

TOWN BOARD MEMBERS PRESENT:

Steven J. Walters	Supervisor
Michael Quinn	Councilman
Cheryl Potter-Juda	Councilwoman

ALSO PRESENT: Catherine A. Rybczynski, Town Clerk  
Walters Rooth III, Town Attorney; Mary Dosch, Sr. Account Clerk; Sean Crotty, Coordinator of  
Emergency Management Team; Milton Bradshaw, Assessor; Sarah desJardins, Planning  
Consultant; Amy Ziegler, Deputy Supervisor

Supervisor Walters calls the meeting to order at 6:07 pm

Supervisor Walters hands out copies of the Lakeshore and Woodlawn Service Award Program that has been reviewed and audited. The Town Board has to sign it. He also has the summary of the Service Award Program for Scranton and Armor in his Office, there is nothing to be signed today.

Sean Crotty introduces Dean Messing stating that he is the retired Deputy Commissioner of Emergency Preparedness for the County of Erie and a Town resident. He is very knowledgeable, resourceful and a willing participant in trying to help his community by guiding it through in a more finite direction. He volunteered his services to help the town with the after action and he gladly took him up on his offer to take a look at how things were handled and how they could do things better in the future. Together they prepared the document. He did the rough draft and Mr. Messing came in and helped fine tune it.

Mr. Messing comments that this disaster was of tremendous magnitude with seven feet of snow. In all his years as Deputy Commissioner, from 1990 to 2009, he handled eleven declared disasters and many that were not declared and one plane crash. In the compilation of materials there were some recommendations that they came up with that should be addressed before the next major disaster. Mutual aid agreements should be set up with other communities or counties to bring those resources to bear so that there is no question when FEMA comes in to reimburse. One person should be dedicated to the E.O.C. and there should be one person designated as the E.O.C. for the Town of Hamburg. In the County of Erie there are 25 Towns, 16 Villages and 3 Cities of which the Town of Hamburg is relatively large.

Mr. Crotty explains that an E.O.C. is an Emergency Operation Center. It is kind of like the Dispatch Center but it is the center that handles just the emergency. It is the relief valve for the Dispatch Center. All the calls that came in would be shifted to the representative who would be able to handle those calls as opposed to telling people to call, for example, the Highway Department and not getting an answer. The E.O.C. has all the players at the table in the same room to decide what they are doing and how they are addressing it. The mutual aid agreements he spoke of are the resources and assets that would help the Highway Department. They have a statewide mutual aid agreement with the Fire Service, but the highway assets were slow coming because they had no agreements in place.

Mr. Messing comments on use of mutual aid resources more effectively. They have resources coming in and they need to be deployed to places where they are absolutely needed versus places that are handling the situation.

Mr. Crotty comments that a lot of that is spontaneous volunteer management. Everybody wants to help, and they encourage them to help their neighbors, but once the neighbors were helped what then? There were eleven National Guard people assigned to Hamburg. That was not as effective as what they desired. Those spontaneous volunteer components have to be addressed.

Mr. Messing comments on the Mutual aid agreement with Buffalo Graphics which is a Town of Hamburg company for support when disaster activation takes place. He would suggest training exercises with some designated people so that they know what their roles are during a disaster. The County pays for the Buffalo Computer Graphics Disaster Land Program which the Town can take advantage of to train some people on how to enter the Disaster Land tickets and how to keep an eye on the tickets to make sure they get addressed and “Just in Time” training for town employees that can make it to the E.O.C. during a disaster.

Mr. Crotty comments that they have discussed with the County about allowing the town to utilize some of their training hours to just train our personnel. They have identified 18 additional personnel, to start with for training, so that they could help with the influx of phone calls and note scribing which bogged a lot of the Dispatchers down.

Mr. Messing responds that the training would be at no cost to the Town. He then comments that there were a lot of Disaster Land tickets that were entered that were either addressed and pushed to the side or minimally addressed or not addressed at all. He is more than willing to help Mr. Crotty figure out a way to make sure that once the tickets are entered into the system, that they keep track of the requests and make sure that they receive all the valuable resources that they request. That would minimize time and effort in those endeavors.

Mr. Crotty responds that it was a systemic failure on the County’s end where they called the State and the State has their own separate system to track the resources which is a DLAN system as well. Once the State got involved they shifted gears from utilizing the County system to utilizing the State system. All the tickets that the town put in got put into the State system and they lost the ability to track the tickets because they don’t have access to the State system.

Councilman Quinn questions if there is any way they can get in contact with the State now through this program.

Mr. Crotty comments that he went to the Governor’s State of the State Address and that was one of his 15 million dollar earmarks, that he wants a comprehensive review and build-out of the State Emergency software, which is the DLAN system.

Mr. Messing responds that currently the DLAN tickets go into Erie County and then once they get entered into the State system the state representative at the County filters through those tickets and that is where the loss of contact is. The Town does not have a direct contact with the State.

Mr. Crotty comments that the after action format is a lot of paperwork and lot of information. They made sure the most important information was placed in the front. He then reviews the categories and information in the document.

Mr. Messing comments that he is continuing to assist the Town of Hamburg Police, Highway and Fire Departments with their reimbursements. The Town of Hamburg employees worked tremendously with the resources they had. Mr. Crotty has helped him with projects in the past and he is more than willing to help him to further enhance the Town of Hamburg Emergency Management Program.

Mr. Crotty comments that for the storm on the 8<sup>th</sup> and 9<sup>th</sup> of January they implemented some of the changes and recommendations that they as a group came up with which helped the Highway Department. The Governor sent 1500 pieces of snowplowing equipment and said they were there to help. So, he asked for help. They did assist the Town in the neighborhoods from South Park and Quinby north to Orchard Park and the Lackawanna border. That way the Town plows could focus on Lake View area, which was harder hit.

Sarah desJardins comments that Sean Hopkins is present to talk about the proposed development at McKinley Parkway and Route 391. The Planning Board has recommended that the Town Board start the SEQRA process which means that they will get a lot of environmental information and send it out to various County Departments for review.

Mr. Hopkins comments that it is 29.29 acres located at the intersections of Newton and McKinley and McKinley and Boston State Road. It is owned by the Russo family and Mr. Wetzel has a contract to purchase it. Starting last November they contemplated a project that consisted of 66 single family homes. After many meetings with the Code Review Committee, the Planning Board and the area residents they have taken the original plan for 66 lots which included frontage lots on McKinley, frontage lots on Newton, access onto McKinley and made a lot of modifications. The primary concern from the neighborhood is that by lining the street up with Grandview it would become a cut through to the village. As a result to the many changes they have made they are currently down to 45 homes with a density of 1.5 units per acre. The contiguous properties that are zoned R-1 have a minimum lot requirement of 15,000 sq ft., so they could build 90 homes. They are at half of what R-1 would allow. They have eliminated the frontage lots on McKinley, eliminated the frontage lots on Newton and moved the access onto Boston State Road. In order to insure that emergency access personnel have adequate access to the site they are showing a gated emergency only access onto McKinley. They have a permanent green space buffer along both McKinley and Newton Roads. They have eliminated all frontage lots. If the land remained R-A, they could subdivide the parcel into 14 lots with multiple driveways. They have made an effort to preserve the existing vegetation and are proposing to put landscaping at both of the intersections and put a decorative fence with masonry columns. In terms of greenspace, because they are doing clustering, the Zoning Code recommends 40% and

they are at nearly 60%. Based on input received over the past 14 months the project has been modified considerably. On January 7<sup>th</sup> the Planning Board recommended that the Town Board commence the SEQRA process and they are hoping that the Town Board will approve that. This will allow information to come back to the Town for consideration as the review process moves forward.

Councilman Quinn confirms that the areas along McKinley and Newton Road would never be developed.

Mr. Hopkins states never. They would put it in a deed restriction.

Councilman Quinn then comments that he has gotten a lot of complaints about drainage issues.

Mr. Hopkins responds that currently the site is vacant. He explains on a map where the drainage areas are. Mr. & Mrs. Johnson, Boston State Road, currently have a lot of flooding issues. The project engineer will have to design a storm water management system that would hold a 100 year storm event. So, basically they will be improving the drainage on the site by implementing that storm water management system. They will work with the Johnson's as they proceed to see if there is a customized solution that could help them.

Councilwoman Potter-Juda comments that the new development will be higher in elevation and the water would drain downward.

Mr. Hopkins comments that currently there is no impervious surface, no roadways or homes on the site. They have to design a system that accounts for all the impervious surface, roadways, driveways, rooftop surfaces, etc. The system would consist of catch basins and pipes which would be conveyed into the stormwater ponds and then the discharge rate of those ponds has to be designed to hold a 100 year storm. It will be an expensive system and will be designed per the stringent NYSDEC standards.

Ms. desJardins comments that it is hard to realize that this will improve the drainage but, right now, it is sheet draining everywhere and with the new system that sheet draining will be controlled.

Councilwoman Potter-Juda comments that she received mounds of letters with concerns on drainage. That is a major concern.

Councilman Quinn questions if the ponds are currently in existence.

Mr. Hopkins responds no there is nothing there holding water. It is literally flowing across the site. The project engineer has to design the system, not only to accommodate the impervious surface on the site, but all the water that is currently coming onto the site.

Councilman Quinn questions the zoning change for the property.

Mr. Hopkins responds that it is currently zoned R-A (Residential Agricultural) with a two acre minimum per home. They are asking for PRD (Planned Residential Development). The reasoning is that if in the future this Board approves the rezoning they are stuck with the layout. So, they are not only approving the rezoning, they are approving a precise layout.

Ms. desJardins comments that this gives the Town more control over what will go there.

Mr. Hopkins comments that they are patio homes. Mr. Wetzel developed the Stonebridge project, that was very successful, and there is a waiting list for this type of housing in the Town of Hamburg.

Ms. desJardins comments that the next step in the process is to let them give her all the environmental information, traffic study, wetland delineation, etc. and then they would wait 30 days for comments. Then it goes back to the Planning Board and they will look at it and render a recommendation back to the Town Board.

Mr. Hopkins comments that they know they will never get 100% approval. However, they have been completely open in terms of the project information and will continue to do so and to a large degree they have addressed many of the concerns. They do agree with the deed restriction stating that there will be no further development on the site and no future access onto Newton or McKinley, except for gated access for emergency vehicles only.

The Town Board discusses the steps to move forward with the SEQRA process for the project so they can make a decision whether to move forward with the rezoning.

Captain Wickett comments that he has been working on the manual procedure and rules and regulations for the Police Department for a long time. They are finally complete, he had the Town Attorney review them and he recommended some changes which they implemented. The last thing they need to do is have the Town Board adopt it so they can put it into practice. The reasoning behind this is a case they are working on where a judge ruled against the Town because of the present policy which did not have Legislative approval. The rules and regulations are like the code of conduct for their Officers. The manual itself covers everything they do in the Department. The Town Attorney doesn't feel it is necessary for the Town Board to adopt it. The manual will change but the rules and regulations will not. The procedure they came up with was for the Town Board, at the January Organizational meeting, to adopt the rules and regulations and manual procedures as a procedural item and adopt any changes to the manual procedures to keep it current. He hands out a copy of the document for the Town Boards review. They may or may not be asking for approval at a later date.

Milt Bradshaw, Assessor, comments that he has been in the Assessing Office since about December 16<sup>th</sup> which gave him the opportunity to work with Bob Hutchison before he left. He has been here for over a month learning the procedures. Bob informed him that he had put a sheet together outlining all the responsibilities of the office and he has a calendar from his office that explains all the work that they do. He also sent the Town Board an e-mail talking about the importance of having a Real Property Appraiser and the job that he does. In Orchard Park there are 12,100 parcels and he has 4 full time people in his office and they are constantly busy.

In Orchard Park they review the MLS every time a property goes up for sale to compare that with their information. In doing that they found out that people had finished basements or bonus rooms upstairs that they never got a permit for, which would affect their assessment. They do tons of inspections and when taxes come out that is the time people want to meet with the Assessor to discuss their assessment. Right now there are almost 26,000 parcels in the Town of Hamburg. The staff is overwhelmed with the amount of work that they have to do. Last year they had 116 hours of overtime with four full time people and one part time seasonal employee. This year they already have 70 hours of overtime, just for January. They have a contractor coming just to input all the building permits. They have taken the Town and put it into six quads. This helps to identify new builds which will add the most to the assessment role. They want to get those taken care of first before the role needs to be in. He is scheduled to be in the office on Tuesdays and Thursdays, so on Monday, if the part time person isn't in and someone calls in sick they are down to one person. On his first full day in the office, after they had sent out some letters, he couldn't do any work, only answer a telephone. It was chaos. In his Office in Orchard Park they don't plan anything when the tax bills go out in September until after October. If someone wants them to inspect the house whether a new build or questioning an assessment they cannot do it. The same thing happens when the bills come out in January. The Real Property Appraiser has one of the most important jobs in the office. He handles the new construction, which means new homes, additions, garages, porches, decks, etc. He does the inspections, reviews the MLS, updates the data, answers phones when the office is busy, forms splits and merges of properties, meets with residents and fills in for the Assessor when he is not there. If someone came in on a day he isn't there, no one would be there to answer questions. He is working on a remote access so that he can access records at any time. The appraiser that he has in Orchard Park is so busy that there would be no way he could come to Hamburg to help. They are constantly updating home photos, constantly out reviewing and they have found so many people that have not done building permits. When they add something physically to the assessment role it helps the budget. He has a list of applicants and wants to know how to move forward with it.

Supervisor Walters comments that once the Town Board is comfortable with the hire it would be coordinated by the liaison to the department. The Town Board has not had an opportunity to discuss this.

Councilman Quinn comments that he thought they did discuss it and it was decided to wait until February. However, he would like to push this forward soon.

Mr. Bradshaw comments that there are a lot of things that need to get updated and inspected.

Councilman Quinn questions the process after calling for a list from the County Civil Service Department.

Supervisor Walters responds that after calling for the list they have 60 days in which to hire. You can request an extension and if the list expires you can re-request the list.

Councilman Quinn questions if anyone has a problem with he and Mr. Bradshaw reviewing a list of candidates and reporting back to the Board.

Councilwoman Potter-Juda responds that is fine.

Supervisor Walters and Mr. Bradshaw discuss Union requirements.

The Town Board agrees to look into it.

Mr. Bradshaw comments that he is the President of the Assessors Association and they will be starting training for all the clerks. They want them all to get together from all the different Towns so that if you asked questions in any town you would get the same answer. In the summer, the Assessment Clerks in Orchard Park and in Hamburg are going to sit down and figure out the most efficient way to handle any situation and then do it the same way.

**1.**

On a motion of Supervisor Walters, seconded by Councilwoman Potter-Juda, the following resolution was

ADOPTED	Ayes	3	Walters, Quinn, Potter-Juda
	Noes	0	

**RESOLVED,** that the Town Board move into Executive Session at 7:00 pm on a Legal Matter.