

The organizational meeting of the Village of Lancaster Board of Trustees was held in the Municipal Building Council Chambers, 5423 Broadway, Lancaster NY, on Monday, April 11, 2011, at 6:30 P.M.

Deputy Mayor O'Brien led the pledge to the flag.

MEETINGS TO DATE **1**
NO. OF REGULARS **0**
NO. OF SPECIALS **1**

Attendance:		<u>Attended / Absent</u>
William G. Cansdale	Mayor	1 / 0
Kenneth L. O'Brien III	Trustee/ Deputy Mayor	1 / 0
Paul M. Maute	Trustee	1 / 0
William C. Schroeder	Trustee	1 / 0
Edward M. Marki	Trustee	1 / 0

Also Present:

Michael E. Stegmeier	Clerk – Treasurer
Arthur A. Herdzik	Village Attorney
Richard Bulman	DPW Superintendent

Motion by **Trustee O'Brien** and seconded by **Trustee Maute** to designate that an oral vote is the manner of voting on all resolutions.

Adopted Resolution: **1** Ayes: Mayor Cansdale, Trustees Marki, Maute, O'Brien, and Schroeder

Mayor Cansdale deferred the appointment of a **Deputy Mayor** to a later date. Trustee O'Brien will continue as the Deputy Mayor until such time that a new appointment is made at a future meeting.

Motion by **Trustee Schroeder** and seconded by **Trustee Maute** to appoint **Arthur A. Herdzik**, 68 Church Street, Lancaster, NY as **Village Attorney** with a term to expire April 2, 2012.

Adopted Resolution: **2** Ayes: Mayor Cansdale, Trustees Marki, Maute, O'Brien, and Schroeder

Motion by **Trustee O'Brien** and seconded by **Trustee Maute** to appoint **Michael E. Stegmeier**, 32 Woodlawn Ave, Lancaster, NY as **Registrar of Vital Statistics** with a term to expire April 2, 2012.

Adopted Resolution: **3** Ayes: Mayor Cansdale, Trustees Marki, Maute, O'Brien, and Schroeder

Motion by **Trustee Maute** and seconded by **Trustee Marki** to appoint **Shirley Biro**, 100 Irwinwood Rd., Lancaster, NY as **Deputy Registrar of Vital Statistics** with a term to expire April 2, 2012.

Adopted Resolution: **4** Ayes: Mayor Cansdale, Trustees Marki, Maute, O'Brien, and Schroeder

Motion by **Trustee Maute** and seconded by **Trustee Marki** to appoint **Daniel E. Rinow**, 149 Hinchey Avenue, Depew, NY as **Acting Village Justice** with a term to expire April 2, 2012.

Adopted Resolution: **5** Ayes: Mayor Cansdale, Trustees Marki, Maute, O'Brien, and Schroeder

Motion by **Trustee O'Brien** and seconded by **Trustee Marki** to table the appointment of a **Deputy Village Attorney** with a term to expire April 2, 2012.

Adopted Resolution: **6** Ayes: Mayor Cansdale, Trustees Marki, Maute, O'Brien, and Schroeder

Motion by **Trustee O'Brien** and seconded by **Trustee Marki** to appoint **Mayor Cansdale** as **Budget Director** with a term to expire April 2, 2012.

Adopted Resolution: **7** Ayes: Mayor Cansdale, Trustees Marki, Maute, O'Brien, and Schroeder

Motion by **Trustee O'Brien** and seconded by **Trustee Maute** to appoint **Mayor Cansdale** as **Director of Economic Development** with a term to expire April 2, 2012.

Adopted Resolution: **8** Ayes: Mayor Cansdale, Trustees Marki, Maute, O'Brien, and Schroeder

Motion by **Trustee Marki** and seconded by **Trustee Maute** to designate the third Thursday of each month at 7:00 PM as the monthly meeting of the Planning Commission.

Adopted Resolution: **9** Ayes: Mayor Cansdale, Trustees Marki, Maute, O'Brien, and Schroeder

Motion by **Trustee Marki** and seconded by **Trustee O'Brien** to designate the first Thursday of each month at 7:15 PM as the monthly meeting of the Zoning Board of Appeals.

Adopted Resolution: **10** Ayes: Mayor Cansdale, Trustees Marki, Maute, O'Brien, and Schroeder

Motion by **Trustee O'Brien** and seconded by **Trustee Maute** to designate the second Wednesday of each month at 7:30 PM as the monthly meeting of the Historic Preservation Commission.

Adopted Resolution: **11** Ayes: Mayor Cansdale, Trustees Marki, Maute, O'Brien, and Schroeder

Motion by **Trustee O'Brien** and seconded by **Trustee Schroeder** to appoint **David Blakeley**, 161 Central Avenue, Lancaster, NY as Chairman of the Zoning Board of Appeals with a term to expire on April 2, 2012.

