provide us with:
  - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the basic financial statements, such as records, documentation, and other matters;
  - b. Additional information that we may request from management for the purpose of the audit; and
  - c. Unrestricted access to persons within the entity and others from whom we determine it necessary to obtain audit evidence.
- 4. For including the auditor's report in any document containing basic financial statements that indicates that such basic financial statements have been audited by us;
- 5. For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities:
- 6. For adjusting the basic financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the basic financial statements as a whole; and
- 7. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
- 8. For maintaining adequate records, selecting and applying accounting principles, and safeguarding
- 9. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in the system of internal control and others where fraud could have a material effect on the financials; and
- 10. For the accuracy and completeness of all information provided.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility: (a) for the preparation of the supplementary information in accordance with the applicable criteria; (b) to provide us with the appropriate written representations regarding supplementary information; (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and (d) to present the supplementary information with the audited basic financial statements, or if the supplementary information will not be presented with the audited basic financial statements, to make the audited basic financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management and those charged with governance, written confirmation concerning representations made to us in connection with the audit.

We understand that your employees will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

### **Nonattest Services**

In addition to the audit services described above, based on information in the Village's trial balance, we will also provide certain nonattest services including:

- Propose adjusting or correcting journal entries to be reviewed and approved by the Village's management.
- Assist the Village in the preparation of the basic financial statements for the year ended May 31, 2025.
- Review and provide editorial comments to the Village's Management Discussion and Analysis.
- Address routine accounting and auditing inquiries throughout the year, including applicability of GASB pronouncements to the Village.
- Assist the Village in compiling its Annual Financial Report to the New York State Comptroller for the year ended May 31, 2025.

We will not assume management responsibilities on behalf of the Village. However, we will provide advice and recommendations to assist management of the Village in performing its responsibilities.

The Village's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) designing, implementing, and maintaining the system of internal control, including the process used to monitoring the system of internal control.

Our responsibilities and limitations of the nonattest services are as follows:

- We will perform the services in accordance with applicable professional standards.
- The nonattest services are limited to the services previously outlined. Our firm, in its sole
  professional judgment, reserves the right to refuse to do any procedure or take any action that
  could be construed as making management decisions or assuming management responsibilities,
  including determining account coding and approving journal entries.

### Other

The timing of our audit will be scheduled for performance and completion as follows:

	Begin	Targeted for Completion
Audit Performance Schedule:		
Planning audit procedures	September 8	September 12
Year-end audit procedures	September 15	October 3
Audit Communications:  Report on audit (including communications to the Village Board)		October 2025
Significant deficiencies or material weaknesses, if any Other management comments		October 2025 October 2025

The aforementioned schedule is based on our prior discussions, should you wish to schedule differently, we believe we can accommodate you. Assistance to be supplied by the Village's personnel, including preparation of the schedules and analyses of accounts, will be described in a separate communication. Timely completion of the Village's work will facilitate the completion of our audit by the targeted completion dates. Appendix A provides a description of circumstances that could significantly change the targeted completion dates.

Charles Trottier is the engagement director for the audit services specified in this letter. Her responsibilities include supervising Drescher & Malecki LLP's ("D&M") services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fees are based on the amount of time required at various levels of responsibility. Invoices will be payable upon presentation. Our fees (inclusive of expenses) will not exceed \$22,500 for the year ended May 31, 2025. In addition, for the year ended May 31, 2025 the Village Justice audit will be \$1,675. To the extent that certain circumstances, as listed in Appendix A, arise during the engagement, our fee estimate may be affected and additional fees may be necessary. Additional services provided beyond the described scope of services will be billed separately.

If it should be necessary for the Village to request D&M to render any additional services, such services would be submitted to the Board of Education for approval prior to D&M commencing such services. Our 2025 hourly rates for those services would be as follows: Partner/Director \$275/hr.; Senior Manager \$200/hr.; Manager \$175/hr.; Supervisory Staff \$150/hr.; and Professional Staff \$125/hr.

