



**WORK SESSION AGENDA
OCTOBER 5, 2020**

5:30 p.m. Sarah Desjardins, Town of Hamburg Planning Consultant

MAYOR'S REPORT

SPECIAL PROJECT COORDINATOR – ANNAMARIA MASUCCI

CODE ENFORCEMENT – JOE BONCORE

FIRE DEPARTMENT – CHIEF DAHLGREN

VILLAGE ADMINISTRATOR COZZA

DEPUTY MAYOR TALLMAN

- A) ARC
- B) Planning

TRUSTEE GAUGHAN

- A) Hamburg Holidays
- B) Beautification
- C) Recreation

TRUSTEE HACKATHORN

- A) Justice
- B) Historic Preservation
- C) Economic Development

TRUSTEE DIPASQUALE

- A) Environmental Conservation

VILLAGE ATTORNEY MURPHY

POLICE CHIEF MICHAEL MELISZ

PUBLIC WORKS SUPERINTENDENT

- A) Updates

RECREATION SUPERVISOR HAEICK

VILLAGE OF HAMBURG

Vision: *The Most Desirable Community in Western New York Where Quality of Life, Affordability and Innovation is the Norm.*

Mission: *Village Representatives and Employees that care for the Community by efficiently providing services while preparing for the future.*

GUIDELINES FOR PUBLIC EXPRESSION: (HAMBURG VILLAGE BOARD POLICY ESTABLISHED 4/19/99)

1) The public shall be allowed to speak only during the Public Expression periods of the meeting or at such other times as a majority of the Board shall allow. 2) Speakers must give their name, address and organization, if any. 3) Speakers must be recognized by the presiding officer. 4) Speakers must limit remarks to three (3) minutes per person and a maximum of twelve (12) minutes regarding each subject matter. 5) Speakers may not yield any remaining time they may have to another speaker. 6) All remarks shall be addressed to the Board as a body and not to any member thereof. 7) Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste. Unacceptable behavior will not be tolerated and might result in removal from the building. 8) Interested parties or their representatives may address the Board by written communication.

MEETING AGENDA OCTOBER 5, 2020

1. PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVE THE MINUTES OF THE REGULAR AND THE ANNUAL ORGANIZATIONAL MEETING OF SEPTEMBER 21, 2020.
4. CHARACTER COUNCIL OF HAMBURG, INC.: The virtue for October is Responsibility. Responsibility is knowing and doing what is necessary to meet my obligations.
5. PUBLIC EXPRESSION – See signup sheet
6. CORRESPONDENCE
 - A) Allied CPA's PC re: Basic Financial Statements and Independent Auditor's Report for year ending May 31, 2020
7. TRUSTEE MOTIONS
8. STAFF REPORTS
9. FURTHER PUBLIC EXPRESSION: Relating only to matters discussed during the meeting
10. MAYOR'S REPORT
11. CLOSE MEETING – Announcement of future meetings

Special COVID-19 Meeting Message:

The Regular Meeting of the Board of Trustees will be held at Hamburg Village Hall, 100 Main Street beginning at 7:00 p.m. The Work Session will begin at 5:30 p.m. at Village Hall. Face coverings are required and adequate social distancing will be maintained.

**MOTIONS
REGULAR MEETING**

1. **MOTION** by Trustee DiPasquale, seconded by Trustee _____, to approve the minutes of the Regular and Annual Organizational Meetings of the Board of Trustees held on Monday, September 21, 2020.

AYES:
NAYS:

2. **MOTION** by Trustee DiPasquale, seconded by Trustee _____, to create account H53.2020.0367 Community Center Roof Capital Project and transfer \$40,000 from A.7620.0401 Building Maintenance into this Capital Project.

AYES:
NAYS:

3. **MOTION** by Trustee DiPasquale, seconded by Trustee _____, to transfer \$185,792.03 from the General Fund as follows:

\$95,164.00 into H16.2019.0356 Phase II Healthy Neighborhood Capital Project
\$90,628.03 into H54.2020.0367 Community Center Roof Capital Project

AYES:
NAYS:

4. **MOTION** by Trustee DiPasquale seconded by Trustee _____, to transfer \$283.00 from A.2770 Miscellaneous Revenue into the Police Equipment Reserve A.0878. This money was collected by the Police Department for copy fees and charges in September, 2020.

