Evans Town Board

At a meeting of the Town Board of the Town of Evans, the following were present:

PRESENT:	Laurie Reitz	Councilman
	Jeanne Macko	Councilman
	Michael Schraft	Councilman
	Thomas George	Deputy Supervisor
ALSO PRESENT:	Alex Haley	Deputy Town Clerk
	Kenneth Farrell	Town Attorney

RESOLUTION 2023 #215 Enter Executive Session

Deputy Supervisor George moved and Councilman Macko seconded,

WHEREAS: The Evans Town Board wishes to enter Executive Session, and;

BE IT RESOLVED: that the public shall be excluded from discussion of and action upon hereinafter specified subject matter. The general nature of the subject matter to be discussed as follows: Collective Bargaining Agreement Discussion.

NOW THEREFORE BE IT RESOLVED: Kelly Kent, Ken Farrell and Jeff Swiatek is invited to attend the Evans Town Board Executive Session.

VOTE RESULT:	ADOPTED BY ROLL CALL	
	Councilman Reitz	Aye
	Councilman Macko	Aye
	Councilman Schraft	Aye
	Deputy Supervisor George	Aye

RESOLUTION 2023 #216 Accept Minutes

Deputy Supervisor George moved and Councilman Schraft seconded that the reading of the minutes of April 19, 2023 be dispensed with and accepted as submitted by the Town Clerk.

VOTE RESULT:	ADOPTED BY ROLL CALL	
	Councilman Reitz	Aye
	Councilman Macko	Aye
	Councilman Schraft	Aye
	Deputy Supervisor George	Aye

Communications

William Smith Evans Minor Subdivision Review Committee RE: Minor Subdivision - dividing a 0.28± acre vacant parcel on Meadow Lane, Angola NY, known as SBL# 234.19-3-27 into two parcels; a 0.14± acre vacant parcel and a 0.14± acre vacant parcel. Petitioners: William Melski, 9154 Meadow Lane, Angola & Michael Catanzaro, 9149 Applewood St., Angola, NY 14006

RESOLUTION 2023 #217 Declare Lead Agency and SEQR Negative Declaration - Melski & Catanzaro

Deputy Supervisor George moved and Councilman Macko seconded;

WHEREAS, minor subdivisions are unlisted SEQR actions, and WHEREAS, the Town Board of the Town of Evans desires the Town of Evans to be the Lead Agency for the SEQR process, and

WHEREAS, the Town has completed a short Environmental Assessment Form for this action, and

WHEREAS, in a letter dated April 27, 2023, the Town of Evans Minor Subdivision Review Committee has recommended a negative declaration regarding the SEQR process for the William Melski & Michael Catanzaro Minor Subdivision, and

WHEREAS, it has been determined that the subdivision of this property will not result in any significant environmental impacts regarding the SEQR process.

NOW THEREFORE BE IT RESOLVED, that the Town of Evans shall be the Lead Agency for the SEQR process for the above mentioned minor subdivision; and

RESOLVED, that the Town Board of the Town of Evans considers the findings of the Town of Evans Minor Subdivision Review Committee and issues a SEQR negative declaration for the William Melski & Michael Catanzaro Minor Subdivision
(Addendum A SEQR Short Environmental Assessment Form),

a division of SBL# 234.19-3-27, dividing a 0.28+ acre vacant parcel to create:

a 0.14± acre vacant parcel with 30.5± feet of frontage on Meadow Lane, to be annexed to the adjacent parcel owned by Michael Catanzaro, known as SBL# 234.19-3-26, and
a 0.14± acre vacant parcel with 30.5± feet of frontage on Meadow Lane, to be annexed to the adjacent parcel owned by William Melski, known as SBL# 234.19-3-28.

Petitioners: William Melski, 9154 Meadow Lane, Angola & Michael Catanzaro, 9149 Applewood Street, Angola, NY 14006

AND BE IT FURTHER RESOLVED, that a copy of this resolution be given to the Planning Office.

VOTE RESULT: ADOPTED BY ROLL CALL

Councilman Reitz	Aye
Councilman Macko	Aye
Councilman Schraft	Aye
Deputy Supervisor George	Aye

RESOLUTION 2023 #218 Minor Subdivision Approval - Melski & Catanzaro

Councilman Macko moved and Councilman Schraft seconded;

WHEREAS, the proposed subdivision was referred to the Erie County Department of Environment and Planning for a 239M Review as required, and

WHEREAS, the Erie County Department of Environment and Planning offered no recommendation, stating the proposed action was determined to be of local concern, and

WHEREAS, the Town of Evans Minor Subdivision Review Committee has completed a review and recommended approval, and

WHEREAS, the Evans Town Board, as Lead Agent, issued a negative declaration regarding the SEQR process.