Government Auditing Standards require that we document an assessment of the skills, knowledge, and experience of management, should we participate in any form of preparation of the basic financial statements and related schedules or disclosures as these actions are deemed non-audit services

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Professional standards prohibit us from being the sole host and/or the sole storage for your financial and non-financial data. As such, it is your responsibility to maintain your original data and records and we cannot be responsible to maintain such original information. By signing this engagement letter, you affirm that you have all the data and records required to make your books and records complete.

The audit documentation for this engagement is the property of D&M and constitutes confidential information. However, we may be requested to make certain audit documentation available to federal, state or local agencies and the U.S. Government Accountability Office pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of D&M's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to these agencies and regulators. The regulators and agencies may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies. We agree to retain our audit documentation or workpapers for a period of at least five years from the date of our report.

Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

You agree to inform us of facts that may affect the financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

At the conclusion of our audit engagement, we will communicate to management the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

In accordance with the requirements of Government Auditing Standards, we have attached a copy of our latest external peer review report of our firm for your consideration and files.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities. We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,				
Brescher & Maleeki CLA				
Drescher & Malecki LLP  * * * * * *				
RESPONSE:				
This letter correctly sets forth our understanding.				
Village of Lancaster, New York				
Acknowledged and agreed on behalf of Village of Lancaster, New York				
By:				
Title:				
Date:				

### APPENDIX A Village of Lancaster, New York Circumstances Affecting Timing and Fee Estimate Year Ended May 31, 2025

The estimate of our fees is based on certain assumptions. To the extent that certain circumstances as listed in this Appendix arise during the engagement, our fee estimate may be significantly affected and additional fees may be necessary. We will notify you of circumstances that we encounter that could significantly affect our estimate and discuss with you any additional fees, as necessary which would be subject to approval by the Village. Such circumstances include but are not limited to the following:

- 1. Changes to the timing of the engagement at the Village's request. Changes to the timing of the engagement usually require reassignment of personnel used by Drescher & Malecki LLP (D&M) in the performance of services hereunder. However, because it is often difficult to reassign individuals to other engagements, D&M may incur significant unanticipated costs.
- 2. All audit schedules are not (a) provided by the Village on the date requested, (b) completed in a format acceptable to D&M (c) mathematically correct, or (d) in agreement with the appropriate Village records (e.g., general ledger accounts). D&M will provide the Village with a separate listing of required schedules and deadlines.
- 3. Weaknesses in the internal control structure.
- 4. Significant new issues or changes as follows:
  - a. Significant new accounting issues that require an unusual amount of time to resolve.
  - b. Significant changes in accounting policies or practices from those used in prior years.
  - c. Significant changes or transactions that occur prior to the issuance of our reports.
  - d. Significant changes in the Village's accounting personnel, their responsibilities, or their availability.
  - e. Significant changes in auditing requirements set by regulators.
- 5. Significant delays in assistance in the Village's assistance in the engagement or delays by the Village in reconciling variances as request by D&M. All invoices, contracts, and other documents, which we will identify for the Village, are not located by the Village's personnel or made ready for our easy access.
- 6. Deterioration in the quality of the Village's accounting records during the current-year engagement in comparison with the prior-year engagement.
- 7. The procedures necessary to adopt new Governmental Accounting Standards Board Statements have not been completed by Village personnel.
- 8. A significant level of proposed audit adjustments are identified during our audit.
- 9. Changes in audit scope caused by events that are beyond our control.



Jones, Nale & Mattingly PLC

### REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

To the Partners of Drescher & Malecki LLP and the Pennsylvania Institute of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Drescher & Malecki LLP (the firm) in effect for the year ended December 31, 2023. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at <a href="https://www.aicpa.org/prsummary">www.aicpa.org/prsummary</a>. The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of the applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

### **Required Selections and Considerations**

Engagements selected for review included engagements performed under Government Auditing Standards, including compliance audits under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

### **Opinion**

In our opinion, the system of quality control for the accounting and auditing practice of Drescher & Malecki LLP in effect for the year ended December 31, 2023, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies) or fail. Drescher & Malecki LLP has received a peer review rating of pass.

