

**VILLAGE OF LANCASTER  
BOARD MEETING**

**A G E N D A**

- X 1. PLEDGE TO THE FLAG**
- X 2. ROLL CALL**
- X 3. MINUTES OF MEETINGS DATED:                      October 27 (regular meeting)**
- X 4. ABSTRACT OF AUDITED VOUCHERS**
- X 5. LISTED CORRESPONDENCE**
- X 6. RESOLUTIONS**
- X 7. AUDIENCE PARTICIPATION**
- X 8. COMMITTEE REPORTS – FOLLOW UP**
- X 9. DEPARTMENT HEAD REPORTS**
- 10. HEARINGS**
- X 11. MISCELLANEOUS**
- X 12. ADJOURNMENT**

**NEXT SCHEDULED REGULAR MEETING**

**MONDAY, NOVEMBER 24, 2025**

The regular meeting of the Village of Lancaster Board of Trustees was held in the Municipal Building Council Chambers, 5423 Broadway, Lancaster NY, on Monday, October 27, 2025, at 7:00 P.M.

**MEETINGS TO DATE**           **16**  
**NO. OF REGULARS**           **12**  
**NO. OF SPECIALS**           **4**

**Attendance:**

		<u>Attended / Absent</u>
<b>William C. Schroeder</b>	<b>Mayor</b>	16 / 0
<b>Tammie E. Malone Schaefer</b>	<b>Trustee/ Deputy Mayor</b>	15 / 1
<b>John Mikoley</b>	<b>Trustee</b>	14 / 2
<b>Deirdre A. Miller</b>	<b>Trustee</b>	15 / 1
<b>Gavin J. O'Brien</b>	<b>Trustee</b>	16 / 0

**Also Present:**

<b>Arthur A. Herdzik</b>	<b>Village Attorney</b>
<b>Michael E. Stegmeier</b>	<b>Clerk-Treasurer</b>
<b>Wayne Cisco</b>	<b>Superintendent of Public Works</b>
<b>Thomas Kukoleca</b>	<b>Fire Chief – Assistant 9-2</b>
<b>Nancy Stonebraker</b>	<b>Historic Preservation Commission Member</b>
<b>Matthew Fischione</b>	<b>Town of Lancaster Supervising Code Enforcement Officer</b>
<b>Captain Jeffrey Smith</b>	<b>Town of Lancaster Police Department</b>

**Nancy Stonebraker led the pledge to the flag.**

**ACCEPTANCE OF MINUTES**

Motion by **Trustee Mikoley** and seconded by **Trustee O'Brien** to accept the minutes of the October 14, 2025 regular meeting.

Adopted Resolution:   **265**                      Ayes: Mayor Schroeder, Trustees Malone Schaefer, Mikoley, Miller, and O'Brien

**ABSTRACT OF AUDITED VOUCHERS**

Motion by **Trustee Miller** and seconded by **Trustee O'Brien** that the Treasurer be authorized to pay, from the vouchers, all the claims against the GENERAL, SEWER, TRUST, CAPITAL, EQUIPMENT RESERVE, COMMUNITY DEVELOPMENT and SPECIAL REPAIR RESERVE FUNDS for the period from 10/14/2025 to 10/27/2025.

Further, that the report of the Finance Committee be accepted from the abstract of the audited vouchers, a total of 115 claims were approved, and that all claims were paid against the:

<b>GENERAL FUND</b>	<b>-----in the amount of</b>	<b>\$</b>	<b>668,738.98</b>
<b>SEWER FUND</b>	<b>-----in the amount of</b>	<b>\$</b>	<b>41,449.66</b>
<b>TRUST FUND</b>	<b>-----in the amount of</b>	<b>\$</b>	<b>1,500.00</b>
<b>CAPITAL FUND</b>	<b>-----in the amount of</b>	<b>\$</b>	<b>--</b>
<b>EQUIPMENT RESERVE</b>	<b>-----in the amount of</b>	<b>\$</b>	<b>--</b>
<b>COMMUNITY DEVELOPMENT</b>	<b>-----in the amount of</b>	<b>\$</b>	<b>--</b>
<b>SPECIAL REPAIR RESERVE FUND</b>	<b>----in the amount of</b>	<b>\$</b>	<b>--</b>
<b>For the period from    <u>9/23/2025</u>    To   <u>10/14/2025</u></b>			

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

General Fund checks # 93501 through # 93581  
Sewer Fund checks # 12315 through # 12324  
Trust Fund check # 2620

Adopted Resolution: **266**                      Ayes: Mayor Schroeder, Trustees Malone Schaefer, Mikoley,  
Miller, and O'Brien

<b>CORRESPONDENCE:</b>
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- 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 October 2, 2025 – October 16, 2025.

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

Adopted Resolution: **267**                      Ayes: Mayor Schroeder, Trustees Malone Schaefer, Mikoley,  
Miller, and O'Brien

- 2) Correspondence from Lilly Belle Meads providing notice of removal of its On-Premises Alcoholic Beverage License as of December 30, 2025, for its establishment at 11 W Main Street.

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

Adopted Resolution: **268**                      Ayes: Mayor Schroeder, Trustees Malone Schaefer, Mikoley,  
Miller, and O'Brien

- 3) Correspondence from Lilly Belle Meads providing a Special Events Application for a Krampus Night event to be held on Saturday, December 6, 2025.

Motion by Trustee Malone Schaefer and seconded by Trustee Miller to place this event application into the Community Events Committee for review.

Adopted Resolution: **269**                      Ayes: Mayor Schroeder, Trustees Malone Schaefer, Mikoley,  
Miller, and O'Brien

- 4) Correspondence from Amy Jackson, 24 Hedge Lane, providing a Special Events Application for a Santacon event to benefit the Boys & Girls Club to be held on Saturday, December 13, 2025 in the Village of Lancaster.

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

This application does not require any Village services or support. No formal approval is necessary for this event same as last year.

Adopted Resolution: **270**                      Ayes: Mayor Schroeder, Trustees Malone Schaefer, Mikoley,  
Miller, and O'Brien

- 5) Correspondence from DPW Superintendent Wayne K. Cisco recommending approval of a quote from CMH Co., Inc. in the amount of \$18,650.00 as the lowest of two (2) submitted quotes for sanitary sewer replacement on Lake Avenue between Richmond Avenue and Quincy Avenue.

Motion by **Trustee O'Brien** and seconded by **Trustee Malone Schaefer** to approve the quote and authorize services from CMH Co., Inc. for sanitary sewer replacement, as presented, per the recommendation of Superintendent Cisco.

Adopted Resolution: **271** Ayes: Mayor Schroeder, Trustees Malone Schaefer, Mikoley, Miller, and O'Brien

- 6) Correspondence from Mike Reinhold, Planning Commission Chairperson, recommending approval of the application from Verizon Wireless for an additional wireless telecommunications antenna on the existing wireless telecommunications tower at 79 Sheldon Avenue following review by the Commission at its October 16, 2025 meeting.

Motion by **Trustee Mikoley** and seconded by **Trustee Miller** to approve the application from Verizon Wireless for an additional wireless telecommunications antenna per the recommendation of the Planning Commission.

Adopted Resolution: **272** Ayes: Mayor Schroeder, Trustees Malone Schaefer, Mikoley, Miller, and O'Brien

- 7) Correspondence from William Schutt, PE, Village Engineer, requesting authorization for the Superintendent of Public Works to sign the LOMR-F Community Acknowledgment Form for Lancaster Village Center Phase 2 at 20 West Main Street.

Motion by **Trustee Miller** and seconded by **Trustee O'Brien** to approve this request from William Schutt as presented.

Adopted Resolution: **273** Ayes: Mayor Schroeder, Trustees Malone Schaefer, Mikoley, Miller, and O'Brien

- 8) Correspondence from Mark Aquino, 65 Lake Avenue, LLC, providing a "Notice to Municipality" to the Village of Lancaster regarding an environmental easement granted to the NYS Department of Environmental Conservation on September 17, 2025, for property located at 65-67 Lake Avenue.

Motion by **Trustee O'Brien** and seconded by **Trustee Miller** to place this correspondence into the Building, Lights & Codes Committee for further review and follow up.

Trustee O'Brien stated that he will address this issue with Attorney Herdzik.

Adopted Resolution: **274** Ayes: Mayor Schroeder, Trustees Malone Schaefer, Mikoley, Miller, and O'Brien

<b>RESOLUTIONS:</b>
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Motion by **Trustee Miller** and seconded by **Trustee Malone Schaefer** to appoint Michael Armstrong, 30 Shadyside Lane, Lancaster, NY, to the position of School Crossing Guard – Part-Time effective immediately and contingent upon completion of a clean background check with salary at the budgeted rate of \$17.00 per hour.

Adopted Resolution: **275**

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

Motion by **Trustee O'Brien** and seconded by **Trustee Miller** to advertise for bids for a Level 3 EV Charging Station along Pac Way with a bid opening date of Tuesday, December 2, 2025, at 11:00 a.m.

Adopted Resolution: **276**

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

Motion by **Trustee Malone Schaefer** and seconded by **Trustee O'Brien** to approve the following membership changes for the Lancaster Fire Department as approved and accepted at its Department meeting on October 14, 2025:

- Approve membership for Ryan Rathsam to Citizens Hose Company
- Approve membership for Christian O'Donnell to Junior Firefighters Program
- Approve membership for Marshal Tomasello to Junior Firefighters Program
- Accept resignation of Nicholas Wetzler from Eagle Hose Company
- Approve status change for Paul Stencil from Active to Inactive Life Status

Adopted Resolution: **277**

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

Motion by **Trustee Miller** and seconded by **Trustee Mikoley** authorizing Mayor Schroeder to sign and submit a proposal to bind coverage with Hartford Life and Accident Insurance Company for the NYS Volunteer Firefighter Cancer Benefit Program for the annual period effective 1/1/2026 and hereby selecting the Enhanced Plan which offers coverage for all types of severe and less severe forms of cancer including lung cancer (as also selected in prior years).

Adopted Resolution: **278**

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

Motion by **Trustee Miller** and seconded by **Trustee O'Brien** authorizing Mayor Schroeder to sign and approve a Shared Services Agreement with NYS Department of Transportation for the period from 9/29/2025 to 9/29/2029.

Adopted Resolution: **279**

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

Motion by **Trustee O'Brien** and seconded by **Trustee Miller** authorizing Mayor Schroeder to sign and submit an application for a Technical Assistance to Grow Pro-Housing Communities (TAG-PHC) grant for a Zoning and Development Regulations Audit and Housing Market and Needs Analysis Report with an estimated cost of \$27,500 for this grant request.

Adopted Resolution: **280**

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

Motion by **Trustee O'Brien** and seconded by **Trustee Miller** to approve and send out a Request for Qualifications (RFQ) for professional engineering consultant services with a submission due date of Tuesday, November 25, 2025.

Adopted Resolution: **281**

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

Motion by **Trustee Miller** and seconded by **Trustee Malone Schaefer** authorizing Mayor Schroeder to sign and approve a renewal agreement with ESI Employee Assistance Group for an Employee Assistance Program for the period from 10/1/2025 to 9/30/2026 at a cost of \$3,500.00 with additional terms as listed in Exhibit A.

Adopted Resolution: **282**                      Ayes: Mayor Schroeder, Trustees Malone Schaefer, Mikoley, Miller, and O'Brien

Motion by **Trustee Mikoley** and seconded by **Trustee Miller** to award the contract for the Plum Bottom Creek Culvert Rehabilitation Project to Union Concrete and Construction Corp in the total amount of \$862,777.00 for the Base Bid and Add Alternate 1 per the review and recommendation of C&S Engineers and contingent upon NYS Department of Transportation review and granting Approval to Award.

Adopted Resolution: **283**                      Ayes: Mayor Schroeder, Trustees Malone Schaefer, Mikoley, Miller, and O'Brien

Motion by **Trustee O'Brien** and seconded by **Trustee Miller** authorizing Mayor Schroeder to sign and approve the Supplemental Agreement with C&S Engineers for Construction Support and Construction Inspection Services for the Plum Bottom Creek Culvert Rehabilitation Project in the amount of \$75,000.00.

Adopted Resolution: **284**                      Ayes: Mayor Schroeder, Trustees Malone Schaefer, Mikoley, Miller, and O'Brien

Motion by **Trustee O'Brien** and seconded by **Trustee Mikoley** to rescind Resolution #257 that was adopted on October 14, 2025 to schedule a vote for LOSAP upgrades on December 9, 2025.

There was insufficient information provided in the previous resolution to hold a vote. This matter will be reconsidered following a meeting with the LOSAP administrator (Hometown) to confirm details regarding a referendum vote and when upgrades would become effective, if approved.

Adopted Resolution: **285**                      Ayes: Mayor Schroeder, Trustees Mikoley, Miller, and O'Brien

**ROLL CALL VOTE**

Abstained: Trustee Malone Schaefer

Motion by **Mayor Schroeder** and seconded by **Trustee O'Brien** to schedule a work session in Council Chambers on Monday, November 3, 2025 at 6:00 p.m. to meet with representatives from Hometown regarding a LOSAP referendum vote.

Note – this meeting was rescheduled to 8:00 p.m. on the same evening due to a scheduling conflict with the availability of Hometown representatives.

Adopted Resolution: **286**                      Ayes: Mayor Schroeder, Trustees Malone Schaefer, Mikoley, Miller, and O'Brien

<b>AUDIENCE PARTICIPATION:</b>
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-none-

**COMMITTEE REPORTS & FOLLOW UPS:**

➤ **FINANCE & CLAIMS** – Trustees Miller & O’Brien

No report.

➤ **PUBLIC WORKS** – Trustee Mikoley

No report.

➤ **PUBLIC SAFETY** – Mayor Schroeder

No report.

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

There were five (5) responses to the RFP for a Buildings Conditions Survey. The Selection Committee will be meeting to review the responses this Thursday.

