

RECEIVED BY  
TOWN OF LANCASTER, NY on  
JAN 29 2016  
SUPERVISOR'S OFFICE

*FOR comm.  
COPY:  
PAYROLL SUP.*

January 28, 2016

Johanna M. Coleman  
Town Supervisor  
Town of Lancaster

Dear Supervisor Coleman:

This letter is to inform you that I will be retiring from my position as Clerk Typist in the Supervisor's Office. My last day of work will be Friday, March 4<sup>th</sup>.

I wish to thank you for the opportunity to be of service to the Town of Lancaster.

Sincerely,

*Valerie Banach*  
Valerie Banach

cc: Town Board Members

RECEIVED  
TOWN OF LANCASTER, NY  
FEB - 1 2016  
DIANE M. TERRANOVA  
TOWN CLERK

RECEIVED BY  
TOWN OF LANCASTER, NY on  
FEB 1 - 2016  
SUPERVISOR'S OFFICE

*TC - For Comm.*

The Honorable Town Board  
Town of Lancaster  
21 Central Avenue  
Lancaster, New York 14086

Respectfully, I submit my report for the month(s) of January, 2016

Summary:

14 Complaints or calls received

0 Euthanasias

\*2 Redeemed by owner

\*2 Strays seized

0 Dead dogs disposed of

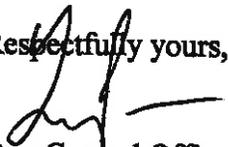
0 Court actions

4 Follow-ups (Delinquent licenses)

325 1/2 Miles patrolled and driven

\*2 Total dogs picked up

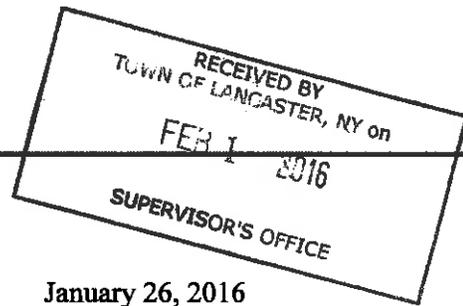
RECEIVED  
TOWN OF LANCASTER, NY  
FEB 01 2016  
DIANE M. TERRANOVA  
TOWN CLERK

Respectfully yours,  
  
Dog Control Officer



**National Fuel**

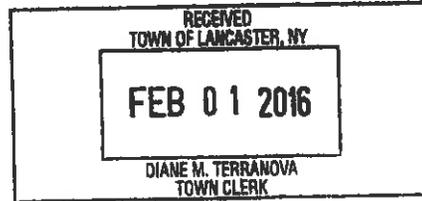
Engineering Department



88

January 26, 2016

Supervisor  
Lancaster Town Hall  
21 Central Ave.  
Lancaster NY 14086



FOR COMM.  
COPY: HWY SUP.  
CODE ENF.

**NATIONAL FUEL CONTACT INFORMATION**

*In the event of an emergency involving a pipeline owned by National Fuel, please call 1-800-444-3130, 24 hours a day, 7 days a week.* For informational purposes, we are enclosing a Pipeline Public Awareness Guide.

For **NON-EMERGENCY** situations, the following National Fuel representatives can be contacted. This list supersedes the one we provided you last year. You will be notified of any updated contact information.

Since this list is being sent only to the community executive, please make sure the information is made available to all other pertinent personnel. We appreciate your cooperation.

**Distribution Corporation:**

Name and Title	Business Address	Telephone
Mr. Chris Mazerbo General Foreman Clarence District	9600 Wehrle Drive Clarence, NY 14031	(716) 759-5164 (585) 315-7387 (home)
Mr. Craig Swiech Superintendent	365 Mineral Springs Road Buffalo, NY 14210	(716) 827-5551 (716) 568-0628 (home)

**Supply Corporation:**

Name and Title	Business Address	Telephone
Mr. Brian A. Kempski Superintendent Supply Operations	365 Mineral Springs Road Buffalo, NY 14210	(716) 827-2131 (716) 674-2296 (home)

**Empire Pipeline:**

Name and Title	Business Address	Telephone
Mr. Randy Goodman Sr. District Manager	6685 West Henrietta Road Rush, NY 14543	(585) 321-1560 (585) 742-3978 (home)

Enclosure

### Online Survey:

Please help us improve our pipeline public awareness and outreach efforts by completing our brief survey online. Please go to the following website link and follow the instructions:

<http://www.TSCpublicawarenesssurvey.com/NationalFuel/ERPO>

### How To Recognize A Pipeline Leak

#### Sight • Sound • Smell

**OK** - A spot of dead or discolored vegetation, dead healthy plants, bubbles coming from bodies or pots of water, dirt being blown in the air, or fire at below ground level are signs of a possible leak around the pipeline area.



**LISTEN** - Listen for any unusual noise like a hissing or roaring sound.



**SMELL** - An unusual smell or odor will sometimes accompany a pipeline leak.

#### Detecting a Gas Odor

Natural gas is colorless and odorless. We add an odorant that produces distinctive "gas smell" so that leaks are easier to detect.

You can detect a faint gas smell or a strong gas smell near any pipeline:

Don't switch lights on or off or use any electrical appliances or equipment.

Don't light any matches or cause any type of ignition.

Immediately leave the area or premises.

Do call National Fuel's (1-800-444-3130), NFG Midstream's (1-800-526-2608) and Empire Pipeline's (1-800-833-1843) 24-hour gas emergency line, from another location.

#### Ask For Identification of Suspicious Persons near any Pipeline

For your safety, every National Fuel Gas, NFG Midstream and Empire Pipeline representative carries an identification card. If the card is not clipped onto their clothing for easy viewing, ask to see it. If representatives display proper ID, please let them complete their job. If you are suspicious or have questions, contact us immediately at the phone numbers above. If you feel there might be a problem, call your

### What You Should Do if You Suspect A Leak

1. TURN OFF AND ABANDON EQUIPMENT.
2. IMMEDIATELY LEAVE THE AREA IN AN UPWIND DIRECTION.
3. WARN OTHERS.
4. AVOID DRIVING INTO THE SUSPECTED LEAK AREA.
5. AVOID DIRECT CONTACT FROM ESCAPING PRODUCTS BECAUSE PHYSICAL INJURY CAN OCCUR.
6. DO NOT LIGHT A MATCH, START AN ENGINE, USE A TELEPHONE OR CELL PHONE, OR TURN ON/OFF ANY ELECTRICAL APPLIANCES.
7. AVOID CREATING SPARKS OR SOURCES OF HEAT WHICH COULD CAUSE GAS OR VAPORS TO IGNITE AND BURN.
8. SEEK THE AID OF LOCAL AUTHORITIES AND PIPELINE FACILITY OWNERS.

### For Your Safety, Call

If there is an Emergency

call 911

OR your local Fire or Police

Authorities directly.



### Call Before You Dig, Drill or Blast It's the Law!

A national 811 "Call Before You Dig" phone number and website - [www.call811.com](http://www.call811.com) - make it easier than ever to call before you dig.