Louisville, Kentucky

Jones. Male : Mattingly Pic

June 24, 2024



### REQUEST FOR PROPOSALS FOR ARCHITECTURAL AND ENGINEERING SERVICES

**PROJECT NAME:** Village of Lancaster Municipal Buildings Conditions Assessment

### PROJECT LOCATIONS:

- Municipal Building and Fire Station 1 Main Hall 5423 Broadway Lancaster, NY 14086
- Department of Public Works
   5200 Broadway
   Lancaster, NY 14086
- 3. Fire Station 2, North End Hall 24 West Drullard Avenue Lancaster, NY 14086

**PROPOSAL DUE DATE:** Friday, October 17, 2025, at 2:00 PM

### PROJECT SUMMARY

The Village of Lancaster (Village) is seeking Proposals including qualification statements and cost proposals from multi-disciplinary architectural and engineering firms for a comprehensive condition assessment of up to three Village-owned facilities. The objective of the project is to identify all needed maintenance, repair, and capital improvements for a 20-year planning period. This is to include, but is not limited to, the following.

- Identify all needed improvements by facility inspections and consultations with the Owner.
- Prepare cost estimates.
- Prioritize the needed improvements using life cycle costing and Facility Condition Index methods.
- Develop a prioritized schedule for short term and long-term maintenance, repair, and capital improvements over a 20-year period.
- Summarize the implications for the Village O&M and Capital Budgets.
- Identify any available funding and revenue sources.
- Develop a protocol for ongoing monitoring of facility conditions and work completed in a record information system for Village facilities.

### **INQUIRIES**

Inquiries concerning the Project are to be directed to William Schutt, PE, Village Engineer, by email at <a href="wschutt@wmschutt.com">wschutt@wmschutt.com</a>. Questions must be received by Wednesday, October 8, 2025 to be considered. Several building plans and a prior report for one of the buildings are available upon request.

### PRE-PROPOSAL CONFERENCE

A Pre-Proposal Conference will be held at the Village Municipal Building, 5423 Broadway, Lancaster, NY 14086 on Thursday October 2, 2025 at 9:00 AM. Attendance at the Conference is encouraged but is not required. The Conference will include walk-throughs of all three buildings included in the Project.

### **SCOPE OF SERVICES**

The scope of services is for a Buildings Condition Assessment consisting of, but not limited to, a complete architectural, structural, and engineering review of the condition of the buildings and supporting infrastructure including mechanical, electrical, plumbing, driveways, parking lots, and landscaped areas for three Village facilities.

The assessment shall include detailed cost estimates for the repair, renovation, and maintenance of the facilities to acceptable conditions, including compliance with all current electrical, fire, and safety codes including ADA requirements. This survey shall also include a complete cost analysis of remedying any existing deferred maintenance issues and fully restoring the buildings to current standards, including, if necessary, any additions or expansions recommended to achieve greater energy efficiencies and/or eliminate functional deficiencies. Subcomponents of this task would include:

- Discussions and interviews with involved parties.
- Building Envelope: The condition of the outer shell of the building, including walls, doors, windows, and roof.
- Recommendations for s u s p e c t e d additional lead/asbestos abatement.
- Structural integrity, including walls and foundation.
- Interior walls, ceilings, flooring, and signage.
- Mechanical systems, HVAC, exhaust, ventilation, controls, and instrumentation.
- Interior and exterior electrical systems, including distribution and lighting.
- Building exteriors including parking, walkways, fencing, entrance, landscaping, signage, and utilities.
- Plumbing systems, both interior and exterior.
- Fire protection and life safety systems.

Conduct extensive consultative meetings and interviews with Village staff and other relevant parties to obtain additional knowledge about the noted facilities. Information such as perceptual maintenance and repair needs, desired functional, energy, efficiency, or aesthetic

improvements, and identification of priority levels are critical items that cannot be obtained through visual inspection or life-cycle modeling.

Estimate short and long-term maintenance, repair, and replacement work for the three Village facilities) over a 20-year period. Needed repairs, maintenance, and preventive maintenance would need to be categorized based on priorities (e.g., health and safety repair work placed at the highest priority level, and less critical, cosmetic or aesthetic needs placed in a lower priority category).

