

Village of Springville
5 West Main Street
Springville, N.Y. 14141-0017

January 2, 2024

7:00 P.M.

BY MOTION OF:

NOTES

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. MINUTES FROM MEETINGS
Regular Meeting Minutes of December 18, 2023 **A.1**
4. PUBLIC HEARING
Local Law 1 of 2024 – Tax Cap Override **A.2**
5. PUBLIC COMMENT
6. DEPARTMENT REPORTS
 - A. ADMINISTRATOR **A.3**
 - B. SUPERINTENDENT'S REPORT
 - C. POLICE
 - D. FIRE DEPARTMENT
 - E. BUILDING INSPECTOR/CEO
 - F. CONTROL CENTER
7. NEW BUSINESS
8. OLD BUSINESS
9. BILLS
10. PERMITS AND APPLICATIONS - No Report
11. VILLAGE ATTORNEY REPORT
12. TRUSTEE NOTES & PROJECT REPORT
13. TREE COMMITTEE REPORT - No Report
14. EXECUTIVE SESSION
15. ADJOURN

DRAFT

ATTACHMENT NO. A1

VILLAGE OF SPRINGVILLE
2023 MINUTES

AGENDA DATE 1/2/24

December 18, 2023

7:00 P. M.

The Regular Meeting of the Trustees of the Village of Springville was held at the Village Municipal Building, 65 Franklin Street, Springville, New York at the above date and time.
Present were:

Mayor	Timothy Michaels
Trustees	Lindsay Buncy Reed Braman Mary Padasak
Village Administrator	Liz Melock
Superintendent of Public Works	Duane Boberg
Police Officer in Charge	Nick Budney
Village Attorney	Paul Weiss
Building Inspector/ Code Enforcement Officer	John Baker
Deputy Clerk	Holly Murtiff
Also Attending	Max Borsuk, Springville Journal Victor Johnson
Absent	Marc Gentner, Fire Chief Terry Skelton, Trustee

Mayor Michaels called the meeting to order at 7:00 PM.

1. Minutes Minutes of the Regular Meeting of December 20, 2023 were approved as written by Trustee Braman, seconded by Trustee Buncy; carried, Mayor Michaels, Trustees Braman, Buncy and Padasak voting yes, none opposed.

PUBLIC COMMENT

There was no public comment this evening.

DEPARTMENT REPORTS
ADMINISTRATOR REPORT

2. SVFD Election Results Motion was made by Trustee Braman, seconded by Trustee Padasak; carried, Mayor Michaels, Trustee Braman, Padasak and Buncy voting yes, none opposed to accept the SVFD 2024 election results as outlined below.

Fire Chief Marc Gentner, 1st Assistant Chief James Oatman, 2nd Assistant Chief Phil Drozd, 3rd Assistant Chief Matt Dygert, 4th Assistant/EMS Chief Cheryl Gentner, Captain Jim Siminski, 1st Lieutenant Gary Bunnel, 2nd Lieutenant Stanley McCarty Jr., Fire Police Captain Colin Austin.

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3. 2024 Polling Location Motion was made by Trustee Padasak, seconded by Trustee Braman; carried, Mayor Michaels, Trustees Padasak, Braman and Buncy voting yes, none opposed to approve the below resolution stating the polling location and hours for the Village Election on March 19, 2024.

APPROVE POLLING LOCATION

WHEREAS, the Village of Springville has one election district for the entire Village; and **WHEREAS**, the village will not be having a village registration day, voters may register with the Erie County Board of Elections by March 8, 2024; and

BE IT RESOLVED, the polling location for the village election on March 19, 2024 will take place at the Public Safety Complex located at 65 Franklin St – 2nd floor enter in the rear of the building at the court entrance- between the hours of noon and 9 pm.

4. LL 1 of 2024 After explanation by Administrator Melock, motion was made by Trustee Padasak, seconded by Trustee Braman; carried, Mayor Michaels, Trustees Padasak, Braman and Buncy voting yes, none opposed to setting a public hearing for LL 1 of 2024 – Tax Cap Override as outlined below. The public hearing will take place at the 1/2/24 Board meeting and will be at 7:01 pm and will be advertised in the appropriate publication. Trustee Braman took this opportunity to remind everyone that this is standard yearly policy to pass this Local Law.