Adopted Resolution: **12** Ayes: Mayor Cansdale, Trustees Marki, Maute, O'Brien, and Schroeder

Motion by **Trustee O'Brien** and seconded by **Trustee Marki** to appoint **Neil Connolly**, 2255 Como Park Boulevard, Lancaster, NY and **Mark Grucella**, 3 Harold Place, Lancaster, NY to the Planning Commission with terms to expire April 7, 2014.

Adopted Resolution: **13** Ayes: Mayor Cansdale, Trustees Marki, Maute, O'Brien, and Schroeder

Motion by **Trustee Marki** and seconded by **Trustee Maute** to appoint **Mary Kless (1st Alternate)**, 2055 Como Park Blvd, Lancaster, NY and **Michelle Czech (2nd Alternate)**, 15 St. John Street, Lancaster, NY as alternate members to the Planning Commission with terms to expire April 2, 2012.

Adopted Resolution: **14** Ayes: Mayor Cansdale, Trustees Marki, Maute, O'Brien, and Schroeder

Motion by **Trustee Maute** and seconded by **Trustee Marki** to table the appointment of members to the Historic Preservation Commission to fill three (3) vacant positions with terms expiring on April 2, 2012, April 7, 2014, and April 6, 2015.

Adopted Resolution: **15** Ayes: Mayor Cansdale, Trustees Marki, Maute, O'Brien, and Schroeder

Motion by **Trustee Maute** and seconded by **Trustee O'Brien** to appoint **William Harnack**, 25 Church Street, Lancaster, NY as **Village Historian** with a term to expire on April 2, 2012.

Adopted Resolution: **16** Ayes: Mayor Cansdale, Trustees Marki, Maute, O'Brien, and Schroeder

Motion by **Trustee O'Brien** and seconded by **Trustee Marki** to appoint **Jeffrey J. Stribing**, 99 Sixth Avenue, Lancaster, NY as **Director of Community Development** with a term to expire April 2, 2012.

Adopted Resolution: **17** Ayes: Mayor Cansdale, Trustees Marki, Maute, O'Brien, and Schroeder

Motion by **Trustee O'Brien** and seconded by **Mayor Cansdale** to appoint the Village Board Committees with the first member being named the Chairperson as follows:

<u>Committee</u>	<u>Chairperson</u>	<u>Members</u>	
Finance & Claims	Schroeder	Marki	Maute
Public Works	Schroeder	O'Brien	Maute
Public Safety	Marki	Schroeder	Maute
Building, Lights, & Codes	Marki	O'Brien	Schroeder
Human Resources	O'Brien	Cansdale	Maute
Community Events	Maute	Cansdale	Schroeder
Economic Development	O'Brien	Marki	Maute
Sewer	Cansdale	O'Brien	Maute

Adopted Resolution: **18** Ayes: Mayor Cansdale, Trustees Marki, Maute, O'Brien, and Schroeder

Motion by **Trustee O'Brien** and seconded by **Trustee Schroeder** to set the salaries and rates subject to the adoption of the 2011 – 2012 Village Budget.

Adopted Resolution: **19** Ayes: Mayor Cansdale, Trustees Marki, Maute, O'Brien, and Schroeder

Motion by **Trustee Marki** and seconded by **Trustee Maute** to designate the **Council Chambers**, Municipal Building, 5423 Broadway, Lancaster, New York as the official meeting place of the Village Board and further designate the dates and time of the regularly scheduled board meetings as the **2nd & 4th Mondays** of each month at 7:00 p.m.

Adopted Resolution: **20** Ayes: Mayor Cansdale, Trustees Marki, Maute, O'Brien, and Schroeder

Motion by **Trustee Marki** and seconded by **Trustee Schroeder** to designate the Official Depositories as **M & T Bank**, 5226 Broadway, Lancaster, NY, and **NYCLASS**, 113 King Street, Armonk, NY.

Adopted Resolution: **21** Ayes: Mayor Cansdale, Trustees Marki, Maute, O'Brien, and Schroeder

Motion by **Trustee Marki** and seconded by **Trustee Maute** to table the resolution designating the official newspaper of the Village of Lancaster.

Adopted Resolution: **22** Ayes: Mayor Cansdale, Trustees Marki, Maute, O'Brien, and Schroeder

Motion by **Trustee O'Brien** and seconded by **Trustee Marki** to establish the amount of security bond for the Village Clerk - Treasurer as **\$95,000**, the Village Justice as **\$20,000**, and the Acting Village Justice as **\$8,000** unless otherwise insured through public officials' insurance.

Adopted Resolution: **23** Ayes: Mayor Cansdale, Trustees Marki, Maute, O'Brien, and Schroeder

Motion by **Trustee Schroeder** and seconded by **Trustee Marki** to pay **\$0.51** per mile for mileage as reimbursement to officers and employees of the Village who use their personal automobiles while performing official duties on behalf of the Village of Lancaster.

Adopted Resolution: **24** Ayes: Mayor Cansdale, Trustees Marki, Maute, O'Brien, and Schroeder

Motion by **Trustee Schroeder** and seconded by **Trustee O'Brien** to authorize the Mayor, Deputy Mayor, and the Chairperson of the Finance & Claims Committee to sign checks, drawn on Village accounts, in the absence of the Village Clerk - Treasurer.

