Evans Town Board

At the regular meeting of the Town Board of the Town of Evans, held at the Evans Town Hall, 8787 Erie Road, Angola New York on Wednesday, January 20, 2016 immediately following the January Organizational Meeting there were:

PRESENT:	Dennis Feldmann	Councilman
	Jeanne M. Macko	Councilman
	Mary K. Hosler	Supervisor
ALSO PRESENT:	Lynn Stoessel	Deputy Town Clerk
	Jennifer Farrell, Esq	Town Attorney
	Lori Szewczyk	Dir. of Community Development
	Mary Holl	Supervisor's Department

RESOLTUION 2016-110 Approve Minutes

Supervisor Hosler moved and Councilman Feldmann seconded that the reading of the minutes of the meeting of January 20, 2016 and the Work Session of January 27, 2016 be dispensed with and approved as submitted by the Town Clerk.

VOTE RESULT:	ADOPTED
	AYES - Feldmann, Macko, Hosler
	NAYS - none

Privilege of the Floor on Meeting and Agenda Items

John Calleri, 6440 Hamilton Dr., Derby spoke in regards to the Supervisor's salary and if there was going to be an increase in that position's salary for this year.

There being no one else wishing to speak the Privilege of the Floor on Meeting and Agenda Items was closed.

Committee and Department Head Reports

Councilman Feldmann reported that the Evans Recycling Committee will be holding the 9th Annual Environmental Fair on April 9th from 9am - 2pm at Evans Center Volunteer Fire Company. There will also be a Chicken Barbeque held benefitting the Boy Scouts.

Councilman Macko reported that ISO is inspecting the fire departments and testing the water supply. The last time this was performed was around 1995-1996. Our grading for emergency, communication, fire department, training records, apparatus, fire prevention rating is going up so therefore there should be some help with homeowners insurance.

Supervisor Hosler reported that Lori Szewczyk provided her with a flyer regarding a Belmont Housing Manager being present at the Town Hall beginning in March 4, 2016 from 9am - Noon once a month to explain services that are available.

-January 2016 monthly report for the Police Department

At this time 7:10pm a Public Hearing is scheduled. Deputy Town Clerk Stoessel read the following Legal Notice.

LEGAL NOTICE
TOWN OF EVANS

Please take notice that the Town Board of the Town of Evans, Erie County, New York will hold a public hearing on February 3, 2016 at 7:10 P.M. at the Evans Town Hall, 8787 Erie Road, Angola, New York 14006 for the consideration of the adoption of adoption of Proposed Local Law #5 of the year 2015 which will amend Local Law #8 of the year 1987 commonly known as the Zoning Law and any amendments thereto for proposed miscellaneous revisions to the Town Code Chapter 200: 7 - Definitions, Section 8.1 - Agricultural and Open Space District (A-OS), Section 8.2 - Rural Agriculture District (R-A), Section 9 - Rural Residential District (R-R), Section 17 - Provisions applicable to all residential districts, Section 21 - General Business District (GB), Section 22 - Motor Service District (MS), Section 27 - Off-Street Parking, Section 29 - sign Regulations and Section 42 - Site Plan Waiver. A draft copy of the proposed amendments will be available, at the Town Clerk's Office, to review or pick up during normal business hours, Monday, Tuesday, Thursday, and Friday from 8am-4pm and Wednesday from 9am-5pm or it can be viewed or printed out at www.townofevans.org.

Copies of the Proposed Local will be available for inspection by any interested person in the Office of the Town Clerk during normal business hours Monday, Tuesday, Thursday, Friday from 8am - 4pm, Wednesday from 9am - 5pm and the Town's website www.townofevans.org on and after January 14, 2016.

All parties in interest and citizens shall have an opportunity to be heard by the Town Board at the public hearing to be held aforesaid.

By Order of the Town Board
of the Town of Evans
Lynn M. Krajacic
Town Clerk

There being no one wishing to speak the public hearing was closed.

RESOLUTION 2016-111 Negative SEQR Declaration for PLL #5 of 2015

Councilman Macko moved and Councilman Feldmann seconded,

WHEREAS, the Town Board of the Town of Evans finds that Proposed Local Law No. 5 of the year 2015 regarding miscellaneous code revisions to Section 200 will correct redundancy, typographical errors, clarify interpretations and streamline processes in the codes, and

WHEREAS, pursuant to Part 617 of the implementing regulations pertaining to Article 8 of the Environmental Conservation Law, SEQR (State Environmental Quality Review), the Evans Town Board as SEQR Lead Agency, determined that the action was a Type 1 Action and completed a Full Environmental Assessment Form, and

WHEREAS, the Evans Town Board held a Public Hearing on February 3, 2016 to receive input from the public and has taken a look at the potential social, economic and environmental impacts of this proposed action.

NOW THEREFORE BE IT

RESOLVED, that the Town Board of the Town of Evans has determined that the adoption of Proposed Local Law No. 5 of the year 2015, regarding miscellaneous revisions to Sections of Chapter 200 of the Town Zoning Code will not have a significant impact on the environment and, therefore, issues a Negative Declaration. Based on this determination of non-significance, no further SEQR review is required (Addendum A - Full Environmental Assessment Form).

AND BE IT FURTHER

RESOLVED, that the Evans Town Board authorizes the Town Planning Director to conduct all necessary filings pursuant to the SEQR requirements for this Type 1 Action and that a copy of this resolution be provided to the Planning Office.

VOTE RESULT: AYES:Feldmann, Macko, Hosler
NAYS:

RESOLUTION 2016- 112 Adopt PLL #5 of 2015 as Local Law #1 of 2016

Councilman Macko moved and Councilman Feldmann seconded,

WHEREAS, the Town Board of the Town of Evans finds that Proposed Local Law No. 5 of the year 2015 regarding miscellaneous code revisions to Section 200 will correct redundancy, typographical errors, clarify interpretations and streamline processes in the codes, and

WHEREAS, in a letter dated November 12, 2015, the Evans Planning Director and the Code Enforcement Officer have recommended adoption of these proposed code amendments; and

WHEREAS, the Evans Town Board held a Public Hearing on the proposed code amendments on February 3, 2016; and

WHEREAS, in accordance with Part 617 of the implementing regulations pertaining to Article 8 of the Environmental Conservation Law, SEQR (State Environmental Review),

the Evans Town Board declared itself SEQR Lead Agency, and issued a Negative Declaration of Significance.

NOW THEREFORE BE IT

RESOLVED, that Proposed Local Law No. 5, of the year 2015, be and hereby is adopted as Local Law No. 1of the year 2016,

AND BE IT FURTHER

RESOLVED, that a copy of this resolution be provided to the Planning and Code Enforcement Offices.

VOTE RESULT: AYES:Feldmann, Macko, Hosler
NAYS:

RESOLUTION 2016-113 Town Clerk's Monthly Report

Supervisor Hosler moved and Councilman Feldmann seconded to approve the Town Clerk's Financial reports for January 2016 as follows:

Town Clerk & Water Receipts for January	$12,241.88
Interest for January	$1.37

VOTE RESULT: ADOPTED BY ROLL CALL
Councilman Feldmann - AYE
Councilman Macko-AYE
Supervisor Hosler- AYE

RESOLUTION 2016-114 Remove the Organizational Meeting minutes from Old Business

Councilman Feldmann moved and Supervisor Hosler seconded to move from Old Business the approval of the Organizational Minutes to New Business.

VOTE RESULT: AYES:Feldmann, Macko, Hosler
NAYS:

RESOLUTION 2016-115 Approve the Organizational Meeting minutes

Councilman Feldmann moved and Supervisor Hosler seconded to approve the minutes of the 2016 Organizational Meeting.

VOTE RESULT: AYES:Feldmann, Macko, Hosler
NAYS:

RESOLUTION 2016-116 Procurement Policy

Supervisor Hosler moved and Councilman Macko seconded,

WHEREAS, State Municipal Law §104-b of the General Municipal Law (GML) requires Towns within New York State to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirement of GML §103 or any other law;
NOW, THEREFORE, BE IT RESOLVED: That the Town of Evans does hereby adopt the following attached procurement policies and procedures. (Attachment A)

VOTE RESULT: ADOPTED BY ROLL CALL
Councilman Feldmann - AYE
Councilman Macko-AYE
Supervisor Hosler-AYE

RESOLUTION 2016-117 Budget Activities Policy and Procedures

Councilman Macko moved and Councilman Feldmann seconded,

WHEREAS, policies provide authoritative guidance to establish control procedures and other requirements for daily operations of the Town.
WHEREAS, formally adopted and enforced polices help ensure that public funds are used prudently and in the best interests of the taxpayer.
WHEREAS, the Town Supervisor has reviewed the operations of the Town and deemed it appropriate to adopt and enforce formal policies for budget activities.
NOW, THEREFORE, BE IT RESOLVED, that the Town of Evans does hereby adopt the following attached policies and procedures budget activities. (Attachment B)

VOTE RESULT: ADOPTED BY ROLL CALL
Councilman Feldmann - AYE
Councilman Macko-AYE
Supervisor Hosler- AYE

RESOLUTION 2016-118 Journal Entry Procedure

Councilman Feldmann moved and Councilman Macko seconded,

WHEREAS, policies provide authoritative guidance to establish control procedures and other requirements for daily operations of the Town.
WHEREAS, formally adopted and enforced polices help ensure that public funds are used prudently and in the best interests of the taxpayer.

WHEREAS, the Town Supervisor has reviewed the operations of the Town and deemed it appropriate to adopt and enforce formal policies for journal entry activities.
NOW, THEREFORE, BE IT RESOLVED, that the Town of Evans does hereby adopt the following attached policies and procedures journal entry activities. (Attachment C)

VOTE RESULT: ADOPTED BY ROLL CALL
Councilman Feldmann - AYE
Councilman Macko-AYE
Supervisor Hosler- AYE

RESOLUTION 2016-119 Capital Asset Activities Procedure

Supervisor Hosler moved and Councilman Macko seconded,

WHEREAS, policies provide authoritative guidance to establish control procedures and other requirements for daily operations of the Town.
WHEREAS, formally adopted and enforced polices help ensure that public funds are used prudently and in the best interests of the taxpayer.
WHEREAS, the Town Supervisor has reviewed the operations of the Town and deemed it appropriate to adopt and enforce formal policies for capital asset activities.
NOW, THEREFORE, BE IT RESOLVED, that the Town of Evans does hereby adopt the following attached policies and procedures for capital asset activities. (Attachment D)

VOTE RESULT: ADOPTED BY ROLL CALL
Councilman Feldmann - AYE
Councilman Macko-AYE
Supervisor Hosler- AYE

RESOLUTION 2016-120 Bank Reconciliation Policy & Procedure

Councilman Macko moved and Councilman Feldmann seconded,

WHEREAS, policies provide authoritative guidance to establish control procedures and other requirements for daily operations of the Town.
WHEREAS, formally adopted and enforced polices help ensure that public funds are used prudently and in the best interests of the taxpayers.
WHEREAS, the Town Supervisor has reviewed the operations of the Town and deemed it appropriate to adopt and enforce formal policies for bank reconciliations.
NOW, THEREFORE, BE IT RESOLVED, that the Town of Evans does hereby adopt the following attached policies and procedures bank reconciliations. (Attachment E)

VOTE RESULT: ADOPTED BY ROLL CALL
Councilman Feldmann - AYE
Councilman Macko-AYE
Supervisor Hosler- AYE

RESOLUTION 2016-121 Purchase Police Vehicle

Councilman Feldmann moved and Supervisor Hosler seconded,

WHEREAS: the Town of Evans has budgeted for the 2016 purchase of a new police vehicle; and

WHEREAS: the Town has received a purchase quote from DeLacy Ford for a 2016 Ford Expedition under NYS Contract #PC66774SB in the amount of $33,490.00; therefore be it

RESOLVED: that the Town Board of the Town of Evans hereby authorizes the purchase of the 2016 Expedition from DeLacy Ford not to exceed $36,000.

VOTE RESULT: ADOPTED BY ROLL CALL
Councilman Feldmann - AYE
Councilman Macko-AYE
Supervisor Hosler- AYE

RESOLUTION 2016-122Resignation of Conservation Advisory Board Member

Supervisor Hosler moved and Councilman Macko seconded,

RESOLVED, that the Evans Town Board accepts the resignation of Thomas Marks, member of the Town of Evans Conservation Advisory Board.

VOTE RESULT: AYES:Feldmann, Macko, Hosler
NAYS:

RESOLUTION 2016-123 Recycling Committee Member Appointment

Councilman Macko moved and Supervisor Hosler seconded,

RESOLVED, that the following be appointed to the Town of Evans Recycling Committee, term to expire December 31, 2016.

John P. Snyder

VOTE RESULT: AYES:Feldmann, Macko, Hosler
NAYS:

RESOLUTION 2016-124 Appointment of Marriage Officer

Councilman Feldmann moved and Councilman Macko seconded,

WHEREAS, the State Domestic Relations Law, Section 11-c authorizes Town Boards to appoint Marriage Officers who shall have the authority to solemnize marriages with the Town,
NOW HEREBY IT RESOLVED, that Paul T. Cooper be and the same is hereby appointed as Marriage Officer pursuant to the foregoing, to take effect immediately and to end on December 31, 2016.

VOTE RESULT: AYES:Feldmann, Macko, Hosler
NAYS:

RESOLUTION 2016-125 Appointment of Economic Development Committee Members

Councilman Macko moved and Councilman Feldmann seconded,

RESOLVED, that the following be appointed to the Town of Evans Economic Development Committee, term to expire December 31, 2017

Joseph Lombardo Corrine Damerau-Best Michelle Ford

VOTE RESULT: AYES:Feldmann, Macko, Hosler
NAYS:

RESOLUTION 2016-126 Establish Board of Ethics

Supervisor Hosler moved and Councilman Feldmann seconded,

WHEREAS, the Town Board of the Town of Evans recognizes that there are State statutory provisions mandating Town's to establish rules and standards of ethical conduct for public officers and employees which, if observed, can enhance public confidence in public government.

WHEREAS, in the light of tendency today on the part of some people to downgrade our local governments and to discredit our public servants and our free institutions generally, it appears necessary that every effort be made to assure the highest caliber of public administration of this Town as part of our State's important system of local government.

NOW THEREFORE, BE IT RESOLVED the Town of Evans, hereby establishes a Board of Ethics

VOTE RESULT: AYES:Feldmann, Macko, Hosler
NAYS:

RESOLUTION 2016-127 Resignation of Lake Erie Beach Task Force Member

Councilman Feldmann moved and Supervisor Hosler seconded,

RESOLVED, that the Evans Town Board accepts the resignation of Sandra L. Brant, member of the Town of Evans Lake Erie Beach Task Force.

VOTE RESULT: AYES:Feldmann, Macko, Hosler
NAYS:

RESOLUTION 2016-128 Town Attorney to attend NYS Association of Towns

Supervisor Hosler moved and Councilman Feldmann seconded,

WHEREAS; the Town Attorney requests permission to attend the annual Association of Towns training; and

WHEREAS; said training will be held in New York City on February 14-17, 2016; and

NOW THEREFORE BE IT RESOLVED, that the Board of the Town of Evans shall grant permission to Jennifer S. Farrell, Esq., Town Attorney, to attend said training and all appropriate and reasonable expenses shall be paid by the Town, per Town policy.

VOTE RESULT: ADOPTED BY ROLL CALL
Councilman Feldmann - AYE
Councilman Macko-AYE
Supervisor Hosler- AYE

RESOLUTION 2016-129 Performance Bond

Councilman Macko moved and Councilman Feldmann seconded,

WHEREAS, Public Officer Law §11(2) provides that in lieu of any additional undertaking, as required by law, the Town Board may approve procurement of a blanket undertaking from any duly authorized corporate surety covering the officers, clerks and employees of the Town, and said undertaking shall immediately be filed in the office of the Town Clerk of the Town of Evans, New York.

BE IT RESOLVED, that the Town Board of the Town of Evans, pursuant to Town Law §25 and Public Officer Law §11(2), hereby approves the form and sufficiency of the Public Employee Dishonesty and Faithful Performance Bond effective September 1, 2015, issued by Evans Agency, a surety company authorized to transact business in the State of New York, covering all officers and employees, while acting within the scope of their duties, including but not limited to, the Supervisor, Accountant, Town Clerk, Deputy Town Clerk and Tax Collector, with a limit of $150,000 per loss over a deductible of $0 to $49,999 a $500 deductible and $50,000 to $150,000 a $2,500 deductible each occurrence.

RESOLVED, that the expense of the aforementioned undertakings shall be a charge against the Town of Evans; and be it further

RESOLVED, that the aforementioned undertakings shall be effective January 1, 2016.

VOTE RESULT: ADOPTED BY ROLL CALL
Councilman Feldmann - AYE
Councilman Macko-AYE
Supervisor Hosler- AYE

RESOLUTION 2016-130 Lease Agreement Purchase Wheel Loader

Councilman Feldmann moved and Supervisor Hosler seconded,

WHEREAS, the Town is in need of snow removal equipment; and
WHEREAS, the Town Highway Superintendent has determined the a Hyundai HL740-9A Wheel Loader to be of best value to the Town; and
WHEREAS, it is in the Town's best interest to provide financing of the new equipment through a Capital Lease; and
WHEREAS, First Niagara has agreed to provide lease financing at a reasonable cost;
NOW, THERFORE BE IT RESOLVED, that the Town Board hereby authorizes the Supervisor to enter into financing agreement with First Niagara for the purchase of a Hyundai HL740-9A Wheel Loader in the amount of $119,822.10 paid in equal payments of $23,964.42 over 5 years.

VOTE RESULT: ADOPTED BY ROLL CALL
Councilman Feldmann - AYE
Councilman Macko-AYE
Supervisor Hosler- AYE

RESOLUTION 2016-131 Town Park Shelter Rates for 2016

Supervisor Hosler moved and Councilman Macko seconded,

RESOLVED, that the following shelter rates will apply for the 2016 season at the Evans Town Park:

Pavilion #1	$ 60.00
Pavilion #2	$100.00
Shelters	$30.00
Two Shelters	$50.00
Three Shelters	$60.00

VOTE RESULT: ADOPTED BY ROLL CALL
Councilman Feldmann - AYE
Councilman Macko-AYE

Supervisor Hosler- AYE

RESOLUTION 2016-132 Suspend the Rules of Order

Supervisor Hosler moved and Councilman Feldmann seconded to suspend the rules of order for tonight's meeting for the consideration of resolutions not listed on tonight's agenda.

VOTE RESULT: ADOPTED BY ROLL CALL
Councilman Feldmann - AYE
Councilman Macko-AYE
Supervisor Hosler- AYE

RESOLUTION 2016-133 Appointment of Appointing Officer

Councilman Macko moved and Councilman Feldmann seconded,

WHEREAS: to establish the Town of Evans Appointment Authority per Civil Service law,

NOW THEREFORE BE IT

RESOLVED: that the Town Board name Supervisor, Mary K. Hosler as "Appointment Authority" of the Town of Evans. Per Section 2 of the Civil Service law the "Appointment Authority" signs appointment forms and personnel changes submitted to his/her office; certifies that the Civil Division payroll is accurate and in accordance with Civil Service Law; canvasses eligible lists and performs the function relating to Civil Service Law; signs PO-1M forms reporting appointment, terminations and other personnel changes to Erie County Department of Personnel.

VOTE RESULT: AYES:Feldmann, Macko, Hosler
NAYS:

RESOLUTION 2016-134 At Risk - Vacant Property Task Force

Supervisor Hosler moved and Councilman Feldmann seconded,

WHEREAS: the Town Board of the Town of Evans recognizes the increasing problem of abandoned and vacant properties in the Town of Evans. A vacant property is defined as a chronically vacant or uninhabitable property for which the owner is taking no active steps to return the property to the market.

WHEREAS: abandoned and vacant properties create costly problems for communities. Abandoned and vacant properties are a barrier to reducing crime, encouraging private investment and enhancing the well-being of neighborhoods. For the Town of Evans, abandoned and vacant properties have posed public safety problems, lowered property values and contributed to neighborhood blight. The solutions to this problem are neither

easy nor quick. The Town of Evans has reached a point where more aggressive steps must be undertaken to deter further deterioration of our neighborhood. Collaboration is imperative to address this prevalent problem and of putting troubled properties to productive use for residents and the Town of Evans as a whole.

WHEREAS: the establishment of an At Risk/Vacant Property Task Force is the vehicle to encourage more dialogue and begin to tackle the complex and costly problems created by abandoned and vacant properties

NOW THEREFORE BE IT

RESOLVED: the Town of Evans hereby establishes an At Risk - Vacant Property Task Force; and be it further

RESOLVED; that the following individuals be appointed to the Town of Evans At Risk-Vacant Property Task Force, term to expire December 31, 2016.

Paul Ryerse, Jeneen McSkimming, Lori Szewczyk, Brian Bergum, Charles Valvo and Paul Michalec.

VOTE RESULT: AYES:Feldmann, Macko, Hosler
NAYS:

RESOLUTION 2016-135 Town Clerk's Office shall deposit all monies

Councilman Feldmann moved and Supervisor Hosler seconded,

WHEREAS; the Town of Evans, in an effort to increase efficiency, develop greater control of monies received, and offer the Town of Evans residents additional options when making payments for Town fees, taxes, etc, whether by cash, check, money order or credit card, recommends that all monies should be accepted by the Town Clerk's Office for all Town of Evans departments, with the exception of the Town of Evans Court, Evans Town Park, South Creek Pool and Sturgeon Point Marina; and

WHEREAS; the Town of Evans Court has processes and procedures for monies received pursuant to applicable statutes and past practices,

NOW THEREFORE BE IT

RESOVLED: that the Town Clerk's Office for the Town of Evans shall receive, retain and/or deposit all monies for the Town with the exception of the Town of Evans Court, Evans Town park, South Creek Pool, and Sturgeon Point Marina as set forth above; and be it

RESOLVED: that any and all monies received at Evans Town Park, South Creek Pool and Sturgeon Point Marina, shall be recorded, reconciled and signed off on a daily

basis. Reconciliation statements of any and all monies received will be submitted to the Evans Town Clerk, the following business day.

VOTE RESULT: AYES:Feldmann, Macko, Hosler
NAYS:

RESOLUTION 2016-136 Appointment of Supervising Code Enforcement Officer

Supervisor Hosler moved and Councilman Feldmann seconded,

WHEREAS, the Town of Evans, establishes the position of Supervising Code Enforcement Officer within the Building Department for the Town of Evans pursuant to the Rules for the Classified Civil Service of the County of Erie and the Towns, Villages, Special Districts and School Districts with the County; and

WHEREAS, the Town of Evans adheres to the Rules for the Classified Civil Service as amended and approved by State Civil Service Commission to September 29, 2008; and

WHEREAS, the Town of Evans wishes to permanently establish a Supervising Code Enforcement Officer at an annual base salary of $58,208; and

NOW THEREFORE, BE IT RESOLVED, that the Town of Evans hereby appoints Paul Ryerse as Supervising Code Enforcement Officer at the current annual base salary for 2016 in the sum of $58,208, which is pursuant to the terms and conditions set forth in the IBEW #41 collective bargaining agreement. Mr. Ryerse has met the Civil Service requirements for this position and is currently on the Civil Service List established October 2, 2014, Exam #73-697; and be it further

RESOLVED, that the Supervising Code Enforcement Officer will perform the duties as per the Civil Service Distinguishing Features of the Class, which is as follows:

"The work involves planning and supervising the overall building inspection operations of a municipality. Under the general direction of the Town Board, Village Board or higher level code enforcement officer, the employee in this class is responsible for the overall operation of the building inspection function to ensure compliance with the provisions of the local building, zoning and plumbing ordinances and the Multiple Residence Law. Supervision is exercised over a number of technical and clerical employees. Does related work as required."

Councilman Macko moved to table this resolution. Motion was lost due to a lack of a second.

Supervisor Hosler moved and Councilman Feldmann seconded to adopt the resolution as originally presented.

VOTE RESULT: ADOPTED BY ROLL CALL

Councilman Feldmann - AYE
Councilman Macko- NAY
Supervisor Hosler- AYE

RESOLUTION 2016-137 Amend Resolution 2016-085 (DPW & Seniors Dept Appointments)

Councilman Macko moved and Councilman Feldmann seconded,

WHEREAS; the Evans Town Board passed Resolution 2016-085 - DPW and Seniors Department Appointments and rates for 2016 (Exhibit A) on January 20, 2016

WHEREAS; the Evans Town Board inadvertently classified appointed workers wrong to the DPW and Seniors Department

THEREFORE BE IT

RESOLVED: that Resolution 2016-085 be amended to add Troy Richmond as Part Time DPW at $9.50 per hour and to correct Part Time to Regular Part Time for Nicholas Matthewson, Gerald Beamish, Peter DelPrince, Scott Dillon and Mark Postle at previously established pay rate per corrected Exhibit A and Rebecca Roach from part-time to regular part-time at the pay rate of $9.25.

VOTE RESULT: AYES:Feldmann, Macko, Hosler
NAYS:

RESOLUTION 2016-138 Town Licenses

Supervisor Hosler moved and Councilman Feldmann seconded,

Hospitality West LLC D/B/A Pizza Hut - Refreshment

Deebe Brown D/B/A Scallywags Grub & Spirits - Refreshment

Willliam Connors D/B/A Connors Hot Stand (OLS location) - Refreshment

RESOLVED, that the aforesaid licenses be granted pertaining to the report of the Chief of Police and the Department of Health where appropriate.

VOTE RESULT: ADOPTED
AYES - Feldmann, Macko, Hosler
NAYS - none

RESOLUTION 2016-139 Audit of Bills

Councilman Macko moved and Councilman Feldmann seconded that all properly audit bills be paid out of their respective accounts from Abstract 2 and 2A dated February 3, 2016.

DATE: 02/04/2016
ABSTRACT NO. 2 A
VOUCHER NO. 120-187

Approved at February 4, 2016 Board Meeting

GENERAL	146,385.23	
PART TOWN	21,919.52	
HIGHWAY DA		
HIGHWAY	53,851.30	
WATER	11,874.06	
CAPITAL PROJECTS		
SPECIAL DISTRICTS	4,774.21	
DEBT SERVICE		
COMM DEVELOPMENT		
TOTAL		$ 238,804.32

DATE: 02/04/2016
ABSTRACT NO. 2
VOUCHER NO. 75-119

Approved at February 4, 2016 Board Meeting

GENERAL	20,632.28	
PART TOWN	1,228.40	
HIGHWAY DA		
HIGHWAY	10,342.35	
WATER	102.41	
CAPITAL PROJECTS		
SPECIAL DISTRICTS	195,506.24	
DEBT SERVICE		
COMM DEVELOPMENT		
TOTAL		$ 227,811.68

VOTE RESULT: ADOPTED BY ROLL CALL
Councilman Feldmann AYE
Councilman Macko AYE
Supervisor Hosler AYE

RESOLUTION 2016-140 Adjournment

Supervisor Hosler moved and Councilman Feldmann seconded to adjourn in memory of Thomas George, Sr. who passed away and was a 20 year Police Mechanic for the Town who to Wednesday, February 10, 2016 at 6:00pm for a Work Session, then to

Wednesday, February 17, 2016 at 6:00pm for an Agenda and 7:00pm for the regular Town Board Meeting.

VOTE RESULT: ADOPTED
AYES - Feldmann, Macko, Hosler
NAYS - none

Respectfully submitted,

Lynn Stoessel
Deputy Town Clerk

Lynn M. Krajacic
Town Clerk

In Memory of Thomas George, Sr.
A 20 year employee of the Town of Evans
as Police Mechanic.

Full Environmental Assessment Form
Part 1 - Project and Setting

Instructions for Completing Part 1

Part 1 is to be completed by the applicant or project sponsor. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification.

Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information; indicate whether missing information does not exist, or is not reasonably available to the sponsor; and, when possible, generally describe work or studies which would be necessary to update or fully develop that information.

Applicants/sponsors must complete all items in Sections A & B. In Sections C, D & E, most items contain an initial question that must be answered either "Yes" or "No". If the answer to the initial question is "Yes", complete the sub-questions that follow. If the answer to the initial question is "No", proceed to the next question. Section F allows the project sponsor to identify and attach any additional information. Section G requires the name and signature of the project sponsor to verify that the information contained in Part 1is accurate and complete.