Using information obtained from identifying the short and long-term needs and priorities, evaluate the short and long-term budget implications, financing options, cost-saving measures such as preventive maintenance, and potential funding and revenue sources associated with facilities. As appropriate, this shall include life-cycle cost modeling for the facilities, which captures all anticipated non-operational facility costs, both major and minor. Deferred maintenance would need to be estimated and forecast, as well. Define the range of assumptions, including the inflation assumption. Use the Facility Condition Index (FCI), life-cycle costing or a comparable benchmarking technique to identify which facilities warrant more detailed examinations

Provide a report with findings and recommendations, photographs to document existing conditions, and cost estimates. Presentations to Village personnel and to the Village Board will be required.

The scope of work shall be completed within 14 weeks of the execution of the Professional Services Agreement.

### **PROPOSAL**

The Proposal is to be limited to twelve pages exclusive of cover letter, resumes, and references. It shall be organized in the following format and shall include information per the following.

### Cover Letter

The cover letter is to be signed by an officer of the firm authorized to execute a contract with the Village.

### General Qualifications

Provide a summary of the firm's qualifications demonstrating expertise, understanding, and ability to accomplish the Village's primary objectives; and general information about the firm to include location of office(s), years in business, and areas of expertise. Provide a brief description of three projects which involved a similar scope of services.

### Key Staff

Identify key staff and include a description of their abilities, qualifications and experience. Attach resumes of key staff to be assigned to this project. Include a proposed project management structure and organizational chart. Identify any portion of work that would be subcontracted. Include firm qualifications (brief) and key personnel, telephone number and contact person for all subcontractors. The Village reserves the right to approve or reject all proposed consultants, internal staff performing consulting services, or sub-consultants.

### Project Specific Approach and Methodology

Thoroughly describe your understanding of the project and describe your proposed technical and management approach. Expand on the scope of work, if appropriate, to accomplish the overall objective of this project, and provide suggestions which might enhance the results or usefulness of the project. Include assumptions about the number of meetings needed with Village staff to complete the Project. Provide an example of your typical reserve study format showing how M&R line items and associated costs would be presented. Include a schedule of work outlining what you are going to do, how you are going to do it, and why you are the best firm to conduct this assessment.

### References

Provide a list of references and any sub-consultants, including the names, addresses and telephone numbers of recent clients for similar work completed. Include a list of specific projects associated with each reference, date work was performed, cost and key personnel involved. List three to five distinct references.

### Cost and Fee Structure

Provide cost proposal including cost and fee descriptions to perform the scope of services identified above. The cost proposal should be broken down by each Village facility and detailed by the major work elements including all anticipated reimbursement costs and fees, as well as the hourly rate of personnel expected to be utilized for the process.

### **GENERAL CONDITIONS**

- The Village reserves the right to accept or reject all proposals, or any item or part thereof, or to waive any or all informalities or irregularities in proposals.
- The Village reserves the right to award only one or two of the three facilities for condition assessments.
- The Village reserves the right to withdraw or cancel this RFP at any time without prior notice, and the Village makes no representations that any contract will be awarded to any firms.
- The Village reserves the right to postpone proposal openings for its own convenience.
- Proposals received by the Village are public information and must be made available

