



**WORK SESSION AGENDA
JANUARY 5, 2026**

MAYOR'S REPORT

CODE ENFORCEMENT – DAVE RICE

FIRE DEPARTMENT – CHIEF SEKUTERSKI

COMMUNITY LIAISON – KIM BOURKE

VILLAGE ADMINISTRATOR COZZA

DEPUTY MAYOR GAUGHAN

- A) Hamburg Holidays
- B) Beautification
- C) Recreation

TRUSTEE HACKATHORN

- A) Historic Preservation
- B) Economic Development

TRUSTEE PARK

- A) Environmental Conservation
- B) Justice Department

TRUSTEE DAVIS

- A) Planning Commission
- B) Architectural Review Committee

VILLAGE ATTORNEY MURPHY

POLICE CHIEF RICK SCHARA

PUBLIC WORKS SUPERINTENDENT SHUTTLEWORTH

- A) Updates

RECREATION SUPERVISOR HAEICK

VILLAGE OF HAMBURG

Vision: *The Most Desirable Community in Western New York Where Quality of Life, Affordability and Innovation is the Norm.*

Mission: *Village Representatives and Employees that care for the Community by efficiently providing services while preparing for the future.*

GUIDELINES FOR PUBLIC EXPRESSION: (HAMBURG VILLAGE BOARD POLICY ESTABLISHED 4/19/99)

1) The public shall be allowed to speak only during the Public Expression periods of the meeting or at such other times as a majority of the Board shall allow. 2) Speakers must give their name, address and organization, if any. 3) Speakers must be recognized by the presiding officer. 4) Speakers must limit remarks to three (3) minutes per person and a maximum of twelve (12) minutes regarding each subject matter. 5) Speakers may not yield any remaining time they may have to another speaker. 6) All remarks shall be addressed to the Board as a body and not to any member thereof. 7) Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste. Unacceptable behavior will not be tolerated and might result in removal from the building. 8) Interested parties or their representatives may address the Board by written communication.

MEETING AGENDA JANUARY 5, 2026

- 1. PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**
- 3. APPROVE THE MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES HELD ON MONDAY, DECEMBER 15, 2025**
- 4. CHARACTER COUNCIL OF WNY:** The virtue for January is Tolerance. Tolerance is the ability to accept and respect differences in people, fostering unity, promoting personal growth and reducing conflict.
- 5. PUBLIC EXPRESSION:**
- 6. CORRESPONDENCE:**
All correspondence is received, reviewed and on file in the Clerk-Treasurer's office
- 7. TRUSTEE MOTIONS**
- 8. STAFF REPORTS**
- 9. FURTHER PUBLIC EXPRESSION**
- 10. MAYOR'S REPORT**
- 11. CLOSE MEETING**

MOTIONS
REGULAR MEETING

1. **MOTION** by Trustee Park, seconded by Trustee _____, to approve the Regular Meeting of the Board of Trustees held on Monday, December 15, 2025.

AYES:

NAYS:

2. **MOTION** by Trustee Park, seconded by Trustee _____, to transfer \$1,079.82 from H.62.150.2025.353 DPW Equipment Capital Project into A.0878 DPW Equipment Reserve. Funds are to be used for future equipment purchases. Upon completion of this transfer, the closure of H62 DPW Equipment Capital Project account can be completed.

AYES:

NAYS:

3. **MOTION** by Trustee Park, seconded by Trustee _____, to transfer \$105.00 from A.2770 Miscellaneous Revenue into the A.0878 Police Equipment Reserve. This money was collected by the Police Department for copy fees and charges in December 2025.

AYES:

NAYS:

4. **MOTION** by Trustee Park, seconded by Trustee _____, to increase the budget of A.2705 Gifts and Donations and A.7140.100 Personnel Services in the amount of \$36,789.50. Funds received from Mr. Eddie Stuhmiller for personnel needed to maintain Legion Field.

AYES:

NAYS:

5. **MOTION** by Deputy Mayor Gaughan, seconded by Trustee _____, to hold a public hearing at 7:00 p.m. on Tuesday, January 20, 2026 at Village Hall, 100 Main Street, Hamburg, NY to take and hear comments regarding a *Special Use Permit* for a bar/restaurant at 351 Union Street.

AYES:

NAYS:

6. **MOTION** by Deputy Mayor Gaughan, seconded by Trustee _____, to accept, with regret, the resignation of Patricia Orton as a School Crossing Guard PT in the Police Department, effective January 5, 2026.

AYES:

NAYS:

6. **MOTION** by Trustee Deputy Mayor Gaughan, seconded by Trustee _____,

WHEREAS, the next General Village Election for officers will be held on Wednesday, March 18, 2026.

