

TOWN BOARD MEMBERS PRESENT:

Steven J. Walters	Supervisor
Michael Quinn	Councilman

Not Present: Cheryl Potter-Juda Councilwoman

ALSO PRESENT: Catherine A. Rybczynski, Town Clerk
Walter Rooth III, Town Attorney; Mary Dosch, Sr. Account Clerk

Supervisor Walters calls the Special meeting to order at 4:30 pm

Councilwoman Potter-Juda arrives at 4:40 pm

Presentations are made by the three Insurance Companies that submitted Request for Proposals for Insurance Brokerage Services to the Town of Hamburg as follows:

Evans Agency from 4:30 pm to 5:00 pm

Lawley Insurance from 5:00 pm to 5:30 pm

Marsh Insurance from 5:30 pm to 6:00 pm

Supervisor Walters announces that they are formally moving into the regular Work Session at 6:00 pm

TOWN BOARD MEMBERS PRESENT:

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

ALSO PRESENT: Catherine A. Rybczynski, Town Clerk
Walter Rooth III, Town Attorney; Mary Dosch, Sr. Account Clerk; Drew Reilly, Planning Consultant, Greg Wickett, Chief of Police; Kurt Allen, Supervising Code Enforcement Officer; Sean Crotty, Sean Crotty, Coordinator of Emergency Management Team; Thom Taylor, Sr. Public Safety Dispatcher

Drew Reilly, Planning Consultant, comments that the Public Hearing for this evening is cancelled. The proper documentation was not on the website for public review prior to the hearing. He will put a resolution in for the next meeting to call for the public hearing in July. He passes out a handout with the correct documentation. They held a public hearing at the last meeting on the signage law and on minor Code revisions. They did not receive any comments on the minor code revisions so he is going to put a resolution in the next meeting to approve those. They did receive public input and comments on the signage law and they are not ready to proceed with that. Mr. Allen is present this evening to discuss that.

Mr. Allen comments that they are not ready but they are very close. The one thing that was brought up at the public hearing was use of digital signs for institutional purposes, for example public buildings, schools and churches. He asks the Town Board for their input. Those signs would be subject to operational encryptions.

Supervisor Walters questions, for current electronic signs, if there is an annual permit fee.

Mr. Allen responds yes and that would apply to the institutional signs as well. Currently the digital signs are regulated for their operational restrictions through an annual permit process.

Supervisor Walters comments that looking at the way they are used they should make some allowances for them. The Code Review Committee has been very stringent with the conditions and there would be a very detailed review process. He has seen, with some of the electronic signs that are in place now, that they did stick with the restrictions for a couple of months but then suddenly they had bright colors and flashing lights. They will need to concentrate on the restrictions and under what conditions a permit would be revoked.

Mr. Allen questions if he is talking about allowance specifically to the institutions or opening up so that they do not prohibit digital signs.

Supervisor Walters responds that for billboards, they need to set it up so that they mimic externally illuminated signs.

Councilman Quinn questions what is wrong with animation?

Mr. Allen responds that the regulation of signs is to enhance the visual character of a community. Animation is designed to draw your attention but creates visual clutter to the surrounding area and creates a circus like atmosphere. How do you deal with that? You maximize the display time so that it only changes 6 to 8 times per minute. Animation is like a big TV along the road. There is no need for it. The problem that they are having regulating the digital signs, through the permit process, is that the owners of the signs can program the signs from their smart phones. The more signs they have, the more difficult it is to enforce. He has spoken to digital sign vendors and there was not as much opposition to the new ordinance as he would have anticipated.

Supervisor Walters comments that there were a lot of vendors that were at the table when they drafted the initial law and several of those vendors actually came up with suggestions in terms of the restrictions to make the signs safe for commuters.

Mr. Allen comments that some of the language that is in the proposed law regulating institutional signs is carried over from the original legislation.

Drew Reilly comments that the way the law is written now it prohibits digital signs. Should they back off that and allow institutional signs and allow others as long as they meet the requirements. However what Mr. Allen is saying now is that the more digital signs they have the more difficult it will be to enforce the law because people can so easily change them. The two issues are public health and safety and the visual clutter.

Mr. Allen reports that currently there are 24 digital signs in the Town of Hamburg and about 75% violate the operational restrictions.

Supervisor Walters asks Councilman Quinn and Councilwoman Potter-Juda for their thoughts on this law.

Councilman Quinn comments that it is the wave of the future but it does need to be controlled.

Councilwoman Potter-Juda comments that they should only allow for institutional purposes to start because they are already out of control and they didn't even allow it yet.

Mr. Reilly comments that his only worry is that when you ban them outright, except for institutions, the people can go to the Zoning Board of Appeals and get variances and if you regulate the signs that would not happen. This shows the complexity of this. This is not an easy issue.

Mr. Allen explains that during the moratorium, which lasted over 1 ½ years, they only had one application. That was for institutional use.

Mr. Reilly reiterates that they will put the institutional signs back in with governing controls and they will allow the existing to go forward with controls and the big decision is how much do they open up to any others to allow them. The proposed law basically states that any other digital signs are not allowed.

Supervisor Walters responds that Mr. Allen should put together something with the restrictions and renewal of the permit. He should submit two alternatives, give the Town Board a chance to review and hopefully they can figure this out before June 22nd.

Councilman Quinn questions if there will be an issue of discrimination in only allowing institutional signs.

Mr. Reilly responds no because there is always an outlet. The businesses can go to the Zoning Board of Appeals and plead hardship.

Mr. Allen responds that there are other sign types that are prohibited that are new to the law. One of which is the sale flag signs which are placed in the right-of-ways. They are a distraction to the motorists and are very difficult to enforce.

Mr. Reilly hands out information on Interim Engineering Services for the Town outlining what Wendell is doing for the Town and some of the cost involved. One of the main things they are doing as interim engineers is working with Rick Lardo to come up with a report to the Town Board. He then submits an outline of the report as per attached:

April 2, 2015

Town of Hamburg
6100 South Park Ave.
Hamburg, NY 14075

Attn: Supervisor Walters and Honorable Town Board

SUBJECT: Interim Engineering Services

Dear Supervisor Walters and Honorable Town Board,

Thank you for our appointment as Temporary Interim Town Engineer to assist the Engineering Department while the Town Board develops a strategy for the long term needs of the department.

Based on our work over the last couple of months on this assignment, we would like to provide the following: an update on the types of services that we are providing, further detail on our work and an estimate of the costs for these services.

A. General Town Engineering Services:

1. We have assigned an experienced, licensed Civil Engineer to the Town's Engineering Department, Orest Ciolko. At this time, Orest has been averaging about 4-6 hours per week at the Town's Engineering department offices. We began our services approximately two weeks before Mr. Kapsiak retired so that he could update us on all of his assignments before leaving.
2. During the last couple of months we have assisted the department with the drafting of correspondence and forms that require the signature of a licensed engineer, and provided engineering assistance as needed.
3. Through this 4-6 hours per week at the department, the Town would also have access to other professionals at our office. If a question or issue arises that cannot be answered or resolved by our assigned engineer, he is able to contact the appropriate person at our office. This has happened a couple of times (GIS and Planning input). At this time, Mr. Lardo is deciding whether the workload requires a junior engineer from Wendel to assist with project (site plans and subdivisions) reviews.

B. Engineering Department Report:

4. During our assignment as Interim Town Engineer, Wendel is also working with the Town to develop a long term plan for the Engineering department. This plan will not only include the "workings and needs" of the department but also options on how the department can be set up and function. This plan will also need to recognize the fact that Mr. Lardo, the Principal Engineer in the department, will also be retiring within a year. An outline of this plan/ report has been developed and is attached to this letter.

Town of Hamburg
Engineering Services
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5. It was also noted during our first month of our assignment that many of the processes, procedures and engineering requirements of the department are not written down. Rick Lardo has agreed to work with Wendel to create a document that will assist the future Town Engineer with their work (a schematic outline of this document is also attached to this letter.

C. Special Projects

6. It is also our understanding (based on information provided by the Town Engineer and Supervisor) that there are also "special projects" being worked on by the Town Engineer. As determined by the Town, Wendel will also provide needed assistance on these projects.
7. One of the projects being worked on is the Quiet Zone project, which Orest has taken over the lead of managing this project. He has met with the engineering consultant and will be providing assistance with this project moving forward.
8. The other major special project that we are assisted with is the Mount Vernon sewer district project. Wendel is helping to manage this project and the consultant's contracted to do this work.