- to any person upon request.
- Submitted proposals are not to be copyrighted.
- The Village reserves the right to seek clarification of information submitted in response to this RFP.
- The Village reserves the right to modify the RFP as it deems necessary.
- Any material misrepresentations made by the firm(s) will void the proposal response and eliminate the firm(s) from further consideration.
- The Village shall not, in any event, be liable for any pre-contractual expenses incurred by f i r m (s) in the preparation of its proposal. Firm(s) shall not include any such expenses as part of its proposal. These expenses include:
  - Preparing its proposal in response to this RFP.
  - o Submitting that proposal to the Village.
  - o Negotiating with the Village any matter related to this proposal.
  - Any other expenses incurred by firm(s) prior to date of award, if any.
- All materials submitted become the property of the Village.
- From the date of this solicitation until a firm is selected and the selection is announced; the firm is not allowed to communicate for any reason with any Village Staff except through the person named herein for questions. For violation of this provision, the Village shall reserve the right to reject the proposal of that firm.
- Proposals submitted early may be withdrawn by the firm prior to the Proposal Due
  Date. Following the Proposal Due Date, the Proposal constitutes a binding offer and
  may not be withdrawn by the firm prior to the award.
- The Village reserves the right to: (a) waive minor irregularities or variances, non-material bid formalities or defects in any proposal; (b) reject any and all proposals, in whole or in part, submitted in response to this solicitation; (c) request clarifications from any or all f i r m s; (d) request resubmissions from all firms; (e) make partial, progressive or multiple awards; and (f) take any other action as permitted by law and/or the Village's Procurement Ordinance.
- The selected Consultant will be required to enter into a Professional Services Agreement with the Village of Lancaster including the Village's standard insurance requirements attached as Exhibit A.
- Proposals shall state any exceptions to or deviations from the requirements of this RFP. Where alternative approaches m u s t be thoroughly explained and could be cause for rejection.

### VILLAGE SELECTION PROCESS

The selection process will be by a small committee of individuals familiar with the Project as follows. Each proposal will be reviewed to ensure that the firm submitted a transmittal/cover letter, narrative proposal that is responsive to the Village's requirements as set forth herein, and a cost proposal. Failure to meet these requirements may be cause for rejection of a proposal. An evaluation committee will review all proposals received and

determine a ranking. The evaluation committee will evaluate proposals on various qualifications, including but not necessarily limited to:

- Knowledge and experience of key staff.
- Availability of key staff personnel and resources.
- Experience and demonstrated competence on similar projects.
- Demonstrated understanding of project scope and Village objectives.
- Technical approach and methodology as they relate specifically to achieving the Village objectives.
- Cost.

During the evaluation period, the Village may interview some or all of the proposing firms. The Village will establish a specific date to conduct interviews, and all prospective f i r m (s) will be asked to keep this date available. No other interview dates will be provided, therefore, if a firm(s) is unable to attend the interview on this date its proposal may be eliminated from further discussion. At the conclusion of the evaluation process, the evaluation committee may recommend to the Village Board, a firm(s) with the highest final ranking or a short list of top ranked firms within the competitive range whose proposal(s) is most advantageous to the Village. The Village Board will review the evaluation committee's recommendation and make the final selection. The Village will notify all firms that submit Proposals of the evaluation results.

The final scope of work, schedule, and fee will then be negotiated based upon the documents and the needs of the Village. If an agreement cannot be reached between the Village and the firm in a reasonable amount of time, negotiations may begin with the next highest-ranking firm until an agreement is reached.

### PROPOSAL SUBMISSION

Proposals are to be submitted in PDF format to Michael E. Stegmeier, Village Clerk-Treasurer, at <a href="mstegmeier@lancastervillageny.gov">mstegmeier@lancastervillageny.gov</a> with "Municipal Buildings Condition Survey" in the email Subject line. Proposals must be received no later than 2:00 PM on Friday, October 17, 2025. Proposals received after that time will not be considered.

The anticipated schedule for the Project is as follows:

RFP Issued
Pre-Proposal Conference
October 2, 2025
Final date for inquiries
October 8, 2025
Proposal Due Date
October 17, 2025
Selection by Village
November 2025
Contract execution
November 2025
Project completion
March 2026

### Exhibit A

### Village of Lancaster Insurance Requirements

### **Insurance Requirements**

To ensure proper risk management and protection, all contractors working with The Village of Lancaster must meet the following insurance requirements before commencing any work:

### 1. Workers' Compensation Insurance

- Coverage must comply with all applicable state laws.
- Minimum limits as required by New York State law.
- A waiver of subrogation must be provided in favor of The Village of Lancaster.

### 2. Disability Insurance

- Coverage must comply with New York State Disability Benefits Law.
- Proof of coverage must be provided.

### 3. Commercial General Liability (CGL) Insurance

- Minimum limits:
  - o \$1,000,000 per occurrence
  - o \$2,000,000 aggregate
- Coverage must include:
  - o Bodily injury
  - o Property damage
- Per Project/Per Aggregate limit required
- The Village of Lancaster must be named as an Additional Insured on a primary and non-contributory basis.

A waiver of subrogation must be provided in favor of The Village of Lancaster.

### 4. Umbrella/Excess Liability Insurance

- Minimum limits:
  - o \$5,000,000 per occurrence
  - o \$5,000,000 aggregate
- Per Project/Per Aggregate limit required
- Coverage must apply in excess of the Commercial General Liability, Automobile Liability, and Employer's Liability policies.
- The Village of Lancaster must be named as an Additional Insured on a primary and non-contributory basis.
- A waiver of subrogation must be provided in favor of The Village of Lancaster.

### 5. Professional Liability Insurance

- · Minimum limits:
  - o \$1,000,000 per claim
  - o \$2,000,000 aggregate
- Coverage must apply to errors, omissions, and negligence related to professional services.

### **General Requirements**

- Certificate of Insurance: Contractors must provide a valid Certificate of Insurance evidencing all required coverages before starting work.
- Additional Insured: The Village of Lancaster must be named as an Additional Insured on a primary and non-contributory basis for all applicable policies.
- 3. **Waiver of Subrogation**: All policies must include a waiver of subrogation in favor of The Village of Lancaster.

- 4. **Policy Endorsements**: Copies of endorsements confirming Additional Insured status, primary and non-contributory wording, and waiver of subrogation must be provided.
- 5. **Insurance Carriers**: All insurance carriers must have an A.M. Best rating of A- or better and be licensed to do business in New York State.
- Notice of Cancellation: Contractors must provide at least 30 days'
  written notice to The Village of Lancaster in the event of policy
  cancellation or non-renewal.

By adhering to these requirements, contractors will ensure compliance and maintain a strong partnership with The Village of Lancaster. Failure to meet these requirements may result in delays or termination of the contract.

Form	PO-17
Rev 1	/89

### **NEW POSITION DUTIES STATEMENT**

STATEMENT	Date	9/16/2025
	From	
1		ounty Deptown
RESOLUTION#	- V 10	and the same of
MEETING DATE 9 22 20	St St	pec. Dist

To:

PERSONNEL OFFICER County of Erie Edward A. Rath County Office Bldg. 95 Franklin Street Buffalo, New York 14202

Pursuant to the provisions of Section 22, of the Civil Service Law, I am submitting statement of duties of proposed new position. (NOTE: Department head or other authority requesting the creation of a new position, shall prepare a description for each new position to be created except that one description may cover two or more identical positions in the same unit. Send three typed copies to the Personnel Officer.)

1.	DESCRIPTION OF DUTIES:	Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-
	PER CENT OF VORK TIME	consuming duties first. In the left column, estimate how the total working time is divided.

### ASSISTANT FIRE CHIEF - PART TIME (3 POSITIONS)

100%



DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position assisting the Fire Chief in the daily operations and supervision of volunteer firefighters. Duties include the administration and delivery of firefighter training programs, and health and safety programs of the Fire District and responding to fire alarms to assist with directing fire scene operations. The Assistant Fire Chief assists in the development of policies, rules, and regulations of the department and acts on behalf of the Fire Chief during absences. Work is reviewed by the Fire Chief through reports and success of the Department's programs and activities. The employee reports directly to, and works under the general supervision of the Fire Chief with wide leeway allowed for independent judgment. General supervision is exercised over subordinate staff. Does related work as required.

### TYPICAL WORK ACTIVITIES:

- Assists with the assessment, inspection, and maintenance of firefighting vehicles, equipment, apparatus, and other materials used in the prevention or extinguishment of fires;
- Supervises and assigns work to subordinate staff, including performance evaluations;
- Responds to fire alarms and directs operations at incidents;
- Develops objectives and recommends policies to the Fire Chief;
- Assists with the department's planning, forecasting, and budgeting process;
- Develops, implements, and conducts training programs pertaining to the Public Employees Health and Safety (PESH) Act and the National Fire Protection Association (NFPA); Oversees firefighter health and safety education programs, and/or trains and develops personnel;
- Maintains a record management system to track all training programs and events; Assists with ensuring the appropriate investigative authority is contacted after determining whether fire is of an incendiary or suspicious origin;
- Investigates and/or determines the cause of each accident or injury to prevent further incidents;
- Maintains records of staff physicals and schedules physicals when required.