All excavation projects require a call - even small projects like planting trees and shrubs, or installing a fence or mailbox. If you damage an underground utility line while digging, you run the risk of harming yourself or those around you, disrupting service to an entire neighborhood and potentially being held responsible for fines and repair costs.



National Fuel Gas, NFG Midstream and Empire Pipeline are members of One-Call, a damage prevention system for excavators. Please call 811 at least 3 business days before you do any digging or excavating.

Know what's below. Call before you dig.

To find who is operating pipelines in your area

NATIONAL FUEL GAS, NFG MIDSTREAM AND EMPIRE PIPELINE  
163 MAIN STREET  
WILLIAMSVILLE, NY 14221

Before you dig or excavate, call 811 or your local One-Call System.

NFG MIDSTREAM - 1 (800) 526-2608  
EMPIRE PIPELINE - 1 (800) 833-1843  
NATIONAL FUEL GAS - 1 (800) 444-3130



Know what's below. Call before you dig.

## Pipeline Public Awareness

FOR EMERGENCY RESPONDERS AND PUBLIC OFFICIALS

INFORMATION ABOUT UNDERGROUND NATURAL GAS PIPELINES IN YOUR COMMUNITY OWNED AND OPERATED BY NATIONAL FUEL GAS, NATIONAL FUEL GAS MIDSTREAM AND EMPIRE PIPELINE



Para recibir la información de este folleto en español, por favor,

## IF YOU LIVE OR WORK NEAR A PIPELINE...

There are thousands of miles of pipelines in the United States and it is possible that you have a pipeline for a neighbor. According to the Department of Transportation, pipelines are the safest method of transporting petroleum products and natural gas that we use in our everyday life. Stationary pipelines are polite and quiet neighbors, but they are hard working too. They operate every year effectively and safely, and are vital to our economy, so please be a good neighbor and watch out for your local pipeline. Here are some tips for living and working near your pipeline neighbors.

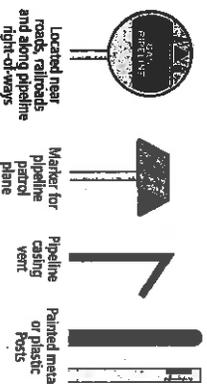
We monitor our pipelines 24 hours a day and we operate our pipeline utilizing safe operations. Our employees are well trained, we conduct regular testing and pipeline right-of-way surveillance. All of our efforts are in accordance with our Integrity Management Plan, our safety plan and procedures to help ensure public safety.

To help protect your family or your employees and the people, property and environment in your community:

1. You should know what pipelines are located in your response area and where they are. You can find information about the pipelines in your area by visiting the website for the National Pipeline Mapping System at [www.npms.phmsa.dot.gov](http://www.npms.phmsa.dot.gov). For information about our pipelines, contact one of our offices.
  2. Anyone excavating is required to use the State One-Call system at least three business days before they dig for any reason. One-Call is free and coordinates with local utilities to mark the location of underground utility lines, including pipelines. If you suspect excavation is happening without the use of One-Call, ask the excavator what the ticket number is for the excavation. If the excavator has not called the One-Call system, stop the excavation and tell them to immediately call 811. This may save your community from an excavation accident.
  3. Watch, Listen & Smell for Signs of a Leak. If you see, hear or smell signs of a pipeline leak, immediately leave the area, warn others to stay away and call 911.
- Should you desire additional information regarding any aspect of our operations, our Integrity Management Plan, our Emergency Response Plans, product transported or other non-emergency information, please contact us at the address in this brochure or by calling 1 (800) 365-3234.

# Pipelines in Your Community

### How can you tell where a pipeline is located? Look for these signs...



Since pipelines are buried underground, line markers like the ones shown above are used to indicate their approximate location along the route. The markers can be found where a pipeline intersects a street, highway or railway.

Most pipelines are not visible, because they are located under streets or buried in rights-of-way created by an easement, license or permit. The pipeline markers come in various shapes and sizes but please familiarize yourself with the samples in this brochure. The pipeline markers are located along the pipeline route and identify the general location but not the exact location. The markers also display the company operating the pipeline and emergency phone number as well as what type of product is being transported in the pipeline. Before a pipeline is constructed, rights-of-way are obtained to secure the land rights necessary to construct, operate and maintain the pipeline. It is necessary to check with us before constructing or even planning anything in, on or over the right-of-way to verify pipeline locations.

**Emergency Responders – Please Note:**  
If an emergency occurs that requires excavation and/or use of heavy equipment that could damage underground utilities (such as a Railroad accident or Railroad Car derailment), as an Emergency Responder please Call 811 to identify and notify utilities in the area that may be impacted by such an emergency activity.

Before you dig or excavate, call 8-1-1 or CALL your local One-Call System

### CALL BEFORE YOU DIG OR EXCAVATE - IT'S THE LAW!

A national toll free, call-before-you-dig, three-digit telephone number has been established. The number 8-1-1 is the national call-before-you-dig number. Before anyone adds a fence, plants a tree or digs for any reason, they are required to call 811 to contact their State One-Call Center at least 3 business days before they begin to dig so that underground utility lines can be located and marked. If the excavation requires our participation, our representatives will try to contact the excavator before the work begins and attempt to arrange to be present whenever there is any excavation activity to help ensure that there is no damage to the pipeline.

Industry-supported laws require excavators, contractors, and private land owners to call the local One Call Center number before beginning any kind of digging. Its purpose is to aid in the prevention of damage to pipelines and other utilities due to excavation activities. Careless digging is unsafe. It is estimated that there are thousands of incidents each year in which underground facilities are damaged during excavation, with a number of these resulting in injuries and fatalities.

### FOR EMERGENCY RESPONDERS, SAFETY AND PUBLIC OFFICIALS:

1. Secure the area around the leak and identify a safe zone.
2. Evacuate people living and working in the area.
3. Contact the pipeline company as soon as persons have been protected.
4. Control access into the emergency area.
5. If no fire exists, take precautionary steps to prevent ignition, such as detouring traffic, shutting off electrical and gas supplies, and prohibiting smoking.
6. If a fire exists, do not attempt to extinguish the fire unless communication has occurred with pipeline company personnel.
7. Do not attempt to operate any pipeline equipment or valves until communication has occurred with pipeline company personnel.

### OUR ACTIONS DURING AN EMERGENCY...

Upon becoming aware of an emergency, we will immediately dispatch personnel to the site to help handle the situation and to provide information to public safety officials to aid in the response to the emergency. We will also take the necessary operating actions starting and stopping equipment, closing and opening valves, and similar steps to minimize the impact of the leak. But PLEASE Public safety personnel and others unfamiliar with the pipeline involved in the emergency should not attempt to operate any of the valves on the pipeline. Improper operation of the pipeline valves could make the situation worse and cause other accidents to happen.

National Fuel Gas, NFG Midstream, Empire Pipeline support the Marlon's Homeland Security efforts and we encourage you to immediately notify and report any suspicious persons and activities near the pipeline to your local law enforcement authorities by calling 911. If you have any non-emergent questions about pipeline safety, please call us at 1 (800) 365-3234.