Local Law No. 1 of the year 2024
Village of Springville, County of Erie

A local law authorizing a property tax levy in excess of the limit established in General Municipal Law §3-c

Section 1. Legislative Intent

It is the intent of this local law to allow the Village of Springville to adopt a budget for the fiscal year commencing June 1, 2024 that requires a real property tax levy in excess of the “tax levy limit” as defined by General Municipal Law § 3-c.

Section 2. Authority

This local law is adopted pursuant to subdivision 5 of General Municipal Law §3-c, which expressly authorizes a local government’s governing body to override the property tax cap for the coming fiscal year by the adoption of a local law approved by a vote of sixty percent (60%) of said governing body.

Section 3. Tax Levy Limit Override

The Board of Trustees of the Village of Springville, County of Erie, is hereby authorized to adopt a budget for the fiscal year commencing June 1, 2024 that requires a real property tax levy in excess of the amount otherwise prescribed in General Municipal Law §3-c.

Section 4. Severability

If a court determines that any clause, sentence, paragraph, subdivision, or part of this local law or the application thereof to any person, firm or corporation, or circumstance is invalid or unconstitutional, the court’s order or judgment shall not affect, impair, or invalidate the remainder of this local law, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, or part of this local law or in its application to the person, individual, firm or corporation or circumstance, directly involved in the controversy in which such judgment or order shall be rendered.

Section 5. Effective date

This local law shall take effect immediately upon filing with the Secretary of State.

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Administrator Melock discussed the following items with the Board;

- Village Offices are closed a half day on Dec 22nd & Dec 29th 11 am (DPW) or 11:30 am (Village Office) and Dec 25th & Jan 1st for the Christmas holidays.
- January board meetings will on Tuesdays - Tuesday Jan 2nd due to Village offices being closed on Jan 1st for New Years and Tuesday Jan 16th due to Village offices being closed for Martin Luther King Jr. holiday on Jan 15th.
- Election information is on the village website www.villageofspringvilleny.com. Please see NYS Board of Election website www.elections.ny.gov for more information or contact your attorney.

SUPERINTENDENT REPORT

Superintendent Boberg had no report this evening.

POLICE DEPARTMENT

Officer in Charge Budney reported on the following;

- The 6th annual Shop with a Cop was held on 12/9/23 and 30 local children participated. Officer in Charge Budney thanked everyone for their donations and participation. The children really enjoyed themselves and it was a wonderful event.
- The SPD Officers recently completed their first annual night shooting training. This is now a requirement for insurance.

FIRE DEPARTMENT

There was no Fire report this evening.

BUILDING INSPECTOR/CEO

BI/CEO Baker had no report this evening.

CONTROL CENTER

The Control Center report was read by this evening Trustee Braman this evening outlining;

- Personnel
- Equipment
- Calls for Nov. 2023

NEW BUSINESS

There was no new business to discuss this evening.

OLD BUSINESS

There was no old business to discuss this evening.

BILLS

Bills, as examined by members of the Board of Trustees were approved for payment in accordance with Abstracts #185 – 199 of 2023/2024 total of \$310,627.25 for the General, Water/Sewer, Electric, Trust and Agency Funds by motion of Trustee Braman, seconded by Trustee Padasak; carried, Mayor Michaels, Trustees Braman, Padasak and Buncy voting yes, none opposed.

PERMITS AND APPLICATIONS

Motion was made by Trustee Padasak, seconded by Trustee Buncy; carried, Mayor Michaels, Trustees Padasak, Buncy and Braman voting yes, none opposed to accepting the permits and applications below.

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PROJECT: 0000010432 - UTILITY CHANGES-ELECTRIC TYPE: ELECTRIC
PROPERTY: 135 S CASCADE DR
ISSUED DATE: 11/29/2023
ISSUED TO: EMERLING CHRYSLER DODGE JEEP R
135 S CASCADE DR
SPRINGVILLE, NY 14141

PROJECT: 0000010433 - HISTORIC PRESSERVATION-SIGN TYPE: SIGNS
PROPERTY: 227 W MAIN ST DEPOT
ISSUED DATE: 12/01/2023
ISSUED TO: RETZLAFF, MATTHEW
227 W MAIN ST
SPRINGVILLE, NY 14141

PROJECT: 0000010434 - UTILITY CHANGES-ELECTRIC TYPE: ELECTRIC
PROPERTY: 34 SPRING ST
ISSUED DATE: 12/06/2023
ISSUED TO: RANDOLPH, KIMBERLY
34 SPRING ST
SPRINGVILLE, NY 14141

PROJECT: 0000010435 - SWIMMING POOLS TYPE: SWIMMING
PROPERTY: 185 N CENTRAL AVE POOLS
ISSUED DATE: 12/07/2023
ISSUED TO: JAMIESON, KIMBERLY
185 N CENTRAL AVE
SPRINGVILLE, NY 14141

PROJECT: 0000010436 - UTILITY CHANGES-ELECTRIC TYPE: ELECTRIC
PROPERTY: 19 W MAIN ST
ISSUED DATE: 12/12/2023
ISSUED TO: CLARK, KEITH
427 FRANKLIN ST
SPRINGVILLE, NY 14141

VILLAGE ATTORNEY REPORT

Village Attorney Paul Weiss had no report this evening.

TRUSTEE NOTES & PROJECT REPORTS

Trustee Braman thanked the DPW for all their hard work.

Trustee Padasak congratulated everyone at the SVFD for their wins in the recent election.

Trustee Buncy had no report this evening.

Mayor Michaels commented that Rails-to-Trails has received a grant for a pedestrian bridge.
Mayor Michaels took this time to wish everyone a safe and happy holidays.

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December 18, 2023

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5. Tree Committee Report There was a tree committee meeting this evening and the following was discussed;
- Devin Kowalske will submit a Tree City application and we should receive back by 2/24.
 - There will be a tree inventory taken.
 - New trees are set to be planted next fall to replace the one that fell down this past summer.
 - The next tree committee meeting will be sometime after 2/24.
6. Adjourn Motion was made by Trustee Braman, seconded by Trustee Padasak; carried, Mayor Michaels, Trustees Braman, Padasak and Buncy voting yes, none opposed to adjourn the Regular Session at 7:08 pm.

Respectfully submitted,

Holly Murtiff
Deputy Clerk

ATTACHMENT NO. A.2

Local Law No. 1 of the year 2024

AGENDA DATE 1/2/24

Village of Springville, County of Erie

A local law authorizing a property tax levy in excess of the limit established in General Municipal Law §3-c

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Section 5. Effective date

This local law shall take effect immediately upon filing with the Secretary of State.

Administrator's report

Jan 2, 2024

ATTACHMENT NO. A-3

AGENDA DATE 1/2/24

Resolutions:

1. Declare Village as Lead Agency Local Law 1 of 2024 – Tax Cap Override.
2. Accept SEQR/Neg Declaration for Local Law 1 of 2024 – Tax Cap Override. See attached.
3. Adopt/Table Local Law 1 of 2024 – Tax Cap Override. See attached.
4. Authorize one year extension of Intermunicipal Agreement with the Village of Alden for a Waste Water Treatment Plant Operator Grade 3 License to be effective immediately.
5. Authorize Mayor to sign Service Award Program 2024 Service Fee Agreement with Hometown Firefighter & EMS Services in the amount of \$5,884. See attached.
6. Modify the 23-24 Budget – Internal transfers. See attached.
7. Modify the 23-24 Budget – Auctions Int'l Fire Dept sale results. Increase Revenue line 2650 – Sale of scrap by \$852.00 and Increase Fire Dept Equipment Other 3410-0230 by \$852.00.
8. Modify the 23-24 Budget – Auctions Int'l DPW sale results. Increase Revenue line 2650- Sale of scrap by \$7,820 and Increase Streets Other Equipment 5110-0250 by \$7,820.00.
9. Accept resignation of dispatcher Nathan Scrivani effective Dec 11, 2023.

Discussions:

1. Financial reports (Treasurer's Report) – Balance Sheets, Rev & Exp Summaries have been submitted to the village board for Dec 2023.
2. Budget packets have been given to Dept heads and budget meetings will be Feb 22nd & 29th tentatively.
3. Election information is on the village website www.villageofspringvilleny.com. Please see NYS Board of Election website www.elections.ny.gov for more information or contact your attorney.