(Attach additional sheets is more space is needed)

2.	Names and Titles of Persons Supr	ervising this position (General, Direct, Administrativ	/e, etc.) TYPE OF SUPERVISIÓN		
	NAME	TITLE			
	ERIC FELDMANN	FIRE CHIEF	DIRECT		
	VILLAGE BOARD OF TRU	STEES	GENERAL		
_		ervised by employee in this position.			
3.		TITLE	TYPE OF SUPERVISION		
	NAME				
	VARIOUS VOLUNTEER FI	REFIGHTERS	DIRECT		
_		- when a similar to some kind and level of work as v	vill be done by the incumbent of this new position.		
4.	Names and Titles of Persons doing	g substantially the same kind and level of thomas	LOCATION OF POSITION		
	NAME	71166			
	NA				
	What minimum qualifications de	o you think should be required for this position	? (High School, College, Degrees, etc., plus years of		
5.	avanzinaco\				
7	thorough knowledge of modern fir	e science, including fire fighting apparatus and to	echniques, modern fire suppression and prevention, fire		
	cofety and emergency medical res	ponse: good knowledge of the New York State Ur	niform Fire Prevention and Building Code; good knowledge		
(	of PESH and NFPA regulations as t	hey apply to fire districts; good knowledge of the	physical layout of the district in which employed; good		
ŀ	knowledge of Municipal Law, Villag	ge Law and other sections in New York State State	utes relating to fire departments; good knowledge of New afety, fire districts, and special districts; investigative ability;		
١	York State, Federal Law and local in	aws, statutes and ordinances regarding poons so	bility to establish and maintain effective working		
	olationshins with subordinates an	nd the public; ability to communicate effectively,	orally and in writing; ability to explain the work of the fire		
	denortment: ability to develop and	I deliver training to subordinates; record manager	ment ability; ability to manage tire, crash, and personal		
i	niury situations: ability to operate	a personal computer; good judgment; physical of	condition commensurate with the demands of the position.		
1	MINIMUM QUALIFICATIONS: Gra	aduation from high school or possession of an ed	quivalency diploma plus ETTHEK:		
(	A) Graduation from a regionally ac	credited or New York State registered college or	university with an Associate's degree plus two (2) years full-		
t	ime or its part-time equivalent exp	perience in a fire department as a Fire Captain or	university with an Associate's degree plus four (4) years		
(	(B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus four (4) years volunteer* experience as a Fire Chief, Assistant Fire Chief or similar rank; OR,				
	C) An equivalent combination of e	experience defined by the limits of (A), and (B) abo	ove. * Volunteer experience, for the purposes of these		
r	minimum qualifications, must be o	documented by submission of a signed letter fror	m the chief/director of the participating district or		
_	tanartment stating the title(s) of th	ne positions and months and years of volunteer s	ervice.		
S	SPECIAL REQUIREMENTS: If you are appointed, you will be required to possess a valid license, without restrictions or conditions, to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.				
r					
6.	As Department Head (or other Au	ithority) I certify the above statements are accurate	e and complete.		
	- Olylone Title	CLERK- TREASURER	Signature: Mil S. Thy		
	Date: 9   16   LOUS THE	CERTIFICIATE OF PERSONNEL OFF			
7.	In accordance with the provisions	of Civil Service Law, Section 22, the ERIE COUNTY I	PERSONNEL OFFICER certifies that the appropriate civil		
	service title for the position described is				
	Date:	Signature			
		ACTION BY LEGISLATIVE BODY OR OTHER APPRO	WING AUTHORITY		
		ACTION BY LEGISLATIVE BODY OR OTHER AFFRO	William Community		
8.	Creation of described position				
	Approved				
	Disapproved				
	Date:	Signature:			

Date: