

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; Orst Ciolko, Engineering Consultant; Richard Lardo, Principal Engineering Assistant; Gregory Wickett, Chief of Police; Drew Reilly, Planning Consultant

Supervisor Walters calls the meeting to order at 6:00 pm

Orst Ciolko, Engineering Consultant, reports that he has been working with the Engineering Department to get a feel of what they do on a daily, weekly, monthly basis. They have prepared a report summarizing those activities. He hands out a draft report for Town Board review.

Mr. Ciolko, Drew Reilly and Rick Lardo discuss the following:

**Hamburg Town Board Work Session
September 14, 2015
AGENDA-Town Engineering Department**

I. General Background

1. Gerry Kapsiak's retirement in 2015 and Rick Lardo's retirement in 2016
2. Look at operation and options for 2016 and beyond
3. Wendel helping out this year and completing this report
4. Information to be used by TB to make decisions

II. Summary of Draft Report

1. Provides information on existing conditions
2. Analysis of department; focusing on where time is spent; daily, weekly, monthly, seasonally and yearly
3. Provides options and samples of what other Towns do
4. Costs of options
5. Opinion on advantages and disadvantages of options

III. Next Steps

1. Town Board to review draft report
2. Discuss and evaluate options; ask questions, and add insight into advantages and disadvantages
3. Town Board to make decisions and fund solution for 2016 (see option presented), and further evaluate options for 2017 and beyond

IV. Continued activities

In preparing for Rick Lardo's retirement and the changes to the department, the following activities are still being completed:

1. Creating internal checklists, flowcharts, etc. for the different activities in the Engineering department
2. Developing information/spreadsheets/other for the filing system; where things are located
3. Recommendations on improvements to processes

Supervisor Walters explains that with Rick Lardo retiring in April of 2016 the plan was to have a long term solution in place by January of 2016. That way whoever is hired will be able to work with and learn from Mr. Lardo. The suggestions in the draft report are for Town employees and/or consultants to run the department. If they use a consultant then they will have to go through the RFP process. Therefore they will need to know at the next Town Board meeting what direction they want to go. Either the RFP process or hiring process will take two to three months so if they are looking at January as the deadline they will need to make a decision.

Mr. Reilly comments that the Town will have to budget for next year, so they have put together numbers to show approximate costs for different options. The savings will not start until 2017.

Supervisor Walters comments that they will have to file the preliminary Budget by the end of September but the 2016 Budget will not have to be approved until mid November. So there is still some time to decide.

Mr. Reilly comments that Mr. Ciolko has submitted a September Engineering Project Update as follows:

ARCHITECTURE ENGINEERING PLANNING ENERGY SERVICES CONSTRUCTION MANAGEMENT

**MEMO**

To: Hamburg Town Board
From: Orest Ciolko, PE, Interim Town Engineer
Date: September 14, 2015
RE: Engineering Project Update

The following is an update to the Town Board on Engineering Department projects and activities:

- A. Mt Vernon Sewer District – CIPP Lining**
 - a. Received United Survey summary report of required spot repairs required in sections of sewer mains. Spot repairs will need to be completed prior to United Survey Inc. beginning sewer slip lining work.
- B. Mt Vernon Sewer District - Lakeshore Road/Mt Vernon Blvd Sewer Replacement**
 - a. NCI is continuing to prepare the design report, design plans and specifications for the sewer / sanitary MH replacement project. Draft plans and specifications to be submitted for Town review later this month.
- C. Mt Vernon Sewer District – North of Berrick's/Avery Creek**
 - a. Attended meeting on September 11, 2015 with ECDEP officials to review status of their analysis/study of required repairs/improvements. ECDEP expects to have report complete/submitted by December 2015.
- D. RR Quiet Zone**
 - a. EA is awaiting receipt of information from CSX regarding the existing RR signal equipment at Lakeview Road prior to finalizing cost estimates for the draft Design Report (this could affect the "cost" of the project for the Lakeview Rd QZ).
 - b. Preparation of Notices of Intent, Design Report and Design Plans for the project will be finalized upon review of above information.
 - c. Executed MOU between Town and County DPW received last month. County DPW scheduled to complete roadway/paving/drainage improvements on Lakeview and Pleasant Roads in September 2015 prior to formal turnover to the Town.
 - d. Project expected to be bid for construction in early 2016.

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

BUFFALO, NY ROCHESTER, NY MINNEAPOLIS, MN, NEW YORK METRO PHOENIX, AZ RICHMOND, VA WASHINGTON, DC

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Mr. Reilly submits his report concerning the Planning Department. There is a big upswing in a lot of communities of people wanting to rezone property, especially for multi-family housing. There are two proposed projects in Hamburg.

Supervisor Walters asks if he could put a list together of all the projects being proposed and the number of units they are proposing.

The Planning report submitted is as follows:

ARCHITECTURE ENGINEERING PLANNING ENERGY SERVICES CONSTRUCTION MANAGEMENT



MEMO

To: Hamburg Town Board
From: Drew Reilly – Planning
Date: September 14, 2015
RE: Planning: Town Board Items

The following is an update to the Town Board on outstanding items that relate to Planning projects:

- A. Wetzl rezoning (McKinley at Route 391): the project has been referred to the Planning Board and the Planning Board has been reviewing the project and suggesting revisions. The Town Board has established itself the Lead Agency through a SEQR coordinated review process. The Town Board is now awaiting the applicant to continue their work with the Planning Board, so that the Planning Board can make a SEQR and rezoning recommendation. The Planning Board appears to be close to making their recommendation.
- B. The Town Board referred the rezoning application for the lands across from Howard Road on Route 20 to the Planning Board and they have made a recommendation to the Town Board. The Town Board established yourselves as SEQR Lead Agency at your June meeting and have set a public hearing for September 28th.
- C. The Code Review committee is also working on the following code revisions: elimination of temporary SUP's, approval of barbed wire by the Planning Board (not ZBA), dogs allowed to not be leashed, transient merchant law (adding background check), and e-cigarettes (adding to prohibition on smoking on Town property). See attached agenda from this month's past meeting.
- D. We have seen an upswing in rezoning requests and several are before the Code Review committee.
- E. See attached Planning Board agenda for activities at the Planning Board.

In the meantime, if you have any questions, do not hesitate to contact me or Sarah.

140 John James Audubon Pkwy, Suite 201, Buffalo, NY 14228 p 716.688.0766 f 716.625.6825 w wendelcompanies.com **groundbreaking**

BUFFALO, NY MINNEAPOLIS, MN, NEW YORK METRO PHOENIX, AZ RICHMOND, VA WASHINGTON, DC

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Hamburg Code Review Committee
 September 2, 2015
AGENDA-Work Items

I. Rezoning Issues

1. McKinley at Boston State Road- Applicant told to present PRD Plan (Got TB input on 6/9, referred to PB, PB reviewing, TB to start SEQR, SEQR Coordinated Review initiated 2-18-15, TB Lead Agency- April: No action from applicant since then).
2. Cutaia, 4816 Southwestern (old driving range): C-1 to R-3: recommended by committee, TB entertained, at PB, PB recommendation on SEQR and rezoning completed, PH set.
3. Applicant (Austin Costello) discussed his previous rezoning request at 4530 South Park Avenue for a landscaping business (R-2 to NC or other commercial district) at last meeting.
4. Applicant (Scott Schranz) discussed his idea for the Lakecrest Estates site (4261 Lakeshore road) at last meeting
5. **New:** 4701 Big Tree Road; request to rezone 42 acres of land from C-1 and R-1 to R-3 for a multi-family development.

II. Code Issues

Outstanding:

1. Conservation Area language- started- possible moratorium; on hold.

Other/Newer issues:

1. Temporary SUP's; eliminate 280-310 B (1) and (2): missed-including with others (with items 3, 5 and 6 below)
2. Barbed wire; section 280-277 A. 2. - PB approval instead of ZBA; including with others
3. Leashing of dogs; change to existing law supported at last meeting; remove exemptions.
4. Transient merchant's law revision; background check; **Town Attorney's office working on**
5. E-cigarettes; **Town Attorney's office working on**

Legal Notice
Town of Hamburg
Meeting – September 16, 2015

The Town of Hamburg Planning Board will meet for a Work Session at 6:30 P.M., followed by a Regular Meeting at 7:00 P.M. on Wednesday, September 16, 2015 in Room 7B of Hamburg Town Hall, 6100 South Park Avenue, to discuss and/or approve the following:

WORK SESSION

1. Michael Jablonski – Requesting a Special Use Permit to erect two (2) wind energy systems on property located at 3134 Old Lakeview Road

REGULAR MEETING

1. James Grandoni – Requesting Preliminary Approval of a three-lot subdivision to be located on Winslow Road
2. Lakefield Subdivision (Lakeview Road) – Requesting Preliminary Approval of a revised subdivision layout
3. Two 19 Sports, Inc. – Requesting Sketch Plan Direction on a proposal to construct a sports complex at 5160 Camp Road
4. Glenn Wetzl – Requesting rezoning of vacant land on the northeast corner of McKinley Parkway and Route 391 from R-A to PRD (Planned Residential District)

Daniel O'Connell, Chairman
Stephen J. McCabe, Secretary
Planning Board

Dated: September 3, 2015

Supervisor Walters comments that they received a request from NYMAC, Niagara Falls Military Affairs Council. They are a group that has been set up to help defend the Niagara Falls Air Base against closure. They sent every town a list of employees that work at the Airforce Base and there are 52 from Hamburg that work at the Base. What they are proposing is they are asking every community to give annual contributions to NYMAC to help in their fight against base closure. Last year they received \$25,000 from Niagara County, \$40,000 from the City of Niagara Falls and \$10,000 from Erie County. He isn't looking for an answer today but it is something to think about.

The Town Board discusses the fourth quarter meeting schedule.

Supervisor Walters comments on resolution 9 on the agenda that when they talked last time regarding the fifth vehicle being purchased, Sean Crotty had talked to each of the Town Board members regarding the vehicle and they were in favor of it. This resolution will have to be amended to transfer the money from Contingency into Emergency Management.

Councilman Quinn comments that he is concerned about the amount of money being spent on this. Why do they need five vehicles?

Supervisor Walters responds that the Police Department usually purchases about ten to twelve vehicles a year.

Chief Wickett responds that they bought five vehicles earlier in the year and only three of the Tahoe's are for the Police Department.

Councilman Quinn questions what are the other two vehicles for?

Chief Wickett responds that one is for Sean Crotty, Emergency Management, and the other is for the Supervisor.

Councilman Quinn questions if the Emergency Management Coordinator had a vehicle in the past.

Chief Wickett responds that he has an Explorer now which is eight years old. The plan is that the Explorer will go to Detective Paul Randall, who is his assistant, and he would use that as his Detective vehicle as well as for Emergency Management. The Explorer would have all the equipment so that he could respond to an emergency from home.

Councilman Quinn questions why he would need to respond from home. With the new Towers they put in they should be able to reach anyone anywhere in Hamburg. Why would he need a vehicle to go anywhere?

Supervisor Walters responds think of the November storm, this is what brought this up, and then the blizzard in January. Mr. Crotty and Mr. Randall were either at the station or driving around getting to areas they needed to get to. Everything they do has to follow FEMA guidelines.

Councilman Quinn questions how much driving around do they really do and how much driving does the Supervisor do?

Supervisor Walters responds that vehicles for the Town are on a cycle. His vehicle is eight years old. As Supervisor he is required to do a lot of driving.

The Town Board discusses resolution 8 on the agenda.

The Town Board agrees to approve resolution 9 on the agenda for the purchase of five Chevrolet Tahoe's.

Chief Wickett comments that the Police Department parking lot behind the Bureau is desperately in need of paving. The Supervisor had money set aside with Chief Williams last year. He believes it was \$28,000 to pave the lot. Last year it got too late in the year and they could not get it done. This year the Town Board approved a bond in June and he is looking for the money to do that. He is asking for the Town Board to approve the money for milling and paving. It has to be done and they are starting tomorrow. For now he will take this out of his drug money but it was approved last year and he would appreciate it if they would reimburse the fund when the money becomes available. He then comments that RJ the Dog Control Officer would like to hold a small convention for Dog Control Officers in Western New York. This was held in East Aurora last year. This is a two day seminar with speakers that would talk about different issues with Dog Control. There will be some upfront costs but they will be charging a registration fee and last year East Aurora made a profit on it. RJ would like to have it at the community building on Southwestern but needs to talk to Mr. Denecke about it. This would be in April of 2016.

Supervisor Walters comments that his only concern is that the space would be available. Let him talk to Mr. Denecke and see if it is available and has everything they need and they will go from there.

Councilman Quinn comments that the parking lot at Woodlawn is looking pretty bad.

Supervisor Walters comments that they are working with FEMA to get money to repave it. That is where the State DOT did all their dumping. That is our one open file with FEMA. Sean Crotty is handling that.

Councilman Quinn comments that he feels there is a problem with the Recreation Department and someone from the Town giving out records with children's information on it.

Supervisor Walters comments that he will not comment on an open investigation.

Councilman Quinn question who is investigating it?

Supervisor Walters responds that this should be discussed in Executive Session.

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 6:48 pm on a personnel matter in the Police Department and a legal matter in the Legal Department (pending litigation).