He will send proposed revisions to the Amusement Arcade regulations for consideration at the next meeting.

He reported that the size of the dumpsters in the Clark Street parking lot will be increased to assist with ongoing overflow issues and concerns.

➤ **HUMAN RESOURCES** – Trustee Malone Schaefer

The ad for a part time DPW Laborer position will be posted through October 31<sup>st</sup>.

She met with Colleen from Sheridan HR to review the draft of a handbook. A final version will be available soon for review by the Board.

Motion by **Trustee Malone Schaefer** and seconded by **Trustee Mikoley** to schedule a work session in Council Chambers on Monday, November 10, 2025 at 5:30 p.m. to meet with Michelle Johnson from ESI Employee Assistance Group to discuss the Village of Lancaster’s Employee Assistance Program (EAP).

Adopted Resolution:     **287**                      Ayes: Mayor Schroeder, Trustees Malone Schaefer, Mikoley, Miller, and O’Brien

➤ **COMMUNITY EVENTS** – Trustee Malone Schaefer

She thanked everyone for their participation at downtown events with the LVMA and local merchants.

Additional event applications will be forthcoming for the remaining events this year including the Christmas Tree Lighting on 11/28 and New Year’s Eve event on 12/31. An application has already been received for the Fire Truck Parade on 11/29 which is being reviewed.

➤ **ECONOMIC DEVELOPMENT** – Mayor Schroeder

No report.

➤ **SEWER** – Trustee Mikoley

Shawn Marshall from Watts Architects & Engineers attended the work session to provide an update on the status of projects. Watts has been working on six (6) different projects for the Village, five (5) of which are completed. They have been working with DPW on storm sewer testing in Mini Systems 4 and 7. They have identified a couple of issues, but there are no major issues that would be significantly contributing to overflow in these systems. Watts will be preparing a report to be submitted by the November 10<sup>th</sup> meeting.

➤ **GRANTS** – Trustee O'Brien

Plum Bottom Creek Culvert – BridgeNY Grant

A resolution was approved this evening to select Union Concrete as the lowest bidder. There is no confirmed start date yet.

Firefighters Park Renovation

Mayor Schroeder stated that the lighting was supposed to be color changeable, but it is not. Brian L. at DPW is working on the lighting now to find a solution. He is unsure if there is any recourse to pursue any financial damages at this time based on the approved plans and what the contractor installed.

ZEV Grant – EV Charging Station

He thanked Amy Stypa and Bill Schutt's office for preparing the bid package for the Level 3 charging station. He is excited to be moving forward on this final piece of that charging station.

NY Forward – LMB Pocket Park

We are continuing to work on design for the project. He appreciates the feedback that was provided from stakeholders including the Fire Department and Picasso's Pizza.

TAP- Central Ave Streetscape Broadway to Walden

DiDonato Associates is working with Eastern Right of Way to provide a scope and cost estimate for the right of way work. There is a meeting this week with NFTA to discuss relocation of the bus stop and mobility hub needs.

CDBG – Fall 2025 Application (W Drullard Splash Pad)

We are waiting for final numbers for the cost estimate. The application will be submitted this week.

HCR – Pro-Housing Technical Assistance Grant

This will be added to "Pending Applications" on the committee follow up list.

Heritage Trail Extension

Supervisor Nowak from Town of Cheektowaga reached out to gauge if the Village of Lancaster is still interested in this project. He understands that Mayor Schroeder wants to learn more about the project, and he will work to coordinate a meeting with the Supervisor.

➤ **TECHNOLOGY & MARKETING** – Trustee Miller

No report.

➤ **CLIMATE SMART** – Trustee O'Brien

He appreciates the efforts from Amy Stypa and William Schutt's office to complete the bid package for the Level 3 charging station.



**DEPARTMENT HEAD REPORTS & FOLLOW UPS:**

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

He will start working on the Lake Avenue sewer repairs right away this week.

They are going through their normal fall procedures working on leaves and Christmasville preparations.

The Municipal Building basement floor work has been completed, and epoxy flooring has been installed.

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

He confirmed that the audit presentation from Drescher & Malecki will take place on Monday, 11/24 at 6:00 p.m. The auditors are available at this date and time to give the presentation.

➤ **FIRE CHIEF** – Thomas Kukoleca (Assistant 9-2)

There are 39 calls for the month to date.

There has been community outreach and an effort towards promoting Fire Prevention Month during October at a number of events.

Apparatus and equipment testing is ongoing this month and into November.

The Ladies Auxiliary Halloween Parade is scheduled for this Thursday, October 30<sup>th</sup>.

➤ **HISTORIC PRESERVATION COMMISSION** – Nancy Stonebraker

She questioned the status of the new Signage Code update and noted that input is available from the Historic Preservation Commission (HPC).

Trustee Mikoley indicated that he will send an email to Village representatives to discuss the next steps in the process and set up a meeting to review the Signage Code.

➤ **TOWN BUILDING DEPARTMENT** – Matt Fischione

No report.

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

No report.

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

No report.

**MISCELLANEOUS:**

Trustee O'Brien commented on the status of SNAP benefits (food stamps) that are scheduled to end in November if nothing changes with the federal government shutdown. He encouraged residents to check

on their neighbors who may rely on these benefits to make sure that they are okay during this situation and to remember local resources that are available including food pantries and other assistance groups.

<b>ADJOURNMENT:</b>
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Motion by **Mayor Schroeder** and seconded by **Trustee Malone Schaefer** to adjourn the meeting at 7:32 p.m. in memory of Kathy Marzec and Paul Heitzman.

Adopted Resolution:     **288**

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

Respectfully submitted,

Michael E. Stegmeier  
Clerk-Treasurer

**ABSTRACT****November 10, 2025**

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

October 28, 2025 to November 10, 2025

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

GENERAL FUND -----in the amount of \$ 168,525.96  
SEWER FUND -----in the amount of \$ 31,240.61  
TRUST FUND -----in the amount of \$ 2,681.37  
CAPITAL FUND -----in the amount of \$  
EQUIPMENT RESERVE -----in the amount of \$  
COMMUNITY DEVELOPMENT -----in the amount of \$  
SPECIAL REPAIR RESERVE FUND ----in the amount of \$

**TOTAL 202,447.94**

For the period from October 15, 2025 to October 27, 2025

**MAYOR'S CERTIFICATION:**

I certify that the vouchers above were audited by the Village Treasurer and the Finance and Claims Committee in the amounts above. You are hereby authorized and directed to pay each of the claimants the amount opposite name.

Total Claims.....	71
General Fund Ck#.....	93582-93637
Sewer Fund Ck#.....	12325-12335
Trust Fund Ck#.....	2621-2622
Capital Fund Ck#.....	
Community Development Fund Ck#	

\_\_\_\_\_  
Mayor William Schroeder

# Abstract Summary of Funds

Board Meeting Date: September 22, 2025

	<u>General Fund (A)</u>	<u>Sewer Fund (G)</u>	<u>Trust Fund (T)</u>	<u>Capital Fund (H)</u>
Vouchers Paid by Check				
2025-2026 Budget	\$ 74,014.12	\$ 21,557.92	\$ 2,681.37	
Payroll Voucher 10/24/2025	\$ 71,601.68	\$ 8,994.60		
Fica Voucher 10/24/2025	\$ 5,568.39	\$ 688.09		
Selective - Prepaid	7605			
EC Govts. - Prepaid	65			
CC - September 2025	\$ 9,671.77			
<b>TOTALS</b>	<b>\$ 168,525.96</b>	<b>\$ 31,240.61</b>	<b>\$ 2,681.37</b>	<b>\$ -</b>
<b>TOTAL ALL FUNDS</b>				<b>\$ 202,447.94</b>

LANCASTER VILLAGE  
Purchase Order Listing By P.O. Number

10/27/2025  
02:05 PM

Ranges		Item Status		Purchase Types		Misc	
Range: First to Last Rcvd Batch Id Range: First to Last Encumbrance Date Range: First to 05/31/26		Open: N Void: N Paid: N Held: N Aprv: N Rcvd: Y		Bid: Y State: Y Other: Y Exempt: Y		P.O. Type: All Format: Detail without Line Item Notes Include Non-Budgeted: Y Prior Year Only: N * Means Prior Year Line: Vendors: All	
PO #	PO Date	Vendor	Contract	PO Type			
Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Enc Rcvd Date Date Invoice
26-00624	10/16/25 ADAMC005 CORY ADAMCZAK						
1	PLANNING - ALT MEMBER - 10/16	\$100.00	A -8020-434-000	E	PLANNING-PROF SERVICES PC ME R		10/16/25 10/16/25 10/16/2025
26-00625	10/16/25 ALLEI005 JAMES ALLEIN						
1	PLANNING - MEMBER 10/16/25	\$100.00	A -8020-434-000	E	PLANNING-PROF SERVICES PC ME R		10/16/25 10/16/25 10/16/2025
26-00626	10/24/25 FULLE005 FULLER, JASON						
1	DECOR FOR FALL FEST	\$499.00	A -7550-413-000	E	CELEBRATIONS - FALL FEST R		10/24/25 10/24/25 003
26-00627	10/16/25 ASPOS005 ASPOSTO, CONNOR						
1	PLANNING MEMBER - 10/16/2025	\$100.00	A -8020-434-000	E	PLANNING-PROF SERVICES PC ME R		10/16/25 10/16/25 10/16/2025
26-00628	10/16/25 BUSZC005 BUSZKA, ALEXANDER						
1	PLANNING - ALT MEMBER 10/16/25	\$100.00	A -8020-434-000	E	PLANNING-PROF SERVICES PC ME R		10/16/25 10/16/25 10/16/2025
26-00629	10/23/25 BXICO005 BXI CONSULTANTS, INC						
1	COLORLED PRINTS - 9/18-10/17	\$23.60	A -1640-435-000	E	DEPT PUBLIC WORKS-CONTRACTL R		10/23/25 10/23/25 265330
26-00630	10/16/25 CARRI005 CARRICK, RYAN						
1	PLANNING MEMBER 10/16/2025	\$100.00	A -8020-434-000	E	PLANNING-PROF SERVICES PC ME R		10/16/25 10/16/25 10/16/2025
26-00631	10/24/25 FINGE005 FINGER LAKES / CASTLE						
1	SHOP RESTOCK - ALL VEHICLES	\$40.36	A -3411-456-000	E	FIRE DEPT-REPAIRS & MAINT BY DI R		10/24/25 10/24/25 10/2/25
2	SHOP RESTOCK - ALL VEHICLES	\$40.40	A -5110-452-000	E	STREETS MAINT-REPAIRS/MAINT:TI R		10/24/25 10/24/25 10/2/25

PO #	PO Date	Vendor	Contract		PO Type					
Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Enc Rcvd Date	Chk/Void Data	Invoice	
26-00631	10/24/25 FINGE005	FINGER LAKES / CASTLE	Account Continued							
3	SHOP RESTOCK - ALL VEHICLES	\$40.36	A -5132-452-000	E	SNOW REMOVAL-REPAIRS/MAINT.	R	10/24/25	10/24/25	10/2/25	
4	SHOP RESTOCK - ALL VEHICLES	\$40.36	A -8170-452-000	E	ST CLEANING-REPAIR/MAINT TRUCK	R	10/24/25	10/24/25	10/2/25	
5	SHOP RESTOCK - ALL VEHICLES	\$40.36	A -8560-452-000	E	SHADE TREES-TRUCK REPAIR & M.	R	10/24/25	10/24/25	10/2/25	
6	SHOP RESTOCK - ALL VEHICLES	\$40.36	G -8120-453-000	E	SANITARY SEWERS-REPAIRS & MA	R	10/24/25	10/24/25	10/2/25	
		<u>\$242.20</u>								
26-00632	10/23/25 CHART005	CHARTER COMMUNICATIONS								
1	RECEIVER/BASIC TV DPW	\$42.02	A -1640-435-000	E	DEPT PUBLIC WORKS-CONTRACTU	R	10/23/25	10/23/25	141774001100725	
26-00633	10/23/25 COLOR005	COLOR EPOXIES								
1	EPOXY,CURE,FLAKES,FREIGHT/SHIP	\$3,507.96	A -1620-450-000	E	SHARED SERVICES - BUILDING & G	R	10/23/25	10/23/25	D5448/D5449	
26-00634	10/24/25 CSEAE005	C S E A EMPLOYEE BENEFIT FUND								
1	DENTAL&VISION NOVEMBER 2025	\$450.12	T -020-000	G	MEDICAL INSURANCE	R	10/24/25	10/24/25	18114086	
2	DENTAL&VISION NOVEMBER 2025	\$420.67	G -9060-800-000	E	EMPLOYEE BENEFIT-HOSPITAL & M	R	10/24/25	10/24/25	18114086	
3	DENTAL&VISION NOVEMBER 2025	\$4,576.78	A -9060-800-000	E	EMPLOYEE BENEFITS-HOSPITAL &	R	10/24/25	10/24/25	18114086	
		<u>\$5,447.57</u>								
26-00635	10/24/25 NYSDE010	NYS DEPARTMENT OF LABOR								
1	BR BENEFIT REIMBURSEMENT 3QTR	\$135.89	A -9050-800-000	E	EMPLOYEE BENEFITS-UNEMPLOYM	R	10/24/25	10/24/25	04-21170 6	
26-00636	10/24/25 DELAG005	DELAGE LANDEN FINANCIAL SVC								
1	DOCUWEAR SOFTWARE - 11/2025	\$710.00	A -1325-435-200	E	FINANCE TREASURER - SVC MAINT	R	10/24/25	10/24/25	592623260	
26-00637	10/23/25 DELFT005	DELFT PRINTING INC.								
1	PINK OVERTIME CARDS	\$64.37	A -5010-402-000	E	STREETS ADMINISTRATION-OFFICE	R	10/23/25	10/23/25	25-41592	
2	PINK OVERTIME CARDS	\$64.36	G -8115-401-000	E	ADMINISTRATION-OFFICE SUPPLIE	R	10/23/25	10/23/25	25-41592	
		<u>\$128.73</u>								
26-00638	10/23/25 DRAVE005	DRAVES ARBORETUM								
1	TREE WORKSHOP - 3 EMPLOYEES	\$255.00	A -8560-470-000	E	SHADE TREES-TRAINING	R	10/23/25	10/23/25	TAW10112025	
26-00639	10/24/25 EATON005	EATON OFFICE SUPPLY								