A. Project and Sponsor Information.

Name of Action or Project: Amendments to Town of Evans Zoning Code - Section 200		
Project Location (describe, and attach a general location map): Various throughout the Town		
Brief Description of Proposed Action (include purpose or need): Adoption of miscellaneous revisions to various sections of the Town Code, Section 200, of the Town of Evans. the proposed revisions are intended to correct redundancy and typographic errors; clarify interpretations and streamline processes. The proposed changes are attached.		
Name of Applicant/Sponsor: Town of Evans	Telephone: 716-549-0945 E-Mail: supervisor@townofevans.org	
Address: Evans Municipal Center, 8787 Erie Road		
City/PO: Angola	State: NY	Zip Code: 14006
Project Contact (if not same as sponsor; give name and title/role): Sandra L. Brant, Director of Planning	Telephone: 716-549-0945 E-Mail: planning@townofevans.org	
Address: 8787 Erie Road		
City/PO: Angola	State: New York	Zip Code: 14006
Property Owner (if not same as sponsor): N/A	Telephone: E-Mail:	
Address:		
City/PO:	State:	Zip Code:

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FEB - 8 2016
TOWN CLERK
TOWN OF EVANS

b. Government Approvals, Funding, or Sponsorship. ("Funding" includes grants, loans, tax relief, and any other forms of financial assistance.)

Government Entity	If Yes: Identify Agency and Approval(s) Required	Application Date (Actual or projected)
a. City Council, Town Board, or Village Board of Trustees ☑Yes ☐No	Evans Town Board	TBD
b. City, Town or Village Planning Board or Commission ☐Yes ☐No		
c. City Council, Town or Village Zoning Board of Appeals ☐Yes ☐No		
d. Other local agencies ☐Yes ☐No		
e. County agencies ☑Yes ☐No	Erie County Department of Environment & Planning (239-M)	TBD
f. Regional agencies ☐Yes ☐No		
g. State agencies ☐Yes ☐No		
h. Federal agencies ☐Yes ☐No		

i. Coastal Resources.
i. Is the project site within a Coastal Area, or the waterfront area of a Designated Inland Waterway? ☑Yes ☐No
ii. Is the project site located in a community with an approved Local Waterfront Revitalization Program? ☑Yes ☐No
iii. Is the project site within a Coastal Erosion Hazard Area? ☐Yes ☑No

C. Planning and Zoning

C.1. Planning and zoning actions.

Will administrative or legislative adoption, or amendment of a plan, local law, ordinance, rule or regulation be the only approval(s) which must be granted to enable the proposed action to proceed? ☑Yes ☐No

- **If Yes,** complete sections C, F and G.
- **If No,** proceed to question C.2 and complete all remaining sections and questions in Part 1

C.2. Adopted land use plans.

a. Do any municipally- adopted (city, town, village or county) comprehensive land use plan(s) include the site where the proposed action would be located? ☑Yes ☐No
If Yes, does the comprehensive plan include specific recommendations for the site where the proposed action would be located? ☐Yes ☑No

b. Is the site of the proposed action within any local or regional special planning district (for example: Greenway Brownfield Opportunity Area (BOA); designated State or Federal heritage area; watershed management plan; or other?) ☐Yes ☑No
If Yes, identify the plan(s):

c. Is the proposed action located wholly or partially within an area listed in an adopted municipal open space plan, or an adopted municipal farmland protection plan? ☐Yes ☑No
If Yes, identify the plan(s):

C.3. Zoning

a. Is the site of the proposed action located in a municipality with an ☑Yes☐No
If Yes, what is the zoning classification(s) including any applicable o
varies

b. Is the use permitted or allowed by a special or conditional use permit? N/A ☐Yes☐No

c. Is a zoning change requested as part of the proposed action? ☐Yes☑No
If Yes,
i. What is the proposed new zoning for the site?

C.4. Existing community services. N/A

a. In what school district is the project site located?

b. What police or other public protection forces serve the project site?

c. Which fire protection and emergency medical services serve the project site?

d. What parks serve the project site?

D. Project Details

D.1. Proposed and Potential Development

a. What is the general nature of the proposed action (e.g., residential, industrial, commercial, recreational; if mixed, include all components)?

b. a. Total acreage of the site of the proposed action? _____ acres
b. Total acreage to be physically disturbed? _____ acres
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres

c. Is the proposed action an expansion of an existing project or use? ☐Yes☐No
i. If Yes, what is the approximate percentage of the proposed expansion and identify the units (e.g., acres, miles, housing units, square feet)? % _____ Units: _____

d. Is the proposed action a subdivision, or does it include a subdivision? ☐Yes☐No
If Yes,
i. Purpose or type of subdivision? (e.g., residential, industrial, commercial; if mixed, specify types)

ii. Is a cluster/conservation layout proposed? ☐Yes☐No
iii. Number of lots proposed? _____
iv. Minimum and maximum proposed lot sizes? Minimum _____ Maximum _____

e. Will proposed action be constructed in multiple phases? ☐Yes☐No
i. If No, anticipated period of construction: _____ months
ii. If Yes:
- Total number of phases anticipated _____
- Anticipated commencement date of phase 1 (including demolition) _____ month _____ year
- Anticipated completion date of final phase _____ month _____ year
- Generally describe connections or relationships among phases, including any contingencies where progress of one phase may determine timing or duration of future phases:

f. Does the project include new residential uses? ☐Yes ☐No

If Yes, show numbers of units proposed.

	One Family	Two Family	Three Family	Multiple Family (four or more)
Initial Phase				
At completion of all phases				

g. Does the proposed action include new non-residential construction (including expansions)? ☐Yes ☐No

If Yes,

i. Total number of structures _____

ii. Dimensions (in feet) of largest proposed structure: _____height; _____width; and _____length

iii. Approximate extent of building space to be heated or cooled: _____ square feet

h. Does the proposed action include construction or other activities that will result in the impoundment of any liquids, such as creation of a water supply, reservoir, pond, lake, waste lagoon or other storage? ☐Yes ☐No

If Yes,

i. Purpose of the impoundment: _____

ii. If a water impoundment, the principal source of the water: ☐ Ground water ☐ Surface water streams ☐Other specify:

_____

iii. If other than water, identify the type of impounded/contained liquids and their source.

_____

iv. Approximate size of the proposed impoundment. Volume: _____ million gallons; surface area: _____ acres

v. Dimensions of the proposed dam or impounding structure: _____ height; _____ length

vi. Construction method/materials for the proposed dam or impounding structure (e.g., earth fill, rock, wood, concrete):

_____

D.2. Project Operations

a. Does the proposed action include any excavation, mining, or dredging, during construction, operations, or both? ☐Yes ☐No
(Not including general site preparation, grading or installation of utilities or foundations where all excavated materials will remain onsite)

If Yes:

i. What is the purpose of the excavation or dredging? _____

ii. How much material (including rock, earth, sediments, etc.) is proposed to be removed from the site?

- Volume (specify tons or cubic yards): _____
- Over what duration of time? _____

iii. Describe nature and characteristics of materials to be excavated or dredged, and plans to use, manage or dispose of them.

_____

_____

iv. Will there be onsite dewatering or processing of excavated materials? ☐Yes ☐No
If yes, describe. _____

_____

v. What is the total area to be dredged or excavated? _____ acres

vi. What is the maximum area to be worked at any one time? _____ acres

vii. What would be the maximum depth of excavation or dredging? _____ feet

viii. Will the excavation require blasting? ☐Yes ☐No

ix. Summarize site reclamation goals and plan: _____

_____

_____

b. Would the proposed action cause or result in alteration of, increase or decrease in size of, or encroachment into any existing wetland, waterbody, shoreline, beach or adjacent area? ☐Yes ☐No

If Yes:

i. Identify the wetland or waterbody which would be affected (by name, water index number, wetland map number or geographic description): _____

_____

ii. Describe how the proposed action would affect that waterbody or wetland, e.g. excavation, fill, placement of structures, or alteration of channels, banks and shorelines. Indicate extent of activities, alterations and additions in square feet or acres:

_____

_____

_____

_____

iii. Will proposed action cause or result in disturbance to bottom sediments? ☐Yes☐No

If Yes, describe: _____

iv. Will proposed action cause or result in the destruction or removal of aquatic vegetation? ☐Yes☐No

If Yes:

- acres of aquatic vegetation proposed to be removed: _____
- expected acreage of aquatic vegetation remaining after project completion: _____
- purpose of proposed removal (e.g. beach clearing, invasive species control, boat access): _____

_____

- proposed method of plant removal: _____
- if chemical/herbicide treatment will be used, specify product(s): _____

v. Describe any proposed reclamation/mitigation following disturbance: _____

_____

c. Will the proposed action use, or create a new demand for water? ☐Yes ☐No

If Yes:

i. Total anticipated water usage/demand per day: _____ gallons/day

ii. Will the proposed action obtain water from an existing public water supply? ☐Yes ☐No

If Yes:

- Name of district or service area: _____
- Does the existing public water supply have capacity to serve the proposal? ☐Yes☐No
- Is the project site in the existing district? ☐Yes☐No
- Is expansion of the district needed? ☐Yes☐No
- Do existing lines serve the project site? ☐Yes☐No

iii. Will line extension within an existing district be necessary to supply the project? ☐Yes ☐No

If Yes:

- Describe extensions or capacity expansions proposed to serve this project: _____

_____

- Source(s) of supply for the district: _____

iv. Is a new water supply district or service area proposed to be formed to serve the project site? ☐ Yes☐No

If, Yes:

- Applicant/sponsor for new district: _____
- Date application submitted or anticipated: _____
- Proposed source(s) of supply for new district: _____

v. If a public water supply will not be used, describe plans to provide water supply for the project: _____

_____

vi. If water supply will be from wells (public or private), maximum pumping capacity: _____ gallons/minute.

d. Will the proposed action generate liquid wastes? ☐Yes☐No

If Yes:

i. Total anticipated liquid waste generation per day: _____ gallons/day

ii. Nature of liquid wastes to be generated (e.g., sanitary wastewater, industrial; if combination, describe all components and approximate volumes or proportions of each): _____

_____

_____

iii. Will the proposed action use any existing public wastewater treatment facilities? ☐Yes☐No

If Yes:

- Name of wastewater treatment plant to be used: _____
- Name of district: _____
- Does the existing wastewater treatment plant have capacity to serve the project? ☐Yes☐No
- Is the project site in the existing district? ☐Yes☐No
- Is expansion of the district needed? ☐Yes☐No

- Do existing sewer lines serve the project site? ☐Yes ☐No
- Will line extension within an existing district be necessary to serve the project? ☐Yes ☐No

If Yes:

- Describe extensions or capacity expansions proposed to serve this project: _____

_____

_____

iv. Will a new wastewater (sewage) treatment district be formed to serve the project site? ☐Yes ☐No

If Yes:

- Applicant/sponsor for new district: _____
- Date application submitted or anticipated: _____
- What is the receiving water for the wastewater discharge? _____

v. If public facilities will not be used, describe plans to provide wastewater treatment for the project, including specifying proposed receiving water (name and classification if surface discharge, or describe subsurface disposal plans):

_____

_____

vi. Describe any plans or designs to capture, recycle or reuse liquid waste: _____

_____

_____

e. Will the proposed action disturb more than one acre and create stormwater runoff, either from new point sources (i.e. ditches, pipes, swales, curbs, gutters or other concentrated flows of stormwater) or non-point source (i.e. sheet flow) during construction or post construction? ☐Yes ☐No

If Yes:

i. How much impervious surface will the project create in relation to total size of project parcel?

_____ Square feet or _____ acres (impervious surface)

_____ Square feet or _____ acres (parcel size)

ii. Describe types of new point sources. _____

_____

iii. Where will the stormwater runoff be directed (i.e. on-site stormwater management facility/structures, adjacent properties, groundwater, on-site surface water or off-site surface waters)?

_____

_____

- If to surface waters, identify receiving water bodies or wetlands: _____

_____

_____

- Will stormwater runoff flow to adjacent properties? ☐Yes ☐No

iv. Does proposed plan minimize impervious surfaces, use pervious materials or collect and re-use stormwater? ☐Yes ☐No

f. Does the proposed action include, or will it use on-site, one or more sources of air emissions, including fuel combustion, waste incineration, or other processes or operations? ☐Yes ☐No

If Yes, identify:

i. Mobile sources during project operations (e.g., heavy equipment, fleet or delivery vehicles)

_____

ii. Stationary sources during construction (e.g., power generation, structural heating, batch plant, crushers)

_____

iii. Stationary sources during operations (e.g., process emissions, large boilers, electric generation)

_____

g. Will any air emission sources named in D.2.f (above), require a NY State Air Registration, Air Facility Permit, or Federal Clean Air Act Title IV or Title V Permit? ☐Yes ☐No

If Yes:

i. Is the project site located in an Air quality non-attainment area? (Area routinely or periodically fails to meet ambient air quality standards for all or some parts of the year) ☐Yes ☐No

ii. In addition to emissions as calculated in the application, the project will generate:

- _____Tons/year (short tons) of Carbon Dioxide (CO_2)
- _____Tons/year (short tons) of Nitrous Oxide (N_2O)
- _____Tons/year (short tons) of Perfluorocarbons (PFCs)
- _____Tons/year (short tons) of Sulfur Hexafluoride (SF_6)
- _____Tons/year (short tons) of Carbon Dioxide equivalent of Hydroflourocarbons (HFCs)
- _____Tons/year (short tons) of Hazardous Air Pollutants (HAPs)

h. Will the proposed action generate or emit methane (including, but not limited to, sewage treatment plants, landfills, composting facilities)? ☐Yes ☐No

If Yes:

i. Estimate methane generation in tons/year (metric): _____

ii. Describe any methane capture, control or elimination measures included in project design (e.g., combustion to generate heat or electricity, flaring): _____

i. Will the proposed action result in the release of air pollutants from open-air operations or processes, such as quarry or landfill operations? ☐Yes ☐No

If Yes: Describe operations and nature of emissions (e.g., diesel exhaust, rock particulates/dust):

_____

j. Will the proposed action result in a substantial increase in traffic above present levels or generate substantial new demand for transportation facilities or services? ☐Yes ☐No

If Yes:

i. When is the peak traffic expected (Check all that apply): ☐ Morning ☐ Evening ☐Weekend
☐ Randomly between hours of _____ to _____.

ii. For commercial activities only, projected number of semi-trailer truck trips/day: _____

iii. Parking spaces: Existing _____ Proposed _____ Net increase/decrease _____

iv. Does the proposed action include any shared use parking? ☐Yes ☐No

v. If the proposed action includes any modification of existing roads, creation of new roads or change in existing access, describe:

_____

vi. Are public/private transportation service(s) or facilities available within ½ mile of the proposed site? ☐Yes ☐No

vii Will the proposed action include access to public transportation or accommodations for use of hybrid, electric or other alternative fueled vehicles? ☐Yes ☐No

viii. Will the proposed action include plans for pedestrian or bicycle accommodations for connections to existing pedestrian or bicycle routes? ☐Yes ☐No

k. Will the proposed action (for commercial or industrial projects only) generate new or additional demand for energy? ☐Yes ☐No

If Yes:

i. Estimate annual electricity demand during operation of the proposed action: _____

ii. Anticipated sources/suppliers of electricity for the project (e.g., on-site combustion, on-site renewable, via grid/local utility, or other):

_____

iii. Will the proposed action require a new, or an upgrade to, an existing substation? ☐Yes ☐No

l. Hours of operation. Answer all items which apply.

i. During Construction:

- Monday - Friday: _____
- Saturday: _____
- Sunday: _____
- Holidays: _____

ii. During Operations:

- Monday - Friday: _____
- Saturday: _____
- Sunday: _____
- Holidays: _____

m. Will the proposed action produce noise that will exceed existing ambient noise levels during construction, operation, or both? ☐Yes ☐No

If yes:

i. Provide details including sources, time of day and duration:

_____

_____

ii. Will proposed action remove existing natural barriers that could act as a noise barrier or screen? ☐Yes ☐No

Describe: _____

_____

n.. Will the proposed action have outdoor lighting? ☐Yes ☐No

If yes:

i. Describe source(s), location(s), height of fixture(s), direction/aim, and proximity to nearest occupied structures:

_____

_____

ii. Will proposed action remove existing natural barriers that could act as a light barrier or screen? ☐Yes ☐No

Describe: _____

_____

o. Does the proposed action have the potential to produce odors for more than one hour per day? ☐Yes ☐No

If Yes, describe possible sources, potential frequency and duration of odor emissions, and proximity to nearest occupied structures: _____

_____

_____

p. Will the proposed action include any bulk storage of petroleum (combined capacity of over 1,100 gallons) or chemical products 185 gallons in above ground storage or any amount in underground storage? ☐Yes ☐No

If Yes:

i. Product(s) to be stored _____

ii. Volume(s) _____ per unit time _____ (e.g., month, year)

iii. Generally describe proposed storage facilities: _____

_____

q. Will the proposed action (commercial, industrial and recreational projects only) use pesticides (i.e., herbicides, insecticides) during construction or operation? ☐Yes ☐No

If Yes:

i. Describe proposed treatment(s):

_____

_____

_____

_____

ii. Will the proposed action use Integrated Pest Management Practices? ☐ Yes ☐No

r. Will the proposed action (commercial or industrial projects only) involve or require the management or disposal of solid waste (excluding hazardous materials)? ☐ Yes ☐No

If Yes:

i. Describe any solid waste(s) to be generated during construction or operation of the facility:

- Construction: _____ tons per _____ (unit of time)
- Operation : _____ tons per _____ (unit of time)

ii. Describe any proposals for on-site minimization, recycling or reuse of materials to avoid disposal as solid waste:

- Construction: _____

_____

- Operation: _____

_____

iii. Proposed disposal methods/facilities for solid waste generated on-site:

- Construction: _____

_____

- Operation: _____

_____

s. Does the proposed action include construction or modification of a solid waste management facility? ☐ Yes ☐ No

If Yes:

i. Type of management or handling of waste proposed for the site (e.g., recycling or transfer station, composting, landfill, or other disposal activities): _____

ii. Anticipated rate of disposal/processing:

- _____ Tons/month, if transfer or other non-combustion/thermal treatment, or
- _____ Tons/hour, if combustion or thermal treatment

iii. If landfill, anticipated site life: _____ years

t. Will proposed action at the site involve the commercial generation, treatment, storage, or disposal of hazardous waste? ☐ Yes ☐ No

If Yes:

i. Name(s) of all hazardous wastes or constituents to be generated, handled or managed at facility: _____

ii. Generally describe processes or activities involving hazardous wastes or constituents: _____

iii. Specify amount to be handled or generated _____ tons/month

iv. Describe any proposals for on-site minimization, recycling or reuse of hazardous constituents: _____

v. Will any hazardous wastes be disposed at an existing offsite hazardous waste facility? ☐ Yes ☐ No

If Yes: provide name and location of facility: _____

If No: describe proposed management of any hazardous wastes which will not be sent to a hazardous waste facility:

E. Site and Setting of Proposed Action

E.1. Land uses on and surrounding the project site

a. Existing land uses.

i. Check all uses that occur on, adjoining and near the project site.

☐ Urban ☐ Industrial ☐ Commercial ☐ Residential (suburban) ☐ Rural (non-farm)
☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other (specify): _____

ii. If mix of uses, generally describe:

b. Land uses and covertypes on the project site.

Land use or Covertype	Current Acreage	Acreage After Project Completion	Change (Acres +/-)
• Roads, buildings, and other paved or impervious surfaces			
• Forested			
• Meadows, grasslands or brushlands (non-agricultural, including abandoned agricultural)			
• Agricultural (includes active orchards, field, greenhouse etc.)			
• Surface water features (lakes, ponds, streams, rivers, etc.)			
• Wetlands (freshwater or tidal)			
• Non-vegetated (bare rock, earth or fill)			
• Other Describe: _____			

c. Is the project site presently used by members of the community for public recreation? ☐Yes☐No

i. If Yes: explain: _____

d. Are there any facilities serving children, the elderly, people with disabilities (e.g., schools, hospitals, licensed day care centers, or group homes) within 1500 feet of the project site? ☐Yes☐No

If Yes,

i. Identify Facilities:

_____

_____

e. Does the project site contain an existing dam? ☐Yes☐No

If Yes:

i. Dimensions of the dam and impoundment:

- Dam height: _____ feet
- Dam length: _____ feet
- Surface area: _____ acres
- Volume impounded: _____ gallons OR acre-feet

ii. Dam's existing hazard classification: _____

iii. Provide date and summarize results of last inspection:

_____

_____

f. Has the project site ever been used as a municipal, commercial or industrial solid waste management facility, or does the project site adjoin property which is now, or was at one time, used as a solid waste management facility? ☐Yes☐No

If Yes:

i. Has the facility been formally closed? ☐Yes☐ No

- If yes, cite sources/documentation: _____

ii. Describe the location of the project site relative to the boundaries of the solid waste management facility:

_____

_____

iii. Describe any development constraints due to the prior solid waste activities: _____

_____

g. Have hazardous wastes been generated, treated and/or disposed of at the site, or does the project site adjoin property which is now or was at one time used to commercially treat, store and/or dispose of hazardous waste? ☐Yes☐No

If Yes:

i. Describe waste(s) handled and waste management activities, including approximate time when activities occurred:

_____

_____

h. Potential contamination history. Has there been a reported spill at the proposed project site, or have any remedial actions been conducted at or adjacent to the proposed site? ☐Yes☐ No

If Yes:

i. Is any portion of the site listed on the NYSDEC Spills Incidents database or Environmental Site Remediation database? Check all that apply: ☐Yes☐No

☐ Yes – Spills Incidents database — Provide DEC ID number(s): _____

☐ Yes – Environmental Site Remediation database — Provide DEC ID number(s): _____

☐ Neither database

ii. If site has been subject of RCRA corrective activities, describe control measures: _____

_____

_____

iii. Is the project within 2000 feet of any site in the NYSDEC Environmental Site Remediation database? ☐Yes☐No

If yes, provide DEC ID number(s): _____

iv. If yes to (i), (ii) or (iii) above, describe current status of site(s):

_____

_____

v. Is the project site subject to an institutional control limiting property uses? ☐Yes ☐No

- If yes, DEC site ID number: _____
- Describe the type of institutional control (e.g., deed restriction or easement): _____
- Describe any use limitations: _____
- Describe any engineering controls: _____
- Will the project affect the institutional or engineering controls in place? ☐Yes ☐No
- Explain: _____

E.2. Natural Resources On or Near Project Site

a. What is the average depth to bedrock on the project site? _____ feet

b. Are there bedrock outcroppings on the project site? ☐Yes ☐No
If Yes, what proportion of the site is comprised of bedrock outcroppings? _____%

c. Predominant soil type(s) present on project site: _____ _____%
_____ _____%
_____ _____%

d. What is the average depth to the water table on the project site? Average: _____ feet

e. Drainage status of project site soils: ☐ Well Drained: _____% of site
☐ Moderately Well Drained: _____% of site
☐ Poorly Drained _____% of site

f. Approximate proportion of proposed action site with slopes: ☐ 0-10%: _____% of site
☐ 10-15%: _____% of site
☐ 15% or greater: _____% of site

g. Are there any unique geologic features on the project site? ☐Yes ☐No
If Yes, describe: _____

h. Surface water features.
i. Does any portion of the project site contain wetlands or other waterbodies (including streams, rivers, ponds or lakes)? ☐Yes ☐No
ii. Do any wetlands or other waterbodies adjoin the project site? ☐Yes ☐No
If Yes to either *i* or *ii*, continue. If No, skip to E.2.i.
iii. Are any of the wetlands or waterbodies within or adjoining the project site regulated by any federal, state or local agency? ☐Yes ☐No
iv. For each identified regulated wetland and waterbody on the project site, provide the following information:

- Streams: Name _____ Classification _____
- Lakes or Ponds: Name _____ Classification _____
- Wetlands: Name _____ Approximate Size _____
- Wetland No. (if regulated by DEC) _____

v. Are any of the above water bodies listed in the most recent compilation of NYS water quality-impaired waterbodies? ☐Yes ☐No
If yes, name of impaired water body/bodies and basis for listing as impaired: _____

i. Is the project site in a designated Floodway? ☐Yes ☐No

j. Is the project site in the 100 year Floodplain? ☐Yes ☐No

k. Is the project site in the 500 year Floodplain? ☐Yes ☐No

l. Is the project site located over, or immediately adjoining, a primary, principal or sole source aquifer? ☐Yes ☐No
If Yes:
i. Name of aquifer: _____

m. Identify the predominant wildlife species that occupy or use the project site: _____

_____ _____ _____

_____ _____ _____

n. Does the project site contain a designated significant natural community? ☐Yes ☐No

If Yes:

i. Describe the habitat/community (composition, function, and basis for designation): _____

ii. Source(s) of description or evaluation: _____

iii. Extent of community/habitat:

- Currently: _____ acres
- Following completion of project as proposed: _____ acres
- Gain or loss (indicate + or -): _____ acres

o. Does project site contain any species of plant or animal that is listed by the federal government or NYS as endangered or threatened, or does it contain any areas identified as habitat for an endangered or threatened species? ☐Yes ☐No

p. Does the project site contain any species of plant or animal that is listed by NYS as rare, or as a species of special concern? ☐Yes ☐No

q. Is the project site or adjoining area currently used for hunting, trapping, fishing or shell fishing? ☐Yes ☐No

If yes, give a brief description of how the proposed action may affect that use: _____

E.3. Designated Public Resources On or Near Project Site

a. Is the project site, or any portion of it, located in a designated agricultural district certified pursuant to Agriculture and Markets Law, Article 25-AA, Section 303 and 304? ☐Yes ☐No

If Yes, provide county plus district name/number: _____

b. Are agricultural lands consisting of highly productive soils present? ☐Yes ☐No

i. If Yes: acreage(s) on project site? _____

ii. Source(s) of soil rating(s): _____

c. Does the project site contain all or part of, or is it substantially contiguous to, a registered National Natural Landmark? ☐Yes ☐No

If Yes:

i. Nature of the natural landmark: ☐ Biological Community ☐ Geological Feature

ii. Provide brief description of landmark, including values behind designation and approximate size/extent: _____

d. Is the project site located in or does it adjoin a state listed Critical Environmental Area? ☐Yes ☐No

If Yes:

i. CEA name: _____

ii. Basis for designation: _____

iii. Designating agency and date: _____

e. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on, or has been nominated by the NYS Board of Historic Preservation for inclusion on, the State or National Register of Historic Places? ☐Yes ☐No

If Yes:

i. Nature of historic/archaeological resource: ☐Archaeological Site ☐Historic Building or District

ii. Name: _____

iii. Brief description of attributes on which listing is based:

_____

f. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory? ☐Yes ☐No

g. Have additional archaeological or historic site(s) or resources been identified on the project site? ☐Yes ☐No

If Yes:

i. Describe possible resource(s): _____

ii. Basis for identification: _____

h. Is the project site within fives miles of any officially designated and publicly accessible federal, state, or local scenic or aesthetic resource? ☐Yes ☐No

If Yes:

i. Identify resource: _____

ii. Nature of, or basis for, designation (e.g., established highway overlook, state or local park, state historic trail or scenic byway, etc.): _____

iii. Distance between project and resource: _____ miles.

i. Is the project site located within a designated river corridor under the Wild, Scenic and Recreational Rivers Program 6 NYCRR 666? ☐Yes ☐No

If Yes:

i. Identify the name of the river and its designation: _____

ii. Is the activity consistent with development restrictions contained in 6NYCRR Part 666? ☐Yes ☐No

Outline of miscellaneous proposed law changes are attached. No adverse impacts anticipated

F. Additional Information

Attach any additional information which may be needed to clarify your project.

If you have identified any adverse impacts which could be associated with your proposal, please describe those impacts plus any measures which you propose to avoid or minimize them.

G. Verification

I certify that the information provided is true to the best of my knowledge.

Applicant/Sponsor Name Town of Evans Date October 16, 2015

Signature Sandra L. Grant Title Director of Planning

PRINT FORM

Agency Use Only [If applicable]

Project: Zoning Amendments

Date: 10-16-15

Full Environmental Assessment Form
Part 2 - Identification of Potential Project Impacts

Part 2 is to be completed by the lead agency. Part 2 is designed to help the lead agency inventory all potential resources that could be affected by a proposed project or action. We recognize that the lead agency's reviewer(s) will not necessarily be environmental professionals. So, the questions are designed to walk a reviewer through the assessment process by providing a series of questions that can be answered using the information found in Part 1. To further assist the lead agency in completing Part 2, the form identifies the most relevant questions in Part 1 that will provide the information needed to answer the Part 2 question. When Part 2 is completed, the lead agency will have identified the relevant environmental areas that may be impacted by the proposed activity.

If the lead agency is a state agency and the action is in any Coastal Area, complete the Coastal Assessment Form before proceeding with this assessment.

Tips for completing Part 2:

- Review all of the information provided in Part 1.
- Review any application, maps, supporting materials and the Full EAF Workbook.
- Answer each of the 18 questions in Part 2.
- If you answer "Yes" to a numbered question, please complete all the questions that follow in that section.
- If you answer "No" to a numbered question, move on to the next numbered question.
- Check appropriate column to indicate the anticipated size of the impact.
- Proposed projects that would exceed a numeric threshold contained in a question should result in the reviewing agency checking the box "Moderate to large impact may occur."
- The reviewer is not expected to be an expert in environmental analysis.
- If you are not sure or undecided about the size of an impact, it may help to review the sub-questions for the general question and consult the workbook.
- When answering a question consider all components of the proposed activity, that is, the "whole action".
- Consider the possibility for long-term and cumulative impacts as well as direct impacts.
- Answer the question in a reasonable manner considering the scale and context of the project.

1. Impact on Land
Proposed action may involve construction on, or physical alteration of, the land surface of the proposed site. (See Part 1. D.1)
If "Yes", answer questions a - j. If "No", move on to Section 2.

☑ NO ☐ YES

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may involve construction on land where depth to water table is less than 3 feet.	E2d	☐	☐
b. The proposed action may involve construction on slopes of 15% or greater.	E2f	☐	☐
c. The proposed action may involve construction on land where bedrock is exposed, or generally within 5 feet of existing ground surface.	E2a	☐	☐
d. The proposed action may involve the excavation and removal of more than 1,000 tons of natural material.	D2a	☐	☐
e. The proposed action may involve construction that continues for more than one year or in multiple phases.	D1e	☐	☐
f. The proposed action may result in increased erosion, whether from physical disturbance or vegetation removal (including from treatment by herbicides).	D2e, D2q	☐	☐
g. The proposed action is, or may be, located within a Coastal Erosion hazard area.	B1i	☐	☐
h. Other impacts: _____		☐	☐

2. Impact on Geological Features

The proposed action may result in the modification or destruction of, or inhibit access to, any unique or unusual land forms on the site (e.g., cliffs, dunes, minerals, fossils, caves). (See Part 1. E.2.g)

☑ NO ☐ YES

If "Yes", answer questions a - c. If "No", move on to Section 3.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. Identify the specific land form(s) attached: _____	E2g	☐	☐
b. The proposed action may affect or is adjacent to a geological feature listed as a registered National Natural Landmark. Specific feature: _____	E3c	☐	☐
c. Other impacts: _____		☐	☐

3. Impacts on Surface Water

The proposed action may affect one or more wetlands or other surface water bodies (e.g., streams, rivers, ponds or lakes). (See Part 1. D.2, E.2.h)

☑ NO ☐ YES

If "Yes", answer questions a - l. If "No", move on to Section 4.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may create a new water body.	D2b, D1h	☐	☐
b. The proposed action may result in an increase or decrease of over 10% or more than a 10 acre increase or decrease in the surface area of any body of water.	D2b	☐	☐
c. The proposed action may involve dredging more than 100 cubic yards of material from a wetland or water body.	D2a	☐	☐
d. The proposed action may involve construction within or adjoining a freshwater or tidal wetland, or in the bed or banks of any other water body.	E2h	☐	☐
e. The proposed action may create turbidity in a waterbody, either from upland erosion, runoff or by disturbing bottom sediments.	D2a, D2h	☐	☐
f. The proposed action may include construction of one or more intake(s) for withdrawal of water from surface water.	D2c	☐	☐
g. The proposed action may include construction of one or more outfall(s) for discharge of wastewater to surface water(s).	D2d	☐	☐
h. The proposed action may cause soil erosion, or otherwise create a source of stormwater discharge that may lead to siltation or other degradation of receiving water bodies.	D2e	☐	☐
i. The proposed action may affect the water quality of any water bodies within or downstream of the site of the proposed action.	E2h	☐	☐
j. The proposed action may involve the application of pesticides or herbicides in or around any water body.	D2q, E2h	☐	☐
k. The proposed action may require the construction of new, or expansion of existing, wastewater treatment facilities.	D1a, D2d	☐	☐

l. Other impacts: _____ _____		☐	☐

4. Impact on groundwater

The proposed action may result in new or additional use of ground water, or may have the potential to introduce contaminants to ground water or an aquifer. (See Part 1. D.2.a, D.2.c, D.2.d, D.2.p, D.2.q, D.2.t)

☑ NO ☐ YES

If "Yes", answer questions a - h. If "No", move on to Section 5.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may require new water supply wells, or create additional demand on supplies from existing water supply wells.	D2c	☐	☐
b. Water supply demand from the proposed action may exceed safe and sustainable withdrawal capacity rate of the local supply or aquifer. Cite Source: _____	D2c	☐	☐
c. The proposed action may allow or result in residential uses in areas without water and sewer services.	D1a, D2c	☐	☐
d. The proposed action may include or require wastewater discharged to groundwater.	D2d, E2l	☐	☐
e. The proposed action may result in the construction of water supply wells in locations where groundwater is, or is suspected to be, contaminated.	D2c, E1f, E1g, E1h	☐	☐
f. The proposed action may require the bulk storage of petroleum or chemical products over ground water or an aquifer.	D2p, E2l	☐	☐
g. The proposed action may involve the commercial application of pesticides within 100 feet of potable drinking water or irrigation sources.	E2h, D2q, E2l, D2c	☐	☐
h. Other impacts: _____ _____		☐	☐

5. Impact on Flooding

The proposed action may result in development on lands subject to flooding. (See Part 1. E.2)

☑ NO ☐ YES

If "Yes", answer questions a - g. If "No", move on to Section 6.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may result in development in a designated floodway.	E2i	☐	☐
b. The proposed action may result in development within a 100 year floodplain.	E2j	☐	☐
c. The proposed action may result in development within a 500 year floodplain.	E2k	☐	☐
d. The proposed action may result in, or require, modification of existing drainage patterns.	D2b, D2e	☐	☐
e. The proposed action may change flood water flows that contribute to flooding.	D2b, E2i, E2j, E2k	☐	☐
f. If there is a dam located on the site of the proposed action, is the dam in need of repair, or upgrade?	E1e	☐	☐

g. Other impacts: _____ _____		☐	☐

6. Impacts on Air

The proposed action may include a state regulated air emission source. (See Part 1. D.2.f., D,2,h, D.2.g)

☑ NO ☐ YES

If "Yes", answer questions a - f. If "No", move on to Section 7.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. If the proposed action requires federal or state air emission permits, the action may also emit one or more greenhouse gases at or above the following levels:			
i. More than 1000 tons/year of carbon dioxide (CO_2)	D2g	☐	☐
ii. More than 3.5 tons/year of nitrous oxide (N_2O)	D2g	☐	☐
iii. More than 1000 tons/year of carbon equivalent of perfluorocarbons (PFCs)	D2g	☐	☐
iv. More than .045 tons/year of sulfur hexafluoride (SF_6)	D2g	☐	☐
v. More than 1000 tons/year of carbon dioxide equivalent of hydrochloroflourocarbons (HFCs) emissions	D2g	☐	☐
vi. 43 tons/year or more of methane	D2h	☐	☐
b. The proposed action may generate 10 tons/year or more of any one designated hazardous air pollutant, or 25 tons/year or more of any combination of such hazardous air pollutants.	D2g	☐	☐
c. The proposed action may require a state air registration, or may produce an emissions rate of total contaminants that may exceed 5 lbs. per hour, or may include a heat source capable of producing more than 10 million BTU's per hour.	D2f, D2g	☐	☐
d. The proposed action may reach 50% of any of the thresholds in "a" through "c", above.	D2g	☐	☐
e. The proposed action may result in the combustion or thermal treatment of more than 1 ton of refuse per hour.	D2s	☐	☐
f. Other impacts: _____ _____		☐	☐

7. Impact on Plants and Animals

The proposed action may result in a loss of flora or fauna. (See Part 1. E.2. m.-q.)

☑ NO ☐ YES

If "Yes", answer questions a - j. If "No", move on to Section 8.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may cause reduction in population or loss of individuals of any threatened or endangered species, as listed by New York State or the Federal government, that use the site, or are found on, over, or near the site.	E2o	☐	☐
b. The proposed action may result in a reduction or degradation of any habitat used by any rare, threatened or endangered species, as listed by New York State or the federal government.	E2o	☐	☐
c. The proposed action may cause reduction in population, or loss of individuals, of any species of special concern or conservation need, as listed by New York State or the Federal government, that use the site, or are found on, over, or near the site.	E2p	☐	☐
d. The proposed action may result in a reduction or degradation of any habitat used by any species of special concern and conservation need, as listed by New York State or the Federal government.	E2p	☐	☐

e. The proposed action may diminish the capacity of a registered National Natural Landmark to support the biological community it was established to protect.	E3c	☐	☐
f. The proposed action may result in the removal of, or ground disturbance in, any portion of a designated significant natural community. Source: _____	E2n	☐	☐
g. The proposed action may substantially interfere with nesting/breeding, foraging, or over-wintering habitat for the predominant species that occupy or use the project site.	E2m	☐	☐
h. The proposed action requires the conversion of more than 10 acres of forest, grassland or any other regionally or locally important habitat. Habitat type & information source: _____ _____	E1b	☐	☐
i. Proposed action (commercial, industrial or recreational projects, only) involves use of herbicides or pesticides.	D2q	☐	☐
j. Other impacts: _____ _____		☐	☐

8. Impact on Agricultural Resources

The proposed action may impact agricultural resources. (See Part 1. E.3.a. and b.) ☑ NO ☐ YES

If "Yes", answer questions a - h. If "No", move on to Section 9.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may impact soil classified within soil group 1 through 4 of the NYS Land Classification System.	E2c, E3b	☐	☐
b. The proposed action may sever, cross or otherwise limit access to agricultural land (includes cropland, hayfields, pasture, vineyard, orchard, etc).	E1a, E1b	☐	☐
c. The proposed action may result in the excavation or compaction of the soil profile of active agricultural land.	E3b	☐	☐
d. The proposed action may irreversibly convert agricultural land to non-agricultural uses, either more than 2.5 acres if located in an Agricultural District, or more than 10 acres if not within an Agricultural District.	E1b, E3a	☐	☐
e. The proposed action may disrupt or prevent installation of an agricultural land management system.	El a, E1b	☐	☐
f. The proposed action may result, directly or indirectly, in increased development potential or pressure on farmland.	C2c, C3, D2c, D2d	☐	☐
g. The proposed project is not consistent with the adopted municipal Farmland Protection Plan.	C2c	☐	☐
h. Other impacts: _____		☐	☐

9. **Impact on Aesthetic Resources** The land use of the proposed action are obviously different from, or are in sharp contrast to, current land use patterns between the proposed project and a scenic or aesthetic resource. (Part 1. E.1.a, E.1.b, E.3.h.) *If "Yes", answer questions a - g. If "No", go to Section 10.*		☑ NO	☐ YES
	Relevant Part I Question(s)	**No, or small impact may occur**	**Moderate to large impact may occur**
a. Proposed action may be visible from any officially designated federal, state, or local scenic or aesthetic resource.	E3h	☐	☐
b. The proposed action may result in the obstruction, elimination or significant screening of one or more officially designated scenic views.	E3h, C2b	☐	☐
c. The proposed action may be visible from publicly accessible vantage points: i. Seasonally (e.g., screened by summer foliage, but visible during other seasons) ii. Year round	E3h	☐ ☐	☐ ☐
d. The situation or activity in which viewers are engaged while viewing the proposed action is: i. Routine travel by residents, including travel to and from work ii. Recreational or tourism based activities	E3h E2q, E1c	☐ ☐	☐ ☐
e. The proposed action may cause a diminishment of the public enjoyment and appreciation of the designated aesthetic resource.	E3h	☐	☐
f. There are similar projects visible within the following distance of the proposed project: 0-1/2 mile ½ -3 mile 3-5 mile 5+ mile	D1a, E1a, D1f, D1g	☐	☐
g. Other impacts: _____		☐	☐

10. **Impact on Historic and Archeological Resources** The proposed action may occur in or adjacent to a historic or archaeological resource. (Part 1. E.3.e, f. and g.) *If "Yes", answer questions a - e. If "No", go to Section 11.*		☑ NO	☐ YES
	Relevant Part I Question(s)	**No, or small impact may occur**	**Moderate to large impact may occur**
a. The proposed action may occur wholly or partially within, or substantially contiguous to, any buildings, archaeological site or district which is listed on or has been nominated by the NYS Board of Historic Preservation for inclusion on the State or National Register of Historic Places.	E3e	☐	☐
b. The proposed action may occur wholly or partially within, or substantially contiguous to, an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory.	E3f	☐	☐
c. The proposed action may occur wholly or partially within, or substantially contiguous to, an archaeological site not included on the NY SHPO inventory. Source: _____	E3g	☐	☐

d. Other impacts: _____		☐	☐
e. If any of the above (a-d) are answered "Yes", continue with the following questions to help support conclusions in Part 3:			
i. The proposed action may result in the destruction or alteration of all or part of the site or property.	E3e, E3g, E3f	☐	☐
ii. The proposed action may result in the alteration of the property's setting or integrity.	E3e, E3f, E3g, E1a, E1b	☐	☐
iii. The proposed action may result in the introduction of visual elements which are out of character with the site or property, or may alter its setting.	E3e, E3f, E3g, E3h, C2, C3	☐	☐

11. Impact on Open Space and Recreation

The proposed action may result in a loss of recreational opportunities or a reduction of an open space resource as designated in any adopted municipal open space plan.
(See Part 1. C.2.c, E.1.c., E.2.q.)
If "Yes", answer questions a - e. If "No", go to Section 12.

☑ NO ☐ YES

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may result in an impairment of natural functions, or "ecosystem services", provided by an undeveloped area, including but not limited to stormwater storage, nutrient cycling, wildlife habitat.	D2e, E1b E2h, E2m, E2o, E2n, E2p	☐	☐
b. The proposed action may result in the loss of a current or future recreational resource.	C2a, E1c, C2c, E2q	☐	☐
c. The proposed action may eliminate open space or recreational resource in an area with few such resources.	C2a, C2c E1c, E2q	☐	☐
d. The proposed action may result in loss of an area now used informally by the community as an open space resource.	C2c, E1c	☐	☐
e. Other impacts: _____		☐	☐

12. Impact on Critical Environmental Areas

The proposed action may be located within or adjacent to a critical environmental area (CEA). (See Part 1. E.3.d)
If "Yes", answer questions a - c. If "No", go to Section 13.

☑ NO ☐ YES

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may result in a reduction in the quantity of the resource or characteristic which was the basis for designation of the CEA.	E3d	☐	☐
b. The proposed action may result in a reduction in the quality of the resource or characteristic which was the basis for designation of the CEA.	E3d	☐	☐
c. Other impacts: _____		☐	☐

13. Impact on Transportation
The proposed action may result in a change to existing transportation systems. ☑ NO ☐ YES
(See Part 1. D.2.j)
If "Yes", answer questions a - g. If "No", go to Section 14.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. Projected traffic increase may exceed capacity of existing road network.	D2j	☐	☐
b. The proposed action may result in the construction of paved parking area for 500 or more vehicles.	D2j	☐	☐
c. The proposed action will degrade existing transit access.	D2j	☐	☐
d. The proposed action will degrade existing pedestrian or bicycle accommodations.	D2j	☐	☐
e. The proposed action may alter the present pattern of movement of people or goods.	D2j	☐	☐
f. Other impacts: _____		☐	☐

14. Impact on Energy
The proposed action may cause an increase in the use of any form of energy. ☑ NO ☐ YES
(See Part 1. D.2.k)
If "Yes", answer questions a - e. If "No", go to Section 15.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action will require a new, or an upgrade to an existing, substation.	D2k	☐	☐
b. The proposed action will require the creation or extension of an energy transmission or supply system to serve more than 50 single or two-family residences or to serve a commercial or industrial use.	D1f, D1q, D2k	☐	☐
c. The proposed action may utilize more than 2,500 MWhrs per year of electricity.	D2k	☐	☐
d. The proposed action may involve heating and/or cooling of more than 100,000 square feet of building area when completed.	D1g	☐	☐
e. Other Impacts: _____		☐	☐

15. Impact on Noise, Odor, and Light
The proposed action may result in an increase in noise, odors, or outdoor lighting. ☑ NO ☐ YES
(See Part 1. D.2.m., n., and o.)
If "Yes", answer questions a - f. If "No", go to Section 16.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may produce sound above noise levels established by local regulation.	D2m	☐	☐
b. The proposed action may result in blasting within 1,500 feet of any residence, hospital, school, licensed day care center, or nursing home.	D2m, E1d	☐	☐
c. The proposed action may result in routine odors for more than one hour per day.	D2o	☐	☐

d. The proposed action may result in light shining onto adjoining properties.	D2n	☐	☐
e. The proposed action may result in lighting creating sky-glow brighter than existing area conditions.	D2n, E1a	☐	☐
f. Other impacts: _____		☐	☐

16. Impact on Human Health ☑ NO ☐ YES

The proposed action may have an impact on human health from exposure to new or existing sources of contaminants. (See Part 1.D.2.q., E.1. d. f. g. and h.)
If "Yes", answer questions a - m. If "No", go to Section 17.

	Relevant Part I Question(s)	No,or small impact may occur	Moderate to large impact may occur
a. The proposed action is located within 1500 feet of a school, hospital, licensed day care center, group home, nursing home or retirement community.	E1d	☐	☐
b. The site of the proposed action is currently undergoing remediation.	E1g, E1h	☐	☐
c. There is a completed emergency spill remediation, or a completed environmental site remediation on, or adjacent to, the site of the proposed action.	E1g, E1h	☐	☐
d. The site of the action is subject to an institutional control limiting the use of the property (e.g., easement or deed restriction).	E1g, E1h	☐	☐
e. The proposed action may affect institutional control measures that were put in place to ensure that the site remains protective of the environment and human health.	E1g, E1h	☐	☐
f. The proposed action has adequate control measures in place to ensure that future generation, treatment and/or disposal of hazardous wastes will be protective of the environment and human health.	D2t	☐	☐
g. The proposed action involves construction or modification of a solid waste management facility.	D2q, E1f	☐	☐
h. The proposed action may result in the unearthing of solid or hazardous waste.	D2q, E1f	☐	☐
i. The proposed action may result in an increase in the rate of disposal, or processing, of solid waste.	D2r, D2s	☐	☐
j. The proposed action may result in excavation or other disturbance within 2000 feet of a site used for the disposal of solid or hazardous waste.	E1f, E1g E1h	☐	☐
k. The proposed action may result in the migration of explosive gases from a landfill site to adjacent off site structures.	E1f, E1g	☐	☐
l. The proposed action may result in the release of contaminated leachate from the project site.	D2s, E1f, D2r	☐	☐
m. Other impacts: _____		☐	☐

17. Consistency with Community Plans

The proposed action is not consistent with adopted land use plans. (See Part 1. C.1, C.2. and C.3.)

If "Yes", answer questions a - h. If "No", go to Section 18.

☑ NO ☐ YES

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action's land use components may be different from, or in sharp contrast to, current surrounding land use pattern(s).	C2, C3, D1a E1a, E1b	☐	☐
b. The proposed action will cause the permanent population of the city, town or village in which the project is located to grow by more than 5%.	C2	☐	☐
c. The proposed action is inconsistent with local land use plans or zoning regulations.	C2, C2, C3	☐	☐
d. The proposed action is inconsistent with any County plans, or other regional land use plans.	C2, C2	☐	☐
e. The proposed action may cause a change in the density of development that is not supported by existing infrastructure or is distant from existing infrastructure.	C3, D1c, D1d, D1f, D1d, E1b	☐	☐
f. The proposed action is located in an area characterized by low density development that will require new or expanded public infrastructure.	C4, D2c, D2d D2j	☐	☐
g. The proposed action may induce secondary development impacts (e.g., residential or commercial development not included in the proposed action)	C2a	☐	☐
h. Other: _____ _____		☐	☐

18. Consistency with Community Character

The proposed project is inconsistent with the existing community character. (See Part 1. C.2, C.3, D.2, E.3)

If "Yes", answer questions a - g. If "No", proceed to Part 3.

☑ NO ☐ YES

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may replace or eliminate existing facilities, structures, or areas of historic importance to the community.	E3e, E3f, E3g	☐	☐
b. The proposed action may create a demand for additional community services (e.g. schools, police and fire)	C4	☐	☐
c. The proposed action may displace affordable or low-income housing in an area where there is a shortage of such housing.	C2, C3, D1f D1g, E1a	☐	☐
d. The proposed action may interfere with the use or enjoyment of officially recognized or designated public resources.	C2, E3	☐	☐
e. The proposed action is inconsistent with the predominant architectural scale and character.	C2, C3	☐	☐
f. Proposed action is inconsistent with the character of the existing natural landscape.	C2, C3 E1a, E1b E2g, E2h	☐	☐
g. Other impacts: _____ _____		☐	☐

PRINT FULL FORM

Agency Use Only [If Applicable]

Project: Zoning Amendments

Date: 12-16-15

Full Environmental Assessment Form
Part 3 - Evaluation of the Magnitude and Importance of Project Impacts and Determination of Significance

Part 3 provides the reasons in support of the determination of significance. The lead agency must complete Part 3 for every question in Part 2 where the impact has been identified as potentially moderate to large or where there is a need to explain why a particular element of the proposed action will not, or may, result in a significant adverse environmental impact.

Based on the analysis in Part 3, the lead agency must decide whether to require an environmental impact statement to further assess the proposed action or whether available information is sufficient for the lead agency to conclude that the proposed action will not have a significant adverse environmental impact. By completing the certification on the next page, the lead agency can complete its determination of significance.

Reasons Supporting This Determination:

To complete this section:

- Identify the impact based on the Part 2 responses and describe its magnitude. Magnitude considers factors such as severity, size or extent of an impact.
- Assess the importance of the impact. Importance relates to the geographic scope, duration, probability of the impact occurring, number of people affected by the impact and any additional environmental consequences if the impact were to occur.
- The assessment should take into consideration any design element or project changes.
- Repeat this process for each Part 2 question where the impact has been identified as potentially moderate to large or where there is a need to explain why a particular element of the proposed action will not, or may, result in a significant adverse environmental impact.
- Provide the reason(s) why the impact may, or will not, result in a significant adverse environmental impact
- For Conditional Negative Declarations identify the specific condition(s) imposed that will modify the proposed action so that no significant adverse environmental impacts will result.
- Attach additional sheets, as needed.

Determination of Significance - Type 1 and Unlisted Actions

SEQR Status: ☑ Type 1 ☐ Unlisted

Identify portions of EAF completed for this Project: ☑ Part 1 ☑ Part 2 ☐ Part

Upon review of the information recorded on this EAF, as noted, plus this additional support information

and considering both the magnitude and importance of each identified potential impact, it is the conclusion of the the Town Board of the Town of Evans as lead agency that:

☑ A. This project will result in no significant adverse impacts on the environment, and, therefore, an environmental impact statement need not be prepared. Accordingly, this negative declaration is issued.

☐ B. Although this project could have a significant adverse impact on the environment, that impact will be avoided or substantially mitigated because of the following conditions which will be required by the lead agency:

There will, therefore, be no significant adverse impacts from the project as conditioned, and, therefore, this conditioned negative declaration is issued. A conditioned negative declaration may be used only for UNLISTED actions (see 6 NYCRR 617.d).

☐ C. This Project may result in one or more significant adverse impacts on the environment, and an environmental impact statement must be prepared to further assess the impact(s) and possible mitigation and to explore alternatives to avoid or reduce those impacts. Accordingly, this positive declaration is issued.

Name of Action: Amendments to Town of Evans Zoning – Section 200

Name of Lead Agency: Evans Town Board

Name of Responsible Officer in Lead Agency: ~~Keith E. Pooth~~ Mary Hosler

Title of Responsible Officer: Supervisor

Signature of Responsible Officer in Lead Agency: Mary Hosler Date: 2/3/16

Signature of Preparer (if different from Responsible Officer) Sandra L. Brant Date:

For Further Information:

Contact Person: Sandra L. Brant, Director of Planning

Address: 8787 Erie Rd, Angola, NY 14006

Telephone Number: 716 - 549 - 0945

E-mail: planning@townofevans.org

For Type 1 Actions and Conditioned Negative Declarations, a copy of this Notice is sent to:

Chief Executive Officer of the political subdivision in which the action will be principally located (e.g., Town / City / Village of)
Other involved agencies (if any)
Applicant (if any)
Environmental Notice Bulletin: http://www.dec.ny.gov/enb/enb.html

PRINT FULL FORM

February 3, 2016
Attachment A

Town of Evans, New York

Procurement Policy

This document sets forth the policy and procedures of the Town of Evans to meet the requirements of General Municipal Law, section 104-b.

Purpose

Goods and services that are not required by law to be procured pursuant to competitive bidding must be procured in a manner as to assure the prudent and economical use of public moneys in the best interest of the taxpayers; to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances; and to guard against favoritism, improvidence, extravagance, fraud and corruption. To further these objectives, the governing board is adopting an internal policy and procedures governing all procurements of goods and services which are not required to be made pursuant to the competitive bidding requirements of General Municipal Law, section 103 or of any other general, special, or local law.

General Purchasing Procedures

1. Department heads are responsible for initiating the purchasing process through the use of a Purchase Order. Purchase Orders must be created for all expenditures. Multiple purchases for the same good/service between January-December should be aggregated within one purchase order request. The purchase order must include the following information:

    - Expenditure/budget line to be utilized
    - Description of the goods/services
    - Purpose or use of goods/services
    - Total cost
    - Proposed vendor(s)
    - Competition requirements (Must follow the "Procedures for Determining Competition Requirements")

2. All purchase orders are submitted to the Supervisor for review and verification of the following:

    - Verifies that budget account is accurate
    - Verifies that the purchase does not exceed the budget
    - Verifies that the competition requirements were met.

3. Upon review and approval, the Supervisor will authorize the purchase order with a signature, or deny the request providing a reason for denial. Three copies of the authorized P.O. must be retained. (1) One copy to be maintained by the Supervisor, (2) one copy to be provided to the Finance Department, and (3) one copy to be provided to the requesting Department Head.
4. After authorization by the Supervisor, the Department Head will initiate the purchase with authorized vendor. When the purchase is delivered, the receiver shall inspect order and sign off to ensure all goods/services where received. The following will be sent to finance for payment:

- Authorized P.O. with proper signatures
- Address of vendor
- Competition/Bid documentation (see applicable requirements for each level below)
- Invoice
- Receipts/Packing List

5. Board meetings are held every other Wednesday throughout the year. The Wednesday prior to the board meeting all completed purchase order packages are due to the Finance Department for processing. The Finance Department will review for appropriateness and accuracy.

6. Upon completion of the review, the Finance Department will enter the purchase order into the accounting system, print a voucher report, and provide the voucher report and all purchase order packages to the Town Supervisor and Town Councilmen for review and approval.

7. Upon completion of the review of the vouchers by the Town Supervisor and Town Councilmen, the total amount of all vouchers (Abstract) will be provided to the Town Board Members for a final approval at the Town Board Meeting.

8. A copy of the approval of the abstract shall be provided to the Clerk Typist as a notation of approval to start processing the checks through the accounting system. Once the checks have been printed the Clerk Typist mails all payments.

February 3, 2016
Attachment A

Procedures for Determining Competition Requirements

There are 4 levels of competition requirements for both purchase contracts and public work contracts. The Department Head is responsible for determining the competition requirements of each purchase upon submission of the purchase order to the Supervisor. A good faith effort shall be made to obtain the required number of quotations or proposals. If the Department Head is unable to obtain the required number of proposals or quotation, the Department Head will document the attempt made at obtaining the proposals.

LEVEL 4 — Advertisement of Sealed Bid

Pursuant to General Municipal Law, section 103(1): Purchase contracts involving expenditures in excess of $20,000 and contracts for public work involving expenditures in excess of $35,000 are generally subject to competitive bidding.

The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law (GML) and are to be considered within levels 1-3:

- Public works contracts under $35,000
- Purchase contracts under $20,000
- Goods purchased from agencies for the blind or severely handicapped
- Goods purchased from correctional institutions
- Purchases under the State and County contracts
- Surplus and second-hand purchases from another municipality.

Required documentation for Level 4 – voucher package:

a. Legal notice/advertisement of bids
b. Standards and requirements of bids
c. Basis of evaluation for bid
d. Received bids
e. Winning bid and basis for award
f. Resolution

LEVEL 3 — 3 Written, Fax, and Email, or Request for Proposal

Pursuant to General Municipal Law, section 104-b, the Town of Evans has adopted the following policy for Written Quotations of goods not subject to competitive bidding requirements of General Municipal Law, section 103:

Purchase contracts involving expenditures between of $5,000 and $19,999 and contracts for public work involving expenditures between $20,000 and $34,999 require a minimum of 3 Written Quotations or the submission of a Request for Proposal

Required documentation for Level 3 – Request for Proposal – purchase order package:

a. Requisition Request
b. Request for Proposal
c. List of recipients
d. All received proposals
e. Written Purchase Order to vendor

LEVEL 2 — 2 Written Quotations

Pursuant to General Municipal Law, section 104-b, the Town of Evans has adopted the following policy for Verbal Quotations of goods not subject to competitive bidding requirements of General Municipal Law, section 103:

> Purchase contracts involving expenditures between $1,000 and $4,999 and contracts for public work involving expenditures between $5,000 and $19,999 require a minimum of 2 Written Quotations

Required documentation for Level 2 – Purchase Order Package:

a. Requisition Request
b. Request for Proposal
c. List of recipients
d. 2 Written, Faxed, or Emailed Quotations
e. Written Purchase Order to vendor

LEVEL 1 — One written Quotation

Pursuant to General Municipal Law, section 104-b, the Town of Evans has adopted the following policy for Supervisor Authorization of goods not subject to competitive bidding requirements of General Municipal Law, section 103:

> Purchase contracts involving expenditures between $200-$999 and contracts for public work involving expenditures between $200-$4,999 require one written quotation. Supervisor authorization.

Required documentation for Level 1 – purchase order package:

a. Requisition Request
b. Request for Proposal
c. List of recipents
d. 1 Written, Faxed, or Emailed Quotation
e. Purchase Order to vendor

Summary of Competition Requirements:

Purchase Contract:

Level	Amount	Method of Procurement
1	$200-$999	Supervisor Authorization and One Written Quotation
2	$1,000-$4,999	Supervisor Authorization and Two Written Quotations
3	$5,000-$19,999	Supervisor Authorization and Three Written Quotations or Request for Proposal
4	$20,000 and above	Supervisor Authorization and Advertised Bids (Sealed bidding process)

Public Works:

Level	Amount	Method of Procurement
1	$200-$4,999	Supervisor Authorization and One Written Quotation
2	$5,000-$19,999	Supervisor Authorization and Two Written Quotation
3	$20,000-$34,999	Supervisor Authorization and Three Written Quotations or Request for Proposal
4	$35,000 and above	Supervisor Authorization and Advertised Bids (Sealed bidding process)

Statutory Exceptions to Quotations/Proposals Requirements of This Policy and Procedures

Except for procurements made pursuant to General Municipal Law, section 103 (3) (through certain county contracts), section 104 (through certain State and Federal contracts), State Finance Law, section 162, Correction Law, sections 184 and 186 (from "preferred sources," including articles manufactured in correctional institutions), or the items excepted herein (see below), alternative proposals or quotations for goods and services shall be secured by use of either written requests for proposals, written quotations, verbal quotations or any other method of procurement that furthers the purposes of the General Municipal Law, section 104-b.

Awards to Other than the Lowest Responsible Dollar Offeror

Whenever any contract is awarded to other than the lowest responsible dollar offeror, the reasons that such an award furthers the purpose of General Municipal Law, section 104-b, as set forth herein above, should be supported with adequate justification and documentation submitted with the voucher package.

Items Excepted from this Policy and Procedures by the Board

The board sets forth the following circumstances when, or types of procurements for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the Town of Evans:

- Piggybacking" on certain other government contracts in accordance with the prerequisites in GML, section 103
- Emergency purchases
- Professional service where that Supervisor has deemed the Request for Proposal process to be ineffective
- Sole sources

- Preferred sources under New York State Finance Law, section 162
- Environmentally Responsible Purchasing

Individual(s) Responsible for Purchasing

Department Heads

Input From Officers

Comments have been solicited from officers of the political subdivision or district therein involved in the procurement process prior to the enactment of this policy and procedures, and will be solicited from time to time hereafter.

Annual Review

The governing board shall annually review and, when needed, update this policy and procedures. The Supervisor and governing board shall be responsible for conducting an annual evaluation of the effectiveness of the procurement policy and procedures and an evaluation of the control procedures established to ensure compliance with the procurement policy, and shall be responsible for reporting back to the board.

Unintentional Failure to Comply

The unintentional failure to comply fully with the provisions of General Municipal Law, section 104-b shall not be grounds to void action taken or give rise to a cause of action against the Town of Evans or any officer or employee thereof.

Resolution

Adopted on 2/03/16 by unanimous vote of the governing board of the Town of Evans.

Town of Evans, New York

Budget Policy

Annual Budget Process

Through the budget, the Town Board sets the direction of the Town, allocates its resources and establishes its priorities. The annual budget assures the efficient and effective uses of the Town's economic resources, as well as establishing that the highest priority objectives are accomplished.

The annual budgets serves from January 1st to December 31st, and is a vehicle that accurately and openly communicates these priorities to the community, businesses, vendors, employees and other public agencies. Additionally, it establishes the foundation of effective financial planning by providing resource planning, performance measures and controls that permit the evaluation and adjustment of the Town's performance.

The Town generally follows these procedures in establishing the budgetary date reflected in the financial statements.

- Prior to September 1st, The Budget Officer will provide Department Heads' with estimate and project proposal worksheets.
- No later than September 15th, Department Heads' will submit their estimate and project proposal worksheets with requested budgetary amounts to the Town Supervisor
- Prior to September 30th, the Town Supervisor approves or modifies the Department Heads' requests and files a "tentative" budget with the Town Clerk for the following fiscal year to commence on January 1st. This budget, which includes appropriations and estimated revenues, is then presented to the full Town Board by October 5th.
- The full Town Board reviews the tentative budget and will submit in writing to the Supervisor any adjustments to the "tentative" budget no later than October 19th.
- The full Town Board reviews the tentative budget before approving a "preliminary" budget and calling for a public hearing, which is generally held in October, but no later than Thursday following the November Election.
- Following the public hearing, revisions may again be made by the Town Board before filing an adopted budget with Erie County by November 20th.
- Formal annual budgetary accounts are employed as a management control device or the General and all special revenue funds.
- During the fiscal year, the Town Board can legally amend the operation budgets and is empowered to implement supplemental appropriations. Budget amendments are required for the departmental budgetary control. All budget amendments and budget transfers require Town Board approval.
- Annual budgets for governmental funds, except the Capital Projects Fund, are adopted on a basis consistent with accounting principles generally accepted in the United States of America.

- The Capital Projects Fund appropriations are not included in the Town's annual budget. Instead appropriations are approved through a Town Board resolution at the project's inception and lapse upon completion of the project.

- Total expenditures for each object classification within a department may not legally exceed the total appropriations for that object classification.

Budget Transfers

Department heads are responsible for regularly reviewing budgetary accounts. If it is expected that expenditure or revenues will exceed the authorized budgetary amount, the department head will be responsible for filling out and submitting a budget transfer request form.

1. Budget transfers are initiated at the Department Head level through the use of a Budget Transfer Request form. Department Heads should complete a Budget Transfer Request including the affected accounts and requested transfer amounts. The Budget Transfer Request should be signed by the Department Head and submitted to the Supervisor for approval.

2. The Supervisor will review budget transfer requests verifying appropriateness, accuracy, and availability of funds. After review, the Supervisor will approve the request with a signature and submit the request to the Finance Department for final approval and recording.

3. The Finance Department will complete a final review of the budget transfer requests for accuracy and availability of funds. After review, the Finance Department will approve the request with a signature and enter the changes to the budget within the Town accounting system.

Budget Amendments

Department heads are responsible for regularly evaluating unanticipated revenue and expenditure accounts. If it is expected that revenues or expenditures will exceed the authorized budgetary amount, the department head will be responsible for filling out and submitting a budget transfer request form. Only unanticipated revenues that were not originally budgeted can be used to increase budgeted expenditure lines. Budgeted expenditure lines cannot be increased without additional revenues not originally included within the budget (i.e. grants, donations, etc.).

1. Budget amendments are initiated at the Department Head level through the use of a Budget Amendment Request form. The Department head is responsible for filling out the "Budget Amendment" form including the following:

    a. Affected Revenue and Expenditure budget lines
    b. Original budgeted and requested increase amounts for each line
    c. Justification for increase
    d. Documentation supporting the increase
    e. Signature

2. The budget amendment request and documents supporting the budgetary increase are then submitted to the Supervisor and Finance department or chief financial officer for review and signature approval.

3. After approval by the Supervisor and Finance department or chief financial officer, the amendment will be brought to the board for final approval and authorization.

4. Upon board authorization the Finance Department will record the Budget Amendment within the Town Accounting system.

Resolution

Adopted on 2/03/16 by a unanimous vote of the governing board of the Town of Evans

Town of Evans, New York

Journal Entry Policy

Purpose

The Town of Evans recognizes that manual journal entries are needed and made for various reasons including but not limited to: record revenues and expenditures, to transfer funds, or to record balance sheet accruals. Based on the need for manual journal entries, the following policy is being established to document procedures on how journal entries are expected to be processed:

Monthly Re-Occurring Journal Entries

1. Journal entries for all funds/departments are to be prepared by the Senior Clerk.

2. The Senior Clerk Typist is to notate the following for each entry:
    a. General Ledger Code
    b. Period
    c. Amount
    d. Attach supporting documentation

3. Once the entry has been prepared the Senior Clerk Typist is to sign their name as preparer of the entry and to notify the Finance department or chief financial officer to proceed with the review and approval procedures.

4. The Finance department or chief financial officer is to review the journal entry based on individual circumstances. In order to determine the entry is appropriate, the Finance department or chief financial officer is to review the following:
    a. Appropriate General Ledger code utilized
    b. Correct period used
    c. Entry balances with correct amounts
    d. Supporting documentation supports entry

5. If the entry is correctly prepared the Finance department or chief financial officer is to sign off as approver and to provide the Senior Clerk Typist with the entry to be inputted into the accounting software. If the entry is incorrect, the Finance department or chief financial officer is to discuss with the Senior Clerk why the entry is incorrect and to be updated for re-approval.

6. Once the entry is approved by the finance department or chief financial officer the Senior Clerk Typist is to enter and post the entry into the accounting system.

Automated Entries

Voucher (Abstract) Entries:

1. The Accounts Payable Clerk is responsible for entering and posting all Vouchers (Abstracts) into the Towns accounting system.

2. Posting of all vouchers (Abstract) will be automatically initiated by the Accounts Payable Clerk once all voucher have been reviewed and approved by the Finance Director, Supervisor and Town Board. (See procurement policy for policies and procedures surrounding Voucher (Abstract) approval.)

3. The Towns accounting system will automatically post to the general ledger by debiting the expense and crediting the cash.

Cash Receipt Entries:

1. The Senior Clerk Typist is responsible for entering and posting all Cash Receipts into the Towns accounting system.

2. Posting of all Cash Receipts is automatically initiated by the Senior Clerk Typist only after approval has been given by the Finance department or chief financial officer.

3. The Towns accounting system will automatically post to the general ledger by debiting a revenue and crediting cash.

Resolution

Adopted on 2/03/16 by unanimous vote of the governing board of the Town of Evans.

Town of Evans, New York

Capital Assets Policies and Procedures

The purpose of this policy is to provide guidelines for the departments of Evans (the Town) regarding capital asset reporting in the financial statements in accordance with Governmental Accounting Standards board (GASB) Statement No. 34, *Basic Financial Statement-and Management's Discussion and Analysis-for State and Local Governments*, and establishes management control and continuing accountability for all capital assets, over capitalization thresholds, acquired by town departments.

Capitalization of capital assets includes land, buildings and improvements, roads and bridges, machinery and equipment, and construction-in-progress. The asset amounts represented in the Town's financial statements should be documented by an inventory listing supported with detailed records for the historical or estimated historical cost of each asset.

Definition & Historical Cost

Capital assets are real or personal property that have a value equal to or greater than the capitalization threshold for the particular classification of the asset and have an estimated life of greater than one year. Capital assets should be recorded at their historical costs. The cost of a capital asset should include any ancillary costs that are necessary to place the asset in its intended condition for use. These include the vendor's invoice (plus the value of any trade-in, if reflected on the invoice), initial installation cost (excluding in-house labor), modifications, attachments, accessories or apparatus necessary to make the asset usable and render it into service. Historical costs also include charges such as freight and transportation charges, site preparation costs and professional fees. The costs of capital assets for government activities do not include capitalized interest.

Capital Asset Donations

Donated capital assets should be reported at fair value at the time of acquisition plus ancillary charges, if any. Donations are defined as voluntary contributions of resources to a governmental entity. Note: fair value is the amount at which an asset could be exchanged in a current transaction between willing parties.

Leased Equipment

Equipment should be capitalized if the lease agreement meets any one of the following criteria:

- The lease transfers ownership of the property to the lessee by the end of the lease term.
- The lease contains a bargain purchase option
- The lease term is equal to 75 percent or more of the estimated economic life of the leased property.
- The present value of the minimum lease payments at the inception of the lease, excluding executor costs, equals at least 90 percent of the fair value of the leased property.

Leases that do not meet any of the above requirements should be recorded as an operating lease and reported in the notes of the financial statements.

Depreciating Capital Assets

Capital assets should be depreciated over their estimated useful lives unless they are inexhaustible.

The straight-line depreciation method (historical cost less residual value, divided by useful life) is the method that will be used.

Depreciation will be calculated on an annual basis. The first year of depreciation will be included in the year of the completion or acquisition of the asset.

