

VILLAGE OF LANCASTER ORGANIZATIONAL MEETING
APRIL 13, 2026 @ 6:00 PM

Pledge to the flag led by: _____

Inform audience of fire exits.

Roll Call:

1st

2nd

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

RESOLUTION
NOT NEEDED --->

Appointment of Deputy Mayor by the mayor with a term to expire on
April 5, 2027.

Trustee Malone Schaefer DIRECT APPOINTMENT BY MAYOR

_____ Appointment of Village Attorney for a one (1) year term to expire on
April 5, 2027.

ARTHUR A. HERDZIK

_____ Appointment of Deputy Village Attorney (Village Prosecutor) for a one (1) year
term to expire on April 5, 2027.

ANDREW M. DEBBINS

_____ Appointment of Registrar of Vital Statistics for a one (1) year term to expire on
April 5, 2027.

MICHAEL E. STEGMEIER

_____ Appointment of Deputy Registrar of Vital Statistics for a one (1) year term to expire on
April 5, 2027.

NICOLE A. KISIEL

_____ Appointment of Acting Village Justice for a one (1) year term to expire on
April 5, 2027.

PAUL T. BUMBALO

_____ Appointment of Budget Director for a one (1) year term to expire on
April 5, 2027.

MICHAEL E. STEGMEIER

_____ Appointment of Director of Funding Advancement for a one (1) year term to expire on
April 5, 2027.

MICHAEL E. STEGMEIER

_____ Appointment of Director of Economic Development for a one (1) year term to expire on April 5, 2027.

WILLIAM C. SCHROEDER

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

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

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

_____ Appointment of Zoning Board of Appeals member with a term to expire on April 7, 2031.

JENNIE HAUSER

_____ Appointment of Chairperson of the Zoning Board of Appeals, term to expire on April 5, 2027.

DAVID BLAKELEY

_____ Appointment of Deputy Chairperson of the Zoning Board of Appeals, term to expire April 5, 2027.

JENNIE HAUSER

_____ Appointment of Planning Commission members with terms to expire on April 2, 2029.

MICHAEL REINHOLD

ELIZABETH REILLY-MEEGAN

_____ Appointment of Planning Commission alternate members with term to expire on April 5, 2027.

CORY ADAMCZAK #1

ALEXANDER (AJ) BUSZKA #2

_____ Appointment of Historic Preservation Commission member with term to expire on April 1, 2030:

CAITLIN CHAVES YATES

_____ Appointment of Village Historian with a term to expire on April 5, 2027.

JEFFREY BUDZINSKI

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

<u>FAB</u>	<u>CSC TASK FORCE</u>
Amy Stypa - Sustainability Coordinator	Amy Stypa - Sustainability Coordinator
Trustee Mikoley	Trustee Mikoley
Trustee O'Brien	Trustee O'Brien
Clerk-Treasurer Stegmeier	Clerk-Treasurer Stegmeier
DPW Superintendent Cisco	DPW Superintendent Cisco
Brian Lubkowski - DPW	Kirsten Shelly
Jennifer Borgioli	Joshua McClain (UBRI)
Devin Spencer	Devin Spencer
Mike Spencer	Mike Spencer
	Patrick Calhoun
	Erin Hanaburgh (UBRI)

Designation of the official meeting place and time:
COUNCIL CHAMBERS of the MUNICIPAL BUILDING, 5423 BROADWAY, SECOND and FOURTH MONDAY of EACH MONTH at _____ P.M.

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

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

<u>COMMITTEE</u>	<u>CHAIRPERSON</u>
Finance & Claims	O'BRIEN / MILLER
Public Works	MIKOLEY
Public Safety	SCHROEDER
Building, Lights & Codes	MIKOLEY
Human Resources	MALONE SCHAEFER
Community Events	MALONE SCHAEFER
Economic Development	SCHROEDER
Sewer	MIKOLEY
Grants	O'BRIEN
Technology & Marketing	MILLER
Climate Smart	O'BRIEN

Salaries and Rates to be set per the Schedule of Salaries & Wages to be included within the adopted Village budget with an effective date of June 1, 2026.

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

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

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

_____ _____ Whereas, the Board of Trustees of the Village of Lancaster has determined to pay a fixed rate for mileage as reimbursement to officers and employees of the village who use their personal automobiles while performing their official duties on behalf of the Village, NOW THEREFORE BE IT RESOLVED that the Board of Trustees shall approve reimbursement to such officers and employees at a rate equal to the standard federal rate in effect on the date(s) of expense. (currently **\$0.725 per mile**).

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

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

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

_____ _____ Resolution that all employees, including elected and appointed officials, must receive Village Board approval prior to attendance at association meetings / training during the official year 2026-2027, and further that funds must be available in the budget to cover any related expenses.

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

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

Association Meetings:

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

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

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

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

_____ _____ Approval of the Annual Statement of Financial Disclosure Form for filing in 2026 (based on calendar year 2025); and further indicating that all employees and officers of the Village must complete such form in accordance with the terms as indicated in the Code of Ethics found at Chapter 14 of the Code of the Village of Lancaster.

_____ _____ Resolution to set the fees for mobile food vending permits in accordance with Section 209-5 of the Village Code. (currently \$150 annual or \$50 per day)

_____ _____ Resolution to approve the form of the Special Events Application in accordance with Chapter 285 "Special Events" of the Village Code.

_____ _____ Resolution to approve the Audience Participation Guidelines for regular meetings of the Village Board.

_____ _____ Resolution to set the fee for applications to the Memorial Tree Plaque Program. (currently \$365.00)

_____ _____ ADJOURNMENT.