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26-00639	10/24/25	EATON005				EATON OFFICE SUPPLY							
1					\$279.65	A -3411-260-190	E	FIRE DEPT-EMS SUPPLIES / FIRST, R		10/24/25	10/24/25		PINV1300985
26-00640	10/24/25	EDMUN005				EDMUNDS GOVTECH							
1					\$4,269.24	A -1325-435-200	E	FINANCE TREASURER - SVC MAINT R		10/24/25	10/24/25		26-IN0811
2					\$4,544.67	G -8115-451-000	E	ADMINISTRATION - SOFTWARE MAI R		10/24/25	10/24/25		26-IN0811
					<b>\$8,813.91</b>								
26-00641	10/24/25	EMPLO005				EMPLOYEE SERVICES LLC							
1					\$3,500.00	A -9089-800-000	E	EMPLOYEE BENEFITS - OTHER R		10/24/25	10/24/25		013240
26-00642	10/23/25	FERRY005				FERRY INC							
1					\$39.49	A -5110-452-000	E	STREETS MAINT-REPAIRS/MAINT:TI R		10/23/25	10/23/25		75106
2					\$309.12	G -8120-453-000	E	SANITARY SEWERS-REPAIRS & MA R		10/23/25	10/23/25		75106
					<b>\$348.61</b>								
26-00643	10/24/25	FIRST030				FIRST ARRIVING LLC							
1					\$1,005.72	A -3411-477-000	E	FIRE DEPT-RED ALERT PROG/INFO R		10/24/25	10/24/25		6143
26-00644	10/16/25	GAJEW010				GAJEWSKI, STEVEN							
1					\$100.00	A -8020-434-000	E	PLANNING-PROF SERVICES PC ME R		10/16/25	10/16/25		10/16/2025
26-00645	10/24/25	GRAIN005				GRAINGER							
1					\$822.36	A -1640-402-000	E	DEPT PUBLIC WORKS-JANITORIAL R		10/24/25	10/24/25		SEPT2025
2					\$174.61	A -1640-450-000	E	DEPT PUBLIC WORKS GRGE-BUILD R		10/24/25	10/24/25		SEPT2025
3					\$314.10	A -5010-442-000	E	STREETS ADMINISTRATION-SAFET R		10/24/25	10/24/25		SEPT2025
4					\$531.44	A -5110-419-000	E	STREETS MAINT-TOOLS & PAINT R		10/24/25	10/24/25		SEPT2025
5					\$248.64	A -5110-452-000	E	STREETS MAINT-REPAIRS/MAINT:TI R		10/24/25	10/24/25		SEPT2025
					<b>\$2,091.15</b>								
26-00646	10/23/25	HECTO005				HECTOR'S HARDWARE							
1					\$9.48	A -5110-452-000	E	STREETS MAINT-REPAIRS/MAINT:TI R		10/23/25	10/23/25		86074
2					\$52.80	A -7110-414-000	E	PARKS-MATERIALS-OTHER R		10/23/25	10/23/25		86074
					<b>\$62.28</b>								
26-00647	10/24/25	HIGHM005				HIGHMARK BCBSWNY							

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26-00647	10/24/25	HIGHM005	HIGHMARK BCBSWNY					Account Continued					
1		EMPLOYEE HEALTH INS NOV 2025			\$28,705.88	A -9060-800-000	E	EMPLOYEE BENEFITS-HOSPITAL & R		10/24/25	10/24/25		251020388255
2		EMPLOYEE HEALTH INS NOV 2025			\$2,621.50	G -9060-800-000	E	EMPLOYEE BENEFIT-HOSPITAL & M R		10/24/25	10/24/25		251020388255
					<b>\$31,327.38</b>								
26-00648	10/23/25	HOMED005	HOME DEPOT CREDIT SVCS										
1		PARTS&SUPPLIES SEPTEMBER 2025			\$82.73	A -1620-450-000	E	SHARED SERVICES - BUILDING & G R		10/23/25	10/23/25		SEPT2025
2		PARTS&SUPPLIES SEPTEMBER 2025			\$76.64	A -1640-402-000	E	DEPT PUBLIC WORKS-JANITORIAL R		10/23/25	10/23/25		SEPT2025
3		PARTS&SUPPLIES SEPTEMBER 2025			\$65.38	A -3411-456-000	E	FIRE DEPT-REPAIRS & MAINT BY DI R		10/23/25	10/23/25		SEPT2025
4		PARTS&SUPPLIES SEPTEMBER 2025			\$3,998.00	A -5110-200-000	E	STREETS MAINT-EQUIPMENT-MILT R		10/23/25	10/23/25		SEPT2025
5		PARTS&SUPPLIES SEPTEMBER 2025			\$46.22	A -5110-412-000	E	STREETS MAINT-SIGNS R		10/23/25	10/23/25		SEPT2025
6		PARTS&SUPPLIES SEPTEMBER 2025			\$65.36	A -5110-419-000	E	STREETS MAINT-TOOLS & PAINT R		10/23/25	10/23/25		SEPT2025
7		PARTS&SUPPLIES SEPTEMBER 2025			\$40.99	A -5110-452-000	E	STREETS MAINT-REPAIRS/MAINT:TI R		10/23/25	10/23/25		SEPT2025
8		PARTS&SUPPLIES SEPTEMBER 2025			\$19.97	A -7110-435-000	E	PARKS-MAINTENANCE LANDSCAPI R		10/23/25	10/23/25		SEPT2025
9		PARTS&SUPPLIES SEPTEMBER 2025			\$15.96	A -8090-435-000	E	ENVIRONMENTAL - CONTRACTUAL R		10/23/25	10/23/25		SEPT2025
10		PARTS&SUPPLIES SEPTEMBER 2025			\$120.12	A -8540-414-000	E	DRAINAGE-MATERIALS & PIPE R		10/23/25	10/23/25		SEPT2025
					<b>\$4,531.37</b>								
26-00649	10/23/25	PETER005	HUNTER BUFFALO PETERBILT										
1		REPAIR PART TRUCK 39			\$244.63	A -5110-452-000	E	STREETS MAINT-REPAIRS/MAINT:TI R		10/23/25	10/23/25		X207191992:01
26-00650	10/23/25	JOEBA005	JOE BASIL CHEVROLET INC.										
1		REPAIR PART TRUCK 21			\$43.66	A -5110-452-000	E	STREETS MAINT-REPAIRS/MAINT:TI R		10/23/25	10/23/25		677502
26-00651	10/23/25	KANDE005	KANDEY COMPANY, INC										
1		CLEAN SIPHON - VOL			\$3,420.00	G -8120-435-000	E	SANITARY SEWERS-CONTRACTUAL R		10/23/25	10/23/25		2504-14A
26-00652	10/23/25	KENWO005	KENWORTH NORTHEAST GROUP INC										
1		REPAIR PARTS - TRUCK 38			\$48.26	A -5110-452-000	E	STREETS MAINT-REPAIRS/MAINT:TI R		10/23/25	10/23/25		BI503702
26-00653	10/23/25	KENWO005	KENWORTH NORTHEAST GROUP INC										
1		SLACK ADJUSTER TRUCK 41 BRAKES			\$485.02	A -5110-452-000	E	STREETS MAINT-REPAIRS/MAINT:TI R		10/23/25	10/23/25		BI502582
26-00654	10/23/25	KENWO005	KENWORTH NORTHEAST GROUP INC										
1		REPAIR PARTS TRUCK 58			\$30.26	A -5110-452-000	E	STREETS MAINT-REPAIRS/MAINT:TI R		10/23/25	10/23/25		BI501810



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26-00655	10/24/25	LABEL005	LABELLA ASSOCIATES										
1	R/T FY FORWARD SM BUS. FUND		\$1,544.90	A -8989-435-000	E			ECONOMIC DEV-CONTRACTUAL SE	R	10/24/25	10/24/25		282316
26-00656	10/23/25	MANNY005	MANNY'S ACE HARDWARE										
1	PARTS&SUPPLIES SEPTEMBER 2025		\$506.78	A -1620-450-000	E			SHARED SERVICES - BUILDING & G	R	10/23/25	10/23/25		SEPT2025
2	PARTS&SUPPLIES SEPTEMBER 2025		\$90.31	A -1621-453-000	E			NORTH END F.H.-BUILD & GROUND	R	10/23/25	10/23/25		SEPT2025
3	PARTS&SUPPLIES SEPTEMBER 2025		\$11.37	A -1640-402-000	E			DEPT PUBLIC WORKS-JANITORIAL	R	10/23/25	10/23/25		SEPT2025
4	PARTS&SUPPLIES SEPTEMBER 2025		\$19.54	A -3411-456-000	E			FIRE DEPT-REPAIRS & MAINT BY DI	R	10/23/25	10/23/25		SEPT2025
5	PARTS&SUPPLIES SEPTEMBER 2025		\$16.14	A -5010-402-000	E			STREETS ADMINISTRATION-OFFICE	R	10/23/25	10/23/25		SEPT2025
6	PARTS&SUPPLIES SEPTEMBER 2025		\$28.49	A -5110-452-000	E			STREETS MAINT-REPAIRS/MAINT:TI	R	10/23/25	10/23/25		SEPT2025
7	PARTS&SUPPLIES SEPTEMBER 2025		\$32.28	A -7110-414-000	E			PARKS-MATERIALS-OTHER	R	10/23/25	10/23/25		SEPT2025
8	PARTS&SUPPLIES SEPTEMBER 2025		\$17.08	A -8160-453-000	E			REFUSE & GARBAGE-EQUIPMENT I	R	10/23/25	10/23/25		SEPT2025
9	PARTS&SUPPLIES SEPTEMBER 2025		\$53.12	A -8560-475-000	E			SHADE TREES-UNCLASSIFIED	R	10/23/25	10/23/25		SEPT2025
10	PARTS&SUPPLIES SEPTEMBER 2025		\$14.99	G -8120-453-000	E			SANITARY SEWERS-REPAIRS & MA	R	10/23/25	10/23/25		SEPT2025
			<b>\$790.10</b>										
26-00657	10/16/25	MILLE025	MILLER, SAMUEL										
1	PLANNING - MEMBER 10/16/2025		\$100.00	A -8020-434-000	E			PLANNING-PROF SERVICES PC ME	R	10/16/25	10/16/25		10/16/2025
26-00658	10/24/25	NESTT005	NEST TREASURER SUPERVISOR										
1	2025 DUES FOR NEST		\$753.53	A -1920-400-000	E			SPECIAL ITEMS-MUNICIPAL ASSOC	R	10/24/25	10/24/25		001
26-00659	10/23/25	NAPAA010	NAPA AUTO PARTS										
1	PARTS&SUPPLIES SEPTEMBER 2025		\$700.08	A -5110-452-000	E			STREETS MAINT-REPAIRS/MAINT:TI	R	10/23/25	10/23/25		SEPT2025
2	PARTS&SUPPLIES SEPTEMBER 2025		\$139.03	A -5132-452-000	E			SNOW REMOVAL-REPAIRS/MAINT:TI	R	10/23/25	10/23/25		SEPT2025
3	PARTS&SUPPLIES SEPTEMBER 2025		\$106.26	A -7110-453-000	E			PARKS-REPAIRS TO EQUIPMENT	R	10/23/25	10/23/25		SEPT2025
4	PARTS&SUPPLIES SEPTEMBER 2025		\$465.84	A -8160-453-000	E			REFUSE & GARBAGE-EQUIPMENT I	R	10/23/25	10/23/25		SEPT2025
5	PARTS&SUPPLIES SEPTEMBER 2025		\$150.32	G -8120-453-000	E			SANITARY SEWERS-REPAIRS & MA	R	10/23/25	10/23/25		SEPT2025
			<b>\$1,561.53</b>										
26-00660	10/23/25	NATIO015	NATIONAL FUEL										
1	LMB 3090866 03		\$514.42	A -1620-440-000	E			SHARED SERVICES - GAS	R	10/23/25	10/23/25		9/11-10/10 2025

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26-00661	10/23/25	NATIO015			NATIONAL FUEL								
1	NEFH 3277332 03					\$23.01	A -1621-440-000	E	NORTH END FIRE HALL - GAS	R	10/23/25	10/23/25	9/9-10/8 2025
26-00662	10/23/25	NATIO015			NATIONAL FUEL								
1	DPW ACCOUNT 3277341 02					\$47.55	A -1640-441-000	E	DEPT PUBLIC WORKS GARAGE-WA	R	10/23/25	10/23/25	9/8/25-10/3/25
26-00663	10/23/25	NEWEN005			NEW ENTERPRISE STONE & LIME CO								
1	ASPHALT					\$383.81	A -8540-414-000	E	DRAINAGE-MATERIALS & PIPE	R	10/23/25	10/23/25	8689937
26-00664	10/23/25	NOCOE005			NOCO ENERGY CORP- FUELS								
1	UNLEADED FUEL					\$94.60	A -3411-416-000	E	FIRE DEPT-GASOLINE & OIL	R	10/23/25	10/23/25	SP13146005
2	UNLEADED FUEL					\$389.86	A -5110-416-000	E	STREETS MAINT-GASOLINE & OIL	R	10/23/25	10/23/25	SP13146005
3	UNLEADED FUEL					\$277.83	A -8160-416-000	E	REFUSE & GARBAGE-GASOLINE & OIL	R	10/23/25	10/23/25	SP13146005
4	UNLEADED FUEL					\$199.86	A -8170-416-000	E	STREET CLEANING-GASOLINE & OIL	R	10/23/25	10/23/25	SP13146005
5	UNLEADED FUEL					\$106.23	A -8560-416-000	E	SHADE TREES-GASOLINE & OIL	R	10/23/25	10/23/25	SP13146005
6	UNLEADED FUEL					\$71.93	G -8120-416-000	E	SANITARY SEWERS-FUEL & LUBE	R	10/23/25	10/23/25	SP13146005
						<b>\$1,140.31</b>							
26-00665	10/23/25	NORTH045			NORTH RIDGE NURSERY AND GARDEN								
1	BIOTONE PLUS & CHAINLOCK					\$502.16	A -8560-475-000	E	SHADE TREES-UNCLASSIFIED	R	10/23/25	10/23/25	926215
26-00666	10/24/25	N0000015			N Y S E G								
1	34 CENTRAL AVE 1001-7803-635					\$49.38	A -7550-420-000	E	CELEBRATIONS-MISC OVERHEAD E	R	10/24/25	10/24/25	9/4/25-10/2/25
26-00667	10/23/25	N0000015			N Y S E G								
1	CENTRAL & BRADY 10022759818					\$88.71	A -7550-420-000	E	CELEBRATIONS-MISC OVERHEAD E	R	10/23/25	10/23/25	9/11-10/10 2025
26-00668	10/23/25	N0000015			N Y S E G								
1	DPW 1001-0111-952					\$937.05	A -1640-439-000	E	DEPT PUBLIC WORKS - ELECTRIC	R	10/23/25	10/23/25	9/25-10/5 2025
26-00669	10/23/25	N0000015			N Y S E G								
1	CENTRAL & WMAIN 2001-7804-799					\$29.04	A -7550-420-000	E	CELEBRATIONS-MISC OVERHEAD E	R	10/23/25	10/23/25	9/4-10/2 2025

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26-00670	10/23/25	N0000015	NY SEG										
1	MON	LTG 1001-8596-887		E	\$24.73	A -7110-438-000		PARKS-ELECTRIC	R	10/23/25	10/23/25	9/4-10/2 2025	
26-00671	10/23/25	N0000015	NY SEG										
1	5	AURORA ST. 1001-7804-781		E	\$157.32	A -5182-438-000		STREET LIGHTING-HWY LIGHTING-	R	10/23/25	10/23/25	9/4-10/2 2025	
26-00672	10/24/25	NYCOM005	NYCOM										
1		PLANNING BOARD TRAINING CARRIC		E	\$40.00	A -8020-471-000		PLANNING-EDUCATION & TRAINING	R	10/24/25	10/24/25	2025PLNNNGND	
26-00673	10/24/25	OCCUS005	OCCUSTAR INC										
1	FF	PHYSICALS RATHSAM/TOMASELLO		E	\$354.00	A -3411-471-000		FIRE DEPT-PHYSICALS	R	10/24/25	10/24/25	14891	
26-00674	10/23/25	POWER015	POWER & CONST GRP, INC										
1	VILLAGE ST	LT MAIT VARIOUS		E	\$3,104.47	A -5182-435-000		STREET LIGHTING-MAINTENANCE	R	10/23/25	10/23/25	LP14042	
26-00675	10/23/25	CRYST005	CRYSTAL ROCK LLC										
1	LIBRARY,CTO,DPW	WATER RENTALS		E	\$80.36	A -1325-401-000		FINANCE TREASURER - OFFICE SU	R	10/23/25	10/23/25	05J8740027495	
2	LIBRARY,CTO,DPW	WATER RENTALS		E	\$14.99	A -1620-435-000		SHARED SERVICES - CONTRACTU/	R	10/23/25	10/23/25	05J8740027495	
3	LIBRARY,CTO,DPW	WATER RENTALS		E	\$282.05	A -1640-435-000		DEPT PUBLIC WORKS-CONTRACTL	R	10/23/25	10/23/25	05J8740027495	
					<u>\$377.40</u>								
26-00676	10/16/25	REILL005	ELIZABETH REILLY-MEEGAN										
1	PLANNING -	MEMBER		E	\$100.00	A -8020-434-000		PLANNING-PROF SERVICES PC ME	R	10/16/25	10/16/25	10/16/2025	
26-00677	10/16/25	REINH005	REINHOLD, MICHAEL										
1	PLANNING -	CHAIR 10/16/2025		E	\$125.00	A -8020-434-000		PLANNING-PROF SERVICES PC ME	R	10/16/25	10/16/25	10/16/2025	
26-00678	10/23/25	RUSSE005	RUSSELL'S TREE & SHRUB FARM										
1	6' FIR	TREE STAKE ROUND		E	\$960.00	A -8560-475-000		SHADE TREES-UNCLASSIFIED	R	10/23/25	10/23/25	2-986293	
26-00679	10/24/25	SAIAC005	SAIA COMMUNICATIONS INC										
1	REPAIRS TO	PAGERS FOR FF		E	\$175.00	A -3411-260-700		FIRE DEPT-RADIO EQUIPMENT MAI	R	10/24/25	10/24/25	805000796-1	

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26-00680	10/24/25	SITE0005	SITE ONE LANDSCAPE SUPPLY, LLC											
1		PERENNIAL GRASS 4 STUMPS	\$114.00	A -8560-475-000	E	SHADE TREES-UNCLASSIFIED	R				10/24/25	10/24/25		159662208-001
26-00681	10/27/25	BEEGR005	SMG-BATAVIA, LLC											
1		PUBLIC NOTICE ZBA 43 LAKE AVE.	\$81.92	A -8010-430-000	E	ZONING-PRINTING & ADVERTISING	R				10/27/25	10/27/25		TQMLV3QU-0006
26-00682	10/24/25	TECHN015	TECHNET MSP LLC											
1		DPW SUPERINTENDENT LAPTOP	\$180.00	A -5010-403-000	E	STREETS ADMINISTRATION-COMPL	R				10/24/25	10/24/25		1915
26-00683	10/24/25	TOWN0005	TOWN OF LANCASTER											
1		DENTAL&VISION RET POLICE OFF.	\$1,564.82	A -9060-800-000	E	EMPLOYEE BENEFITS-HOSPITAL &	R				10/24/25	10/24/25		OCTOBER 2025
26-00684	10/23/25	VALLE005	VALLEY FAB & EQUIPMENT											
1		REPLACEMENT AIR VALVE TK 43	\$171.25	A -5110-452-000	E	STREETS MAINT-REPAIRS/MAINT:TI	R				10/23/25	10/23/25		138639
26-00685	10/24/25	WATTS005	WATTS ARCHITECTURE & ENGINEERS											
1		STORM SEWER INVESTIGATION	\$9,900.00	G -8120-435-000	E	SANITARY SEWERS-CONTRACTUAL	R				10/24/25	10/24/25		45645
26-00686	10/27/25	ASSET005	ASSET CONTROL SOLUTIONS INC											
1		FIXED ASSET INV GASB FY 2025	\$1,000.00	A -1010-436-000	E	BOARD OF TRUSTEES - ASSET INVI	R				10/27/25	10/27/25		3679
26-00687	10/27/25	CHART020	CHARTER COMMUNICATION											
1		INTERNET AND VOICE ALL LOC.	\$125.00	A -1325-474-000	E	FINANCE TREASURER - WEB SITE	R				10/27/25	10/27/25		0081400101725
2		INTERNET AND VOICE ALL LOC.	\$210.00	A -1325-474-000	E	FINANCE TREASURER - WEB SITE	R				10/27/25	10/27/25		0081418101725
3		INTERNET AND VOICE ALL LOC.	\$210.00	A -1325-474-000	E	FINANCE TREASURER - WEB SITE	R				10/27/25	10/27/25		0081582101725
			<u>\$545.00</u>											
26-00688	10/27/25	INDEP005	INDEPENDENT HEALTH											
1		EMP HEALTH INS NOVEMBER 2025	\$757.88	A -9060-800-000	E	EMPLOYEE BENEFITS-HOSPITAL &	R				10/27/25	10/27/25		NOVEMBER 2025
26-00689	10/27/25	STATE005	STATE COMPTROLLER-JUSTICE FUND											
1		FINES/FEEES SEPTEMBER 2025	\$2,231.25	T -061-000	G	TRUST FUND, COURT & TRUST	R				10/27/25	10/27/25		1442600-2025

<u>P.O.#</u>	<u>P.O Date</u>	<u>Vendor</u>	<u>Contract</u>	<u>P.O Type</u>
<u>Item Description</u>	<u>Amount</u>	<u>Charge Account</u>	<u>Acct Type</u>	<u>Description</u>
			<u>First Enc Date</u>	<u>Rcvd Date</u>
			<u>Status/Chk</u>	<u>Chk/Void Date</u>
				<u>Invoice</u>
<hr/>				
Total Purchase Orders:	66	Total P.O. Line Items:	113	Total List Amount: \$98,253.41      Total Void Amount: \$0.00

Totals by Year-Fund				
Fund Description	Fund	Expend Total	Revenue Total	G/L Total
	6-A	\$74,014.12	\$0.00	\$0.00
	6-G	\$21,557.92	\$0.00	\$0.00
	6-T	\$0.00	\$0.00	\$2,681.37
Total Of All Funds:		\$95,572.04	\$0.00	\$2,681.37
				\$98,253.41
Totals by Fund				
Fund Description	Fund	Expend Total	Revenue Total	G/L Total
	A	\$74,014.12	\$0.00	\$0.00
	G	\$21,557.92	\$0.00	\$0.00
	T	\$0.00	\$0.00	\$2,681.37
Total Of All Funds:		\$95,572.04	\$0.00	\$2,681.37
				\$98,253.41

October 27, 2025  
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LANCASTER VILLAGE  
Expenditure Entry Verification Listing

Page No: 1

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

Account No. Account Description	Type	Entry Description	Amount	Tracking Id	Seq
A -1010-100-000 BOARD OF TRUSTEES - PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 10/24/2025 Cr: A -200-000 CASH	1,553.82		1
A -1110-100-000 VILLAGE JUSTICE - PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 10/24/2025 Cr: A -200-000 CASH	2,834.32		2
A -1210-100-000 EXECUTIVE MAYOR - PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 10/24/2025 Cr: A -200-000 CASH	575.43		3
A -1325-100-000 FINANCE TREASURER - PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 10/24/2025 Cr: A -200-000 CASH	5,604.85		4
A -1420-100-000 LAW - PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 10/24/2025 Cr: A -200-000 CASH	2,065.77		5
A -1620-100-000 SHARED SERVICES - PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 10/24/2025 Cr: A -200-000 CASH	1,245.94		6
A -1621-100-000 NORTH END FIRE HALL - PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 10/24/2025 Cr: A -200-000 CASH	155.00		7
A -1640-100-000 DEPT PUBLIC WORKS -PERSONAL SERVICE Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 10/24/2025 Cr: A -200-000 CASH	15,276.85		8
A -3411-100-000 FIRE DEPARTMENT - PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 10/24/2025 Cr: A -200-000 CASH	923.08		10
A -3620-100-000 SAFETY INSPECTION-PERSONAL SERVICES Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 10/24/2025 Cr: A -522-000 EXPENDITURE CONTROL	0.00		11
A -3989-100-000 BUILDING INSP-PERSONAL SVCS-CODE ENFCMT Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 10/24/2025 Cr: A -522-000 EXPENDITURE CONTROL	0.00		12
A -3990-100-000 DISASTER PREPAREDNESS-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 10/24/2025 Cr: A -200-000 CASH	144.23		13
A -4020-100-000 REGISTRAR VITAL STATS-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 10/24/2025 Cr: A -200-000 CASH	184.60		14

Account No. Account Description	Type	Entry Description	Amount	Tracking Id	Seq
A -5010-100-000 STREETS ADMINISTRATION-PERSONAL SVCS Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 10/24/2025 Cr: A -200-000 CASH	7,957.38		15
A -5110-100-000 STREETS MAINT-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 10/24/2025 Cr: A -200-000 CASH	7,062.89		16
A -5132-100-000 SNOW REMOVAL-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 10/24/2025 Cr: A -200-000 CASH	144.08		17
A -7110-100-000 PARKS-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 10/24/2025 Cr: A -200-000 CASH	1,565.72		18
A -7550-100-000 CELEBRATIONS-PERSONAL SERVICES Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 10/24/2025 Cr: A -522-000 EXPENDITURE CONTROL	0.00		19
A -7550-102-000 DPW - Overtime Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 10/24/2025 Cr: A -522-000 EXPENDITURE CONTROL	0.00		20
A -7550-103-000 DPW - Regular Time Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 10/24/2025 Cr: A -522-000 EXPENDITURE CONTROL	0.00		21
A -8020-100-000 PLANNING-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 10/24/2025 Cr: A -200-000 CASH	90.00		22
A -8160-100-000 REFUSE & GARBAGE-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 10/24/2025 Cr: A -200-000 CASH	8,871.09		23
A -8170-100-000 STREET CLEANING-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 10/24/2025 Cr: A -200-000 CASH	1,908.06		24
A -8540-100-000 DRAINAGE-PERSONAL SERVICES Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 10/24/2025 Cr: A -522-000 EXPENDITURE CONTROL	0.00		25
A -8560-100-000 SHADE TREES-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 10/24/2025 Cr: A -200-000 CASH	8,826.63		26
A -8989-100-000 ECONOMIC DEV-PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 10/24/2025 Cr: A -200-000 CASH	96.13		27



Account No. Account Description	Type	Entry Description	Amount	Tracking Id	Seq
A -9060-800-000 EMPLOYEE BENEFITS-HOSPITAL & MEDICAL INS Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 10/24/2025 Cr: A -522-000 EXPENDITURE CONTROL	1,187.73-		28
A -5010-405-000 STREETS ADMINISTRATION-MEAL ALLOWANCE Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 10/24/2025 Cr: A -522-000 EXPENDITURE CONTROL	0.00		29
A -5132-405-000 SNOW REMOVAL-MEAL ALLOWANCES Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 10/24/2025 Cr: A -522-000 EXPENDITURE CONTROL	0.00		30
G -8115-100-000 ADMINISTRATION-PERSONAL SERVICES Db: G -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 10/24/2025 Cr: G -200-000 CASH	2,947.55		31
G -8120-100-000 SANITARY SEWERS-PERSONAL SERVICES Db: G -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 10/24/2025 Cr: G -200-000 CASH	6,047.05		32
G -8115-405-000 ADMINISTRATION-MEAL ALLOWANCE Db: G -200-000 CASH	Expenditure	Payroll charges for paydate 10/24/2025 Cr: G -522-000 EXPENDITURE CONTROL	0.00		33
A -3120-100-000 POLICE-PERSONAL SVCS-CROSSING GUARDS Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 10/24/2025 Cr: A -200-000 CASH	3,077.00		35
A -1640-403-000 DEPT PUBLIC WORKS - UNIFORMS Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 10/24/2025 Cr: A -522-000 EXPENDITURE CONTROL	0.00		36
A -9030-800-000 EMPLOYEE BENEFITS-SOCIAL SECURITY Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 10/24/2025 Cr: A -522-000 EXPENDITURE CONTROL	0.00		37
A -9030-800-000 EMPLOYEE BENEFITS-SOCIAL SECURITY Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 10/24/2025 Cr: A -522-000 EXPENDITURE CONTROL	0.00		38
A -1640-100-000 DEPT PUBLIC WORKS -PERSONAL SERVICE Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 10/24/2025 Cr: A -522-000 EXPENDITURE CONTROL	0.00		39
A -1640-100-000 DEPT PUBLIC WORKS -PERSONAL SERVICE Db: A -200-000 CASH	Expenditure	Payroll charges for paydate 10/24/2025 Cr: A -522-000 EXPENDITURE CONTROL	0.00		40
A -8090-100-000 ENVIRONMENTAL - PERSONAL SERVICES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	Payroll charges for paydate 10/24/2025 Cr: A -200-000 CASH	2,626.54		41

Fund Description	Fund	Expenditures	Reimbursements	Transfer In	Transfer Out	Cancel	Encumbrances
	A	71,601.68	0.00	0.00	0.00	0.00	0.00
	G	8,994.60	0.00	0.00	0.00	0.00	0.00
Total Of All Funds:		80,596.28	0.00	0.00	0.00	0.00	0.00

	Entries	Amount
Expenditures:	39	80,596.28
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 NO errors in this listing.

Please note that batch lines with zero amounts will not be updated.

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12:48 PM

LANCASTER VILLAGE  
Expenditure Entry Verification Listing

Page No: 1

Batch Id: FICA      Batch Date: 10/27/25      Batch Type: Recurring

Account No. Account Description	Type	Entry Description	Amount	Tracking Id	Seq
A -9030-800-000 EMPLOYEE BENEFITS-SOCIAL SECURITY	Expenditure	Accrued FICA paydate 10/24/2025	5,568.39		1
Db: A -522-000 EXPENDITURE CONTROL		Cr: A -200-000 CASH			
G -9030-800-000 EMPLOYEE BENEFIT-SOCIAL SECURITY	Expenditure	Accrued FICA paydate 10/24/2025	688.09		2
Db: G -522-000 EXPENDITURE CONTROL		Cr: G -200-000 CASH			

Fund Description	Fund	Expenditures	Reimbursements	Transfer In	Transfer Out	Cancel	Encumbrances
	A	5,568.39	0.00	0.00	0.00	0.00	0.00
	G	688.09	0.00	0.00	0.00	0.00	0.00
Total of All Funds:		6,256.48	0.00	0.00	0.00	0.00	0.00

	Entries	Amount
Expenditures:	2	6,256.48
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	

FIGA  
10/24/25

There are NO errors in this listing.

Ranges		Item Status		Purchase Types		Misc				
Range: First to Last		Open: N		Bld: Y		P.O. Type: All				
Rcvd Batch Id Range: First to Last		Void: N		State: Y		Format: Detail without Line Item Notes				
Encumbrance Date Range: First to 05/31/26		Paid: N		Other: Y		Include Non-Budgeted: Y				
		Held: N		Exempt: Y		Prior Year Only: N				
		Apv: N				* Means Prior Year Line:				
		Rcvd: Y				Vendors: All				
PO #	PO Date	Vendor	Contract	PO Type						
Item	Description	Amount	Charge Account	Acct Type	Description	Stat/Chk	First Enc Date	Rcvd Date	Chk/Void Date	Invoice
26-00622	10/21/25 SELEC005	SELECTIVE INSURANCE								
1	6/125-6/1/26 COMMERCIAL PACK.	\$7,605.00	A -1910-400-000	E	SPECIAL ITEMS-UNALLOCATED INS R	R	10/21/25	10/21/25		233-189-220
Total Purchase Orders: 1		Total P.O. Line Items: 1		Total List Amount: \$7,605.00		Total Void Amount: \$0.00				

Totals by Year-Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
Total Of All Funds:	6-A	\$7,605.00	\$0.00	\$0.00	\$7,605.00
		<u>\$7,605.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$7,605.00</u>
Totals by Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
Total Of All Funds:	A	\$7,605.00	\$0.00	\$0.00	\$7,605.00
		<u>\$7,605.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$7,605.00</u>

Ranges		Item Status		Purchase Types		Misc	
Range: First to Last		Open: N		Bid: Y		P.O. Type: All	
Rcvd Batch Id Range: First to Last		Void: N		State: Y		Format: Detail without Line Item Notes	
Encumbrance Date Range: First to 05/31/26		Paid: N		Other: Y		Include Non-Budgeted: Y	
		Held: N		Exempt: Y		Prior Year Only: N	
		Apv: N				* Means Prior Year Line:	
		Rcvd: Y				Vendors: All	
PO #		PO Date		Vendor		Contract	
						PO Type	
Item Description		Amount		Charge Account		Acct Type	
						Description	
26-00623	10/21/25	ERIEC035	ERIE COUNTY GOVERNMENTS				
1	OCTOBER MEETING - OBRIEN	\$65.00	A -1010-470-000	E	BOARD OF TRUSTEES - EXPENSE / R	10/21/25	10/21/25
						Stat/Chk	Chk/Void
						Date	Invoice
						10/21/25	OCTOBER
Total Purchase Orders:		1	Total P.O. Line Items:	1	Total List Amount: \$65.00	Total Void Amount: \$0.00	

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



Batch Id: CREDITCD Batch Date: 09/30/25 Batch Type: Standard

Account No. Account Description	Type	Entry Description	Amount	Tracking Id	Seq
A -3990-474-000 DISASTER PREP- WEBSITE & INFO TECHNOLOGY Db: A -522-000 EXPENDITURE CONTROL	Expenditure	SCOTT KUHLMEY - BLUE DOCK MEDIA Cr: A -200-000 CASH	64.00		1
A -3990-479-000 DISASTER PREPAREDNESS-PAGERS Db: A -522-000 EXPENDITURE CONTROL	Expenditure	SCOTT KUHLMEY - RAPID FAX Cr: A -200-000 CASH	11.99		2
A -1325-435-200 FINANCE TREASURER - SVC MAINT CONTRACTS Db: A -522-000 EXPENDITURE CONTROL	Expenditure	CTO-ADOBE-2 ACCOUNTS Cr: A -200-000 CASH	47.98		3
A -5010-403-000 STREETS ADMINISTRATION-COMPUTER SOFTWARE Db: A -522-000 EXPENDITURE CONTROL	Expenditure	DPW-ADOBE-1 ACCOUNT Cr: A -200-000 CASH	23.99		4
A -1420-432-000 LAW - DUES & SUBSCRIPTIONS Db: A -522-000 EXPENDITURE CONTROL	Expenditure	ATTORNEY-ADOBE-1 ACCOUNT Cr: A -200-000 CASH	23.99		5
A -7550-420-000 CELEBRATIONS-MISC OVERHEAD EXPENSES Db: A -522-000 EXPENDITURE CONTROL	Expenditure	DPW-APPLE-MUSIC FOR DOWNTOWN IPOD Cr: A -200-000 CASH	10.99		6
A -1620-439-000 SHARED SERVICES - TELEPHONE Db: A -522-000 EXPENDITURE CONTROL	Expenditure	VONAGE - LMB PORTION Cr: A -200-000 CASH	505.47		7
A -1640-439-000 DEPT PUBLIC WORKS - ELECTRIC Db: A -522-000 EXPENDITURE CONTROL	Expenditure	VONAGE - DPW PORTION Cr: A -200-000 CASH	180.60		8
A -1621-439-000 NORTH END FIRE HALL - TELEPHONE Db: A -522-000 EXPENDITURE CONTROL	Expenditure	VONAGE - NEFH PORTION Cr: A -200-000 CASH	26.25		9
A -1110-470-000 VILLAGE JUSTICE - EXPENSE AND TRAVEL Db: A -522-000 EXPENDITURE CONTROL	Expenditure	TRUSTEE-OBRIEN-MEAL-TRAVELED FOR NYCOM Cr: A -200-000 CASH	23.44		10
A -1110-470-000 VILLAGE JUSTICE - EXPENSE AND TRAVEL Db: A -522-000 EXPENDITURE CONTROL	Expenditure	TRUSTEE-OBRIEN-MEAL-TRAVELED FOR NYCOM Cr: A -200-000 CASH	16.77		11
A -1110-470-000 VILLAGE JUSTICE - EXPENSE AND TRAVEL Db: A -522-000 EXPENDITURE CONTROL	Expenditure	TRUSTEE-OBRIEN-CROWNE PLAZA-FOR NYCOM Cr: A -200-000 CASH	1,100.00		12
A -1325-470-000 FINANCE TREASURER -EXP & TRAVEL/TRAINING Db: A -522-000 EXPENDITURE CONTROL	Expenditure	CTO-DEBBINS-STAY DURING NYCOM Cr: A -200-000 CASH	777.00		13

Account No. Account Description	Type	Entry Description	Amount	Tracking Id	Seq
A -3411-260-190 FIRE DEPT-EMS SUPPLIES / FIRST AID Db: A -522-000 EXPENDITURE CONTROL	Expenditure	FIRE-BOUNDTREE Cr: A -200-000 CASH	13.96		14
A -3411-260-190 FIRE DEPT-EMS SUPPLIES / FIRST AID Db: A -522-000 EXPENDITURE CONTROL	Expenditure	FIRE-BOUNDTREE Cr: A -200-000 CASH	719.55		15
A -3411-260-190 FIRE DEPT-EMS SUPPLIES / FIRST AID Db: A -522-000 EXPENDITURE CONTROL	Expenditure	FIRE-BOUNDTREE Cr: A -200-000 CASH	87.99		16
A -3411-260-190 FIRE DEPT-EMS SUPPLIES / FIRST AID Db: A -522-000 EXPENDITURE CONTROL	Expenditure	FIRE-BOUNDTREE Cr: A -200-000 CASH	175.98		17
A -3411-260-190 FIRE DEPT-EMS SUPPLIES / FIRST AID Db: A -522-000 EXPENDITURE CONTROL	Expenditure	FIRE-BOUNDTREE Cr: A -200-000 CASH	87.99		18
A -1110-200-000 VILLAGE JUSTICE - EQUIPMENT, MISC Db: A -522-000 EXPENDITURE CONTROL	Expenditure	VILLAGE JUSTICE- SP JUDGEROBES-HADSALL Cr: A -200-000 CASH	154.43		19
A -8090-435-000 ENVIRONMENTAL - CONTRACTUAL SVCS Db: A -522-000 EXPENDITURE CONTROL	Expenditure	CLIMATE SMART-STAY DURING SEMINAR Cr: A -200-000 CASH	308.00		20
A -3411-260-190 FIRE DEPT-EMS SUPPLIES / FIRST AID Db: A -522-000 EXPENDITURE CONTROL	Expenditure	OEM-KUHLMEY-BOUND TREE EMS SUPPLIES Cr: A -200-000 CASH	34.49		21
A -3411-260-190 FIRE DEPT-EMS SUPPLIES / FIRST AID Db: A -522-000 EXPENDITURE CONTROL	Expenditure	OEM-KUHLMEY-BOUND TREE EMS SUPPLIES Cr: A -200-000 CASH	1,911.05		22
A -1420-435-000 LAW - CONTRACTUAL SERVICES:LEASE Db: A -522-000 EXPENDITURE CONTROL	Expenditure	ATTY-HERDZIK-SPEECH PROCESSING SOLUTIONS Cr: A -200-000 CASH	185.10		23
A -1620-200-000 SHARED SVCS-EQUIPMENT Db: A -522-000 EXPENDITURE CONTROL	Expenditure	DPW-DELL-LAPTOP FOR SUPT Cr: A -200-000 CASH	1,260.64		24
A -5110-200-000 STREETS MAINT-EQUIPMENT-MILTON CAT TRADE Db: A -522-000 EXPENDITURE CONTROL	Expenditure	DPW-HARBOR FREIGHT Cr: A -200-000 CASH	1,209.98		25
A -7110-414-000 PARKS-MATERIALS-OTHER Db: A -522-000 EXPENDITURE CONTROL	Expenditure	DPW-GUITAR CENTER Cr: A -200-000 CASH	159.98		26

Account No. Account Description	Type	Entry Description	Amount	Tracking Id	Seq
A -8540-414-000 DRAINAGE-MATERIALS & PIPE Db: A -522-000 EXPENDITURE CONTROL	Expenditure	DPW-84 LUMBER Cr: A -200-000 CASH	32.16		27
A -8560-416-000 SHADE TREES-GASOLINE & OIL Db: A -522-000 EXPENDITURE CONTROL	Expenditure	DPW-JOES QWIK MART Cr: A -200-000 CASH	8.00		28
A -7550-413-000 CELEBRATIONS - FALL FEST Db: A -522-000 EXPENDITURE CONTROL	Expenditure	DPW HOBBY LOBBY Cr: A -200-000 CASH	50.88		29
A -7550-413-000 CELEBRATIONS - FALL FEST Db: A -200-000 CASH	Expenditure	DPW HOBBY LOBBY Cr: A -522-000 EXPENDITURE CONTROL	50.88-		30
A -7550-413-000 CELEBRATIONS - FALL FEST Db: A -522-000 EXPENDITURE CONTROL	Expenditure	SPECIAL EVENTS - UNITED RENTALS-FALLFEST Cr: A -200-000 CASH	510.00		31
WARNING: This account would have a negative balance: A -1110-470-000. Balance would be:			140.21-		
WARNING: This account would have a negative balance: A -1420-432-000. Balance would be:			45.96-		
WARNING: This account would have a negative balance: A -1620-200-000. Balance would be:			1,260.64-		
WARNING: This account would have a negative balance: A -5110-200-000. Balance would be:			8,050.60-		
WARNING: This account would have a negative balance: A -7110-414-000. Balance would be:			3,956.94-		

Fund Description	Fund	Expenditures	Reimbursements	Transfer In	Transfer Out	Cancel	Encumbrances
	A	9,671.77	0.00	0.00	0.00	0.00	0.00
Total of All Funds:		9,671.77	0.00	0.00	0.00	0.00	0.00

	Entries	Amount
Expenditures:	31	9,671.77
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:	31	

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

## LISTED CORRESPONDENCE

November 10, 2025

	1 <sup>st</sup> Motion	2 <sup>nd</sup> Motion	
1.	_____	_____	Correspondence from the Town of Lancaster Building Department providing a report of building permit applications, open complaints, inspections, and expired permits that were filed for properties within the Village of Lancaster from October 16, 2025 – October 30, 2025.
	<i>ACTION -</i>	<i>Rec/File Refer to:</i>	
2.	_____	_____	Correspondence from Kimberley A. Minkel, Executive Director for the Niagara Frontier Transportation Authority, requesting assistance with helping to keep bus stops and shelters in the Village of Lancaster clear of snow and to provide a path from the sidewalk to the street during the winter season.
	<i>ACTION -</i>	<i>Rec/File Refer to:</i>	
3.	_____	_____	Correspondence from Tammie Malone Schaefer providing a Special Events Application for the Village of Lancaster “Light Up Lancaster” event on Friday, November 28, 2025.
	<i>ACTION -</i>	<i>Rec/File Refer to:</i>	
4.	_____	_____	Correspondence from Tammie Malone Schaefer providing a Special Events Application for the Village of Lancaster “Last Night Lancaster” event on Wednesday, December 31, 2025.
	<i>ACTION -</i>	<i>Rec/File Refer to:</i>	
5.	_____	_____	
	<i>ACTION -</i>	<i>Rec/File Refer to:</i>	
6.	_____	_____	
	<i>ACTION -</i>	<i>Rec/File Refer to:</i>	
7.	_____	_____	
	<i>ACTION -</i>	<i>Rec/File Refer to:</i>	
8.	_____	_____	
	<i>ACTION -</i>	<i>Rec/File Refer to:</i>	
9.	_____	_____	
	<i>ACTION -</i>	<i>Rec/File Refer to:</i>	
10.	_____	_____	
	<i>ACTION -</i>	<i>Rec/File Refer to:</i>	
11.	_____	_____	
	<i>ACTION -</i>	<i>Rec/File Refer to:</i>	

## VILLAGE COVER SHEET

NOVEMBER 3, 2025 BOARD MEETING

PERMITS ISSUED **20**

### **VILLAGE PERMIT TOTAL**

INSTALL ROOF	4
ERECT SHED	3
ERECT FENCE	5
ERECT GARAGE	1
INSTALL GENERATOR	1
PORCH/PORCH COVER	1
ERECT RESIDENTIAL ADD/ALT	1
INSTALL RESIDENTIAL PLUMBING	1
INSTALL SOLAR PANELS	1
ERECT COMMERCIAL ADD/ALT	1
OPERATIONAL PERMIT TEMP.	1
<b>TOTAL PERMITS FOR THE VILLAGE</b>	<b>20</b>

Skylighters of New York LLC	142 Laverack Ave.	Oper. Permit Temp
The Kaz Company	11 W. Drullard Ave.	Residential Alt/Add
Evergreen Heating & Cooling	50 Central Ave.	Commercial Add/Alt
Stellar Roofing	63 Cotton St.	Roof
Johnathon White	49 First Ave.	Shed
Done Well Home Improvement	5303 Broadway St.	Roof
Franks Basement Systems	15Christen Ct.	Residential Plumbing
Superior Fence & Rails	22 Camner Ave.	Fence
Casidy Reed	206 Aurora St.	Fence
Emily Jaworski	66 Benson Dr.	Shed
Todd Dewald	33 Church St.	Fence
Marcus Williams	191 St. Mary's St.	Shed
Joseph Macaluso	16 Ashley Dr.	Garage
NOCO Energy Corp	123 Richmond Ave.	Generator
PR Carpentry	9 Sixth Ave.	Porch
Kelly Long	56521 Broadway St.	Fence
Hometeck Roofing & Remodeling	43 Woodlawn Ave.	Roof
William C. Rott & Sons Inc.	62 Livingston St.	Roof
Casidy Reed	206 Aurora St.	Fence
Solar Liberty Energy Systems	51 Wayne St.	Solar Panels



**Expired Permits Report**

10/16/2025 - 10/31/2025

<b>Permit #</b>	<b>Location</b>	<b>Description of Work</b>	<b>Permit Date</b>	<b>Exp. Date</b>
OP2025-00063	St. Mary's High School 142 Laverack Ave	1" arial Boxed cake display on school grounds on October 18, 2025. 10 Minute duration.	10/17/2025	10/19/2025
P-2024-37500	Jacob Rogers 20 Norris Ave	10' x 14' shed as plotted on survey	10/23/2024	10/23/2025
P-2024-37511	32 Wren Ave	Mud room addition as shown on contract and drawings	10/28/2024	10/28/2025
P-2024-37513	152 Central Ave	Install of bubbler and sump pump as shown on contract	10/29/2024	10/29/2025
P-2025-37970	64 Pardee Ave	Dumpster for a 2 week period. placed on the driveway not to be placed in the road right of way.	04/25/2025	10/25/2025

**Total Expired Permits: 5**

## Complaint By Date

Complaint #	Location	Identifier	Complaint Type	Status	Owner	Complainant
Open Date: 10/16/25						
2025-0787	5303 Broadway St	104.81-3-1	Work w/out Permit	Closed	HWF Real Estate LLC	
			Open Date: 10/16/25    Total #: 1			
Open Date: 10/17/25						
2025-0790	33 Holland Ave	104.83-3-26	Misc	Closed	Stanley Dudas	
2025-0791	46 Stephens Ct	115.28-4-21	Unregistered Vehicle	Open	Ronald Horrigan	
			Open Date: 10/17/25    Total #: 2			
Open Date: 10/20/25						
2025-0798	20 Waltham Ave	115.12-6-25	Exterior Property Maint	Open	Lorraine Wysocki	
			Open Date: 10/20/25    Total #: 1			
Open Date: 10/23/25						
2025-0808	33 Church St	115.27-2-8	Work w/out Permit	Open	Todd Dewald	
			Open Date: 10/23/25    Total #: 1			
Open Date: 10/29/25						
2025-0813	29-31 Clark St	104.75-6-19.2	Misc	Open	Samuel Conrad Zink	
2025-0818	12 Cambria St	104.15-11-21	Unsafe Structure	Open	Family Trust Steven & Annette Heary	
			Open Date: 10/29/25    Total #: 2			
			Grand Total: 7			

Inspections Report

Start Date: 10/16/2025 End Date: 10/30/2025

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

Identifier	Address	Primary Contact	Date	Type	Inspector	Result
104.15-17-4.11	142 Laverack Ave (St. Mary's High School)	St. Mary's High School	10/22/2025	Assembly- 1 yr	Ronald Capozzi	In Progress
104.15-12-1.1	122-130 Central Ave	Manitoba Corporation 716-685-7000	10/29/2025	Business - 3 yr	Bryan Pokorski	Fail
Total Inspections:					2	



Niagara Frontier Transportation Authority  
*Serving Buffalo Niagara*

181 Ellicott Street  
Buffalo, New York 14203  
716-855-7300  
Fax: 716-855-6677

LISTED # 2  
CORRESPONDENCE  
RECEIVING DATE 11/10/2025

October 29, 2025

Honorable William Schroeder, Mayor  
Village of Lancaster  
5423 Broadway  
Lancaster, New York 14086

Dear Mayor Schroeder:

It's that time of the year again when it snows regularly in Buffalo Niagara, thus presenting multiple challenges of removing snow from sidewalks, Metro bus stops, and shelters. The snow that accumulates at bus stops in and around bus shelters can be an almost impossible barrier to using public transit, especially for seniors and the disabled.

I am asking for your assistance this year to keep bus stops and shelters in the Village of Lancaster clear of snow to provide a path from the sidewalk to the street.

With over 3,500 stops throughout our service area, we still must rely on the efforts of property owners and municipal governments to enforce local snow removal ordinances. I appreciate all the help you provided in the past with this massive undertaking and look forward to your support this winter.

Enclosed, please find a Metro Winter Rider Guide that we provide to our customers. Also, it directs people to our website to find a reference for municipalities and telephone numbers to call if they find a stop or shelter inaccessible.

Thank you for your assistance in ensuring that this winter, sidewalks, shelters, and stops are clear and safe for all to use. I truly appreciate your commitment to helping to keep our community as safe as possible.

Sincerely,

Kimberley A. Minkel  
Executive Director

## PLAN EXTRA TIME

During heavy snow and ice, buses, like all vehicles, must drive more slowly, and may fall behind schedule. Plan extra time for your trip, and consider taking an earlier trip than usual.

## BE PREPARED

Dress warmly in case you have to wait outside longer than usual. If it is dark, consider wearing reflective clothing, using a flashlight, or your phone to wave to your bus driver.



## STAY SAFE

In areas covered with snow and ice, or blocked by a snow bank, please wait at the closest cleared driveway or corner. Wave to the bus driver to signal the bus to stop. For your safety, avoid standing on top of snow banks or in the street.

When the bus approaches, stand back, and be aware of the side mirror, as it extends from the side of the bus.

Melting snow and ice can make bus floors slippery. Be sure to hold handrails when boarding, walking, or standing inside the bus.

When reaching your destination, the driver will stop at the bus stop or the nearest safe location.

## SNOW REMOVAL

There are about 3,500 bus stops within the Metro system. Most bus stops are on public streets and sidewalks. Property owners or tenants are responsible for keeping bus stops clear of snow, just like fire hydrants. If your stop isn't clear, please contact your town or city for help.

- \* City of Buffalo: 311
- \* Town of Amherst: 716-631-7032
- \* Town of Cheektowaga: 716-686-3465
- \* City of Lockport: 716-439-6665
- \* City of Niagara Falls: 716-286-4310

For a full list of phone numbers for municipal snow contacts, visit [metro.nfta.com](http://metro.nfta.com).

Rev. 2024

# NFTA-METRO WINTER RIDE GUIDE

## PLAN AHEAD

Buses and trains run even during major snowstorms. However, in extreme circumstances, or if there is a driving ban, service may be affected or even discontinued.

Keep up to date on the status of your bus or train using these tools:

Visit Metro's website to view bus and rail status information: [metro.nfta.com](http://metro.nfta.com)

*Finding out there's a change to your Metro route is as easy as getting a text!*

Subscribe to 'Metro Alerts' today and get notified whenever there's an update! You can choose the routes you want to hear about and be alerted to the following:

- \* Time changes
- \* Service changes
- \* Temporary schedules
- \* And anything else that might impact your ride!



SCAN FOR ALERTS

Local news and radio will report on major bus and rail disruptions.



During business hours, call Customer Care at: 716-855-7211.  
TTY/Relay 711 or 800-662-1220  
Email: [info@nfta.com](mailto:info@nfta.com)

LISTED # 3  
CORRESPONDENCE  
MEETING DATE 11/10/2025

# Village of Lancaster, New York

## Village Code Chapter 285 Special Events Application

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

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

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

Event Name: <div style="font-size: 1.2em; font-family: cursive;">Light Up Lancaster</div>	
Type of Event (Race/Walk, Festival, Concert, Neighborhood Celebration, Parade/Motorcade, Other, etc.): <div style="font-size: 1.2em; font-family: cursive;">Festival/Holiday Celebration</div>	
Event Date(s): <div style="font-size: 1.2em; font-family: cursive;">Nov 28, 2025</div>	Event Time(s): <div style="font-size: 1.2em; font-family: cursive;">5p-9p (lighting @ 7pm)</div>
Applicant Name: <div style="font-size: 1.2em; font-family: cursive;">Tammie Malone Schaefer</div>	Event Location: <div style="font-size: 1.2em; font-family: cursive;">Broadway/Central</div>
Individual/Group/Corporation Name Holding Event: <div style="font-size: 1.2em; font-family: cursive;">Village of Lancaster</div>	Village Property Affected (If Applicable) <div style="font-size: 1.2em; font-family: cursive;">parking lot (closed)</div>
Applicant Address, City, State, Zip: <div style="font-size: 1.2em; font-family: cursive;">5423 Broadway Lancaster NY 14086</div>	Support Services Requested of the Village (If Applicable) <div style="font-size: 1.2em; font-family: cursive;">Village Fire (on loc) Village DPW</div>
Applicant Email:	Applicant Phone

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

"In charge person": <div style="font-size: 1.2em; font-family: cursive;">Tammie Malone Schaefer</div>	Contact cell and email: <div style="font-size: 1.2em; font-family: cursive;">716-440-4512</div>	Date & Time(s) On-Premise at Event: <div style="font-size: 1.2em; font-family: cursive;">all</div>

Anticipated Peak Attendance Number: <div style="font-size: 1.2em; font-family: cursive;">500+</div>	Anticipated Age Range of those in Attendance: <div style="font-size: 1.2em; font-family: cursive;">0-99+</div>
Will Alcohol be consumed? <div style="font-size: 1.2em; font-family: cursive;">no</div>	Will there be Amplified Sound or Music? If so, provide particulars including hours: <div style="font-size: 1.2em; font-family: cursive;">DJ live entertainment &gt; 5p-9p</div>

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

horse drawn wagon rides

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

no permit fee

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

n/a

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

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

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

street parking LNB lot  
clark st

(c) Location of Trash Facilities:

various

(d) Location of Water Facilities:

various

(e) Location of Electrical Facilities:

various

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

4 in the lot area

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

central/w main, w main / staircase, w main round a bout

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

various

(If Applicable) Organization providing Security:

(If Applicable) Number of Security Personnel:

Signature of Applicant:

Date:

T Malone Schaffer

10/31/25

Post review disposition: ☐ Village Board approved.

☐ Village Board not approved.

☐ Applicant advised of Village Board determination: \_\_\_\_\_, \_\_\_\_\_, 202\_\_\_\_.

☐ Village Board approved with attached statement of conditions imposed.

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

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

LISTED # 4  
CORRESPONDENCE  
RECEIVED DATE 11/19/2025

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

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

<b>Event Name:</b> Last Night Lancaster	
<b>Type of Event (Race/Walk, Festival, Concert, Neighborhood Celebration, Parade/Motorcade, Other, etc.):</b> Festival/Holiday Celebration	
<b>Event Date(s):</b> Dec 31, 2025	<b>Event Time(s):</b> 10p-1a
<b>Applicant Name:</b> Tammie Malone Schaefer	<b>Event Location:</b> Central Av (W. Main/Round a bout)
<b>Individual/Group/Corporation Name Holding Event:</b> Village of Lancaster	<b>Village Property Affected (If Applicable)</b> Street
<b>Applicant Address, City, State, Zip:</b> 5423 Broadway Lancaster ny 14086	<b>Support Services Requested of the Village (If Applicable)</b> Village Fire Village DPW
<b>Applicant Email:</b>	<b>Applicant Phone</b> 716-440-4512

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

<b>"In charge person":</b> Tammie Malone Schaefer	<b>Contact cell and email:</b> 716-440-4512	<b>Date &amp; Time(s) On-Premise at Event:</b> all

<b>Anticipated Peak Attendance Number:</b> 500+	<b>Anticipated Age Range of those in Attendance:</b> 0-99+
<b>Will Alcohol be consumed?</b> no	<b>Will there be Amplified Sound or Music? If so, provide particulars including hours:</b> DJ 10p-1a



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

no

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

no permit fee

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

no

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

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

street parking

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

street closure 9p-1a

(c) Location of Trash Facilities:

various

(d) Location of Water Facilities:

various

(e) Location of Electrical Facilities:

various

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

4 in the area

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

Central from Bway / Central from round a bout

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

street

(If Applicable) Organization providing Security:

(If Applicable) Number of Security Personnel:

Signature of Applicant:

Date:

Fammie Malone Schaefer

10/31/25

Post review disposition: ☐ Village Board approved.

☐ Village Board not approved.

☐ Applicant advised of Village Board determination: \_\_\_\_\_, \_\_\_\_\_, 202\_\_\_\_.

☐ Village Board approved with attached statement of conditions imposed.

# RESOLUTIONS

November 10, 2025

	1 <sup>st</sup> Motion	2 <sup>nd</sup> Motion	
1.	_____	_____	Resolution authorizing Mayor Schroeder to sign and approve the Memorandum of Agreement with the Western New York Stormwater Coalition for the five (5) year period from January 1, 2026 through December 31, 2030.
	ACTION -	Approved Denied Refer to:	
2.	_____	_____	
	ACTION -	Approved Denied Refer to:	
3.	_____	_____	
	ACTION -	Approved Denied Refer to:	
4.	_____	_____	
	ACTION -	Approved Denied Refer to:	
5.	_____	_____	
	ACTION -	Approved Denied Refer to:	
6.	_____	_____	
	ACTION -	Approved Denied Refer to:	
7.	_____	_____	
	ACTION -	Approved Denied Refer to:	
8.	_____	_____	
	ACTION -	Approved Denied Refer to:	
9.	_____	_____	
	ACTION -	Approved Denied Refer to:	
10.	_____	_____	
	ACTION -	Approved Denied Refer to:	

**MEMORANDUM OF AGREEMENT  
WESTERN NEW YORK STORMWATER COALITION**

This MEMORANDUM OF AGREEMENT, by and among owners and operators of small Municipal Separate Storm Sewer Systems (“MS4s”), as follows: Town of Alden, Village of Alden, Town of Amherst, Village of Angola, Town of Aurora, Village of Blasdel, Town of Boston, Buffalo Sewer Authority, Town of Cambria, Town of Cheektowaga, Town of Clarence, Village of Depew, Village of East Aurora, Town of Eden, Town of Elma, Town of Evans, Town of Grand Island, Town of Hamburg, Village of Hamburg, Village of Kenmore, City of Lackawanna, Town of Lancaster, Village of Lancaster, Town of Lewiston, Village of Lewiston, Town of Lockport, Town of Niagara, Niagara Falls Water Board, City of North Tonawanda, Town of Orchard Park, Village of Orchard Park, Town of Pendleton, Town of Porter, Village of Sloan, City of Tonawanda, Town of Tonawanda, Town of West Seneca, Town of Wheatfield, Village of Williamsville, Village of Youngstown, County of Erie, County of Erie - Sewer District #6, County of Niagara, State University of New York at Buffalo, Niagara Frontier Transportation Authority, hereinafter referred to as “Coalition Members,” hereby creates the Western New York Stormwater Coalition, as of December 31, 2025.

WHEREAS, the U.S. Environmental Protection Agency’s Phase II stormwater regulations (40 C.F.R. Sections 9, 122, 123, and 124) require owners and operators of small MS4s in New York State to obtain/maintain permit coverage under the New York State Department of Environmental Conservation’s SPDES General Permit for Stormwater Discharges from MS4s (GP-0-24-001 and subsequent renewals for the term of this Agreement); and

WHEREAS, the U.S. EPA Phase II Stormwater regulations require owners and operators of small MS4s who obtain general permit coverage to develop and enforce a stormwater management program designed to reduce the discharge of pollutants to the maximum extent practicable in order to protect water quality and to satisfy the appropriate water quality requirements of New York State’s Environmental Conservation Law and the Clean Water Act; and

WHEREAS, the U.S. EPA Phase II Stormwater regulations, as administered by the New York State Department of Environmental Conservation, encourages owners and operators of small MS4s to cooperate when implementing their Stormwater Management Programs; and

WHEREAS, the owners and operators of small MS4s recognize that, because watersheds and separate storm sewer systems cross municipal boundaries and there are opportunities to save time, money, and energy by working collaboratively, the Coalition members should work together to meet the requirements of the U.S. EPA Phase II Stormwater regulations; and

WHEREAS, the Coalition members recognize the benefits of cooperation to achieve improved water quality and flood control, and;

WHEREAS, the Coalition members have met on a monthly basis beginning in February of 2001 to collaborate on a shared Stormwater Management Program and pool resources to meet the requirements of the U.S. EPA Phase II Stormwater regulations.

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth, the parties hereto mutually agree as follows:

**1. TERM.**

The term of this agreement shall be for five years and shall commence on January 1, 2026, and terminate on December 31, 2030, unless extended or renewed.

**2. PURPOSE.**

To authorize the work of the Western New York Stormwater Coalition whose purpose it is to work collectively to:

- A. Facilitate the use of existing or future resources, organizations, and programs for the provision of services necessary to comply with the requirements of the U.S. EPA Phase II Stormwater regulations and the permit conditions of GP-0-24-001 (and subsequent renewals for the term of this Agreement) issued by the New York State Department of Environmental Conservation for all of the Coalition members; and,
- B. Protect and/or improve the water quality of local surface water bodies (i.e., streams, rivers, lakes) in accordance with State, County, and local water quality regulations, planning documents and policies; and,
- C. Research and implement strategies for compliance with the Phase II Stormwater regulations and GP-0-24-001 (and subsequent renewals for the term of this Agreement); and,

**3. MEMBERSHIP.**

- A. The Chief Executive Officer of each Coalition Member shall designate a permanent representative and one or more alternates (as it shall see fit) to serve on the Coalition. In the event no permanent representative or alternate has been designated, or no designated permanent representative or alternate is able to act, the supervisor of the town, or mayor of the village or city, or the Chief Executive Officer, as the case may be, or their designee shall serve as the representative on the Coalition.
- B. Each member of the Coalition shall have one (1) vote at all meetings. Designated representatives attending on behalf of one or more Coalition member municipalities may

have one (1) vote per client subject to and in conformance with their respective agreements with the Coalition member municipality they are representing.

C. In order to take action the Coalition shall utilize the following quorum requirements:

1. 51% of the voting membership constitutes a quorum for all meetings. For approval of meeting minutes, treasurer's reports, voucher payments, annual reports, annual account designation, budgets, grant applications, plans, programs and related items, approval of 51% of those in attendance shall be required.
2. For actions requiring a supermajority, voting may be permitted by proxy, email, video or teleconferencing.
3. A supermajority of 75% of the coalition membership shall be required for approval of capital budgets, adoption of by-laws and future amendments thereto, including amendments to the annual membership fee.
4. For entering into contracts, there must be 75% approval by the Coalition members, indicated by execution of a signature page.

D. The Coalition shall elect a Chairperson, Vice Chairperson, Treasurer, and Secretary and such other officers as it shall deem appropriate, and for such terms as it shall establish, and shall assign to such officers such responsibility and authority, consistent with this Agreement, as it shall deem appropriate. No member of the Coalition shall receive compensation for services as a member or officer of the Coalition, but members may be reimbursed for expenses previously authorized by the Coalition.

E. The Coalition shall adopt by-laws relating to the conduct of its proceedings and such other administrative matters as it may deem appropriate.

F. The Coalition may admit additional members upon execution of this Agreement to undertake all rights and responsibilities included in this Agreement and further conditioned upon payment of the full annual membership fee for that calendar year.

G. This Memorandum of Agreement and By-Laws shall be reviewed annually by Coalition Members at the annual meeting of the Coalition.

#### **4. FINANCIAL OBLIGATION.**

A. Each Coalition Member shall pay an annual membership fee. Membership fees shall be used to fund activities required to fulfill the purposes of the Stormwater Coalition and shall serve as local match funds for federal and state grants awarded to the Coalition. The fee schedule is attached as Appendix A. Future fee schedules shall be established by the Coalition pursuant to Section 3.C.3 above.

- B. The Coalition Treasurer shall submit invoices for the annual fee to the designated representative of each Coalition Member no later than January 30 of each calendar year. If, after receipt of such invoice, any Coalition Member shall fail to pay such fee within 60 days (or, for fiscal years that begin later than January 1, within 60 days of the beginning of its next fiscal year), it shall thereupon cease to be a Coalition Member.
- C. The Coalition Executive Board will review the annual membership fee and projected expenses for the Coalition each year. Should the Coalition determine an increase is necessary, the Coalition membership will receive notice 6 months in advance of the increase taking effect.
- D. The Coalition shall designate and authorize a qualified municipality to hold and manage a separate Account on behalf of the Coalition, where the annual fees shall be deposited. This account shall be identified as the "Western New York Stormwater Coalition." Such designation shall be reviewed and re-authorized on an annual basis at the Annual Meeting of the Coalition.
- E. The Coalition shall not incur any financial obligations in excess of the funds on deposit in the Coalition's account.
- F. The Coalition may not be dissolved until all accounts payable/receivable, grants or applications, works in progress, existing claims or liabilities by or against the Coalition be fully closed, completed, and/or settled and that upon such dissolution any existing Coalition funds shall be held in escrow for one year pending final settlement of any known existing Coalition obligations, accounts, or debts by the Treasurer who shall be authorized to pay and settle all such obligations, accounts, or debts. To the extent that any Coalition funds are then remaining, the Treasurer shall distribute such funds equally (or on a pro-rata basis depending on whether annual membership fees are equal or not) to the Coalition Members having representatives on the Coalition at the time of dissolution.
- G. Any Coalition Member may withdraw from this Agreement upon 60 days written notice to the Chairman of the Coalition. A Coalition Member which elects to withdraw shall be liable for its full annual contribution as provided in Section 4 of this Agreement of the calendar year in which withdrawal occurs.

## **5. TERMS AND CONDITIONS.**

- A. Staff from the Erie County Department of Environment and Planning (ECDEP) may act as contractors for providing administrative services to the Western New York Stormwater Coalition. Administrative services may include preparation of meeting notices, agendas and minutes; research and application for grant funding; contract oversight; and other guidance information to assist the individual MS4s in satisfying the requirements of GP-0-24-001 (and subsequent renewals for the term of this Agreement). Additional services provided by ECDEP may include, but are not limited to, public education and outreach, assistance with illicit discharge detection and elimination, assistance with construction site compliance

oversight, and assistance with employee training. ECDEP staff time charges may be reimbursed by funds obtained through federal and state grants, unless otherwise approved by the Coalition. The Coalition shall not incur financial obligations to ECDEP for any services outside of the workplan approved by the Coalition. See Appendix B for services provided by ECDEP and full contact information for the person responsible.

- B. This Agreement may be modified or amended only in writing duly executed by all Coalition Members, which shall be attached to and become a part of this Agreement.
- C. Each Coalition Member shall be solely responsible and liable for its own activities under this Agreement, for obtaining its permit coverage under the SPDES General Permit for Stormwater Discharges from MS4s (GP-0-24-001 and subsequent renewals for the term of this Agreement ) and for the preparation, implementation, operation and maintenance of its own stormwater management program including, but not limited to, the required minimum control measures.

