



OFFICE OF
CLERK - TREASURER

2919 Delaware Avenue, Kenmore, NY 14217

Kathleen P. Johnson, Esq.
Clerk - Treasurer

Phone: (716) 873-5700
www.villageofkenmore.org

Welcome to Kenmore!

On behalf of the Mayor and Board of Trustees, I want to welcome you to the Village of Kenmore. We hope that this packet will provide you with some basic information about the Village to help you settle in. Another excellent source for information is our Village website: www.villageofkenmore.org where you can learn more about the government, history, the Municipal Code, Village Departments and community events.

The Village of Kenmore was incorporated in 1899 and its rich history is seen in the many beautiful homes and historic buildings found in our community. The Kenmore Municipal Building, for example, was designed by EB Greene as a WPA Project. The Village is roughly 1.4 square miles, with a population of approximately 15,500 people. Our police and fire departments have the fastest emergency response time in Western New York, and our Department of Public Works does a great job with trash collection and keeping our streets plowed.

Block parties are held on almost every street, and its walkability makes it easy to get to the post office, restaurants, shops, places of worship, the library, Mang Park or to access public transportation. There are also many community organizations to get involved with, and many free events held throughout the year.

If you have any questions, please feel free to contact the **Clerk/Treasurer's Office** at (716) 873-5700. If you need immediate assistance, after the office is closed, please call the Kenmore Police Department at (716) 875-1234.

We hope you'll see why the Village has been named one of the Top 10 Great Neighborhoods in the United States!

Best wishes,

Kathleen P. Johnson
Clerk Treasurer

VILLAGE OF KENMORE

Contact Information

The Village Website:		www.villageofkenmore.org
Mayor's Office	873-5700	mayor@vi.kenmore.ny.us 2919 Delaware Avenue – Rm. 15
Clerk/Treasurer	873-5700	kjohnson@vi.kenmore.ny.us 2919 Delaware Avenue – Rm. 17
	<ul style="list-style-type: none">• Records/Freedom of Information• Registrar/Birth & Death Records• Water Department• Block Party and other requests• General Questions & Information	
Building Inspector	873-5700	mberns@vi.kenmore.ny.us 2919 Delaware Avenue – Rm. 17
	<ul style="list-style-type: none">• Electrical & Plumbing Inspector• Permits• Planning and Zoning Board applications	
Community Center	873-0737	135 Wilber Avenue
Juvenile Aid	322-0661	135 Wilber Avenue
Village Court	873-4554	2919 Delaware Avenue – Rm. 26
Police Department	875-1234	tjphillips@kenmorepolice.org 2395 Elmwood Avenue
Emergency <u>ONLY</u>	911	
Department of Public Works	875-0527	droot@vi.kenmore.ny.us 2378 Elmwood Avenue
	<ul style="list-style-type: none">• Streets/Sidewalks• Sanitation• Trees• Recycling	
Senior Nutrition Program	873-7500	135 Wilber Avenue
	<ul style="list-style-type: none">• Van Service (both the meal program and van service require advance reservations)	
Assessor's Office	877-8811	2919 Delaware Avenue – Rm. 3
Fire Department		16 Nash Road
Emergency	911	

VILLIAGE OF KENMORE www.villageofkenmore.org

Community Phone Numbers:

Village of Kenmore	(716) 873-5700
Erie County Board of Elections	(716) 858-8891
Erie County General Info	(716) 858-6000
Kenmore Housing Authority	(716) 874-6000
Kenmore Library	(716) 873-2842
Ken-Ton Chamber	(716) 874-1202
Ken-Ton School District	(716) 874-8400
Town of Tonawanda	(716) 877-8800

Community Events:

We have many community events throughout the year, all of which are free of charge. Some are sponsored by the Village and others by various community organizations. For more information on these, and other, community events, please check out the Village of Kenmore website.

Please note: Events (or dates) may change and many events are weather contingent.

February	KVFD Annual BBQ Chicken Dinner
May	Memorial Day Parade
June	Discover Kenmore Kenmore Days
July	Summer Concert on the Green
August	Car Cruise
June – October	Farmers Market
October	Halloween Party on the Green
November	Veteran’s Day Ceremony
December	Holiday Event (Santa, Tree Lighting and Sing Along)

VILLAGE OF KENMORE

The information below addresses some Frequently Asked Questions (FAQs) regarding residential properties.