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information			
Name of Action or Project: Local Law 1 of 2024 Tax Cap Override			
Project Location (describe, and attach a location map): Entire Village			
Brief Description of Proposed Action: This local law will allow the Village of Springville to adopt a budget for the fiscal year commencing June 1, 2024 that requires a real property tax levy in excess of the "tax levy limit" as defined by General Municipal Law Section 3-c.			
Name of Applicant or Sponsor: Village of Springville		Telephone: 716-592-4936	
		E-Mail: tmichaels@villageofspringvilleny.com	
Address: 5 W. Main St PO Box 17			
City/PO: Springville		State: NY	Zip Code: 14141
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input type="checkbox"/>
			YES <input checked="" type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			NO <input type="checkbox"/>
			YES <input type="checkbox"/>
3.a. Total acreage of the site of the proposed action? _____ acres			
b. Total acreage to be physically disturbed? _____ acres			
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres			
4. Check all land uses that occur on, adjoining and near the proposed action. <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Parkland			

	NO	YES	N/A
5. Is the proposed action, a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Are public transportation service(s) available at or near the site of the proposed action?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Are any pedestrian accommodations or bicycle routes available on or near site of the proposed action?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. a. Does the site contain a structure that is listed on either the State or National Register of Historic Places?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Is the proposed action located in an archeological sensitive area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban <input type="checkbox"/> Suburban			
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100 year flood plain?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? <input type="checkbox"/> NO <input type="checkbox"/> YES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)?</p> <p>If Yes, explain purpose and size: _____</p> <p>_____</p> <p>_____</p>	<p>NO</p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>
<p>19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p>NO</p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>
<p>20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p>NO</p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>
<p>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</p> <p>Applicant/sponsor name: <u>Village of Springville Timothy P. Michaels</u> Date: _____</p> <p>Signature: _____</p>		

Project: LL1 of 2024 Tax Cap Override

Date: 01-02-2024

**Short Environmental Assessment Form
Part 2 - Impact Assessment**

Part 2 is to be completed by the Lead Agency.

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a. public / private water supplies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Short Environmental Assessment Form Part 3 Determination of Significance

For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

This Local Law is to override the tax cap for the budget commencing June 1, 2024. There is no adverse environmental impact due to this local law.

<input type="checkbox"/> Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.	
<input type="checkbox"/> Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.	
Village of Springville	
Name of Lead Agency	Date
Timothy P. Michaels	Mayor
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

Local Law No. 1 of the year 2024

Village of Springville, County of Erie

A local law authorizing a property tax levy in excess of the limit established in General Municipal Law §3-c

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Section 5. Effective date

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HOMETOWN

FIREFIGHTER & EMS SERVICES

A DIVISION OF THE WEBER GROUP

HOMETOWN FIREFIGHTER SERVICES

Service Fee Agreement Village of Springville- Service Award Program

This is an agreement between Hometown Firefighter Services (herein referred to as HTFF) and the Village of Springville (herein referred to as the Sponsor).

It is agreed that HTFF will provide administrative services to the Sponsor for the Village of Springville's Length of Service Award Program as detailed below:

The Actuarial portion of the fee is guaranteed for a period of 3 years beginning January 1, 2024.

Preparation of Annual Report and Administrative Services

(See attached description of services)

Actuarial Fee \$ 2342.25

Administration Fee \$ 3541.75

Total Fee Payable to: Hometown Firefighter Services \$ 5884.00

Sign below and return this document in the enclosed envelope.