## **6. MISCELLANEOUS.**

- A. This Agreement constitutes the entire Agreement among and between the Coalition members and supersedes any and all prior Agreements between the parties hereto for the services herein to be provided. The Agreement shall be governed by and construed in accordance with the laws of New York State without regard or reference to its conflict of laws and principles.
- B. If any provision, paragraph, sentence, or clause of this agreement shall, for any reason, be held to be invalid or unenforceable, the invalidity or unenforceability of such shall not affect the remainder of this Agreement and this Agreement shall be construed and enforced, consistent with its expressed purposes, as if such invalid and unenforceable provision, paragraph, sentence, or clause had not been contained herein.
- C. Each Coalition Member represents and warrants to the Coalition, and to the other Coalition Members, that it has been fully authorized to execute and to perform this Agreement, and that its execution and performance of this Agreement will not violate any legal duty or restriction.

## **7. EXECUTION.**

IN WITNESS WHEREOF, the Parties have caused this Agreement to be signed by their duly authorized representatives on the date first written above.

# WESTERN NEW YORK STORMWATER COALITION

## BY-LAWS

### ARTICLE I

#### ESTABLISHMENT AND PURPOSES

##### Section 1.1 Establishment.

The Western New York Stormwater Coalition (the "Coalition") was created by a Memorandum of Agreement dated December 31, 2005, and renewed December 31, 2025, referred to as the ("Agreement").

##### Section 1.2 Purpose.

The Coalition shall coordinate and cooperate in efforts to meet the requirements of the Phase II Stormwater regulations (40 C.F.R. Sections 9, 122, 123 and 124 (1999), as amended) and the New York State Department of Environmental Conservation ("NYS DEC") SPDES General Permit for Stormwater Discharges from MS4s (GP-0-24-001 and subsequent renewals for the term of this Agreement) by those signatories to the Agreement ("Coalition Member(s)").

### ARTICLE II

#### GOVERNANCE OF THE COALITION

##### Section 2.1 Representation.

The Chief Executive Officer of each Coalition Member shall designate a permanent representative and one or more alternates (as it shall see fit) to serve on the Coalition. In the event no permanent representative or alternate has been designated, or no designated permanent representative or alternate is able to act, the supervisor of the town, or mayor of the village or city, or the Chief Executive Officer, as the case may be, or their designee shall serve as the representative on the Coalition. Unless otherwise indicated by the context, as used in these By-Laws the term "representative" or "representatives" shall include representatives or alternates.

##### Section 2.2 Duties.

Coalition Members shall carry out the purposes of the Coalition described in the Agreement and any activities deemed necessary to carry out the purposes as may arise from time to time.

##### Section 2.3 Compensation.

A representative to the Coalition shall not receive compensation from the Coalition but may be reimbursed for reasonable expenses incurred in connection with the performance of his or her duties, upon approval of reimbursement by the Coalition.



## ARTICLE III

### MEETINGS

#### Section 3.1 Annual Meetings.

Annual meetings of the Coalition shall be held during the months of January or February on such date and at such time and place as shall be specified by the Coalition, or if no date is agreed to by the Coalition, at such other date, time and place within those months as the Chair may determine.

#### Section 3.2 Regular Meetings.

Regular meetings of the Coalition may be held each month on such date, and at such place and time as the Coalition shall determine. The Coalition shall adopt a schedule of regular meetings for the calendar year at the annual meeting, by motion of the Chair, and may amend such schedules during the course of the year.

#### Section 3.3 Special Meetings.

Special meetings of the Coalition may be held at the call of the Chair or upon written request of five members of the Coalition to the Secretary.

#### Section 3.4 Roberts Rules of Order.

The proceedings of meetings at the Coalition shall be governed by Roberts Rules of Order.

#### Section 3.5 Order of Business.

A. The usual order of business for Coalition meetings shall be as follows:

1. Roll Call (pass sign-in sheet)
2. Call to Order
3. Approval of Minutes
4. Treasurer's Report
5. Correspondence/Report of Secretary
6. Report of Chair
7. Report of Committees
8. New Business
9. Unfinished Business
10. Payment of Vouchers
11. Comments from Public
12. Adjournment

B. The above order may be amended on motion of any voting representative or the, Chair, subject to objection by any voting representative of the Chair. If objection be raised, suspension of the above order of business shall be determined by vote of the majority of the representatives present without regard to the provisions of Section 3.8.

Section 3.6. Open Meetings.

All meetings of the Coalition shall be open to the public, except as permitted to be closed by the New York Public Officers Law.

Section 3.7 Notice of Meetings.

The Secretary shall cause to be delivered by e-mail or sent by regular mail, to each participating Coalition Member, written notice of monthly meetings on an annual basis, and if special meetings are called, notice of such meetings shall be e-mailed or mailed to the Coalition Members at the addresses provided by the Members' representatives, no less than seven (7) days prior to the date of the meeting.

Section 3.8 Voting.

Each member of the Coalition shall have one (1) vote at all meetings. Designated representatives attending on behalf of one or more Coalition member municipalities may have one (1) vote per client subject to and in conformance with their respective agreements with the Coalition member municipality they are representing.

In order to take action the Coalition shall utilize the following quorum requirements:

1. 51% of the voting membership constitutes a quorum for all meetings. For approval of meeting minutes, treasurer's reports, voucher payments, annual reports, annual account designation, budgets, grant applications, plans, programs and related items, approval of 51% of those in attendance shall be required.
2. For actions requiring a supermajority, voting may be permitted by proxy, email, video or teleconferencing.
3. A supermajority of 75% of the Coalition membership shall be required for approval of capital budgets, adoption of by-laws and future amendments thereto, and establishment of an annual fee.
4. For entering into contracts, there must be 75% approval by the Coalition members, indicated by execution of a signature page.

Section 3.9 Additional Alternates.

The governing body of any participating Coalition Member may authorize the town supervisor or village or city mayor, as the case may be, to designate an alternate other than one previously designated, to represent the participating Coalition Member at any Coalition meeting or meetings in such kinds of contingency situations as the governing body may deem appropriate, and subject to such voting limitations, if any, as it may specify. Such alternate may be a representative or alternate for another participating Coalition Member. The designation of such alternate shall be communicated in writing or by facsimile transmission to the Secretary of the Coalition prior to the transaction of business by the Coalition at any meeting or meetings to be attended by the alternate.

## ARTICLE IV

### OFFICERS

#### Section 4.1 Officers.

The officers of the Coalition shall be a Chair, Vice Chair, Secretary and Treasurer.

#### Section 4.2 Qualification for Office.

An officer shall be an official or employee of his or her respective Coalition Member. Only one officer can be elected from any one Coalition Member.

#### Section 4.3 Elections.

All officers shall be elected by the Coalition at the annual meeting.

#### Section 4.4 Term.

Each officer shall serve a term of one year or until the next annual meeting of the Coalition and the election and qualification of their successors. Officers may serve consecutive terms.

#### Section 4.5 Duties of Officers.

- A. Chair. The Chair shall preside at all meetings of the Coalition, convene special meetings of the Coalition in accordance with these By-Laws; appoint the members, and the chair of each Coalition Committee; represent the Coalition in its relations with elected officials and other official bodies, groups and organizations; and carry out any additional duties as may be assigned by the Coalition.
- B. Vice Chair. The Vice-Chair shall, in the event of absence or disability of the Chair, perform the duties and exercise the responsibilities of the Chair; assist the Chair in disseminating information to the public concerning activities and proceedings of the Coalition; sign checks in the event of the absence or disability of the Treasurer; and carry out any additional duties as may be assigned by the Chair or the Coalition.
- C. Secretary. The Secretary shall attend all meetings of the Coalition and distribute a summary report of each Coalition meeting; give and serve all notices as required by these By-Laws; assist the Chair in attending to all official correspondence of the Coalition, keep a written record of attendance; maintain the records of the Coalition and serve as the Coalition's records management officer; distribute approved minutes to the clerk of each participating Coalition Member; and carry out any additional duties as may be assigned by the Chair or the Coalition.
- D. Treasurer: In conjunction with the chief fiscal officer of the Coalition Member designated to hold the "Western New York Stormwater Coalition" account, the Treasurer shall have care and custody of the funds of the Coalition; process all payments; keep full and accurate books

and records of all financial matters; invoice Coalition Members for the annual fee, and carry out such other duties as may be assigned by the Chair of the Coalition.

Section 4.6. Vacancies.

In the event of a vacancy in the office of the Chair, the Vice-Chair shall automatically become the successor and serve the balance of the term. Vacancies occurring in the offices of Vice Chair, Secretary or Treasurer shall be filled for the balance of the term by the Coalition at the next meeting of the Coalition.

ARTICLE V

COMMITTEES

Section 5.1 Executive Committee.

The Stormwater Coalition Executive Committee shall consist of seven Coalition Members including the Chair, Vice Chair, Secretary and Treasurer, one Village member, one Town member, and one agency or special district member. Members of the Executive Committee shall be elected at a regularly scheduled Stormwater Coalition meeting or the Annual Meeting. Members of the Executive Committee shall serve one year terms.

The Executive Committee shall meet a minimum of two times per year at a date and time established by the Chair. The meetings shall be open for attendance by any interested Stormwater Coalition Member. The Executive Committee shall act on behalf of the Coalition between scheduled meetings based upon decisions by the full Coalition; act on tasks delegated by the full Coalition; make recommendations to the full Coalition regarding the work plan, projects, fees and disbursement of funds toward the purposes of the Coalition. Recommendations of the Executive Committee shall be based upon a majority of those members present at the meeting.

Section 5.2. Ad Hoc Committees.

The Chair shall establish such ad hoc committees or subcommittees as the Coalition deems necessary to promote the purpose and carry on the work of the Coalition.

Section 5.3 Appointment of Committee Members.

The members of each committee or subcommittee and the chair thereof shall be designated by the Chair.

Section 5.4 Ex Officio Membership.

The Chair shall be an ex officio non-voting member of all committees or subcommittees created pursuant to these By-Laws.

ARTICLE VI

Section 6.1 Audit.

The payment of all bills and claims shall be subject to prior approval by the Coalition. Audits may be conducted as determined by the Coalition at the Annual Meeting.

Section 6.2 Administrative Services.

Staff from the Erie County Department of Environment and Planning (ECDEP) may act as contractors for providing administrative services to the Western New York Stormwater Coalition. Administrative services may include preparation of meeting notices, agendas and minutes; research and application for grant funding; contract oversight; and other guidance information to assist the individual MS4s in satisfying the requirements of GP-0-24-001 (and subsequent renewals for the term of this Agreement). Additional services provided by ECDEP may include, but are not limited to, public education and outreach, assistance with illicit discharge detection and elimination, assistance with construction site compliance oversight, and assistance with employee training. ECDEP staff time charges may be reimbursed by funds obtained through federal and state grants, unless otherwise approved by the Coalition. The Coalition shall not incur financial obligations to ECDEP for any services outside of the workplan approved by the Coalition.

ARTICLE VII

ADOPTION AND AMENDMENT

Section 7.1 Adoption of By-Laws.

These By-Laws shall be adopted by affirmative vote as provided by Section 3.8 of these By-Laws, and may be amended in the same manner.

Section 7.2 Adoption of Amendments.

The wording of any proposed amendment to these By-Laws shall be included in the notice of the regular or special meeting at which the amendment is to be considered. Any proposed amendment shall be tabled at the meeting at which it is introduced, and may not be voted upon sooner than the next regular meeting.

**APPENDIX A  
TO  
MEMORANDUM OF AGREEMENT**

**WESTERN NEW YORK STORMWATER COALITION**

The Fee Schedule commencing January 1, 2026 and ending on December 31, 2030 shall be **\$2,000** per Coalition Member.

## **Appendix B: Erie County DEP Workplan**

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### **Contact:**

Mary Rossi, Chief Environmental Compliance Specialist  
Erie County DEP  
95 Franklin Street  
Buffalo, NY 14202  
(716) 858-7583  
[mary.rossi@erie.gov](mailto:mary.rossi@erie.gov)

### **WNY Stormwater Coalition**

Coordinate monthly meetings: logistics  
Liaison to NYSDEC on regulatory matters  
Assist with preparation for USEPA and NYSDEC compliance audits  
Grant writing, administration and management  
Coordinate WNY Stormwater Conference (biennial)  
Update SWMP Plan each Permit cycle

### **SPDES Permit Compliance**

#### **Mapping**

GIS/online mapping: MS4 Permit compliant mapping (dictated by grant funding), updates and maintenance; housed by Erie County Office of GIS

#### **Public Education**

Participate in public education and outreach events (general household/residential/business/other)  
Develop public education materials and instructional resources  
Facilitate and track community involvement in clean up events, HHW collections, rain barrel/composter sales, rain barrel painting contest, storm drain marking, community events

#### **Public Involvement & Participation**

Assist MS4s with Interim/Annual Reporting and SWMP Plan

#### **Illicit Discharge Detection & Elimination**

Employee training: monitoring locations (outfall) inspection and sampling procedures, and illicit discharge trackdown/elimination procedures  
Assist with outfall inspections upon request  
Assist MS4s with outfall sampling, IDDE upon request

#### **Construction Site Runoff Control**

Employee training: SWPPP compliance inspections upon request  
Coordinate NYS 4 Hour Erosion and Sediment Control trainings for employees involved in construction activity, SWPPP review, and construction site inspections (Host training 1x/3 year cycle)

#### **Post-Construction Runoff Control**

Employee training: municipal post-construction stormwater management practice inspection and maintenance

#### **Pollution Prevention/Good Housekeeping for Municipal Operations**

Employee training: municipal facility procedures and operations training  
Assist with developing High Priority facility SWPPPs

### **Part VIII: Enhanced Requirements for Impaired Waters**

Assist with mapping requirements, identification of monitoring locations, educational messages

Municipality:

Signature:

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

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

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