The U.S. Department of Transportation's Pipeline & Hazardous Material Safety Administration (PHMSA) initiated and supports the Pipelines and Informed Planning Alliance (PIPA) to assist communities to make informed decisions for land use planning and development adjacent to transmission pipelines.

For more information regarding land use planning near pipelines, please visit: <http://pipa.phmsa.dot.gov/contripal/landuseplanning.htm>

If an EMERGENCY, please contact US at our 24 Hour Emergency Phone Number:  
NATIONAL FUEL GAS - 1 (800) 444-3130  
NFG MIDSTREAM - 1 (800) 526-2608  
EMPIRE PIPELINE - 1 (800) 833-1843

Before digging, please contact

8-1-1 for assistance.

If you ever have any questions or require additional information concerning our operations, please contact us at:

5363 MAIN STREET  
WILLIAMSVILLE, NY 14221  
1 (800) 365-3234

TC 89

Month Year Reported: --> January 2016      CLERK'S MONTHLY REPORT      Page 1 of 3  
 Town Name: --> Town of Lancaster  
 Prepared By: --> Diane M. Terranova  
 Date Submitted: --> Feb, 01 2016

TO THE Supervisor:

Pursuant to Section 27, Subd. 1, of the Town Law, I hereby make the following statement of all the fees and monies received by me in connection with my office, during the month above stated, excepting only such fees and monies the application and payment of which are otherwise provided for by law.

RSC Code	Revenue Description	Item Count	Total Revenue	Town Portion	Other Disburses
100	SPORTING LICENSE REVENUE	3	820.00 ✓	11.46 ✓	808.54 ✓
200	DOG LICENSE REVENUE	291	3,391.00	3,062.00 ✓	329.00 ✓
301	MARRIAGE LICENSE	6	240.00	105.00	135.00 ✓
401	BINGO LF OUR LADY OF POMPEII RCC 15-3884	2	2,043.75	817.50	1,226.25 ✓
451	BINGO A3 OUR LADY OF POMPEII RCC 15-3884	30	635.45	635.45	0.00
501	GOC BJLF GAMES OF CHANCE BELL JAR YR	3	75.00	30.00	45.00 ✓
602	COPY - DEATH CERTIFICATE	23	1,030.00	1,030.00	0.00
603	COPY - MARRIAGE CERTIFICATE	15	100.00	100.00	0.00
604	COPY - PHOTO REQUEST	1	23.00	23.00	0.00
613	DEPOSIT - PIP INSPECTION	3	11,975.52	11,975.52 ✓	0.00
616	DOG - REDEMPTION	2	60.00	60.00	0.00
617	DOG - SURCHARGE	29	305.00	305.00	0.00
622	HEARING - SPECIAL USE PERMIT	1	5,000.00	5,000.00	0.00
626	INTEREST - SAVINGS	1	3.46	3.46	0.00
632	LICENSE - SOLID WASTE COLLECTION	2	650.00	650.00	0.00
636	MAP - TOWN	1	3.00	3.00	0.00
641	PERMIT - BP 1 BUILDING FEE	21	1,816.26	1,816.26 ✓	0.00
642	PERMIT - BP 2 PLUMBING FEE	8	349.50	349.50 ✓	0.00
643	PERMIT - BP 3 OCCUPANCY FEE	7	545.00	545.00 ✓	0.00
644	PERMIT - BP 4 SIGN FEE	1	82.50	82.50 ✓	0.00
646	PERMIT - BP 6 RECREATION FILING FEE	7	8,750.00	8,750.00 ✓	0.00
647	PERMIT - BP 7 TREE PLANTING FEE	7	1,550.00	1,550.00 ✓	0.00
650	PERMIT - BP 10 REFUSE & GARBAGE IMPACT FEE	7	673.73	673.73 ✓	0.00
656	PERMIT - DUMPING	1	100.00	100.00	0.00
657	PERMIT - FIRE CODE	15	1,450.00	1,450.00 ✓	0.00
658	PERMIT - PIP PERMIT APPLICATION	3	1,500.00	1,500.00	0.00
687	ZONING - COMPLIANCE FEE	5	300.00	300.00	0.00
691	ALARM FEES	3	150.00	150.00	0.00
<b>Report Totals:</b>		498	43,622.17	41,078.38	2,543.79

REVENUES TO SUPERVISOR - 1 GENERAL FUND	18,631.39
REVENUES TO SUPERVISOR - 2 PART-TOWN FEES	11,323.26
REVENUES TO SUPERVISOR - 3 TRUST & AGENCY	10,300.00
REVENUES TO SUPERVISOR - 4 SPECIAL DISTRICT	673.73
REVENUES TO SUPERVISOR 5 POLICE FUND	150.00
<b>TOTAL TOWN REVENUES TO SUPERVISOR:</b>	<b>41,078.38</b>

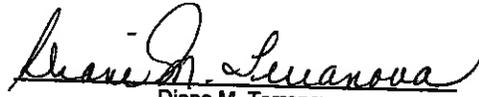
Month Year Reported: --> January 2016  
Town Name: -----> Town of Lancaster  
Prepared By: -----> Diane M. Terranova  
Date Submitted: -----> Feb, 01 2016

CLERK'S MONTHLY REPORT

Page 2 of 3

Amount paid to NYS COMPTROLLER - SHARE OF BINGO LICENSES	1,226.25
Amount paid to NYS DEC REVENUE ACCOUNTING	808.54
Amount paid to DEPT. OF AG. AND MARKETS	329.00
Amount paid to STATE HEALTH DEPARTMENT FOR MARRIAGE LICENSES	135.00
Amount paid to NYS COMP FOR STATE SHARE OF GAMES OF CHANCE	45.00
TOTAL DISBURSED TO OTHER AGENCIES:	<u>2,543.79</u>
TOTAL DISBURSED:	43,622.17

Respectfully submitted 2/1/16  
Date

  
Diane M. Terranova,  
Town Clerk, Town of Lancaster, New York

Month Year Reported: --> January 2016

CLERK'S MONTHLY REPORT

Page 3 of 3

Town Name: --> Town of Lancaster

Prepared By: --> Diane M. Terranova

Date Submitted: --> Feb, 01 2016

DISTRIBUTION TOTALS TO GENERAL LEDGER

Budget Number	Revenue 2011 Description	Item Count	Total Revenue	Town Portion	Other Disburses
A1255	TOWN CLERK FEES	24	1,160.00	216.46	943.54
A2401	INTEREST INCOME	1	3.46	3.46	0.00
A2530	GAMES OF CHANCE	3	75.00	30.00	45.00
A2540	BINGO	32	2,679.20	1,452.95	1,226.25
A2544	DOG LICENSE & REDEMPTION FEES	322	3,756.00	3,427.00	329.00
A2580	PIP & APPLICATION	3	1,500.00	1,500.00	0.00
A2770	PHOTOS, STREET MAPS, ZONE M & B	2	26.00	26.00	0.00
B1560	SAFETY INSPECTION FEES	20	1,750.00	1,750.00	0.00
B1603	VITAL STATISTICS FEE	23	1,030.00	1,030.00	0.00
B2501	BUSINESS & OCCUPATIONAL LICENS	2	650.00	650.00	0.00
B2555	BUILDING & ALTERATION PERMIT	37	2,793.26	2,793.26	0.00
B2590	PERMITS OTHER	2	5,100.00	5,100.00	0.00
ET33-2770	TREE PLANTING FEES	7	1,550.00	1,550.00	0.00
ET37-2770	RECREATION FILING FEE	7	8,750.00	8,750.00	0.00
P1520	POLICE DEPARTMENT FEES	3	150.00	150.00	0.00
SG2130	REFUSE & GARBAGE FEES	7	673.73	673.73	0.00
T0035	PIP & INSPECTION	3	11,975.52	11,975.52	0.00
<b>Report Totals:</b>		<b>498</b>	<b>43,622.17</b>	<b>41,078.38</b>	<b>2,543.79</b>

Date Range: 01/01/2016 thru 01/31/2016

<i>RC/Budget Number</i>	<i>Description</i>	<i>Item Count</i>	<i>Total Revenue</i>
100	S-SPORTING LICENSE APPLICATIONS	3	820.00
301	MARRIAGE LICENSE	6	240.00
603	COPY - MARRIAGE CERTIFICATE	15	100.00
<b>A1255</b>	<b>TOWN CLERK FEES</b>	<b>24</b>	<b>1,160.00</b>
626	INTEREST - SAVINGS	1	3.46
<b>A2401</b>	<b>INTEREST INCOME</b>	<b>1</b>	<b>3.46</b>
501	GOC BJLF DEPEW/LANCASTER MOOSE #1605 16-0538	3	75.00
<b>A2530</b>	<b>GAMES OF CHANCE</b>	<b>3</b>	<b>75.00</b>
401	BINGO LF OUR LADY OF POMPEII HSA 16-3891	2	2,043.75
451	BINGO A3 POLISH FALCON SOC DEPEW NY 16-3889	30	635.45
<b>A2540</b>	<b>BINGO</b>	<b>32</b>	<b>2,679.20</b>
200	MALE NEUTERED	291	3,391.00
616	DOG - REDEMPTION	2	60.00
617	DOG - SURCHARGE	29	305.00
<b>A2544</b>	<b>DOG LICENSE &amp; REDEMPTION FEES</b>	<b>322</b>	<b>3,756.00</b>
658	PERMIT - PIP PERMIT APPLICATION	3	1,500.00
<b>A2580</b>	<b>PIP &amp; APPLICATION</b>	<b>3</b>	<b>1,500.00</b>
604	COPY - PHOTO REQUEST	1	23.00
636	MAP - TOWN	1	3.00
<b>A2770</b>	<b>PHOTOS, STREET MAPS, ZONE M &amp; B</b>	<b>2</b>	<b>26.00</b>
657	PERMIT - FIRE CODE	15	1,450.00
687	ZONING - COMPLIANCE FEE	5	300.00
<b>B1560</b>	<b>SAFETY INSPECTION FEES</b>	<b>20</b>	<b>1,750.00</b>
602	COPY - DEATH CERTIFICATE	23	1,030.00
<b>B1603</b>	<b>VITAL STATISTICS FEE</b>	<b>23</b>	<b>1,030.00</b>
632	LICENSE - SOLID WASTE COLLECTION	2	650.00
<b>B2501</b>	<b>BUSINESS &amp; OCCUPATIONAL LICENS</b>	<b>2</b>	<b>650.00</b>
641	PERMIT - BP 1 BUILDING FEE	21	1,816.26
642	PERMIT - BP 2 PLUMBING FEE	8	349.50
643	PERMIT - BP 3 OCCUPANCY FEE	7	545.00
644	PERMIT - BP 4 SIGN FEE	1	82.50
<b>B2555</b>	<b>BUILDING &amp; ALTERATION PERMIT</b>	<b>37</b>	<b>2,793.26</b>
622	HEARING - SPECIAL USE PERMIT	1	5,000.00
656	PERMIT - DUMPING	1	100.00
<b>B2590</b>	<b>PERMITS OTHER</b>	<b>2</b>	<b>5,100.00</b>
	CREDIT CARD PAYMENT	13	0.00
<b>CREDIT</b>	<b>CREDIT CARD PAYMENTS</b>	<b>13</b>	<b>0.00</b>
647	PERMIT - BP 7 TREE PLANTING FEE	7	1,550.00
<b>ET33-2770</b>	<b>TREE PLANTING FEES</b>	<b>7</b>	<b>1,550.00</b>
646	PERMIT - BP 6 RECREATION FILING FEE	7	8,750.00
<b>ET37-2770</b>	<b>RECREATION FILING FEE</b>	<b>7</b>	<b>8,750.00</b>
691	ALARM FEES	3	150.00
<b>P1520</b>	<b>POLICE DEPARTMENT FEES</b>	<b>3</b>	<b>150.00</b>
650	PERMIT - BP 10 REFUSE & GARBAGE IMPACT FEE	7	673.73

Date Range: 01/01/2016 thru 01/31/2016

<i>RC/Budget Number</i>	<i>Description</i>	<i>Item Count</i>	<i>Total Revenue</i>
SG2130	REFUSE & GARBAGE FEES	7	673.73
613	DEPOSIT - PIP INSPECTION	3	11,975.52
T0035	PIP & INSPECTION	3	11,975.52
<b>Grand Total</b>		<b>511</b>	<b>43,622.17</b>

**Account Statement Summary**

Agent ID : 1029 Telephone : (716)-683-9028  
 Agent Name : TOWN OF LANCASTER  
 Address : 21 Central Ave  
 Erie  
 Lancaster NY 14086

Account Notice # : 1029-25 Account Notice Date : 02/01/2016

Billing Period : 01/01/2016-01/31/2016

**Sales Summary**

Gross Sales : 820.00 ✓  
 Commissions : 11.46 ✓  
 Net Sales : 808.54 ✓

**Account Details**

**Open Amounts**

**Pending Amounts**

<b>Previous Balances</b>	0.00	0.00
Current Charges : Net Sales	808.54	
Current Charges : Adjustments	0.00	
Current Charges : Non Returned Documents	0.00	
Previously Disputed Transactions (Resolved this period)	0.00	0.00
ACH Failures reported		0.00
ACH Failures Paid (this period)		0.00
ACH Failures Scheduled for Payment (this ACH)	0.00	0.00
<b>Total</b>	<b>808.54</b>	<b>0.00</b>

**Agent Review Activity Since 02/01/2016**

**Open Amounts**

**Pending Amounts**

Amount Disputed	0.00	0.00
Disputed Amounts Resolved	0.00	0.00
New ACH Failures Reported		0.00
ACH Failures Paid		0.00
ACH Failures Scheduled for Payment (since 02/01/2016 )	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>

**Account Summary**

Amount to be Swept on or after  
 02/14/2016 12:00:00 AM 808.54  
 Pending Charges 0.00  
 Account Balance 0.00

Date	# of Txns	Gross Sales	Commissions	Net Sales
01-JAN-16	0	0.00	0.00	0.00
02-JAN-16	0	0.00	0.00	0.00
03-JAN-16	0	0.00	0.00	0.00
04-JAN-16	1	25.00	1.38	23.62
05-JAN-16	0	0.00	0.00	0.00
06-JAN-16	0	0.00	0.00	0.00
07-JAN-16	0	0.00	0.00	0.00
08-JAN-16	0	0.00	0.00	0.00
09-JAN-16	0	0.00	0.00	0.00
10-JAN-16	0	0.00	0.00	0.00
11-JAN-16	0	0.00	0.00	0.00
12-JAN-16	0	0.00	0.00	0.00
13-JAN-16	0	0.00	0.00	0.00
14-JAN-16	0	0.00	0.00	0.00
15-JAN-16	2	770.00	8.70	761.30
16-JAN-16	0	0.00	0.00	0.00
17-JAN-16	0	0.00	0.00	0.00
18-JAN-16	0	0.00	0.00	0.00
19-JAN-16	0	0.00	0.00	0.00
20-JAN-16	0	0.00	0.00	0.00
21-JAN-16	0	0.00	0.00	0.00
22-JAN-16	0	0.00	0.00	0.00
23-JAN-16	0	0.00	0.00	0.00
24-JAN-16	0	0.00	0.00	0.00
25-JAN-16	0	0.00	0.00	0.00
26-JAN-16	0	0.00	0.00	0.00
27-JAN-16	1	25.00	1.38	23.62
28-JAN-16	0	0.00	0.00	0.00
29-JAN-16	0	0.00	0.00	0.00
30-JAN-16	0	0.00	0.00	0.00
31-JAN-16	0	0.00	0.00	0.00
<b>Total :</b>		<b>820.00</b>	<b>11.46</b>	<b>808.54</b>

Date	# of Txns	Gross Sales	Commissions	Net Sales
01-JAN-16	0	0.00	0.00	0.00
02-JAN-16	0	0.00	0.00	0.00
03-JAN-16	0	0.00	0.00	0.00
04-JAN-16	1	25.00	1.38	23.62
05-JAN-16	0	0.00	0.00	0.00
06-JAN-16	0	0.00	0.00	0.00
07-JAN-16	0	0.00	0.00	0.00
08-JAN-16	0	0.00	0.00	0.00
09-JAN-16	0	0.00	0.00	0.00
10-JAN-16	0	0.00	0.00	0.00
11-JAN-16	0	0.00	0.00	0.00
12-JAN-16	0	0.00	0.00	0.00
13-JAN-16	0	0.00	0.00	0.00
14-JAN-16	0	0.00	0.00	0.00
15-JAN-16	2	770.00	8.70	761.30
16-JAN-16	0	0.00	0.00	0.00
17-JAN-16	0	0.00	0.00	0.00
18-JAN-16	0	0.00	0.00	0.00
19-JAN-16	0	0.00	0.00	0.00
20-JAN-16	0	0.00	0.00	0.00
21-JAN-16	0	0.00	0.00	0.00
22-JAN-16	0	0.00	0.00	0.00
23-JAN-16	0	0.00	0.00	0.00
24-JAN-16	0	0.00	0.00	0.00
25-JAN-16	0	0.00	0.00	0.00
26-JAN-16	0	0.00	0.00	0.00
27-JAN-16	1	25.00	1.38	23.62
28-JAN-16	0	0.00	0.00	0.00
29-JAN-16	0	0.00	0.00	0.00
30-JAN-16	0	0.00	0.00	0.00
31-JAN-16	0	0.00	0.00	0.00
<b>Total :</b>		<b>820.00</b>	<b>11.46</b>	<b>808.54</b>

Monday, February 1, 2016 - 10:04 AM

Revenue Detail Report

Date Range: Revenue 1/1/2016 Thru 1/31/2016

Criteria: Deposit: 2016-01004 - 2016-01029, Oper: ST1 - TLA, Code: 101 - PCK

Sequence: Code, Reference, ID

Date	Deposit	ID#	R/C	Reference	Description	Quan	Total	Commission	Net Sale Seq #
01/04/16	2016-01004	ST2	101	1029 1516	NEW YORK DECALS PC LICENCE SALES	1	25.00	1.38	23.62 178160 - 267229
01/15/16	2016-01015	ST2	101	1029 1516	NEW YORK DECALS PC LICENCE SALES	1	770.00	8.70	761.30 178291 - 267540
01/27/16	2016-01027	ST2	101	1029 1516	NEW YORK DECALS PC LICENCE SALES	1	25.00	1.38	23.62 178474 - 267949
Summary for Revenue Code 101 = 3 Records							820.00	11.46	808.54

S-SPORTING LICENSE APPLIG

Month Year Reported: --> January 2016  
 County Name Code: --> Erie 14  
 Town Name Code: --> Lancaster 17  
 Prepared By: --> Diane M. Terranova  
 Date Submitted: --> Feb. 01 2016

**DOG LICENSE MONTHLY REPORT**

**NYS DAM**  
 10B Airline Drive  
 Albany, NY 12235

(White: to County, Yellow: to DAM, Pink: Our Copy)

Check box if corrected report: Date orig submitted \_\_\_\_\_

1. Original I.D. Dog License Numbers Used and Voided (Green Validation Stickers) :

				QUANTITY USED	TOTALS
No.	0007947-G	to	0007962-J	(inc.) 16	
No.	0007964-K	to	0007971-H	(inc.) 8	
No.	0007973-J	to	0007977-L	(inc.) 5	

2. Original Purebred License Numbers Used and Voided:

No.		to		(inc.) 0	Line 1	29
-----	--	----	--	----------	--------	----

3. Renewals and Transfers To New Owner License Numbers Used and Voided (Red Stickers) :

No.	R0072620-J	to	R0072879-K	(inc.) 260	Line 2	0
-----	------------	----	------------	------------	--------	---

4. Totals of Line 1, 2 and 3:

(Total Line 4 should equal line 13A.)

Line 3	260
Line 4	289

LICENSE TYPES & FEES COLLECTED:	Column A	Column B	Column C		Column F		
	# of Each Type	Statutory Base Fee	Amount	Local Fee	Additional Amount	NYS Surcharge Fee	Amount
5. SPAYED AND NEUTERED DOGS (201-202)	269	2.50	672.50	9.50	2,091.50	1.00	269.00
6. UNSPAYED AND UNNEUTERED DOGS (203-204)	20	7.50	150.00	9.50	142.00	3.00	60.00
7. EXEMPT DOGS (EYE, WAR, POLICE, WORK DOGS (205)	0	0.00	0.00	0.00	0.00	0.00	0.00
8. VOID VALIDATION STICKERS (RED AND GREEN)	0	0.00	0.00	0.00	0.00	0.00	0.00
9. PUREBRED LICENSE (1 - 10 DOGS)	0	25.00	0.00	0.00	0.00	0.00	0.00
10. PUREBRED LICENSE (11 - 25 DOGS)	0	50.00	0.00	0.00	0.00	0.00	0.00
11. PUREBRED LICENSE (26 + DOGS)	0	100.00	0.00	0.00	0.00	0.00	0.00
12. VOID PUREBRED LICENSE	0	0.00	0.00	0.00	0.00	0.00	0.00
13. TOTALS (L 13, CI A should = L 4)	289		822.50	LFx225	2,233.50		329.00

No Charge New Dog Tag ID's (201-204)

0 No Charge + Line 5 through 12 Line Column A: 289 = Total: 289

REPLACEMENT & PUREBRED TAG ORDERS PROCESSED:

	Column D	Column E	
	# of Each	Tag Fee	Tag Amt
14. REPLACEMENT TAGS	2	3.00	6.00
15. PUREBRED TAGS	0	3.00	0.00
16. TOTALS	2		6.00

DISBURSEMENTS:

17. 100% of Line 13, Col. B	822.50	20. 0% of Line 13, Col. B	0.00	23. 100% of Line 13, Col. F	329.00
18. 100% of Line 13, Col. C	2,233.50	21. 0% of Line 16, Col. E	0.00		
21. 100% of Line 16, Col. E	6.00				
19. Total	3,062.00	22. Total	0.00		

(Send amount to T. C. V. Financial Officer)

(Send amount to County Financial Officer)

(Send amount to Dept of Ag & Markets)

NYS DEPARTMENT OF HEALTH  
BUREAU OF ACCOUNTS MANAGEMENT  
CORNING TOWER ESP  
REVENUE SECTION ROOM 1258  
ALBANY NY 12237-0016

MONTHLY REPORT OF MARRIAGE  
LICENSES ISSUED

Report for the month of: January 2016  
District: 1467  
City or Town: Lancaster 17  
County of: Erie 14

DEP NO \_\_\_\_\_  
\$ \_\_\_\_\_  
CHECK # \_\_\_\_\_

Pursuant to the provisions of Section 15 of the Domestic Relations Law, as last amended by Chapter 62 of the

Licenses issued were numbered from 1 to 6 inclusive.

Amount of remittance  
with this report

\$135.00

(06 X \$22.50)

Clerk:

Diane M. Terranova

Signature:

 Date: 2/11/2016

Address:

21 Central Ave

Lancaster, NY 14086

INSTRUCTIONS

THIS MONTHLY REPORT OF MARRIAGE LICENSES ISSUED MUST BE TRANSMITTED TO THE STATE DEPARTMENT OF HEALTH AT THE ABOVE ADDRESS FOR EACH MONTH regardless of whether or not any licenses were issued. If no licenses were issued, indicate NONE in the space provided for license numbers.

The issuance of a marriage license makes you responsible for the remittance fee of \$22.50, regardless of whether or not the marriage ceremony is ever performed.

Marriage licenses must be numbered and reported consecutively throughout the year starting with number 1 at the beginning of EACH calendar year.

Pursuant to the authority of Section 19 of the New York State Domestic Relations Law, the Commissioner of Health has directed that this report, together with any fee, must be transmitted to the State Department of Health by the 15th of the month following the month which the report covers.

New York State Domestic Relations Law 22 provides that any Town or City Clerk who violates or fails to comply with any of the above mentioned reporting or filing requirements, shall be deemed guilty of a misdemeanor and shall pay a fine not exceeding the sum of one hundred dollars on a conviction thereof.

STATE OF NEW YORK  
REPORT OF BINGO FEES COLLECTED

Amount Rec'd: \_\_\_\_\_ Ent By: \_\_\_\_\_  
Refund: \_\_\_\_\_ Checked By: \_\_\_\_\_  
Deposited: \_\_\_\_\_ Code: \_\_\_\_\_

Sheet No. 1 of 1

Name of Municipality: Town of Lancaster

Month of: January Year: 2016

P.O. Address: 21 Central Ave, Lancaster, NY 140 County: Erie Code Number: 1434480

(1) Name of Organization	(2) License No	(3) # Occasions	(4) Amount
OUR LADY OF POMPEII HSA	3891	50	937.50
OUR LADY OF POMPEII RCC	3892	59	1,106.25

Total Occasions: 109

A.) Total Fees Collected: 2,043.75  
B.) To Municipality: 817.50  
C.) To Comptroller: 1,226.25

Certification of Issuing Officer: DIANE M. TERRANOVA, hereby certifies that she/he is TOWN Clerk of the TOWN OF LANCASTER, State of New York; that she/he has prepared the annexed report, issued the licenses listed therein and that such report is a true and correct statement of operations for the period which it covers.

ISSUING OFFICER: *Diane M. Terranova*

Certification of Remitting Officer: JOHANNA M. COLEMAN, hereby certifies that she/he is SUPERVISOR of the TOWN OF LANCASTER, State of New York; that she/he has examined the annexed report, that she/he knows such report to be true and correct statement of operation for the period which it covers and that the amount remitted herewith is the full amount payable to the State Comptroller for such period pursuant to Chapter 438 of the Laws of 1962, as amended.

REMITTING OFFICER: \_\_\_\_\_

Printed: 2/1/2016 10:47:22 AM

For Date Range: 01/01/2016 thru 01/31/2016

AC 1810 (Rev. 1/84) rpt\_RT\_BMR - 03/06/06

1. State Comptroller

2. Local Fiscal Officer

3. Local Issuing Officer

STATE OF NEW YORK  
REPORT OF GAME OF CHANCE FEES COLLECTED

Amount Rec'd: \_\_\_\_\_ Ent By: \_\_\_\_\_  
Refund: \_\_\_\_\_ Checked By: \_\_\_\_\_  
Deposited: \_\_\_\_\_ Code: \_\_\_\_\_

Sheet No. 1 of 1

Name of Municipality: Town of Lancaster

Month of: January Year: 2016

P.O. Address: 21 Central Ave, Lancaster, NY 140 County: Erie Code Number: 1434480

(1) Name of Organization	(2) License No	(3) # Occasions	(4) Amount
DEPEW/LANCASTER MOOSE #1605	0538	1	25.00
VARIETY CLUB OF BUFFALO	0539	1	25.00
TWIN DISTRICT VOL FIRE CO	0540	1	25.00

Total Occasions: 3

A.) Total Fees Collected: 75.00  
B.) To Municipality: 30.00  
C.) To Comptroller: 45.00

Certification of Issuing Officer: DIANE M. TERRANOVA, hereby certifies that she/he is TOWN Clerk of the TOWN OF LANCASTER, State of New York; that she/he has prepared the annexed report, issued the licenses listed therein and that such report is a true and correct statement of operations for the period which it covers.

ISSUING OFFICER: *Diane M. Terranova*

Certification of Remitting Officer: JOHANNA M. COLEMAN, hereby certifies that she/he is SUPERVISOR of the TOWN OF LANCASTER, State of New York; that she/he has examined the annexed report, that she/he knows such report to be true and correct statement of operation for the period which it covers and that the amount remitted herewith is the full amount payable to the State Comptroller for such period pursuant to Chapter 438 of the Laws of 1962, as amended.

REMITTING OFFICER: \_\_\_\_\_

Printed: 2/1/2016 1:31:14 PM

For Date Range: 01/01/2016 thru 01/31/2016

AC 1810 (Rev. 1/84) rpt\_RT\_GMR - 03/06/06

1. State Comptroller

2. Local Fiscal Officer

3. Local Issuing Officer

# Register: Public Improvement Permit

For Period January 1, 2016 To: January 31, 2016

<u>Date Rec</u>	<u>Pmt #</u>	<u>Sub</u>	<u>Applicant Name</u>	<u>Project Name/Ref</u>	<u>Type of Imp</u>	<u>Insp't Deposit</u>	<u>Estimated Value</u>	<u>Acceptance Date</u>
1/28/2016	745		Cimato Brothers Construction, Inc.	Central Square Villas, Phase 5	Pavement & Curbs	5,466.56	\$68,332.00	
1/28/2016	746		Cimato Brothers Construction, Inc.	Central Square Villas, Phase 5	Storm Sewer	2,998.16	\$37,477.00	
1/28/2016	747		Cimato Brothers Construction, Inc.	Central Square Villas, Phase 5	Water Lines	3,510.80	\$43,885.00	
<b>Total Deposits</b>						<b>11,975.52</b>		

# Register: Building Permit Fees

For Period January 1, 2016 To: January 31, 2016

Pmt No	Building	Plumbing	Occupancy	Signs	Other	Recreation	Trees	Safety	Conservation	Refuse	TOTALS	No Street	Town/Village	Structure
24879	58.65										58.65	36 Cedar Brook	Town	Er. Res. Alt.
24880	6.00										6.00	170 Central	Village	Er. Deck
24881	25.00										25.00	9 Schiffler	Town	Er. Shed
24882	95.00										95.00	5876 Broadway	Town	Re-Roof
24883	55.00										55.00	54 Newberry	Town	Inst. Generator
24884	100.00	60.00	75.00			1,250.00	250.00			101.06	1,836.06	10 Darien	Town	Er. Dwig.-Sin.
24885	100.00	45.00	85.00			1,250.00	250.00			101.06	1,831.06	5 Darien	Town	Er. Dwig.-Sin.
24886	100.00	45.00	65.00			1,250.00	150.00			101.06	1,711.06	1 Denton	Town	Er. Townhouses
24887	100.00	45.00	65.00			1,250.00	150.00			101.06	1,711.06	3 Denton	Town	Er. Townhouses
24888	384.00										384.00	566 Townline	Town	Er. Pole Barn
24889				82.50							82.50	6461 Trausit	Town	Er. Sign - Wall
24890	25.00										25.00	29 Country	Town	Er. Shed
24891	110.00										110.00	75 Christen	Village	Re-Roof
24892	86.40										86.40	17 Ann Marie	Town	Er. Deck
24893	100.00	45.00	85.00			1,250.00	250.00		89.83		1,819.83	4 Magrum	Town	Er. Dwig.-Sin.
24894	85.31										85.31	25 Quail Hollow	Town	Er. Res. Add.
24895	100.00	37.50	85.00			1,250.00	250.00		89.83		1,812.33	32 Magrum	Town	Er. Dwig.-Sin.
24896	100.00	45.00	85.00			1,250.00	250.00		89.83		1,819.83	53 Tranquility	Town	Er. Dwig.-Sin.
24897		27.00									27.00	6681 Transit	Town	Er. Comm. Add./Alt.

Pmt No	Building	Plumbing	Occupancy	Signs	Other Recreation	Trees	Safety	Conservation	Refuse	TOTALS	No Street	Town/Village	Structure
24898	50.00									50.00	2219 Como Park	Village	Re-Roof
24899	55.00									55.00	5522 Broadway	Village	Inst. Generator
24900	30.90									30.90	5320 Broadway	Village	Er. Fence
24901	50.00									50.00	505 Central	Town	Re-Roof
<b>Totals</b>	<b>1,816.26</b>	<b>349.50</b>	<b>545.00</b>	<b>82.50</b>	<b>8,750.00</b>	<b>1,550.00</b>			<b>673.73</b>	<b>13,766.99</b>			

# Fire Permits Fees

For Period 1/1/2016 To: 1/31/2016

<i>Payment Date</i>	<i>Business Name</i>	<i>Full Address</i>	<i>Manager Name</i>	<i>Issue Date</i>	<i>Payment Amount</i>
1/4/2016	Great Wok	4779 Transit Road, Depew, NY 14043	Jack Lin	12/11/2015	\$50.00
1/4/2016	Seventh Day Adventist Chur	5580 Genesee Street, Lancaster, NY 14086	John Marciniak	12/17/2015	\$100.00
1/5/2016	Progressive Insurance	6699 Transit Road, Lancaster, NY 14086	Jim Stroehlein	10/22/2015	\$50.00
1/6/2016	Animal Eye Care	4865 Transit Road, Lancaster, NY 14086	Renea Reed	12/30/2015	\$50.00
1/11/2016	Greenfield Helath & Rehabili	5949 Broadway, Lancaster, NY 14086	Nick Kowasniak	12/30/2015	\$400.00
1/13/2016	Jackson Pond PreSchool	1389 Ransom Road, Lancaster, NY 14086	Kimberly Overbeck	12/29/2015	\$50.00
1/13/2016	Moon's Pizza	4779 Transit Road, Depew, NY 14043	Josh Runyon	12/28/2015	\$50.00
1/14/2016	Tops #237	6363 Transit Road, Depew, NY 14043	Melinda Taylor	12/28/2015	\$300.00
1/14/2016	Tops #237 Express	6363 Transit Road, Depew, NY 14043	Megan Walkowiak	12/29/2015	\$25.00
1/21/2016	Edible Arrangements	4779 Transit Road, Depew, NY 14043	Kayleigh Butera	1/21/2016	\$50.00
1/22/2016	Delft Printing	4401 Walden Avenue, Lancaster, NY 14086	Kamal Jowdy	1/15/2016	\$75.00
1/22/2016	United Fire Safety	193 Cemetery Road, Lancaster, NY 14086	Frank Adoif	1/12/2016	\$50.00
1/28/2016	Eye Care Professionals of	4703 Transit Road, Depew, NY 14043	Peggy Demmitt	1/13/2016	\$50.00
1/28/2016	Hillview Baptist Church & Mi	26 Rehm Road, Depew, NY 14043	Pastor Nelson McCall	1/21/2016	\$75.00
1/29/2016	Ripa's Restaurant	4218 Walden Avenue, Lancaster, NY 14086	Ennio Ripa	1/16/2016	\$75.00
<b>Total Fees:</b>					<b>\$1,450.00</b>