Please make your check payable to: Hometown Firefighter Services

Village of Springville

Plan Trustee

Rebecca Kifford

Date

Hometown Firefighter Services

Date

Administrative Services

- HTFF will meet with the Sponsor semi-annually, or more often at the Board's request, to review the Annual Actuarial Report and provide updates.
- HTFF will review Asset Statements from the Investment Companies with the Sponsor.
- HTFF will act as intermediary between Sponsor and Investment Companies. HTFF will provide the Sponsor with information regarding investment options and performance.
- HTFF will provide a Summary of Recommended Investment Contributions. **
- HTFF will prepare vouchers for payments to the Program as needed.
- HTFF will provide the Participants with Benefit Calculations at Entitlement. HTFF will counsel each Participant prior to entitlement, and will review entitlement options (if applicable) with the Entitled Participant.
- HTFF will process all paperwork to ensure that the Entitled Participant receives their benefit payments.
- HTFF will act as Intermediary between benefit payment processing institution and the Sponsor for Direct payment of Benefits by Check or Direct Deposit to Participants as authorized by the Sponsor.
- HTFF will provide all Tax Documents for Sponsor and Participants (i.e.: 1099s & 1096 transmittals).
- HTFF will provide the Sponsor with legislative updates on LOSAP as needed.
- HTFF will answer questions from Volunteers regarding LOSAP benefits.
- HTFF will communicate with auditors and respond to any requests for information.
- HTFF will provide instructions on how to enroll new plan participants.
- HTFF will provide forms to change beneficiaries for Plan Participants.
- HTFF will provide notice for persons who cease to participate in the Service Award Program.
- HTFF will provide a trained and knowledgeable staff to answer questions throughout the year.

Actuarial Services

- Installation - Plan Design as dictated by the Sponsor.
- Preparation of Plan Documents.
- Preparation of Plan Provision & Enrollment.
- Prepare an annual LOSAP Participant Statement for each Participant.
- Prepare the Annual Actuarial Service Award Report which includes:
 - Detailed Plan Specifications - eligibility requirements, benefit formula & vesting schedule.
 - Census - status of each of the Plans participants.
 - Participant Reconciliation - accounts for the change in status of participants.
 - Schedule of Benefits - provides the projected benefit amount for each participant.
 - Section 457(e) Accrual Limit Test - considers IRS Code that limits annual benefit.
 - Actuarial Valuation Summary - provides the total present value of benefits expected to be paid from the Plan and the Total recommended Contribution.
 - Composition of Assets - listing of individual investments held in the Plan.
 - Audit Information Page - assists in preparation of audit information for submission to New York State.
- Calculate Entitlement, Death and Disability Benefit Payments.
- Respond to special requests, provide studies or other reports up to 2 hours work effort duration.

** All investment premiums to be made payable to the Investment Company chosen by the Sponsor.

It is further understood that HTFF cannot serve as trustee of plan assets, a trustee of the plan or as any other fiduciary of the plan. The Trustees of the Plan shall be named by the Sponsor.

Amount	From Account	To Account
General Fund		
\$ 13,345.00	1990-0400	1420-0400
\$ 153.00	5110-0110	5110-0120
\$ 7,000.00	5110-0440	5110-0410
\$ 602.00	7110-0410-002	7110-0410-001
\$ 700.00	7110-0410-002	7110-0420-001
\$ 1,430.00	5142-0100	8170-0100
\$ 920.00	5142-0100	8510-0100
\$ 24,150.00	Total GF	

Sewer Fund		
\$ 608.00	8130-0441-002	8130-0205
\$ 22,000.00	8130-0461-001	8130-0411-001
\$ 1,328.00	8130-0121-001	9040-0800-003
\$ 23,936.00	Total Sewer	

ND ACCOUNT	DATE	DESCRIPTION	ADJUSTMENT	ORIGINAL BUDGET	PREVIOUS ADJUSTMENTS	NEW BUDGET	BUDGET BALANCE
1 5-1990-0400-001	1/02/2024	BUD ADJ 01022024	13,345.00-	45,799.00	32,454.00-	0.00	0.00
CONTINGENT ACCOUNT							
DEPT: CONTINGENCY							
1 5-1420-0400-001	1/02/2024	BUD ADJ 01022024	13,345.00	30,000.00	0.00	43,345.00	13,713.62
LAW CONTRACTUAL EXPENSE							
DEPT: LAW OFFICE							
1 5-5110-0110-001	1/02/2024	BUD ADJ 01022024	153.00-	8,000.00	1,385.00-	6,462.00	200.31
TEMPORARY WAGES							
DEPT: STREET MAINTENANCE							
1 5-5110-0120-001	1/02/2024	BUD ADJ 01022024	153.00	3,000.00	197.00	3,350.00	1.30
OVERTIME							
DEPT: STREET MAINTENANCE							
1 5-5110-0440-001	1/02/2024	BUD ADJ 01022024	7,000.00-	25,000.00	826.00	18,826.00	14,448.87
STREETS CONTRACTED SERVICE							
DEPT: STREET MAINTENANCE							
1 5-5110-0410-001	1/02/2024	BUD ADJ 01022024	7,000.00	85,000.00	5.00-	91,995.00	74,407.99
STREETS SUPPLIES & MATERIALS							
DEPT: STREET MAINTENANCE							
1 5-7110-0410-002	1/02/2024	BUD ADJ 01022024	602.00-	2,000.00	0.00	698.00	698.00
SKATE PARK SUPPLIES/MATERIALS							
DEPT: PARKS							
1 5-7110-0410-001	1/02/2024	BUD ADJ 01022024	602.00	29,000.00	528.00-	29,074.00	4,637.39
PARKS SUPPLIES & MATERIALS							
DEPT: PARKS							
1 5-7110-0410-002	1/02/2024	BUD ADJ 01022024	700.00-	2,000.00	0.00	698.00	698.00
SKATE PARK SUPPLIES/MATERIALS							
DEPT: PARKS							
1 5-7110-0420-001	1/02/2024	BUD ADJ 01022024	700.00	9,000.00	0.00	9,700.00	2,333.70
PARKS UTILITIES							
DEPT: PARKS							
1 5-5142-0100-001	1/02/2024	BUD ADJ 01022024	1,430.00-	50,000.00	1,879.00-	45,771.00	39,541.82
SNOW REMOVAL PERSONAL SERV.							
DEPT: SNOW REMOVAL							
1 5-8170-0100-001	1/02/2024	BUD ADJ 01022024	1,430.00	2,400.00	3,500.00	7,330.00	3.70
STREET CLEANING PERSONAL SERV							
DEPT: STREET CLEANING							
1 5-5142-0100-001	1/02/2024	BUD ADJ 01022024	920.00-	50,000.00	1,879.00-	45,771.00	39,541.82
SNOW REMOVAL PERSONAL SERV.							
DEPT: SNOW REMOVAL							

Account # 000307

LINE	ACCOUNT	DATE	DESCRIPTION	ADJUSTMENT	ORIGINAL BUDGET	PREVIOUS ADJUSTMENTS	NEW BUDGET	BUDGET BALANCE
1	5-8510-0100-001	1/02/2024	BUD ADJ 01022024	920.00	1,750.00	7,400.00	10,070.00	4.68
	COMM. BEAUTIFICATION - PERS. SER							
	DEPT: COMMUNITY BEAUTIFICATION							
3	5-8130-0441-002	1/02/2024	BUD ADJ 01022024	608.00-	0.00	4,400.00	3,792.00	3,792.00
	CONTRACTED SERVICES-CAPITAL PR							
	DEPT: TREATMENT - DISPOSAL							
3	5-8130-0205-001	1/02/2024	BUD ADJ 01022024	608.00	0.00	6,200.00	6,808.00	0.50
	ROOF -DIGESTER BLDG							
	DEPT: TREATMENT - DISPOSAL							
3	5-8130-0461-001	1/02/2024	BUD ADJ 01022024	22,000.00-	60,000.00	0.00	38,000.00	38,000.00
	WWTP CHEMICALS							
	DEPT: TREATMENT - DISPOSAL							
3	5-8130-0411-001	1/02/2024	BUD ADJ 01022024	22,000.00	46,000.00	3,000.00	71,000.00	4,919.55
	SUPPLIES & MATERIAL-COMMODITY							
	DEPT: TREATMENT - DISPOSAL							
3	5-8130-0121-001	1/02/2024	BUD ADJ 01022024	1,328.00-	20,000.00	0.00	18,672.00	12,075.72
	OVERTIME, COMMODITY							
	DEPT: TREATMENT - DISPOSAL							
3	5-9040-0800-003	1/02/2024	BUD ADJ 01022024	1,328.00	3,500.00	0.00	4,828.00	0.63
	WORKMEN'S COMPENSATION							
	DEPT: WORKERS COMP							

TOTAL IN PACKET-- 0.00

NO WARNINGS ***
 NO ERRORS ***
 *** END OF REPORT ***