Adopted Resolution: **25** Ayes: Mayor Cansdale, Trustees Marki, Maute, O'Brien, and Schroeder

Motion by **Trustee Marki** and seconded by **Trustee Maute** to authorize any board member to sign or approve vouchers for payment in the absence of members of the Finance & Claims Committee.

Adopted Resolution: **26** Ayes: Mayor Cansdale, Trustees Marki, Maute, O'Brien, and Schroeder

Motion by **Trustee Schroeder** and seconded by **Trustee Marki** authorizing 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.

Adopted Resolution: **27** Ayes: Mayor Cansdale, Trustees Marki, Maute, O'Brien, and Schroeder

Motion by **Trustee Marki** and seconded by **Trustee O'Brien** to appoint **Paul Weiss** as the **Village Labor Specialist** for one (1) year at a rate of \$125/hour for labor negotiations and litigation.

Adopted Resolution: **28** Ayes: Mayor Cansdale, Trustees Marki, Maute, O'Brien, and Schroeder

Motion by **Trustee O'Brien** and seconded by **Trustee Maute** that all employees, including elected and appointed officials, must receive Village Board approval prior to attendance at association meetings / training during the official year 2011-12, and further that funds must be available in the budget to cover any related expenses.

Adopted Resolution: **29** Ayes: Mayor Cansdale, Trustees Marki, Maute, O'Brien, and Schroeder

Motion by **Trustee Marki** and seconded by **Trustee O'Brien** to authorize the following elected and appointed officials to attend association meetings / training listed below during the official year 2011 – 2012:

- | | |
|-------------------|---------------------------|
| Mayor Cansdale | Village Attorney Herdzik |
| Trustee Marki | Clerk-Treasurer Stegmeier |
| Trustee Maute | Superintendent Bulman |
| Trustee O'Brien | Village Justice Bumbalo |
| Trustee Schroeder | |

Association Meetings:

- Association of Erie County Governments
- Erie County Village Officials Association
- Office of the State Comptroller
- New York State Conference of Mayors
- 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 Planning Federation
- Cornell Municipal Clerks Institute

Adopted Resolution: **30** Ayes: Mayor Cansdale, Trustees Marki, Maute, O'Brien, and Schroeder

Motion by **Trustee Marki** and seconded by **Trustee Maute** to authorize the 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.

Adopted Resolution: **31** Ayes: Mayor Cansdale, Trustees Marki, Maute, O'Brien, and Schroeder

Motion by **Mayor Cansdale** and seconded by **Trustee Marki** to adopt the following resolution:

BE IT RESOLVED, that the Board of Trustees of the Village of Lancaster be and hereby establishes the following as a **standard work** day for employees for the purpose of determining days worked reportable to the New York State and Local Employees' Retirement System:

Mayor
Trustee
Village Attorney
Deputy Village Attorney
Village Justice
Acting Village Justice
Clerk – PT
Clerk-Typist – PT
Code Enforcement Officer – PT
Director of Community Development
Fire Alarm Maintenance Worker (Electrician) – PT
Fire Chief – PT
Fire Inspector – PT
School Crossing Guard – PT
Five day work week, **Six (6) hour standard work day.**

Village Clerk & Treasurer
Deputy Village Clerk & Treasurer
Clerk to Village Justice
Secretary to Mayor
Five day work week, **Seven (7) hour standard work day.**

Account Clerk-Typist
Clerk-Typist – FT
Superintendent of Public Works
General Crew Chief
Automotive Mechanic
Motor Equipment Operator
Laborer
Five day work week, **Eight (8) hour standard work day.**

Adopted Resolution: **32** Ayes: Mayor Cansdale, Trustees Marki, Maute, O'Brien, and Schroeder

Motion by **Mayor Cansdale** and seconded by **Trustee O'Brien** to approve the Procurement Policy (as presented) to adopt internal policies and procedures governing the purchase of goods and services which are not subject to competitive bidding requirements; and further stating that such policy shall be distributed to every employee whom may be responsible for the purchase and procurement of goods and services on behalf of the Village of Lancaster.

Adopted Resolution: **33** Ayes: Mayor Cansdale, Trustees Marki, Maute, O'Brien, and Schroeder

Motion by **Trustee Marki** and seconded by **Trustee Schroeder** to approve the Annual Statement of Financial Disclosure Form (as presented) for the calendar year 2010; 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 10 of the Code of the Village of Lancaster.

Adopted Resolution: **34** Ayes: Mayor Cansdale, Trustees Marki, Maute, O'Brien, and Schroeder

Motion by **Trustee O'Brien** and seconded by **Trustee Maute** to adjourn the organizational meeting at 6:47 p.m.

Adopted Resolution: **35** Ayes: Mayor Cansdale, Trustees Marki, Maute, O'Brien, and Schroeder

Respectfully Submitted,

Michael E. Stegmeier
Village Clerk - Treasurer