AYES:
NAYS:

5. **MOTION** by Trustee DiPasquale, seconded by Trustee _____, to establish the following as the standard work days for elected and appointed officials and to report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the Clerk-Treasurer.

<u>Title</u>	<u>Name</u>	<u>Standard Work Day</u>	<u>Term</u>	<u>Participates in Time Keeping</u>	<u>Record of Activity Results</u>	<u>Record of Activity Submitted</u>
Trustee	Laura Hackathorn	6	9/21/20-4/1/24	N	7.59	Y

AYES:
NAYS:

6. **MOTION** by Trustee DiPasquale, seconded by Trustee Hackathorn, to approve a proposal from Allied CPA's PC, in the amount of \$12,500 per year, to perform the Village's annual audit and municipal court audit, to prepare the Village's financial statements, and to prepare and file the annual update document (AUD) and report on the Village's deferred compensation plan for the fiscal years ending 2021 and 2022.

**MOTIONS
REGULAR MEETING**

AYES:

NAYS:

7. **MOTION** by Trustee Hackathorn, seconded by Trustee _____, to hold a public hearing on Monday, October 19, 2020 at 7:00 p.m. regarding a Local Law to amend the Code of the Village of Hamburg, Chapter 109 thereof, ANIMALS, Sections 5 and 7, clarifying the parameters when a request is made to house 3 or more dogs in the Village of Hamburg.

AYES:

NAYS:

8. **MOTION** by Deputy Mayor Tallman, seconded by Trustee _____, to recommend the Village Board approve Site Plan Application #2020-01647, as presented by Randy Schmitz, 40 Union Street, Professional Office District, for a 12' x 14' tool shed at the rear of his property. Said Site Plan having been reviewed by the Planning Commission at their meeting of September 22, 2020, and the Planning Commission having made a recommendation in writing to this Board that said Site Plan be approved, and this Board having reviewed said Site Plan, the Board of Trustees hereby **APPROVES**: Site Plan Application #2020-01647, for a tool shed at 40 Union Street, as recommended by the Planning Commission.

AYES:

NAYS:

9. **MOTION** by Deputy Mayor Tallman, seconded by Trustee _____, to recommend the Village Board approve updated Site Plan Application #2020--01432, as presented by Marc Dombrowski on behalf of PS & PO Holdings, for site work to include an extension of the rear parking area. Said Site Plan having been reviewed by the Planning Commission at their meeting of September 22, 2020, and the Planning Commission having made a recommendation in writing to this Board that said Site Plan be approved, and this Board having reviewed said Site Plan, the Board of Trustees hereby **APPROVES**: Site Plan Application #2020--01432, for extension of the rear parking area at 34 E. Main Street, as recommended by the Planning Commission.

AYES:

NAYS:

10. **MOTION** by Deputy Mayor Tallman, seconded by Trustee _____, to recommend the Village Board approve updated Site Plan Application #2020-02194, as presented by Goldy Sandhu, *Corner Market*, 13 Pierce Avenue with the following notations:

- Documents provided regarding safety concerns for the diesel pump
- Parking space northeast of the pump shall be striped out and marked "Diesel Only"
- Triangle-shaped spot in front of the pump shall be striped "No Parking"
- Pole sign to be installed at the back of the parking spot, north of the pump, 12" x 18", 5 ft. high, stating "Diesel Fuel Only"
- 10' x 20' shed will be moved 10ft. west of the main building. The area to the north and south placement is acceptable
- Landscaping changes have been reviewed and are acceptable
- Incomplete items from the original plan included striped walkway and fencing around the cooler in the southwest corner of the building.

MOTIONS
REGULAR MEETING

Said Site Plan having been reviewed by the Planning Commission at their meeting of September 22, 2020, and the Planning Commission having made a recommendation in writing to this Board that said Site Plan be approved, and this Board having reviewed said Site Plan, the Board of Trustees hereby **APPROVES**: Updated Site Plan Application #2020--02194 for items as noted above and recommended by the Planning Commission.

AYES:

NAYS:

11. **MOTION** by Trustee DiPasquale, seconded by Trustee _____, to authorize the payment of the Village of Hamburg Accounts for the period ending October 5, 2020.

AYES:

NAYS: