

**Hamburg Town Board Work Session**  
**Catherine A. Rybczynski, Clerk**  
**03-09-2020**

James Shaw, Supervisor	(Present)
Shawn Connolly, Councilmember	(Present)
Elizabeth Farrell, Councilmember	(Present)
Karen Hoak, Councilmember	(Present)
Michael Petrie, Councilmember	(Present)

ALSO PRESENT: Catherine Rybczynski, Town Clerk; Walter Rooth III, Town Attorney; Mark Walling, Deputy Town Attorney; Alissa Strauss, Personnel Clerk; Ted Casey, Highway Superintendent; Kimberly Sessanna, Assistant Accountant; Jennifer Robertson, IT Director; Drew Riley, Planning Consultant; Mike Quinn & Camie Jarrell, Engineering Consultants; Sean Crotty, Sr. Public Safety Dispatcher; Christopher Hull, Director, Community Development; Samantha Tarczynski, Finance Director; Pat Ryan, Director of Buildings & Grounds; Paul Ryerse, Code Enforcement

**1.**

**RESOLVED**, that the Town Board opens the Work Session at 7:00 P.M.

On a motion of Supervisor Shaw, seconded by Councilman Connolly, the following resolution was

ADOPTED	Ayes	5	Shaw, Connolly, Farrell, Hoak, Petrie
	Noes	0	
	Abstained	0	

Mr. Shaw gave a listing of items the Town Board needed to discuss. They are as follows:

- LED Solutions, options, etc.
- Energy Initiative proposed by Governor (Item #17)
- Interview with Orchard Park for replacement for retiring assessor Milton Bradshaw
- Electric & Gas consortium
- Train station bid award

Councilwoman Farrell added that she would also like to discuss options relative to employee training (how to improve, track, monitor, etc.). Anticipated a March 30<sup>th</sup> presentation date to offer web based options.

### LED Discussion

Mr. Shaw asked Pat Ryan, Director of Buildings and Grounds (B&G) for his recommendation. Mr. Ryan responded that he thought B&G could do the work over a 2 – 3 year period. Mr. Ryan was unable to estimate potential savings lost due to increasing the length of time to implement the planned updates. Currently do work with funds available in the budget, but could provide a cost estimate to do so given time. Asked if accelerating work was possible Mr. Ryan said that the work could be done from the end of Fall to the beginning of Spring. Councilman Mike Petrie asked about doing larger “Big Ticket” items. Mr. Ryan responded that the two “Big Ticket” projects are Town Hall and the Senior Center. The other buildings have forced air similar to a home.

Mr. Shaw asked Council members Shawn Connolly and Karen Hoak what their thoughts were and they agreed they would like a little more time; Mr. Connolly wanted to contact references provided by the bidders; and Ms. Hoak wanted a firmer answer about the cost of the light poles.

Mr. Shaw suggested that the Board cap the research time frame at four (4) weeks. On the 30<sup>th</sup> the Board should expect to decide on the scope of the project and decide on which bidder by the first meeting in April on the 6<sup>th</sup>. Mr. Petrie stated he was set on only doing the street lights. Mr. Connolly stated that he thought the street lighting had to be the priority.

### Item #17 – Governor’s 30 day budget amendment on renewable energy

Office would be established to a permitting office to hasten the process for approving renewable energy projects across the state. Will bypass local permitting and oversight.

### Orchard Park Interview for new Assessor

Mr. Shaw will provide Mr. Connolly with information on meeting so that he may attend as liaison to Assessing Department. Also, late ad resolution will be done today to reappoint Milton Bradshaw as Assessor and upon his retirement a new Assessor will assume the six (6) year term.

### Erie County Energy Aggregation – Report from Samantha Tarczynski, Finance Director

- Towns collectively purchase electric and gas as a group through the county.
- In 2013 the town signed on with a third (3<sup>rd</sup>) party vendor that resulted in an additional \$70K MORE paid for electric and in subsequent years the town has paid more than they would have if they were going direct to the provider.
- This agreement would cut out the middle man and result in a savings of 3% - 12%.
- Gas is currently purchased directly from the provider.
- Would be able to opt out at any time.
- The estimate of savings for 2019 (updated) would have been \$75K for electric and \$5K for gas. This is a minimum savings as finance is missing the recording for 15% -

20% of the bills.

- Ms. Tarczynski recommended that the Town Board move forward with the contract for gas service. The contract for the electric rolls forward every two (2) years and would require the payment of a penalty to cancel.
- Town Attorney Walter Rooth III is looking into the legal implications of ending the relationship. The contract for electric is “very convoluted” according to Mr. Shaw.

### Train Station

- Remove rail car from the building
- Account identified to pay and also where proceeds of sale will go.
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### GIS

- Jennifer Robertson, IT Director, stated that she wanted to discuss the GIS system considering it would be the last meeting Mike Quinn, Engineering Consultant, would be available.
- Eighteen (18) Months behind with adding layers. New Developments/sub-divisions are needed by Dispatch.
- Mr. Shaw asked if Mr. Quinn and Ms. Robertson could bring Camie (Mr. Quinn’s replacement) up to speed and get caught up.
- Mr. Quinn said he could bring her up to speed, but there is no way to catch up quickly which is why he has discussed having Wendel do it with Ms. Robertson.
- Mr. Shaw asked Ms. Robertson for a recommendation to which she replied that she could do the work, but during off hours and would need to keep in mind that the use for GIS in the town has evolved, grown and needs constant updating.
- Mr. Shaw asked if it made sense to hire Rick Lardo to help. Mr. Quinn stated Mr. Lardo was not a “GIS guy” but he could draw lines and help get caught up.
- Mr. Shaw directed Ms. Robertson to compose a memorandum to the Board with the options available to include cost estimates, time frame, individuals or companies assisting, etc.
- Councilman Sean Connolly added that he would like to see both the short and long term priorities included.

Mr. Quinn introduced Camie Jarrell to all in attendance as his replacement as the Engineering Consultant to the Town. Mr. Quinn thanked everyone for the chance to work with them. Ms. Jarrell gave a brief synopsis of her work history and experience.

Mr. Shaw opened discussion of the items on the agenda:

- Item #4 – Second (2<sup>nd</sup>) Quarter Meeting Schedule – Councilwoman Elizabeth Farrell pointed out that the meeting of April 15<sup>th</sup> was the day following Easter Sunday and traditionally board meetings have not been held on that day. All agreed and the meeting was moved to April 6<sup>th</sup>.

- Item #8 – B&G PAF – Councilman Michael Petrie asked if the hire was being made full time. Pat Ryan, Director of Buildings & Grounds (B&G) stated that the individual has completed his six (6) months of temporary employment and the town is now contractually obligated to hire him full-time. Mr. Petrie asked who was replaced and Mr. Ryan stated that Ray Pawlowski previously held the spot. Mr. Petrie continued by asking is it was the “smart” thing to do considering the situation with Mr. Pawlowski. Mr. Shaw and Mr. Ryan stated once again that the contract dictates that he be hired and the town does not have a choice. If Mr. Pawlowski returns to work, the new hire will be laid off, but will retain his right to be brought back. Ms. Farrell asked for clarification on his hiring date. Asked that in the future the Board be given notice earlier. Mr. Ryan stated that the approval is a formality and Mr. Shaw agreed by stating once he was hired as a Temporary Full-time employee that he would be hired permanently upon reaching the six (6) month mark unless the department head reported any reservations about doing so. Mr. Shaw summed up his comments by stating that if he wasn’t wanted fill-time he should have never been hired in the first place.
- Item #11 – Creation of an IT position to have the title match the job.
- Item #12 – Probationary hire of Brendon Moses off of the Civil Service List to dispatch. Mr. Sean Crotty pointed out that it is a one (1) year training period and therefore a one (1) year probationary period. Mr. Petrie asked if Mr. Moses was in the “Top Three (3) on the list” from Civil Service. Mr. Crotty replied he was indeed and of the four (4) candidates interviewed was far and above the other candidates.
- Item #13 - Veterinary Services – Councilwoman Karen Hoak explained the RFP and winning bidder. Mr. Shaw confirmed that the clinic was needed 24 hours so that the town would not have to house any dogs picked up. Town Clerk Catherine Rybczynski stated that Mr. Shaw was correct and added that the winning bidder provides a back entrance with a coded key pad for officer access twenty-four (24) hours a day, seven (7) days a week, 365 days a year.
- Item #16 – Several changes to the code initiated by the Code Review Committee and calling a Public Hearing to discuss them. Ms. Rybczynski informed the Board that doing a series of changes is done so intentionally in order to save the town money on having to reprint the code book.
- Item #17 – ORES opposition – Discussed at the start of the meeting.
- Item #19 – Mr. Shaw stated that it will need to be tabled on the Electric, but may move forward on the Gas portion (Need to Amend: Delete Electric in first (1<sup>st</sup>) Resolved Clause and Delete the Second (2<sup>nd</sup>) Resolved Clause)
- Late Add Resolution: Bid for 353 Pleasant Avenue – Mr. Connolly will move and need to add account A2260.
- Late Add Resolution: Appointment of Assessor – Milton Bradshaw (successor will assume and fill his term)
- Receive and File Audit of Cash Disbursements

2.

**RESOLVED**, that the Town Board close the Work Session at 7:54 P.M.

On a motion of Supervisor Shaw, seconded by Councilwoman Hoak, the following resolution was

ADOPTED           Ayes       5   Shaw, Connolly, Farrell, Hoak, Petrie  
                      Noes       0  
                      Abstained 0

**Open Meetings Law, Public Officers Law, Article 7, §106. Minutes.**

**Minutes shall be taken at all open meetings of a public body which shall consist of a record or summary of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon.**

**These minutes are an unofficial copy unless the original signature of the Town Clerk is affixed below. The original official paper minutes are stored in the Town's vault.**

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Catherine A. Rybczynski, R.M.C.  
Town Clerk