NOW THEREFORE BE IT RESOLVED, that the Town Board of the Town of Evans hereby considers the findings of the Town of Evans Minor Subdivision Review Committee and approves the William Melski & Michael Cantanzaro Minor Subdivision,

a division of SBL# 234.19-3-27, dividing a 0.28+ acre vacant parcel to create:

1. a 0.14± acre vacant parcel with 30.5± feet of frontage on Meadow Lane, to be annexed to the adjacent parcel owned by Michael Catanzaro, known as SBL# 234.19-3-26, and
2. a 0.14± acre vacant parcel with 30.5± feet of frontage on Meadow Lane, to be annexed to the adjacent parcel owned by William Melski, known as SBL# 234.19-3-28.

Petitioners: William Melski, 9154 Meadow Lane, Angola & Michael Catanzaro, 9149 Applewood Street, Angola, NY 14006

AND BE IT FURTHER RESOLVED, that a copy of this resolution be given to the Planning Office.

VOTE RESULT: ADOPTED BY ROLL CALL

Councilman Reitz	Aye
Councilman Macko	Aye
Councilman Schraft	Aye
Deputy Supervisor George	Aye

Public Hearing

LEGAL NOTICE
NOTICE OF PUBLIC HEARING
TOWN OF EVANS, NEW YORK
PROPOSED LOCAL LAW #6 OF 2023

PLEASE TAKE NOTICE, that there has been presented to the Town Board on April 5, 2023, for adoption proposed Local Law No. 6 of the Year 2023, establishing requirements for issuance and enforcement of licenses for special events. THEREFORE, pursuant to the Municipal Home Rule Law, the Town Board of the Town of Evans shall hold a Public Hearing on the aforesaid Local Law at the Town Hall, 8787 Erie Road, Angola, New York at 7:10 p.m. on the 3rd day of May 2023, at which time persons interested may be heard. Copies of the aforesaid proposed Local Law are available at the office of the Town Clerk for inspection and distribution to any interested person during business hours. Please note: The meeting room is wheelchair accessible. Those needing special arrangements should call the Evans Town Hall at 716-549-8787 by Tuesday, May 2, 2023.

RESOLUTION 2023 #219 Open the Public Hearing

Deputy Supervisor George moved and Councilman Reitz seconded to open the public hearing.

VOTE RESULT:	ADOPTED BY ROLL CALL	
	Councilman Reitz	Aye
	Councilman Macko	Aye
	Councilman Schraft	Aye
	Deputy Supervisor George	Aye

There was nobody wishing to speak in favor or opposition

RESOLUTION 2023 #220 Close the Public Hearing
Deputy Supervisor George moved and Councilman Reitz seconded to Close the public hearing.

VOTE RESULT:	ADOPTED BY ROLL CALL	
	Councilman Reitz	Aye
	Councilman Macko	Aye
	Councilman Schraft	Aye
	Deputy Supervisor George	Aye

RESOLUTION 2023 #221 Adopt Proposed Local Law No. 6 Of 2023 - Establishing Requirements for Issuance and Enforcement of Licenses for Special Events.

Deputy Supervisor George moved and Councilman Macko seconded;

WHEREAS, the Town Law grants the Town Board the authority to enact a Local Law concerning the use of public property by Town residents and promoting the public welfare and safety; and

WHEREAS, the Town Board has determined that it is in the best interest of the Town of Evans to enact a Local Law establishing requirements for issuance and enforcement of licenses for special events; and

WHEREAS, a public hearing was held on May 3, 2023 to consider the adoption of proposed Local Law No. 6 of the year 2023; and

BE IT RESOLVED, that the Town Board of the Town of Evans adopts and enacts Local Law No. 6 of the Year 2023; and

VOTE RESULT:	ADOPTED BY ROLL CALL	
	Councilman Reitz	Aye
	Councilman Macko	Aye
	Councilman Schraft	Aye
	Deputy Supervisor George	Aye

RESOLUTION 2023 #222 Town Clerk's Reports

Deputy Supervisor George moved and Councilman Macko seconded to accept the reports of the Town Clerk as presented for the month of April 2023:

Town Clerk Report	$119,823.14
Interest	$1.77
Greenspace Fee	$1400.00
Petty Cash	$650.00

VOTE RESULT:	ADOPTED BY ROLL CALL	
	Councilman Reitz	Aye
	Councilman Macko	Aye
	Councilman Schraft	Aye
	Deputy Supervisor George	Aye

RESOLUTION 2023 #223 Lake Erie Beach Volunteer Fire Company, Inc. - LOSAP Approval Form for 2022

Councilman Schraft moved and Deputy Supervisor George seconded;

WHEREAS, an audit has been completed by the Town of Evans Finance Department for the Length of Service Award Program ("LOSAP") for the 2022 Lake Erie Beach Volunteer Fire Company, Inc. records listing per Article 11-A for the New York State General Municipal Law.

BE IT RESOLVED, that the Evans Town Board hereby approves the 2022 Firefighter Records listing for Lake Erie Beach Volunteer Fire Company, Inc. and is authorized to execute the 2022 Sponsor Approval for as required by Article 11-A.

VOTE RESULT:	ADOPTED BY ROLL CALL	
	Councilman Reitz	Aye
	Councilman Macko	Aye
	Councilman Schraft	Aye
	Deputy Supervisor George	Aye

RESOLUTION 2023 #224 Adopt Amended Procurement Policy

Councilman Reitz moved and Councilman Schraft 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; and

WHEREAS, on February 3, 2016, the Evans Town Board passed Resolution #2016-116 implementing a comprehensive procurement policy for all Town of Evans' departments;

NOW, THEREFORE, BE IT RESOLVED, the Town Board of the Town of Evans, hereby adopts the amended Procurement Policy (Attachment A) and directs all departments to act in accordance with this adopted policy, effective immediately; and

FURTHER, BE IT RESOLVED, the Town Clerk is hereby instructed to distribute the above referenced policy to all departments in the Town of Evans.

VOTE RESULT:	ADOPTED BY ROLL CALL	
	Councilman Reitz	Aye
	Councilman Macko	Aye
	Councilman Schraft	Aye
	Deputy Supervisor George	Aye

RESOLUTION 2023 #225 Highway Department Appointment - Truck Driver to Machine Equipment Operator (MEO) Light

Deputy Supervisor George moved and Councilman Schraft seconded;

BE IT RESOLVED, effective May 8, 2023, based on the current collective bargaining agreement and the recommendation of the Town of Evans Highway Superintendent Jack Fritz, the Evans Town Board accepts the promotion of William Nelson from Truck Driver to Machine Equipment Operator Light; and

FURTHER, BE IT RESOLVED, effective May 8, 2023, the payroll department is directed to increase Mr. Nelson's hourly rate to $24.11 in accordance with the current collective bargaining agreement; and

FURTHER, BE IT RESOLVED, a PO-8 form will be submitted to the Erie County Civil Service documenting the above referenced changes, in accordance with Civil Service rules and regulations.

VOTE RESULT:	ADOPTED BY ROLL CALL	
	Councilman Reitz	Aye
	Councilman Macko	Aye
	Councilman Schraft	Aye
	Deputy Supervisor George	Aye

RESOLUTION 2023 #226 Town Purchase Of Automated External Defibrillators (Aed's)

Councilman Schraft moved and Councilman Macko seconded;

WHEREAS; Automated External Defibrillators (A.E.D.) are utilized to revive someone from sudden cardiac arrest and have been proven to be life-saving equipment; and

WHEREAS, the Town of Evans wishes to have A.E.D.'s strategically placed in Town owned facilities as well as deployed with our Police Department for quick response; and

WHEREAS, our current inventory of A.E.D.'s are nearing end of life usage; and

WHEREAS, per Town of Evans Procurement policy, quotes from three A.E.D. suppliers were received, and of those three CiNTAS First AID & Safety is able to expedite delivery with no backorders, and units from CiNTAS First AID & Safety require only one set of pads per unit eliminating the need for purchase of both adult and pediatric pads which will save the Town of Evans over the course of the life of the units;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Evans hereby approves to purchase (ten) 10 Zoll 3 A.E.D.'s and necessary equipment from CiNTAS First AID & Safety at a cost of $22,285.00.

VOTE RESULT:	ADOPTED BY ROLL CALL	
	Councilman Reitz	Aye
	Councilman Macko	Aye
	Councilman Schraft	Aye
	Deputy Supervisor George	Aye

RESOLUTION 2023 #227 Budget Transfers - Highway

Councilman Macko moved and Deputy Supervisor George seconded;

WHEREAS, the Town is obligated by general municipal law to maintain a balanced budget;

NOW, THEREFORE, BE IT RESOLVED, the Town Board of the Town of Evans hereby authorizes the Supervising Accountant to make the following budget transfer to reappropriate

funds for costs associated with the purchase of a Gradall fixed thumb attachment and additional equipment needed imminently:

Transfer From:		
DB.5110.401.06	Highway - Supplies - Guardrails	$20,000
Transfer To:		
DB.5110.220.00	Highway - Machinery & Motor Vehicles	$20,000

VOTE RESULT:	ADOPTED BY ROLL CALL	
	Councilman Reitz	Aye
	Councilman Macko	Aye
	Councilman Schraft	Aye
	Deputy Supervisor George	Aye

RESOLUTION 2023 #228 - Signage Fee Waiver Frederick Garrasi III 5K Run Fundraiser

Deputy Supervisor George moved and Councilman Schraft seconded,

BE IT RESOLVED, that per Town of Evans Code 200.29 Sign Regulations, Fee Schedule, that the Town Board does hereby grant a waiver of the signage fee to the Frederick Garrasi III Memorial Fund to have two (2) double-sided interchangeable letter message board signs (4ft L x 2ft W x 3.5ft H) in front of Merkes and Son Reality, Inc. (Steveo's), 6811 Erie Road, Derby, New York and Ferber Automotive Corporation, 8120 Erie Road, Angola, New York for the 2023 Frederick Garrasi III Memorial 5K Run. The signs will be displayed through June 11, 2023.

FURTHER BE IT RESOLVED, a copy of this resolution be given to the Code Enforcement Office.

VOTE RESULT:	ADOPTED BY ROLL CALL	
	Councilman Reitz	Aye
	Councilman Macko	Aye
	Councilman Schraft	Aye
	Deputy Supervisor George	Aye

RESOLUTION 2023 #229 WNY Imaging Copier Agreement - Planning Department

Councilman Reitz moved and Councilman Macko seconded,

BE IT RESOLVED, that the Town of Evans enter into a Lease/Maintenance agreement for the Town of Evans copier located in the Planning Department office with WNY Imaging located at 411 Maryvale Drive, Buffalo, New York 14225 for the period of 60 months at $92.00 per month. FURTHER, BE IT RESOLVED, that Deputy Supervisor George is hereby authorized to execute the agreement, upon the approval of the Town Attorney.

VOTE RESULT: ADOPTED BY ROLL CALL

Councilman Reitz	Aye
Councilman Macko	Aye
Councilman Schraft	Aye
Deputy Supervisor George	Aye

RESOLUTION 2023 #230 Authorizing Contractors for Board Up, Grass-Cutting and Related Property Maintenance Services

Councilman George moved Councilman Reitz seconded,

WHEREAS, the Town of Evans Code Enforcement Office is responsible for the inspection of various properties within the Town of Evans to ensure compliance with residential and commercial property maintenance codes; and

WHEREAS, the Town of Evans Code Enforcement Office determines from time to time that certain properties are not in compliance with local and/or state laws, ordinances, codes, and regulations concerning the safety, condition and maintenance of said properties; and

WHEREAS, when violations are noted, property owners are notified to safeguard their property by cutting high grass, closing up inground pools, repairing and/or removing hazardous conditions and/or boarding-up their properties and

WHEREAS, in the event the owners of such properties fail to bring them into compliance with local and/or state laws, ordinances, codes, and regulations, and public safety requires that action be taken immediately, it is necessary that the Code Enforcement Office retain a private contractor to perform the necessary work on such property; and

WHEREAS, the Town adopted rates of compensation for such work by Resolution 2022-115, adopted February 16, 2022.

NOW, THEREFORE, BE IT RESOLVED, that the Town of Evans is hereby authorized to retain any of the qualified contractors appearing on the attached list to perform such work at designated properties in the Town of Evans during calendar year 2023, at the rates of compensation stated in Resolution 2022-115, adopted February 16, 2022, upon execution of a written Agreement with the Town and approval of the contractor's Certificates of Insurance, and

BE IT FURTHER RESOLVED, that the Town Deputy Supervisor is authorized to execute such agreements.

VOTE RESULT: ADOPTED BY ROLL CALL

Councilman Reitz	Aye
Councilman Macko	Aye
Councilman Schraft	Aye
Deputy Supervisor George	Aye

RESOLUTION 2023 #231 Appointment of Full Time Police Officer

Councilman Schraft moved Councilman Reitz seconded,

WHEREAS; there is an opening for a Full-Time Police Officer in the Evans Police Department; and

WHEREAS; Daniel Welch is currently a part-time Police Officer for the Town of Evans, Town of Eden, and Village of Blasdell Police Departments and meets the requirements necessary to be a Full-Time Town of Evans Police Officer; and

WHEREAS, Daniel Welch is currently in the top three of the Erie County Civil Service List;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Evans hereby appoints, Daniel Welch effective May 6, 2023 and upon the approval of the Erie County Civil Service Department; and

FURTHER, BE IT RESOLVED, all other relative issues, rules and regulations will be understood to all parties subject to Civil Service Law and Evans Police Benevolent Association collective bargaining agreement.

VOTE RESULT:	ADOPTED BY ROLL CALL	
	Councilman Reitz	Aye
	Councilman Macko	Aye
	Councilman Schraft	Aye
	Deputy Supervisor George	Aye

RESOLUTION 2023 #232 Appointment of Full Time Truck Driver(s) - Highway Department

Councilman Schraft moved Councilman Macko seconded,

WHEREAS, there are two (2) vacant positions at the Town of Evans Highway Department for a full-time truck driver; and

WHEREAS, Jonathan Hammond and Kurtiss Driscoll have passed and obtained their CDL Class B licenses; and

WHEREAS, Jonathan Hammond and Kurtiss Driscoll are currently part-time seasonal laborers for the Town of Evans Highway Department;

NOW, THEREFORE, BE IT RESOLVED, effective Monday, May 8, 2023, the Evans Town Board hereby acknowledges the appointment of both Jonathan Hammond and Kurtiss Driscoll to the position of full-time truck driver; and

FURTHER, BE IT RESOLVED; effective Monday, May 8, 2023, the payroll department is directed to increase Mr. Hammond's and Mr. Driscoll's rate of pay from $15.20 per hour to

$18.98 per hour, in accordance with the current CSEA Local 815 collective bargaining agreement; and

FURTHER, BE IT RESOLVED, that all requirements pursuant to NYS DOT rules and regulations regarding CDL licensing for the above referenced employees are current and in compliance; and

FURTHER, BE IT RESOLVED, all other relative issues, rules and regulations will be understood to all parties subject to Civil Service Law and CSEA Local 815 collective bargaining agreement; and

FURTHER, BE IT RESOLVED, the Town Clerk will give a copy of this resolution to Human Resources and the Superintendent of Highways.

VOTE RESULT:	ADOPTED BY ROLL CALL	
	Councilman Reitz	Aye
	Councilman Macko	Aye
	Councilman Schraft	Aye
	Deputy Supervisor George	Aye

RESOLUTION 2023 #233 Suspend the Rules of Order

Deputy Supervisor George moved Councilman Schraft seconded to suspend the rules of order for the consideration of additional resolutions.

VOTE RESULT:	ADOPTED BY ROLL CALL	
	Councilman Reitz	Aye
	Councilman Macko	Aye
	Councilman Schraft	Aye
	Deputy Supervisor George	Aye

RESOLUTION 2023 #234 Part Time Seasonal Appointments - Parks Department

BE IT RESOLVED, the following individuals be appointed as PT Seasonal positions, for up to a five (5) month period (October 2023), working up to 39.5 hours per week, at the hourly rated indicted below;

NAME	SALARY	POSITION	START DATE
James Bingenheimer	$15.20	LABORER	May 13, 2023
Nathan Guziec	$15.20	LABORER	May 15, 2023
Dylan Barrett	$15.20	LABORER	May 22, 2023
Jacob Logan	$15.20	LABORER	May 22, 2023
Benjamin Vail	$15.20	LABORER	May 22, 2023
Joseph Zubricky	$15.20	LABORER	May 22, 2023
Nancy Davis	$14.20	GUARD	May 24, 2023
Robert Watts	$14.20	GUARD	May 24, 2023

Mary Webster	$14.20	GUARD	May 24, 2023
Leon Widelko	$14.20	GUARD	May 24, 2023
Dale Zielonka	$14.20	GUARD	May 24, 2023

FURTHER, BE IT RESOLVED, the Town Clerk will give a copy of this resolution to Human Resources and the Parks Crew Chief; and

VOTE RESULT: ADOPTED BY ROLL CALL

Councilman Reitz	Aye
Councilman Macko	Aye
Councilman Schraft	Aye
Deputy Supervisor George	Aye

RESOLUTION 2023 #235 Audit of Bills

Councilman Macko moved and Councilman Schraft seconded that all properly audited bills be paid out of their respective accounts as follows:

AUDIT OF BILLS

DATE	5/4/2023
ABSTRACT NO.	9
VOUCHER NO.	12387 - 12464
CHECK NUMBERS	85630 - 85692
APPROVED AT	Board Meeting
DATE	5/3/2023
GENERAL	$122,374.01
PART TOWN	-$3,786.09
HIGHWAY DB	$21,443.17
WATER	$4,383.53
CAPITAL PROJECTS	$436,527.00
SPECIAL DISTRICTS	$118,983.32
DEBT SERVICE	
TOTAL	**$699,924.94**

VOTE RESULT: ADOPTED BY ROLL CALL

Councilman Reitz	Aye
Councilman Macko	Aye
Councilman Schraft	Aye
Deputy Supervisor George	Aye

RESOLUTION 2023 #236 Adjournment

Deputy Supervisor George moved and Councilman Macko seconded to adjourn to Wednesday, May 17, 2023 at 6:00pm for a Work Session and the Regular Meeting to follow.

VOTE RESULT:	ADOPTED BY ROLL CALL	
	Councilman Reitz	Aye
	Councilman Macko	Aye
	Councilman Schraft	Aye
	Deputy Supervisor George	Aye

Open Meetings Law, Public Officers Law, Article 7, §106. Minutes.
Minutes shall be taken at all open meetings of a public body which shall consist of a record or summary of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon.

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

Respectfully Submitted,

Alex Haley
Deputy Town Clerk

Lynn M. Krajacic RMC
Town Clerk

TOWN OF EVANS

8787 Erie Road • Angola, New York 14006-9600 • www.townofevans.org

WILLIAM B. SMITH
Director of Planning and Community Development
Telephone: (716) 549-0945 / Fax: (716) 549-0456
wsmith@townofevans.org

APPLICATION FOR MINOR SUBDIVISION

DATE: **FILE #** 23-11

TO BE COMPLETED BY APPLICANT

OWNER: NAME William Melski & Michael Catanzaro
STREET ADDRESS ~~9149 Applewood St~~ 9154 Meadow Lane STATE NY
CITY/ZIP Angola, 14006 PH/FAX
CELL # 716-432-0113 EMAIL ADDR bmelski@yahoo.com mikecatz420@yahoo.com

CONSULTANT: NAME
STREET ADDRESS STATE
CITY/ZIP PH/FAX
CELL # EMAIL ADDR

SUBDIVISION LOCATION Vacant land between 9154 Meadow Lane and 9149 Applewood St, Angola. Frontage on Meadow
ZONING DISTRICT R1 SBL# 234.19-3-27

	ROAD NAME	FRONTAGE	ACRES
ORIGINAL LOT:	Meadow Lane	61.0 +/-	0.28 +/-
PROPOSED LOTS:			
LOT # 1	Meadow Lane	30.5 +/-	0.14 +/-
LOT #2	Meadow Lane	30.5 +/-	0.14 +/-
LOT #3			
LOT #4			

APPLICATION SUBMITTAL APPOINTMENT n/a FEE (First Lot) $ 100.00
+$50 per each additional lot FEE TOTAL $ 100.00
(Non-Refundable – Payable to Town of Evans)

DATE RCVD: 4-10-23 MATERIALS CHKD BY:
REVIEWED BY: CKD BY:
PB WORK SESSION DATE: n/a PB MEETING DATE: n/a
TOWN BOARD PUBLIC HEARING DATE: 5-3-23
TOWN BOARD RESOLUTION DATE: 5-3-23

Short Environmental Assessment Form
Part 1 - Project Information

Instructions for Completing

Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. 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.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 – Project and Sponsor Information

William Melski & Michael Catanzaro

Name of Action or Project:
Minor Subdivision

Project Location (describe, and attach a location map):
Vacant land between 9154 Meadow Lane & 9149 Applewood St., Angola with road frontage on Meadow Lane

Brief Description of Proposed Action:
Dividing a 0.28+/- acre parcel with 61.0+/- feet of frontage on Meadow Lane into two lots; two 0.14+/- ac lots each with 30.5+/- feet of frontage on Meadow Lane.

Name of Applicant or Sponsor:	Telephone: 716-432-0113
William Melski	E-Mail: bmelski@yahoo.co,

Address:
9154 Meadow Lane

City/PO:	State:	Zip Code:
Angola	New York	14006

	NO	YES
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.	☑	☐
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval:	☑	☐

3. a. Total acreage of the site of the proposed action? 0.28+/- acres
   b. Total acreage to be physically disturbed? -0- acres
   c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? 0.28+/- acres

4. Check all land uses that occur on, are adjoining or near the proposed action:

5. ☐ Urban ☐ Rural (non-agriculture) ☐ Industrial ☐ Commercial ☑ Residential (suburban)
   ☐ Forest ☐ Agriculture ☐ Aquatic ☐ Other(Specify):
   ☐ Parkland

	NO	YES	N/A
5. Is the proposed action,			
a. A permitted use under the zoning regulations?	☐	☑	☐
b. Consistent with the adopted comprehensive plan?	☐	☑	☐

	NO	YES
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	☐	☑

	NO	YES
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?		
If Yes, identify: _____	☑	☐

	NO	YES
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	☑	☐
b. Are public transportation services available at or near the site of the proposed action?	☑	☐
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	☑	☐

	NO	YES
9. Does the proposed action meet or exceed the state energy code requirements?		
If the proposed action will exceed requirements, describe design features and technologies:	☐	☑

	NO	YES
10. Will the proposed action connect to an existing public/private water supply?		
If No, describe method for providing potable water: _____	☐	☑

	NO	YES
11. Will the proposed action connect to existing wastewater utilities?		
If No, describe method for providing wastewater treatment: _____	☐	☑

	NO	YES
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	☑	☐
b. 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?	☑	☐

	NO	YES
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	☑	☐
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	☑	☐
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____		

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:

☐ Shoreline ☐ Forest ☐ Agricultural/grasslands ☐ Early mid-successional

☐ Wetland ☐ Urban ☑ Suburban

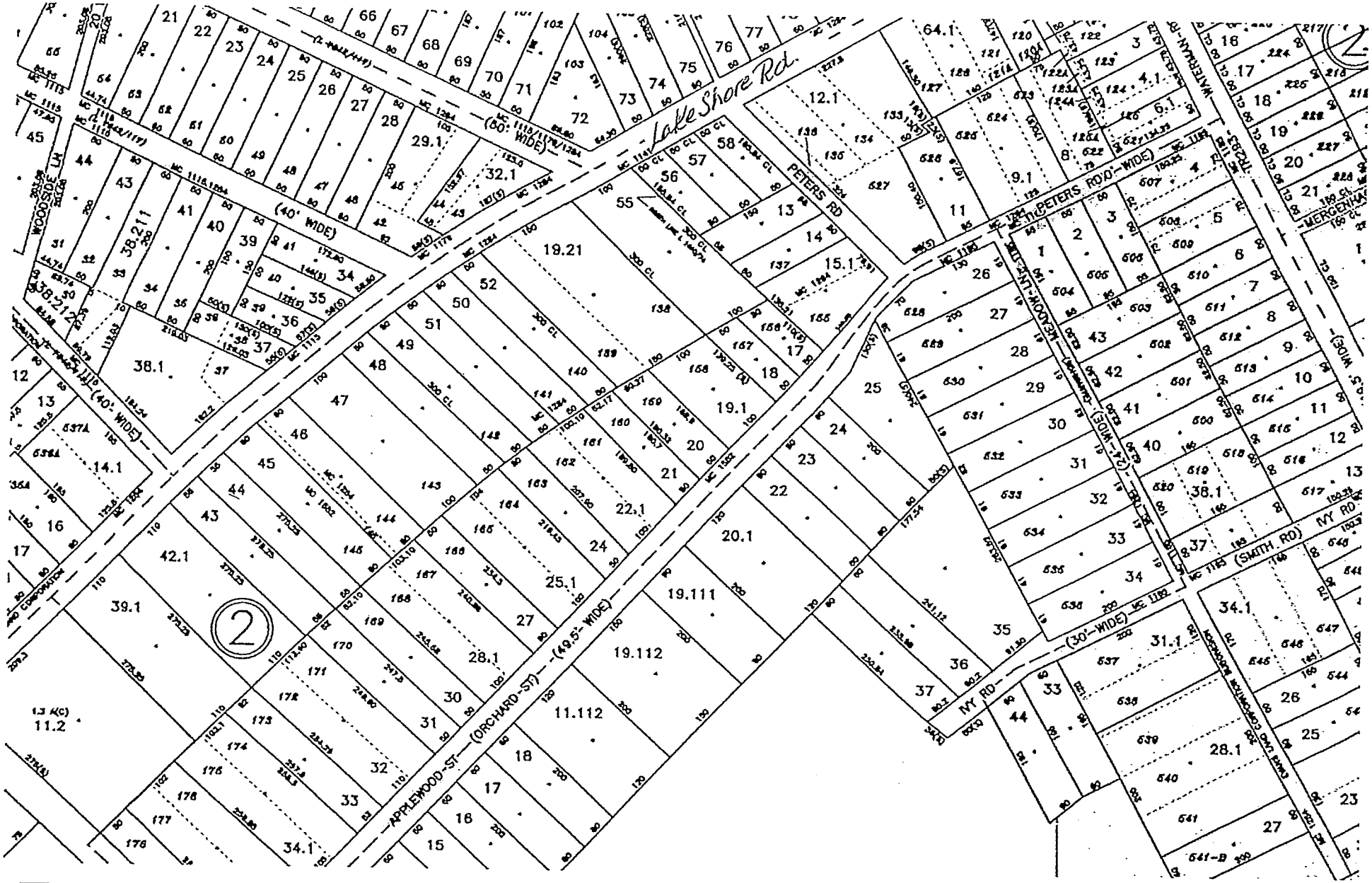
	NO	YES
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	☑	☐
16. Is the project site located in the 100-year flood plan?	☐	☑
17. Will the proposed action create storm water discharge, either from point or non-point sources?	☑	☐
If Yes,		
a. Will storm water discharges flow to adjacent properties?	☑	☐
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?	☑	☐
If Yes, briefly describe: _____		
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)?	☑	☐
If Yes, explain the purpose and size of the impoundment: _____		
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?	☑	☐
If Yes, describe: _____		
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?	☑	☐
If Yes, describe: _____		

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE

Applicant/sponsor/name: William Melski - Melissa Carneiro Date: 4/10/2023

Signature: William D Melski Title: _____

PRINT FORM



Zoned: Single Family Residential (R1)

Melski, Wm J.
SBL# 234.19-3-27

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 New York 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.

Procedures for Determining Competition Requirements

There are four (4) levels of competition requirements for both purchase contracts and public work contracts. A purchase contract applies to the procurement of goods (commodities, materials, equipment and supplies). A contract for public works refers to contracts for services, labor, or construction. The Department Head is responsible for determining the competition requirements for each purchase and to verify they have sufficient funds in the appropriate budget line to cover said purchase. 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 quotations, the Department Head will document the attempt made at obtaining the proposals.

Advertisement of Sealed Bid

All purchases contracts (commodities, materials, equipment and supplies) which will exceed $20,000 in the fiscal year, and public works or service contracts which will exceed $35,000, or such amount as established by future statutory amendment, shall be formally bid pursuant to NYS GML Section 103.

The documentation required for all sealed bids (Level 4) prior to purchase:

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

Levels 1, 2, and 3

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

LEVEL 1 — One Written Quotation

Purchase contracts involving expenditures between $500-$999 and contracts for public works involving expenditures between $500-$4,999 require one written quotation. Supervisor pre-authorization is required before purchase.

LEVEL 2 — 2 Written Quotations

Purchase contracts involving expenditures between $1,000 and $4,999 and contracts for public works involving expenditures between $5,000 and $19,999 require a minimum of 2 written quotations. Supervisor pre-authorization is required before purchase.

LEVEL 3 — 3 Written or Request for Proposal

Purchase contracts involving expenditures between $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. Supervisor pre-authorization is required.

Summary of Competition Requirements:

Purchase Contract:

Level	Amount	Method of Procurement
1	$500-$999	Supervisor Authorization and One Written Quotation
2	$1000-$4999	Supervisor Authorization and Two Written Quotations
3	$5000-$19,999	Supervisor Authorization and Three Written Quotations
4	$20,000 and above	Supervisor Authorization and Advertised Bids (Sealed bidding process)

Public Works:

Level	Amount	Method of Procurement
1	$500-$4999	Supervisor Authorization and One Written Quotation
2	$5000-$19999	Supervisor Authorization and Two Written Quotation
3	$20,000-$34,999	Supervisor Authorization and Three Written Quotations
4	$35,000 and above	Supervisor Authorization and Advertised Bids (Sealed bidding process)

Required documentation – Voucher Package/Request for Proposal

a) Completed Voucher
b) Description of goods or services requested
c) List of all recipients solicited
d) All received quotes/proposals
e) Resolution adopted by Town Board, if required

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 written requests for proposals/quotations.

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.
- "Piggybacking" on certain other government contracts in accordance with the prerequisites in GML, section 103
- Surplus and second-hand purchases from the Federal Government, State of New York, or any other political subdivision, district, or public benefit corporation.

Items Excepted from this Policy and Procedures by the Town Board

Except when directed by the Town Board, no solicitation or written proposals or quotations shall be required under the following circumstances:

- Emergency purchases where a public emergency arising out of an accident or other unforeseen occurrence or condition whereby circumstances affecting public buildings, public property or the life, health, safety or property of the inhabitants of a political subdivision or district therein requires immediate action which cannot await competitive bidding.
- Professional service where the Supervisor has deemed, in writing, the Request for Proposal process to be ineffective.
- Sole source vendors or providers of services, including, but not limited to, the procurement of those with a unique skill set, including, artists, presenters, arts organizations, and fitness, dance, and sports instructors, etc.
- Preferred sources under New York State Finance Law, section 162

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 stated and supported with adequate written justification and documentation submitted with the voucher package.

General Purchasing Procedures

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

    - Budget line to be utilized.
    - Description of the goods/services
    - Purpose or use of goods/services
    - Total cost
    - Vendor name and address
    - Documentation to satisfy the procurement policy was followed.

2. All requisition requests over $500 are submitted to the Supervisor for review to verify that the budget account is accurate, the purchase does not exceed funds available, and that the competition requirements of this policy were met. All additional information required by the Supervisor should be provided by the Department Head upon request.

3. Upon review and approval, the Supervisor will authorize the requisition request with a signature, or deny the request providing a reason for denial. Three copies of the authorized requisition request should 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. Upon authorization of the Supervisor, the Department Head is responsible for the purchase. When the purchase is delivered, the receiver shall inspect the order and sign off to ensure all goods/services were received and attach any invoice/receipt/packing slip to the voucher package.

5. Board meetings are held every other Wednesday throughout the year. On the Wednesday prior to the board meeting, all completed voucher packages are due to the Finance Department for processing. The Finance Department will review the final invoice and voucher packet with the original requisition and competition procedures for appropriateness and accuracy.

6. Upon completion of the review, the Finance Department will enter the voucher into the accounting system, print a voucher report, and provide the voucher report and all supporting documentation 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 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.

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.

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 _____by unanimous vote of the governing board of the Town of Evans.