Residual Value

Residual value is the estimated fair value of a capital asset or infrastructure remaining at the end of its useful life. In order to calculate depreciation for an asset, the estimated residual value must be established before depreciation can be calculated. The use of historical sales information becomes a valuable method for determining the estimated residual value. Proceeds from sale of assets must be netted against residual value in computing net gain or loss from sale.

The Town generally purchases assets with the intent to use such assets until its usefulness is exhausted. Therefore, the Town will estimate residual value to be zero for all capital assets.

Disposal Process

If a department identifies a piece of equipment that is obsolete, damaged beyond repair, completely depleted/used, or junk and the department wishes to dispose of the equipment the department must follow the following steps:

1. Obtain written authorization to dispose of the equipment from the department head.
2. Complete a Disposal form, including:
    a. Description of the asset
    b. Original purchase date
    c. Estimated fair market value
    d. Method of sale (i.e. auction, salvage, transfer, trade-in, etc.)
3. Submit the completed form to the Supervisors office.
4. The Supervisor will review the request. Upon approval, the Supervisor will return the signed disposal form to the Department Head who will then begin the transfer/sale process.

Sale Process

Equipment will only be sold once it is determined that the equipment has no value to any department within the Town. Revenues from sale proceeds will be recorded within the General Fund account A2660 – Sale of Equipment. All increases to budgeted appropriations associated with the Sale of Equipment

account shall be recognized within account A1990.465 – Contingent and transferred to appropriate budget lines at the Supervisors discretion.

1. Before any equipment is sold, the Department must have an approved Disposal form signed by the Supervisor
2. The Department may proceed with the anticipated sales process as detailed within their method of sale, as approved by the Supervisor
3. Upon completion of the sale, all sales documentation, receipts, auction results, applicable invoices, etc. must be submitted with the approved disposal form and cash proceeds to the finance department for record and deposit.
4. After deposit and record, banking documentation will be attached to the disposal documentation and submitted to the supervisor for final review and filing.

Capital Asset Classifications

Capital assets are assets purchased or constructed by the Town of Evans that have a useful life of 5 or more years and that have a value equal to or greater than the established capitalization threshold. The following chart lists asset categories that may be used for the Town; it also shows the threshold and useful life for each to be considered a capital asset. These categories may be adjusted to properly reflect the categories of the Town:

Capitalization Thresholds and Useful Lives

Class of Asset	Threshold	Useful Life
Land	$1	See Note 1
Land Improvements	$5,000	25
Buildings	$5,000	25
Building Improvements	$5,000	25
Machinery and Equipment:		
Office Equipment	$5,000	10
Furniture	$5,000	10
Computers (Hardware & Software)	$5,000	5
Vehicles - automobiles	$5,000	15
Vehicles - trucks	$5,000	15
Heavy Equipment	$5,000	15
Other Equipment	$5,000	5-10
Infrastucture:		
Bridges	$5,000	40
Culverts	$5,000	30
Roads - new	$5,000	30
Roads - overlay	$5,000	10
Traffic Control Systems	$5,000	30
Street Lighting	$5,000	25
Sewer Systems	$5,000	50
Water Systems	$5,000	50
Construction in Progress	$5,000	See Note 2

Note 1 - Land is not depreciated

Note 2 - Depreciation will not be recorded on Construction in Progress. Upon completion, the asset will be recorded in the appropriate asset classification and be depreciated.

Capital assets are classified as Land, Land Improvements, Buildings, Building Improvements, Machinery and Equipment, Infrastructure, or Construction in Progress. More information surrounding these categories can be found on the following pages.

Land

Definition—Land is the surface or crust of the earth, which can be used to support structures, and may be used to grow crops, grass, shrubs, and trees. Land is characterized as having an unlimited life (indefinite). Donated land should be treated like other donated assets. Site improvements (other than buildings) that prepare land for its intended use are added to the cost of the land.

Depreciation Methodology—Land is not depreciated. The Capitalization threshold for all land is $1.

Additional Expenditures to be Capitalized as part Land—(1) Purchase price or fair market value at time of acquisition, (2) commissions, (3) land excavation, fill, grading, and drainage, (4) professional fees (title searches, architect, legal engineering, appraisal, surveying, environmental assessments, etc.), (5) other costs incurred in acquiring the land and (6) displacement costs.

Land Improvements

Definition—Land improvements consist of betterments, site preparation and site improvements (other than buildings) that ready land for its intended use. Land improvements include such items as excavation, non-infrastructure utility installation, driveways, sidewalks, parking lots, flagpoles, retaining walls, fences, and outdoor lighting. They can be exhaustible or non-exhaustible.

- *Non-exhaustible land improvements*—Expenditures for improvements that do not require maintenance or replacement. Expenditures to bring land into condition to commence erection of structures, and expenditures for land improvements that do not deteriorate with use or over the passage of time are additions to the cost of land and are generally not exhaustible and therefore not depreciated.

- *Exhaustible land improvements*—Expenditures for improvements that are part of a site, such as parking lots, landscaping and fencing, are usually exhaustible and are depreciated.

Depreciation Methodology—Land improvements that are inexhaustible assets are not depreciated. Exhaustible land improvements are depreciated on a straight-line basis over 20 years. The straight-line depreciation method will be used for exhaustible land improvements.

Capitalization Threshold—the capitalization threshold for land improvements is $5,000.

Examples of Expenditures to be capitalized as Land Improvements:

- Site improvements such as excavation, fill, grading, and utility installation
- Removal, relocation, or reconstruction of property of others (railroad, telephone and power lines)
- Fencing
- Landscaping
- Parking lots

Buildings

Definition—a building is a structure that is permanently attached to the land, has a roof, is partially or completely enclosed by walls, and is not intended to be transportable or moveable.

Depreciation Methodology—the straight-line depreciation method will be used for buildings.

Capitalization Threshold—the capitalization threshold for buildings is $5,000.

Examples of Expenditures to be Capitalized as Buildings

Purchased Buildings:

- Original purchase price
- Expenses for remodeling, reconditioning or altering a purchased building to make it ready to use for the purpose for which it was acquired
- Environmental compliance (i.e., asbestos abatement)
- Professional fees (legal, architect, inspections, title searches, etc.)
- Payment of unpaid or accrued taxes on the building date of purchase
- Cancellation or buyout of existing leases
- Other costs required to place the asset into operation

Constructed Buildings:

- Completed project costs
- Cost of excavation or grading or filling of land *for a specific building*
- Expenses incurred for the preparation of plans, specifications, blueprints, etc.
- Professional fees (architect, engineer, management fees for design and supervision, legal)
- Costs of temporary buildings used during construction
- Unanticipated costs such as rock blasting, piling, or relocation of the channel of an underground stream
- Permanently attached fixtures or machinery that cannot be removed without impairing the use of the building
- Additions to buildings (expansions, extensions, or enlargements)

Building Improvements

Definition—Building improvements are capital events that materially extend the useful life of a building or increase the value of a building, or both. A building improvement should be capitalized as a betterment and recorded as an addition of value to the existing building if the expenditure for the improvement is at the capitalization threshold, or the expenditure increases the useful life or value of the building.

Depreciation Methodology—the straight-line depreciation method will be used for building improvements and their components.

Capitalization Threshold—the capitalization threshold for building improvements is $5,000.

Examples of Expenditures to be capitalized as Improvements to Buildings:

- Conversion of attics, basements, etc., to usable office, clinic, research or classroom space
- Structures *attached* to the building such as covered patios, sunrooms, garages, carports, enclosed stairwells, etc.
- Installation or upgrade of heating and cooling systems, including ceiling fans and attic vents
- Original installation/upgrade of wall or ceiling covering such as carpeting, tiles, paneling, or parquet
- Structural changes such as reinforcement of floors or walls, installation or replacement of beams, rafters, joists, steel grids, or other interior framing
- Installation or upgrade of window or door frame, upgrading of windows or doors, built-in closet and cabinets
- Interior renovation associated with casings, baseboards, light fixtures, ceiling trim, etc.
- Exterior renovation such as installation or replacement of siding, roofing, masonry, etc.
- Installation or upgrade of plumbing and electrical wiring
- Installation or upgrade of phone or closed circuit television systems, networks, fiber optic cable, wiring required in the installation of equipment (that will remain in the building)

ADDITIONAL NOTES—a replacement must be a part of a major repair or rehabilitation project, which increases the value, and/or useful life of the building, to be capitalized. A replacement may also be capitalized if the new item/part is of significantly improved quality and higher value compared to the old item/part such as replacement of an old shingle roof with a new fireproof tile roof. Replacement or restoration to original utility level would not. Determinations must be made on a case-by-case basis.

The following costs represent maintenance costs and should not be capitalized:

- Adding, removing and/or moving of walls relating to renovation projects that are not considered major rehabilitation projects and do not increase the value of the building
- Improvement projects of minimal or no added life expectancy and/or value to the building
- Plumbing or electrical repairs
- Cleaning, pest extermination, or other periodic maintenance
- Interior decoration, such as draperies, blinds, curtain rods, wallpaper
- Exterior decoration, such as detachable awnings, uncovered porches, decorative fences, etc.
- Maintenance-type interior renovation, such as repainting, touch-up plastering, replacement of carpet, tile, or panel sections; sink and fixture refinishing, etc.
- Maintenance-type exterior renovation such as repainting, replacement of deteriorated siding, roof, or masonry sections
- Any other maintenance-related expenditure which does not increase the value of the building or extend the useful life.

Machinery and Equipment

Definition—fixed or movable tangible assets to be used for operations, the benefits of which extend beyond one year from date acquired and rendered into service. Improvements or additions to existing personal property that constitute a capital outlay or increase the value or life of the asset should be capitalized as a betterment and recorded as an addition of value to the existing asset.

Capitalization Threshold—the capitalization threshold for machinery and equipment is $5,000.

Depreciation Methodology—the straight-line depreciation method will be used for machinery and equipment.

Examples of Expenditures to be capitalized as Machinery and Equipment:

- Original contract or invoice price
- Freight charges
- Handling and storage charges
- In-transit insurance charges
- Charges for testing and preparation for use
- Costs of reconditioning used items when purchased
- Computer software and hardware
- Parts and labor associated with the construction of equipment
- Road graders and other heavy construction equipment
- Dump trucks and passenger cars
- Lawn maintenance equipment, compressors, and tool kits

ADDITIONAL NOTES—the costs of extended warranties and/or maintenance agreements, which can be separately identified from the cost of the equipment, should not be capitalized.

Machinery and equipment assets fall under the following categories:

- Office equipment
- Furniture
- Computers
- Vehicles – automobiles
- Vehicles – trucks
- Heavy equipment
- Other equipment

Infrastructure

Definition—Assets that are long-lived capital assets that normally is stationary in nature and can be preserved for a significantly greater number of years than most capital assets. Infrastructure assets are often linear and continuous in nature.

- *Infrastructure Improvements*—Infrastructure improvements are capital events that materially extend the useful life or increase the value of the infrastructure, or both. Infrastructure improvements should be capitalized as a betterment and recorded as an addition of value to the infrastructure if the improvement or addition of value is at capitalization threshold or increases the life or value of the asset.

- *Jointly Funded Infrastructure*—Infrastructure paid for jointly by multiple governmental entities should be capitalized by the entity responsible for future maintenance.

- *Maintenance Costs*—Maintenance costs are recurring costs that allow an asset to continue to be used during its originally established useful life. Maintenance costs are expensed in the period incurred.

- *Preservation Costs*—Preservation costs are generally considered to be outlays that extend the useful life of an asset beyond its original estimated useful life, but do not increase the capacity or efficiency of the asset. Preservation costs should be capitalized under the depreciation approach.

- *Additions and Improvements*—Additions and improvements are those capital outlays that generally increase the capacity or efficiency of the asset. A change in capacity increases the level of service provided by an asset. For example, additional lanes can be added to a highway or the weight capacity of a bridge could be increased. A change in efficiency maintains the same service level, but at a reduced cost. The cost of additions and improvements should be capitalized.

Depreciation Methodology—the straight-line depreciation method will be used for infrastructure assets.

Capitalization Threshold—the capitalization threshold for infrastructure is $5,000.

Examples of Expenditures to be capitalized as Infrastructure:

- Highway and rest areas
- Roads, streets, curbs, gutters, sidewalks, fire hydrants
- Bridges, culverts, trestles
- Drainage facilities
- Electric, water and gas (main lines and distribution lines, tunnels)
- Fiber optic and telephone distribution systems (between buildings)
- Light system (traffic, outdoor, street, etc.)
- Sewer systems
- Water systems

ADDITIONAL NOTES— Infrastructure assets fall under the following classifications:

- Bridges
- Culverts
- Roads
- Traffic control systems
- Street lighting
- Sewer system
- Water system

Construction in Progress

Definition—Construction in Progress reflects the economic construction activity status of buildings and other structures, infrastructure (highways, sewer or water systems, etc.), additions, alterations, reconstruction, installation, and maintenance and repairs, which are substantially incomplete.

Depreciation Methodology—Depreciation is not applicable while assets are accounted for as Construction in Progress. Upon asset completion and placement into service, the value of such asset is removed from Construction in Progress. Depreciation then begins based upon depreciation life of the appropriate asset category. See appropriate capital asset category when asset is capitalized.

Capitalization Threshold—Construction in Progress assets should be capitalized to their appropriate capital asset categories upon the earlier occurrence of execution of substantial completion contract documents, occupancy, or when the asset is placed into service.

Resolution

Adopted on 02/03/16 by unanimous vote of the governing board of the Town of Evans.

February 3, 2016
Attachment E

Town of Evans, New York

Bank Reconciliation Policy

Purpose

The Town of Evans recognizes that bank reconciliations are needed monthly in order to reconcile bank balances to the general ledger. Based on the need for bank reconciliations, the following policy is being established to document procedures on how bank reconciliations are expected to be processed:

Procedures

1. At the close of each month, the Senior Clerk Typist is responsible for preparing monthly bank reconciliation for each bank account.
2. Upon completion the Senior Clerk Typist will sign off as preparer and provide the bank reconciliation to the chief financial officer or finance department for review.
3. The chief financial officer or finance department is to review the bank reconciliation for accuracy.
4. Once the reconciliation has been reviewed the chief financial officer or finance department will sign the bank reconciliation as approver.
5. A copy of all bank reconciliations will be kept for 10 years.

Resolution

Adopted on 02/03/16 by unanimous vote of the governing board of the Town of Evans.