NOW, THEREFORE BE IT RESOLVED: That the polls for said election will be open beginning at 12:00 o'clock p.m. and ending at 9 o'clock p.m. at the Village Hall, 100 Main Street, Hamburg, New York.

MOTIONS
REGULAR MEETING

This resolution shall take effect immediately.

AYES:
NAYS:

7. **MOTION** by Trustee Davis, seconded by Trustee _____, to recommend the Village Board approve the Application for Certificate of Compliance for building design standards for an 8' x 12' barn-style storage shed at 5466 Camp Road, *Kwik Fill*, as presented by store manager Cynthia Conrad. The storage shed will have a brown metal roof and LP Smart Panel siding painted beige. It will be located adjacent and parallel to the existing dumpster enclosure on the north side. Said application having been reviewed by the Architectural Review Committee (ARC) at their meeting of December 16, 2025, and the Architectural Review Committee having made a recommendation to this Board that said application be approved, and this Board having reviewed said application, the Board of Trustees hereby **APPROVES**: the Application for Certificate of Compliance for a storage shed at 5466 Camp Road, *Kwik Fill*, as recommended by the Architectural Review Committee.

AYES:
NAYS:

8. **MOTION** by Trustee Davis, seconded by Trustee _____, to recommend the Village Board approve the Application for Certificate of Compliance for building design standards for two wall signs at *Proud Moments ABA*, 485 Sunset Drive, as presented by Rick Johnson of X-press Signs. Both signs are 32" x 120" flat dibond with black lettering and a multi-colored heart logo on a white background. The signs will be hung over the north and northwest entrances. No lighting is proposed at this time. Existing non-compliant flag signs must be removed. Said application having been reviewed by the Architectural Review Committee (ARC) at their meeting of December 16, 2025, and the Architectural Review Committee having made a recommendation to this Board that said application be approved, and this Board having reviewed said application, the Board of Trustees hereby **APPROVES**: the Application for Certificate of Compliance for signage at 485 Sunset Drive as recommended by the Architectural Review Committee.

AYES:
NAYS:

9. **MOTION** by Trustee Davis, seconded by Trustee _____, to recommend the Village Board approve the Application for Certificate of Compliance for building design standards for signage at *Neighborhood Health Center of WNY*, 151 Elmview Avenue, as presented by Robert Bronkie of Cooper Signs. Signage includes: one (1) 24" x 61.5" non-illuminated cabinet wall sign over the main entrance consisting of white background with gray lettering and green logo; one (1) 109.2" x 61.5" sign on the front brick face consisting of individual gray lettering and a green logo. No lighting was proposed at this time. A ground sign was presented and approved but did not meet the code for size. The applicant will need to bring the sign into compliance or seek a variance before a permit can be issued for the ground sign. The Architectural Review Committee approved the aesthetics of the sign will seek a variance Said application having been reviewed by the Architectural Review Committee (ARC) at their meeting of December 16, 2025, and the Architectural Review Committee having made a recommendation to this Board that said application be approved, and this Board having reviewed said application, the Board of Trustees hereby **APPROVES**: the Application for Certificate of Compliance for signage at 151 Elmview Avenue as recommended by the Architectural Review Committee.

AYES:
NAYS:

MOTIONS
REGULAR MEETING

10. **MOTION** by Trustee Davis, seconded by Trustee _____, to recommend the Village Board approve the Application for Certificate of Compliance for building design standards for signage and lighting at *Pizza Hut*, 140 Pine Street, as submitted by Michael Yost of Yost Neon Signs. Signage includes: one (1) 33” x 11.5 opaque Lexan panel with translucent lettering and logo on the Buffalo Street monument sign, matching the other signs on the panel in size and lighting; one (1) 18” red LED lighted “roof” logo and 18” individual LED, channel-mounted letter underneath. Red ¾” LED strip lights to be used as linear accents in corners. All lighting will be consistent with existing plaza lighting brightness. Said application having been reviewed by the Architectural Review Committee (ARC) at their meeting of December 16, 2025, and the Architectural Review Committee having made a recommendation to this Board that said application be approved, and this Board having reviewed said application, the Board of Trustees hereby **APPROVES**: the Application for Certificate of Compliance for signage and lighting at 140 Pine Street, *Pizza Hut*, as recommended by the Architectural Review Committee.

AYES:

NAYS:

11. **MOTION** by Trustee Park, seconded by Trustee _____, to authorize the payment of the Village of Hamburg Accounts for the period ending January 5, 2026

AYES:

NAYS: