

A Work Session of the Town Board of the Town of Clarence was held on Wednesday, October 1, 2014, at Clarence Town Hall, One Town Place, Clarence, New York.

Supervisor David Hartzell called the meeting to order at 9:00 A.M. Members of the Town Board present were Councilmember's Bernard Kolber, Patrick Casilio, Peter DiCostanzo and Robert Geiger. Other Town Officials present were Director of Community Development James Callahan, Junior Planner Jonathan Bleuer, Town Attorney Lawrence Meckler, Town Engineer Timothy Lavocat, Senior Building Inspector David Metzger, Planning Board Chairman Robert Sackett, Confidential Secretary to the Supervisor Karen Jurek and Highway Superintendent James Dussing, Parks Crew Chief James Burkard, Director of Administration and Finance Pamela CuvIELLO,

**Director of Community Development James Callahan**

*Steinmetz Planning Group*

Mr. Callahan stated that the Planning Department and Planning Board have been working on the updated Master Plan 2025. They completed their community goals including mapping. They have done many studies through the years, Agricultural Farmland Protection, Parks and Recreation Master Plan, fiscal updates/analysis, demographic analysis and all the Master Plan updates through the years. All the information that has been gathered through the years will be put together in a "package" that creates Master Plan 2025. The Planning Department and the Planning Board is recommending moving forward to partner with a consultant. Mr. Callahan introduced John Steinmetz from Steinmetz Planning Group. John Steinmetz presented a power point presentation showing how to go forward to make Master Plan 2025 a useful, efficient document to guide the town into the future.

In the 1940's, 50's and 60's most communities created Master Plan's. Historically Master Plans were essentially a planning version of an engineering study. The Town of Clarence Master Plan does not fall under this, it is better. Older Master Plan's developed in the 1960's, 70's and 80's talked about land use development, economic development, transportation, utilities etc. Current comprehensive plans tend to deal with a broader array of issues such as community character/design, public health, sustainability, active transportation and aging-in-place.

A Comprehensive Plan is provided for by NYS Law (it is not required by law) to promote the health, safety and welfare of the community, it provides background information and policies to assist with decision making. It is a framework for programs, development and investment.

A Comprehensive Plan represents a statement of policy and priorities by the Town Board-what is important to this administration/Town Board at this point in time. Often times it may be local and regional economic development opportunities, infrastructure investments, sewer, road improvements, water, open space preservation, senior & youth recreation. Once the Board establishes its priorities, the Comprehensive Plan will provide direction to its decision makers (Planning Board, ZBA, staff, Economic Development Agencies). An updated Comprehensive Plan strengthens the Town's position in legal proceedings. The older a Comprehensive Plan is and the longer it takes between updates, you run the risk of not being well considered in a court of law. Having an updated Comprehensive Plan increases chances of funding by outside organizations, can serve to make government more efficient and responsive and fosters economic development. The process used to develop a Comprehensive Plan provides a forum for discussion among residents, businesses, school districts etc.

A Comprehensive Plan is not an end, but the beginning of a process, it is not a reason to expect immediate changes, it is not a substitute for action or strong leadership and it is not intended to take away rights.

In summary, according to the NY Planning Federation, “a comprehensive plan is comprehensive in its scope, not its detail, it is intended to integrate many related issues so that their connections are clear and understandable.” The community should have realistic expectations of what a plan can and cannot accomplish. It can guide the future but cannot determine it. It can recommend actions but cannot ensure they will occur and the success of any comprehensive plan depends on the citizens of a municipality to work together and see that it happens.”

The Town’s existing Master Plan has many excellent principals, ideas and goals. It is a great guiding document however, John Steinmetz was of the opinion that it is text heavy and not very user friendly and relies essentially on text to convey its information. There are other ways to do that. His goal is to work closely with staff to create a more visually interesting, more user friendly document. If a document is easy to read and visually interesting, it is less likely to be put on a shelf and ignored. One of his goals is to make the Master Plan more effective by conveying data trends (census information) and making it more interesting using photos and annotations and graphically representing future land use patterns. The plan will include easy to read action plans for implementation.

The Preliminary Planning Process will begin Fall 2014 with a project kick-off meeting with the committee and ending with a public hearing and plan adoption in the fall of 2015.

The Planning Staff will do the “heavy lifting” early on to provide a community profile, demographics, photos, mapping etc. James Callahan will be the point of contact. Steinmetz Planning Group will assist with incorporating meaningful public participation opportunities, they will be a resource and partner in drafting documents and maintain close working relationships with the Planning Board and staff. The staff’s local knowledge and SPG statewide experience gives Clarence the best of both worlds.

### **Department Heads – 2015 Tentative Budget Review**

#### *James Callahan & Robert Sackett – Planning and Zoning*

Mr. Callahan stated that what he has proposed in his budget will cover the costs of a consultant. By encumbering money from this year’s budget he will be able to pay for the Master Plan consultant, using funds from this year and 2015. Much of the work will be done in-house. He has looked at several consultants and he felt that Steinmetz Planning Group was the best choice. Robert Sackett stated that currently the Planning and Zoning Office is very “project driven” and he would like to see the Planning and Zoning Department be more “plan driven” to zoning then project driven to the plan. Mr. Sackett would like to see more long-term planning.

Planning Board Chairman Robert Sackett asked if the Town Board was comfortable with their submitted budget however, the Town Board first received the Tentative Budget this morning and has not had time to review. Councilman Kolber stated that he did not receive projections as to where the Fund Balance will be.

#### *Youth Bureau – Dawn Kinney*

There are very few changes in the budget request. Dawn distributed a list of items that need to be done at the Youth Bureau building. The building is old and out dated. Now that it is town owned, she feels that it should be maintained. The inside of the building needs a lot of updating. The 2014 van is included in the Highway Department budget. Councilman Casilio would like to see the maintenance policy remain the same with the

way the building operates so Dawn budgeted as such. Dawn is hoping to update the kitchen this year, Loews has provided a brand new electric range and a dishwasher at a very good price. The new addition is just about complete, new shelving has to be installed. An estimate was submitted for new flooring in the back. As estimate for sealing and striping of the back parking lot was submitted from Thoman Asphalt. This project will not be done until spring of 2015. Paint is starting to peel on the gable, it should be scraped and painted or have vinyl siding installed. Councilman Kolber stated that the Youth Bureau should have money left over and could encumber funds to pay for this work. Estimated revenue for the Youth Bureau is \$41,600. Dawn is still receiving State Aid from the Office of Children and Family Services, the County is now in control of the money and will decide which municipalities receive it.

*Building & Engineering – David Metzger and Tim Lavocat*

There was an increase in uniforms for the additional part-time hire. Gas and oil costs have increased and vehicle maintenance costs are going up because vehicles are no longer being traded in. New building codes are coming out so the cost of books and supplements increased. The Building Department is funded 77% through permit fees, they are trending down slightly this year.

Supervisor Hartzell stated that Part Time Clerk Amy Major has done a study of all of the Town's fees and compared them with Orchard Park, West Seneca and Lancaster. After the budget process, Supervisor Hartzell will review all fees.

The part time Code Enforcement Officer is working out very well, he is making great strides.

The 2015 Engineering Budget as presented was lower than the prior six years. The reason being in 2012 they eliminated a Town Engineer assistant position and in 2013 – 2014 there were some substantial staffing issues.

Town Engineer Lavocat would like the Engineering Aid PT Seasonal to be paid comparable to the Jr. Planner PT Seasonal position. Mr. Lavocat requested \$12.42 which is what the Jr. Planner intern receives, he felt these positions should be consistent.

Under Professional Services, Town Engineer Lavocat has committed \$34,000 under contract currently and the remaining \$6,000 has been allocated. He will not have an issue using the \$40,000 requested.

The EPA conducted their three day audit last week. Town Engineer Lavocat is waiting for their final report. The town will have to fund some of the issues and compliance items. This is the first audit conducted in Western NY. Some of the larger municipalities have environmental compliance departments, the Town of Clarence does not have that nor do we need that right now. The EPA Audit and Findings will not be out to early 2015, once Town Engineer receives that, he will lay out a plan to address any issues. Mr. Lavocat distributed a preliminary summary based on the exit interview. Plans will have to be put in place for the 2016 budget to address the EPA findings.

*Computer Budget – Karen Jurek*

Professional Services was cut in her 2015 budget request, currently she is at \$36,000 this year already. There was no provision for training and next year KVS has a training conference. In 2002 when Karen took over the Computer Budget, the town was paying \$72,000 a year for outside contracting, she is way under that figure. Our current vendor (Network Services) has not raised their fees since the Town started with them. Network Services works with other municipalities that use our same software programs so they

know how everything works. Kevin Haskill from Network Services is here once a week to address any computer issues that Karen has logged for him and reviews with him. He logs on at night to do a backup on the server (off-sight). This year several computers had to be either replaced or upgraded. All building department inspectors are using tablets now instead of laptops, it costs \$39.99 per month per tablet for unlimited data. If anything, Karen said she could possibly encumber some funds from the 2014 budget to cover Professional Services for the 2015 budget. It will be very close to try to do training and have enough to cover our vendor. Karen also added money to upgrade our backup system and move to the iCloud System.

Wiring has just been installed in the auditorium for video and a new lap top will be added as well.

Money has been allocated in the 2015 Budget for the wide printer in the Engineering Office. The current printer was 15-years old and no longer works. The Building Department would like to add a few more modules to their system. These are the only new things added to the 2015 budget.

Karen Jurek requested (3) new copiers in the Shared Services line and noted that they were removed from the 2015 budget. She requested that they be put back in the budget. The last copiers were purchased in 2009 for \$65,000. She is suggesting putting the copiers into a rotation like she does with the computers. Supervisor Hartzell suggested looking into leasing the copiers vs. buying them outright. Karen stated that the maintenance contract costs the town \$5000 - \$6000 per year and covers all maintenance calls, parts, toner etc. for all town offices.

*Assessor – Christine Fusco*

Christine stated that her budget is as submitted. She asked that whatever goes into the normal salary for Clarence goes into the Town of Lancaster portion as well. She will do a revaluation next year and should be able to do it in-house with the budget she has. \$30,000 has been budgeted for Professional Services to do updates. The actual contract she has with GAR Associates is up to \$30,000. If she needs their services she uses them, if not, she doesn't.

The Town Board will reconvene next Thursday at 9:00 AM to discuss the Tentative Budget with Highway Superintendent Dussing and Parks Crew Chief James Burkard.

Parks Crew Chief James Burkard distributed a hand-out with his requests for more personnel in the Parks Department. Two employees are retiring next year, his maintenance workers go from six employees down to four employees. The other two replacements will be laborers at a lower rate. There will be two promotions to General Crew Chief and Grounds Keeper. The part-time Special Needs position at \$25 per hour was removed from Mr. Burkard's submitted budget. That position is for Paul Allen to come back to work at certain events on an as needed basis. He asked the Town Board to call him if they have any questions or concerns. Councilman Casilio stated that the town has purchased several buildings and the maintenance falls on the Parks Department. Parks Crew Chief Burkard has the Boy Scouts doing some projects.

The Town Board had several Attorney-Client items to discuss.

There being no further business, the Work Session adjourned at 11:15 A.M.

Darcy A. Snyder  
Deputy Town Clerk