Date	Savings Deposit	Credit	T.C. Savings	Interest	Transfer from	Wire to Supervisor	Transfer To L.C. DEC	NSF Amount	Payee/ NSF Name	Check No.	For	Amount	Town Clerk's Checking	Town Clerk DEC
1/4/2016	\$193.00	\$847.65	6613	\$317,522.72									\$0.00	\$0.00
1/5/2016	\$139.00	\$111.00		\$317,785.72									\$0.00	\$0.00
1/6/2016	\$82.00	\$2,213.75		\$320,081.47									\$0.00	\$0.00
1/7/2016	\$103.00	\$189.79		\$320,374.26									\$0.00	\$0.00
1/8/2016	\$72.00	\$5,145.66		\$325,591.92									\$0.00	\$0.00
1/11/2016	\$30.00	\$1,366.65		\$10,516.50			\$1,934.54		1664 Ag&Mkt			\$284.00	\$0.00	\$0.00
1/12/2016	\$40.00	\$3,743.12		\$14,299.62					1665 NYSDOH			\$225.00	\$2,475.00	\$1,934.54
1/13/2016	\$23.00	\$174.00		\$14,496.62					1666 Bingo			\$2,205.00	\$2,250.00	\$1,934.54
1/14/2016	\$18.00	\$4,432.22		\$19,007.84					1667 GOC			\$45.00	\$0.00	\$0.00
1/15/2016	\$94.00	\$817.00		\$19,918.84								\$0.00	\$0.00	\$0.00
1/19/2016	\$41.00	\$510.82		\$20,483.66								\$0.00	\$0.00	\$0.00
1/20/2016	\$127.00	\$2,072.83		\$22,683.49								\$0.00	\$0.00	\$0.00
1/21/2016	\$69.00	\$253.19		\$23,045.68								\$0.00	\$0.00	\$0.00
1/22/2016	\$93.00	\$511.56		\$23,650.24								\$0.00	\$0.00	\$0.00
1/25/2016	\$224.00	\$2,358.46		\$26,250.70								\$0.00	\$0.00	\$0.00
1/26/2016	\$120.00	\$217.00		\$26,647.70								\$0.00	\$0.00	\$0.00
1/27/2016	\$51.00	\$458.00		\$27,156.70								\$0.00	\$0.00	\$0.00
1/28/2016	\$137.60	\$15,847.61		\$43,167.91								\$0.00	\$0.00	\$0.00
1/29/2016	\$133.00	\$291.80		\$43,622.17								\$0.00	\$0.00	\$0.00
														\$3.46

DIANE M. TERRANOVA, TOWN CLERK  
TOWN OF LANCASTER  
21 CENTRAL AVE.  
LANCASTER, N.Y. 14086  
AREA CODE 1-716 683-9028

COPY

Lancaster Bee - fax # 633-8601  
Lancaster Sun - fax # 649-6374  
Buffalo News - fax # 856-5150

DIANE M. TERRANOVA, TOWN CLERK  
Town of Lancaster  
21 Central Avenue  
Lancaster, New York 14086  
683-9028



PRESS RELEASE

February 4, 2016

Lancaster Town Clerk Diane M. Terranova would like to remind residents that a night depository is located at the entrance to the new addition of Town Hall facing Clark Street. This depository can be used to deposit payments of Town, County and School taxes. You are asked to place your payment in a sealed envelope with your phone number on your check. Please do not deposit cash. All payments for the current Town and County taxes deposited after midnight on February 16, 2016 will be considered late and the penalty will be applied.

For more information regarding Town Hall office hours, please call the Office of the Town Clerk at 683-9028.

cc: Post on bulletin board

G:\WORK FOLDER\press release.doc

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COPY

COPY

COPY

91

**SUPERVISOR**  
Johanna M. Coleman

**COUNCIL MEMBERS**  
John M. Abraham Jr.  
Dawn Gaczewski  
Ronald Ruffino Sr  
Matthew Walter

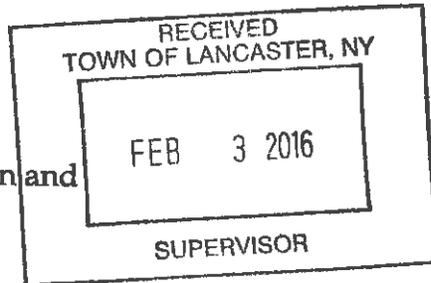


Department of Parks,  
Recreation & Forestry

**Park Crew Chief**  
Mark D. Lubera

525 Pavement Road  
Lancaster, NY 14086  
716-684-3320 phone  
716-685-3497 fax

February 3, 2016



Supervisor Johanna Coleman and  
Council Members  
Town of Lancaster  
21 Central Avenue  
Lancaster, NY 14086

OK - 2/3/16  
gmc  
T.A. FOR RES.  
TC FOR COMM

Dear Supervisor Coleman and Honorable Council Members:

I respectfully request a resolution be prepared to install new siding on our Youth Bureau building.

The Company I recommended in a letter of January 8, 2016, could not fulfil his insurance obligations in a timely manner. After consulting with the town attorney, he has been disqualified from performing the services needed. Therefore, I would like to submit Sahlem's Roofing & Siding, 2260 Southwestern Blvd., West Seneca, NY 14224, to perform this work at a cost of \$21,690.00. As before, I would request that this project be paid for from capital improvement funds generated from the sale of the OEM Building on Columbia Avenue.

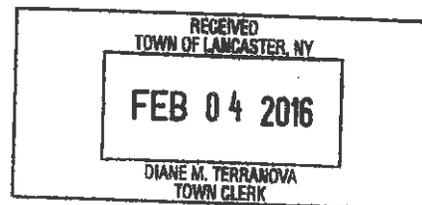
If you have any questions or concerns, please do not hesitate to contact me.

Respectfully submitted

*Mark D. Lubera*  
Mark D. Lubera  
Park Crew Chief

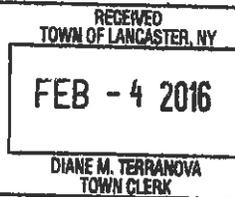
MDL:jw

Cc: Dan Amatura, Highway Superintendent  
Kevin Loftus, Town Attorney



**SUPERVISOR**  
Johanna M. Coleman

**COUNCIL MEMBERS**  
John M. Abraham Jr.  
Dawn Gaczewski  
Ronald Ruffino Sr  
Matthew Walter



92  
Department of Parks,  
Recreation & Forestry

**Park Crew Chief**  
Mark D. Lubera

525 Pavement Road  
Lancaster, NY 14086  
716-684-3320 phone  
716-685-3497 fax

February 4, 2016

Honorable Council Members  
Town of Lancaster  
21 Central Avenue  
Lancaster, NY 14086

Dear Honorable Council Members:

After consulting with Supervisor Coleman, I have decided to change a portion of the hours we are staffed. Currently, my office is staffed on Monday evenings until 7:00pm in addition to our normal working hours from 7:00am until 5:00pm.

I would like to change these Monday evening hours on a seasonal basis. This would mean from April 1 to October 31, my clerical staff would work from 7:00am to 7:00pm on Monday evenings and from November 1 to March 31 from 7:00am to 5:00pm.

With the advent of the new Active on line registration system, there is no need for individuals to come to our office after work to register for our programs. Since November, only two people have showed up after 5:00 on Monday evenings. The other reason for my decision is the safety and security of my clerical staff. After 5:00pm, our complex is basically empty aside from the Police and Courts along Pavement Road. Also, the winter season brings hazards of early darkness, ice and snow. I believe these changes will be in the best interests of the department.

If you have any questions or concerns, please contact me at your earliest convenience.

Sincerely,

Mark D. Lubera  
Park Crew Chief

MDL/sg

cc: Johanna Coleman, Supervisor