COSTS/FEES:

Wendel has been providing these services on a time and expense basis in accordance with the attached Rate Schedule (some specific individuals have been identified who have been assigned to and have been working on this assignment).

Based on our work over the last two months, we would estimate that these fees through the end of the year would be in the following ranges:

- A. General Town Engineering Services: \$35,000 to \$45,000
- B. Engineering Department Report (including processes and procedures manual): \$7,000 to \$9,000
- C. Special Projects
 - General Special projects: Allowance of \$2,500
 - Quiet Zone work: \$5,000 to \$7,000
 - Sewer District: \$5,000 to \$6,000

The breakdown of our fees and costs, our work over the next several months, the plan/ report for the department will assist the Town Board in establishing the Engineering Department budget for 2016.

Sincerely,

WENDEL WD Architecture, Engineering, Surveying & Landscape Architecture, P.C.

Andrew C. Reilly, P.E., AICP

Orest Ciolko, P.E.

Hamburg Engineering Department Report

Expanded Outline of Report: June, 2015

1. Introduction/ Purpose of Report

- a. Simple background; retirements, need to look at best fit for department
- b. Provide information on the department, its activities and needs. Provide options for running the department and meeting the Town's needs, and let TB make decision on the department for 2016 and beyond.
- c. Provide information/checklists for new Town Engineer

2. Existing Situation/ Conditions

- a. Staff: Rick Lardo, Tom Lardo and Valerie Butera. Some information about them and their general duties.
- b. Facilities: Office location, size and layout. Equipment, furniture and other items
- c. General activities: Description on web-site, additional information provided and our observations through interviews and working there.
- d. Interaction with other departments: Information provided.
 - Interview other departments: Highway/Buildings and Grounds, Recreation, Town Clerk, Legal, Community Development, Police, Senior services, Building/Planning (we know this), IT, Finance, Assessing, Supervisor, Town Board
 - Committees and others: HIDA, Traffic Safety, Waterfront, Conservation
- e. Budget
 - Include page from budget; include explanation/ greater detail
- f. Records Maintenance (Plans, Reports, Correspondence, Construction Observations)
 - Electronic files
 - Paper files
 - Off-site files
 - Responsibilities
- g. Changes seen in the near future (other retirements, trends, etc)
 - Rick Lardo's retirement
 - Tom Lardo's retirement
 - Changes due to Town getting out of sewer and water business
 - Changes to other regulations; MS4, etc.

3. In-Depth Description of Engineering Department Activities

- a. Overall department activities:
 - a. Water
 - b. Sanitary Sewer
 - c. Drainage
 - d. Site Plan Review/Planning Boards
 - e. PIP Inspections
 - f. GIS
 - g. Support to other departments/committees
 - h. Day-to-Day operations and service to the public
- b. Individuals assignments/responsibilities
- c. Special/Capital projects; presently consists of Quiet Zone, Mount Vernon Sewer, Town electricity supplier, Route 5 shoreline protection, LED street lighting study, private area waterline repairs, Federal Express project
- d. Flow charts and checklists as necessary

4. Observations, Analysis and Findings

- a. Current (no Gerry) activities, functioning of department.
- b. Work types versus staffing requirements
- c. Our observations and others comments
- d. Analysis
- e. Listing of daily, weekly, monthly and yearly functions and what level of service/individuals are needed; our findings

5. Options For the Future

- a. Overall options: Town Employee hires (part time/ fulltime), Consultant, Combination of Consultant and Town Employee, Combining Departments (with and without other options)
- b. Thoughts/Recommendations from the Staff
- c. How other Municipalities operate
- d. Pluses and minuses/ scoring of options
- e. Costs of options
- f. Action plan for each option

1.

On a motion of Supervisor Walters, seconded by Councilman Quinn, the following resolution was

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

RESOLVED, that the Town Board move into Executive Session at 6:30 pm on two personnel matters for specific employees in specific departments, two matters of the sale or lease of property and 2 litigation matters.