Garbage/Refuse/Recycle

1. Totes cannot be placed at the curb before 4:00 p.m. the day prior to your scheduled pick-up day. Recyclables must be placed inside your recycle tote (the black tote with the green lid), separate from the rest of the garbage. We cannot collect garbage if it is in your Recycle Tote. All other garbage is to be placed in your black tote. Contractors must remove their own debris. Leaves and other garden trash can be placed in clear plastic bags or open containers. Recycle Collection is every other week, based on your street location. Please refer to the calendar on the website to see if you're in the **Yellow** or **Blue** Zone.
2. There is no pick-up on various legal holidays. When this happens, trash collection is delayed by one day beginning on the day of the holiday. For example, if the holiday falls on a Wednesday, trash collection on Wednesday, Thursday and Friday will be collected one day later (Friday trash collected on Saturday). For a full list of legal holidays, please see the Village website or refer to your Recycle brochure.
3. You can purchase additional/replacement refuse or recycle totes.
4. The Village enforces rules and regulations pertaining to refuse pickup, so please call the DPW before putting out any garbage which does not fall within these rules.

Water/Sewer

5. The property owner is responsible for the sewer and water line between the Village main and the owner's house/structure. You are also responsible for proper connection of downspouts, sump pump and bubblers.
6. Water accounts can only be set up by the property owner or his/her legal representative (Power of Attorney/Executor/Administrator). We cannot set up accounts in the name of a renter. Applications are available on line.
7. Water bills are mailed on a quarterly basis. You are given approximately 60 days to pay your water bill without penalty. Unpaid water charges, including penalties, will be added to your Village taxes, if unpaid by March 1st.
8. From time to time you may find a door hanger left by our Meter Reader requesting you to contact the office. This is generally done when the meter read indicates a problem, such as a possible leak or equipment failure/maintenance/repair. It is very important that you contact this office immediately. Failure to allow interior access to your property can result in the shut off of your water

Building Department

9. Hedges and fences located between the front house line and the sidewalk must be no higher than 36" and within 1 foot of the sidewalk line.
10. A permit is required for all new construction, additions, interior renovations, garages, sheds, roof replacement, driveways, fences, demolitions, electrical, and plumbing work.
11. In accordance with the New York state housing codes, owners and occupants must maintain the exterior of all structures and the surrounding yard areas. Downspouts need to be properly connected.
12. Unlicensed vehicles must be placed in a garage, and no vehicle is to be parked on an unpaved area or over the sidewalk.
13. Driveways may be no wider than 10' plus 10% of your lot width. It is a violation to park a vehicle on the front lawn or to pave any portion of the lawn. If you want to put in a new driveway or make any changes to your existing driveway, you must secure a permit.
14. Sidewalks are the responsibility of the property owner. You are responsible for the maintenance and repair of the sidewalk, as well as keeping your sidewalk free of snow and ice. You have the liability if someone is injured on the sidewalk located in front of your property.
15. Please be aware that storm drains, sump pumps and bubblers are required to be inspected prior to any transfer of property. Certificates of Compliance must be obtained to close in most cases. The Certificate is valid for 2 years from date of issue.

Seasonal Regulations

16. In the fall, leaves should be placed between the curb and the sidewalk – not in the street. The village will remove leaves from the right of way. Please do not rake leaves into the street.
17. Snow cannot be shoveled/plowed into the street.
18. Property owners are responsible for snow and ice removal from the sidewalk.
19. The Winter Parking Ban runs from November 15 – March 15. Under the Ban, you cannot park in the street between 2 AM and 6 AM.
20. We appreciate your help in keeping fire hydrants clear of snow!

Government and Office hours

21. The Village Board of Trustees meets at 8:00 p.m. in the Council Chambers of the Municipal Building on the 1st and 3rd Tuesday of each month, unless otherwise designated. Your public officials are:

- Mayor.....Patrick Mang
- Trustee.....Katherine Bestine
- Trustee.....Paul Catalano
- Trustee.....Andrea Czopp
- Trustee.....Joseph DeCecco

- Clerk/Treasurer.....Kathleen P. Johnson

22. The **Village Clerk’s office** (water department, building department and vital statistics) is open Monday through Friday, **8:00 a.m. to 2:30 p.m.**

23. The **Department of Public Works (DPW)** is opened **7:00 a.m. – 3:00 p.m.**

24. As a Village resident you will have 3 tax bills to pay throughout the year. If you have an escrow account as part of your mortgage, your lender will take care of paying these tax bills. If you do not have an escrow account, you will be responsible for paying the following taxes directly:

TAX BILL	COVERS	PAYMENT DUE DATE	
a. County/Town	1/1 – 12/31	Due without penalty	2/15
b. Village	6/1 – 5/31	Due without penalty	7/1
c. School	7/1 – 6/30	Due without penalty	10/15

- **Check your tax bill for the exact due date.**

25. As part of an Intermunicipal Agreement, the Town of Tonawanda Clerk serves as tax collector for all of your taxes (County, School and Village). The Town Assessor is also the Assessor for the Village of Kenmore. Any questions about tax exemptions, including STAR, should be addressed to the Assessor’s Office.

26. For more information about the Village of Kenmore, please check our website:
<http://www.villageofkenmore.org/>