

Village of Springville  
5 West Main Street  
Springville, N.Y. 14141-0017

February 6, 2023

7:00 P.M.

BY MOTION OF:

NOTES

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1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. MINUTES FROM MEETINGS  
Regular Meeting Minutes of January 17, 2023 **A.1**
4. PUBLIC COMMENT
5. DEPARTMENT REPORTS
  - A. ADMINISTRATOR **A.2**
  - B. SUPERINTENDENT'S REPORT **A.3**
  - C. POLICE **A.4**
  - D. FIRE DEPARTMENT
  - E. BUILDING INSPECTOR/CEO
  - F. CONTROL CENTER **A.5**
6. NEW BUSINESS  
Approval of Grant Administrator for the NY Main Grant **A.6**
7. OLD BUSINESS
8. BILLS
9. PERMITS AND APPLICATIONS
10. VILLAGE ATTORNEY REPORT
11. TRUSTEE NOTES & PROJECT REPORT
12. TREE COMMITTEE REPORT
13. EXECUTIVE SESSION
14. ADJOURN

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## VILLAGE OF SPRINGVILLE 2023 MINUTES

ATTACHMENT NO. A1

AGENDA DATE 2/16/23

January 17, 2023

7:00 P. M.

The Regular Meeting of the Trustees of the Village of Springville was held at the Village Municipal Building, 65 Franklin Street, Springville, New York at the above date and time.

Present were:

Mayor	Timothy Michaels
Trustees	Reed Braman Lindsay Buncy Mary Padasak Terry Skelton
Village Administrator	Liz Melock
Superintendent of Public Works	Duane Boberg
Officer in Charge	Nicholas Budney
Building Inspector/ Code Enforcement Officer	Michael Kaleta
Village Attorney	Paul Weiss
Deputy Clerk	Holly Murtiff
Also Attending	Max Borsuk, Springville Journal Tim Panus, SPD Candidate
Absent	Marc Gentner, Fire Chief

Mayor Michaels called the meeting to order at 7:00 PM.

1. Minutes Minutes of the Regular Meeting of January 3, 2023, were approved as written by motion of Trustee Skelton, seconded by Trustee Braman; carried, Mayor Michaels, Trustees Skelton, Braman, Buncy and Padasak voting yes, none opposed.

### PUBLIC COMMENT

There was no public comment this evening.

### DEPARTMENT REPORTS

#### ADMINISTRATOR REPORT

2. Budget Modifications Motion was made by Trustee Skelton, seconded by Trustee Buncy; carried, Mayor Michaels, Trustees Skelton, Buncy, Padasak and Braman voting yes, none opposed to approving the attached budget modifications. **011723 A.1**
3. Trash Tote Purchase After explanation from Administrator Melock, motion was made by Trustee Braman, seconded by Trustee Skelton; carried, Mayor Michaels, Trustees Braman, Skelton, Buncy and Padasak voting yes, none opposed to approve the

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January 17, 2023

purchase of 1350 96-gal trash totes from Cascade Engineering in the amount of \$86,631.50 per the Sourcewell Contract 041521-CEI. Price includes delivery which will be at the end of May and first couple days of June to coincide with new waste contract starting June 1, 2023 which will have the waste picked up in carts and no longer utilizing the sticker program. Cost of the trash totes will be placed on the property owner's village tax bill. Cost of the 96-gal totes will be \$64 each.

4. PO-17 Clerk to the Village Justice  
Motion was made by Trustee Braman, seconded by Mayor Michaels; carried, Mayor Michaels, Trustees Braman, Buncy Padasak and Skelton voting yes, none opposed to tabling the matter of the PO-17 request for a Clerk to the Village Justice. This is at the request of Justice Kelly O'Neal Adams.
5. 22/23 Budget Modifications  
Motion was made by Trustee Skelton, seconded by Trustee Braman; carried, Mayor Krebs, Trustees Skelton, Braman, Buncy and Padasak voting yes, none opposed to modifying the 22-23 budget – Police BVP Vest reimbursement for \$266.48. Increase revenue line 3989 Other Home & Community by \$266.48 and increase Police Contractual Expense 3120.0400 by \$266.48.

Administrator Melock updated the Board on the following;

- Budget packets have been given to Department heads and budget meetings will be 2/15 & 2/22.
- Refuse, Solid Waste, Recycling and Bulk Items bid was emailed out to the haulers and is being opened on Feb. 9, 2023 with a start date of June 1, 2023.
- The Village website has undergone some updates by our vendor. Department heads will be going through their portion of the webpage to see what needs updating.

## **SUPERINTENDENT REPORT**

6. Feeder/Circuit Breaker Bids  
Motion was made by Trustee Skelton, seconded by Trustee Padasak; carried, Mayor Michaels, Trustees Skelton, Padasak, Braman and Buncy voting yes, none opposed to send out bid packets for North St. and Vaughn St. feeder/circuit breaker replacements.
7. Vacuum Breaker Bids  
Motion was made by Trustee Skelton, seconded by Trustee Padasak; carried, Mayor Michaels, Trustees Skelton, Padasak, Braman and Buncy voting yes, none opposed to send out bid packets for retrofit vacuum breakers for the N Central and Nason Blvd. substations.
8. Secondary Digester Cover Engineering Bid Award  
Motion was made by Trustee Skelton, seconded by Trustee Braman; carried, Mayor Michaels, Trustees Skelton, Braman, Buncy and Padasak voting yes, none opposed to award Barton & Loguidice Eng. of Buffalo the contract for design, bidding and inspection of the secondary digester cover. They had the lowest bid of \$45,000.

## **POLICE DEPARTMENT**

9. New Officer  
Motion was made by Trustee Skelton, seconded by Trustee Padasak; carried, Mayor Michaels, Trustee Skelton, Padasak, Braman and Buncy voting yes, none opposed to hiring Timothy Panus contingent upon the successful completion of hiring process effective January 20, 2023 to the vacant position of police officer part-time. Tim is retired from the NYSP and works part-time for the Portville Police Department.

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## **FIRE DEPARTMENT**

There was no fire report this evening.

## **BUILDING INSPECTOR/CODE ENFORCEMENT**

10. 198 Maple BI/CEO Mike Kaleta updated the Board on the status of the recent house fire on Maple Avenue. Being as how nothing has been done at the fire site the following was done.

Motion was made by Trustee Braman, seconded by Trustee Buncy; carried, Mayor Michaels, Trustees Braman, Buncy, Padasak and Skelton voting yes, none opposed to direct BI/CEO Kaleta to mail and order to remedy with 30 days to comply.

Motion was made by Trustee Braman, seconded by Trustee Padasak; carried, Mayor Michaels, Trustees Braman, Padasak, Buncy and Skelton voting yes, none opposed to set a public hearing for February 21, 2023 to determine if the property site at 198 Maple is a danger and unsafe to the public.

## **CONTROL CENTER**

The Control Center report was read by Trustee Braman;

- Personnel
- Equipment
- Calls

## **OLD BUSINESS**

There was no Old Business this evening.

## **NEW BUSINESS**

11. 198 Maple After explanation by Deputy Clerk Holly Murtiff, motion was made by Trustee Padasak, Emergency seconded by Mayor Michaels; carried, Mayor Michaels, Trustees Padasak, Braman, Demo Bill Buncy and Skelton voting yes, none opposed to invoice (through Accounts Receivable) the owners of 198 Maple Ave. for the emergency demolition done by Southern Erie Construction Inc. in the amount of \$1,200 on the night of the fire at the residence. If unpaid as of April 20, 2023 this amount will be relieved onto the 23/24 Village of Springville property taxes.

12. 33 Elm St. The owner of 33 Elm St., Rollin Miller, submitted a request letter asking for a speed sign Sign Request to be placed near his home on Elm Street. After discussion about the hill and curve in the location it was determined that a sign is not possible. Officer in Charge Budney advised that he will have officers increase patrols on the street.

Mayor Michaels took this opportunity to inform everyone that he has been contacted by Jess Steel of the American Legion to let the Village know that they will be redoing the lettering on the monuments at Shuttleworth Park sometime in the near future.

## **BILLS**

Bills, as examined by members of the Board of Trustees were approved for payment in accordance with Abstracts #205 through #220, total of \$492,469.29 for the General, Water/Sewer, Electric, Trust and Agency Funds by motion of Trustee Skelton, seconded by Trustee Braman; carried, Mayor Michaels, Trustees Skelton, Braman, Buncy and Padasak voting yes, none opposed.

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## **PERMITS AND APPLICATIONS**

Motion was made by Trustee Skelton, seconded by Trustee Buncy; carried, Mayor Michaels, Trustees Skelton, Buncy, Braman and Padasak voting yes, none opposed to accepting the permits and applications attached.

PROJECT: 0000010103 - FENCES  
PROPERTY: 50 WHITE ST  
ISSUED DATE: 1/03/2023  
ISSUED TO: BOBSEINE, WAYNE  
50 WHITE ST.  
SPRINGVILLE, NY 14141

TYPE: FENCES

PROJECT: 0000010104 - UTILITY CHANGES-ELECTRIC  
PROPERTY: 152 MILL ST  
ISSUED DATE: 1/05/2023  
ISSUED TO: BERES ELECTRICAL  
10975 TREVETT RD  
SPRINGVILLE, NY 14141

TYPE: ELECTRIC

PROJECT: 0000010105 - NONRES NONSTRUCTURAL  
PROPERTY: 34 BARNSTEAD DR 5  
ISSUED DATE: 1/05/2023  
ISSUED TO: SIEPEL, TIMOTHY  
8912 HEBDON ROAD  
WEST VALLEY, NY 14171

TYPE: NONRES  
NONSTRUCTURAL

PROJECT: 0000010106 - FIRE INSPECTION  
PROPERTY: 60 S CASCADE DR  
ISSUED DATE: 1/06/2023  
ISSUED TO: STEVE SMOKE SHOP  
60 S CASCADE DR  
SPRINGVILLE, NY 14141

TYPE: FIRE  
INSPECTION

PROJECT: 0000010107 - SIGNS  
PROPERTY: 60 S CASCADE DR  
ISSUED DATE: 1/06/2023  
ISSUED TO: STEVE'S SMOKE SHOP  
72 S CASCADE DR  
SPRINGVILLE, NY 14141

TYPE: SIGNS

PROJECT: 0000010108 - FIRE  
PROPERTY: 344 W MAIN ST  
ISSUED DATE: 1/06/2023  
ISSUED TO: MAIN STREET MOTORS OF BUFFALO  
344 W MAIN ST  
SPRINGVILLE, NY 14141

TYPE: FIRE  
INSPECTION

PROJECT: 0000010109 - NONRES NONSTRUCTURAL  
PROPERTY: 75 WAVERLY ST  
ISSUED DATE: 1/09/2023  
ISSUED TO: PETROLEUM SERVICES INC.  
650 LAKE AVE  
HILTON, NY 14468

TYPE: NONRES  
NONSTRUCTURAL

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January 17, 2023

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## **VILLAGE ATTORNEY NOTES**

There was no Attorney's report this evening

## **TRUSTEE NOTES**

Trustee Braman commented on "At your door" recycling program and how easy it is to use.

Trustee Padasak had nothing to report.

Trustee Buncy had nothing to report.

Trustee Skelton had nothing to report.

Mayor Michaels had nothing to report.

## **TREE COMMITTEE REPORT**

After an earlier Tree Committee meeting the Committee will be looking at revisions to the Village code.

13. Adjourn

Motion was made by Trustee Skelton, seconded by Trustee Braman; carried, Mayor Michaels, Trustees Skelton, Braman, Buncy and Padasak voting yes, none opposed to adjourn the Regular Session at 7:45 pm.

Respectfully submitted,

Holly Murtiff  
Deputy Clerk

Administrator's Report

Feb 6, 2023

Resolutions:

1. Authorize Administrator to Advertise for Local Law #2 of 2023 – Amendments to Chapter 170 : Trees to be held on Feb 21<sup>st</sup> at 7:02 pm. See attached proposed amendments.
2. Approve Proclamation for April 22, 2023 to be Arbor Day in the Village of Springville and submit for Tree City USA grant. See attached proclamation.
3. Authorize Mayor to sign Erie County Fire Mutual Aid Plan as adopted by the Erie County Fire Advisory Board on April 15, 2021. Plan was reviewed by Fire Chief Marc Gentner.

Be it Resolved that: The Village of Springville Volunteer Fire Department elects to participate in the Erie County Fire Mutual Aid Plan, and agrees to recognize a call for assistance through the Erie County Fire Control Center, Area Base Station, or the Commissioner of Homeland Security and Emergency Services, Deputy Commissioner of Fire Safety or their designee; and will comply with the provisions of such plan as now in force and as amended from time to time; and that no restrictions exist against normal mutual aid assistance outside of the regular district whenever possible without jeopardizing home area fire protection. Be it further resolved that a copy of this resolution be filed with the Deputy Commissioner of Fire Safety.

See attached plan.

4. Authorize Mayor to Sign Contracts for Summer Concert Series beginning in June and ending in Aug 2023. Town of Concord splits the cost of the concerts with the Village.
5. Approve 2022 LOSAP Points for Springville Volunteer Fire Dept members. Board was provided list of points.
6. Approve Jean Kwasik as a consultant to Court at a rate of \$18 per hour for 10-15 hours on a temporary basis.
7. Approve/Table PO 17 for Clerk to Village Justice. See attached.

Discussion Items:

1. Financial reports (Treasurer's Report) – Balance Sheets, Rev & Exp Summaries have been submitted to the village board for Jan 2023.
2. Budget packets have been given to Dept heads and budget meetings will be Feb 15<sup>th</sup> & 22<sup>nd</sup>.
3. Public hearing for 198 Maple demolished structure and content clean-up is scheduled for Feb 21<sup>st</sup> at 7:01 pm. Board would decide to hire contractor and place costs on Village tax bill for June 1, 2023.



## Proposed Changes to Village of Springville Code

### Chapter 170 : Trees

#### 170-4 Tree Committee Established

##### B. Tree Committee duties

- (1) The Tree Committee advises the Village Board of Trustees, the Planning Board, and the Department of Public Works by studying, investigating, developing and/or updating the Village's written plan for caring for, preserving, pruning, topping, replanting, removing, or disposing of trees and shrubs in parks, along streets, and in other public areas.
- (2) The Tree Committee maintains reference materials relating to trees and shrubs.
- (3) The Tree Committee provides an inventory of the location of street trees and determining areas where such trees could exist but are absent.
- (4) The Tree Committee establishes a suggested species list for the Village and recommends to the Village the types and kinds of trees to be planted upon Village property.
- (5) The Tree Committee identifies trees for immediate removal.
- (6) The Tree Committee provides a long-range Tree Plan every five years for the Village relating to street trees and shrubs.
- (7) The Tree Committee provides the Village Board of Trustees with a yearly estimate and Tree Plan of cost of labor and nursery stock to be used. This estimate shall be presented annually to the Board of Trustees as part of its budget deliberations.

##### Revised to

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**OFFICIAL PROCLAMATION**

- WHEREAS** in 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees, *and*
- WHEREAS** this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, *and*
- WHEREAS** Arbor Day is now observed throughout the nation and the world, *and*
- WHEREAS** trees can be a solution to combating climate change by reducing the erosion of our precious topsoil by wind and water, cutting heating and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife, *and*
- WHEREAS** trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products, *and*
- WHEREAS** trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, *and*
- WHEREAS** trees — wherever they are planted — are a source of joy and spiritual renewal.

**NOW, THEREFORE**, I, Timothy Michaels, Mayor of the Village of Springville, NY, do hereby proclaim April 22<sup>nd</sup>, 2023 as **ARBOR DAY** in the Village of Springville, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, *and*

**FURTHER**, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

**DATED THIS** day of ,

Mayor



# **Erie County Fire Service Mutual Aid Plan**

**County of Erie Department of Homeland Security and  
Emergency Services**

**Division of Fire Safety**

ADOPTED: January 2, 2003  
REVISED AND ADOPTED: October 14, 2021

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### ATTACHMENTS:

- Organizational Chart – Erie County Division of Fire Safety
- Resolution for Participation – Signature Page
- Fire Department Census

## **SECTION 1 ~ OBJECTIVE**

### **A. Definition of Mutual Aid**

Mutual Aid is organized, supervised, coordinated, cooperative, reciprocal assistance in which personnel, equipment and physical facilities of all participating fire departments and other appropriate emergency response agencies, regardless of types or size, are utilized for fire or other emergencies in which the services of a firefighter or other appropriate first responder would be used throughout the County of Erie and adjacent areas.

This plan is not intended to change any existing mutual aid agreements or pre-plans currently in existence between any fire district, company or department in Erie County.

This Mutual Aid plan is intended to refresh and/or update agreements which have been in existence for many years. Present operations will not be affected. Local Fire Chiefs will continue to exercise all their power and authority.

### **B. Amendments**

Amendments to this plan may be made periodically and will follow this procedure:

- 1) Prepared by the Deputy Commissioner of Fire Safety through the Mutual Aid Committee of the Fire Advisory Board and representatives of the Erie County Volunteer Firefighter's Association, Erie County Fire Chiefs Mutual Aid Organization, Erie County Volunteer Fire Police Association and the Erie County Fire District Officers Association.
  - 2) Recommended by the County Fire Advisory Board.
  - 3) Submitted to all local participants for their review, comments and signature.
  - 4) Admitted into the New York State Fire Mobilization and Mutual Aid Plan by the New York State Department of State, Office of Fire Preventions and Control.
2. Notwithstanding the above, Section 3, Table of Organization – Designation of Personnel; Section 4, Line of Authority and Section 6, Operation of Erie County Fire Control Center shall be subject to change, modification or elimination at any time by Erie County.

### **C. Annual Review**

Each year this plan shall be reviewed by the Deputy Commissioner of the Fire Safety Division, the Mutual Aid Committee of the Fire Advisory Board and Amendments, Corrections or Changes Processed.

## **SECTION 2 ~ PARTICIPATION**

### **Extent and Limit of Participation by Fire Departments**

- A. ALL cities, towns, villages and fire districts in Erie County may fully participate in this plan.
- B. These departments or companies presently consist of:
  - City of Buffalo Fire Department
  - City of Lackawanna Fire Department
  - City of Tonawanda Fire Department
  - All Volunteer Fire Companies & Departments
  - Aircraft/Rescue/Fire Fighting Department at BNIA
  - Specialized Fire, Rescue, EMS and Hazardous Materials Teams as appropriate

#### **A. Extent and Limit of Participation with Counties of Cattaraugus, Chautauqua, Wyoming, Genesee and Niagara:**

There are no formal agreements with these counties. Local reciprocal assistance, if any, is in accordance with Section 209 of the General Municipal Law.

All requests for assistance will be routed through the Erie County Communications Center (MERS) or their respective control centers.

Mutual Aid is provided to and received from Cattaraugus, Chautauqua, Wyoming, Genesee and Niagara Counties through their respective County Fire Control Centers under the direction of their County Fire Coordinators or their legally appointed deputies.

#### **B. Erie County, Niagara Region, or Province of Ontario Cross Border Mutual Aid:**

Three distinct fire disaster situations could arise requiring the assistance of cross border fire service. A Level One incident or situation occurs when specialized equipment and/or manpower is most readily or exclusively available across the border or the municipalities' usual local mutual aid resources are fully engaged. Second Level or region-wide are defined as incidents where county-wide or region-wide fire resources are fully engaged and additional fire service assistance is needed beyond the capability of the county or region. Level Three fire disasters require an executive declaration either from a state or local executive.

1. Legal Authority to respond to international fire disasters.

New York General Municipal Law, Section 209, and Ontario Municipal Act, Chapter 302, Section 210, impose no territorial limitation on fire service response. Municipal authorities in the Niagara Region and in Erie and Niagara Counties are permitted to call for and receive aid and equipment from foreign fire company's at all three levels of fire disaster.

**C. Liability**

Any loss or damage to, or expense incurred in the operation of fire apparatus or other equipment answering a call for assistance from outside territory, and the cost of any materials used in connection with such call, including salaries and other compensation and traveling and maintenance expense of the assisting forces furnished during the time they shall be performing their duties for the assisting municipality/entity, shall be a charge upon the municipality which issued the call for assistance. This paragraph shall not apply to the case of damage or expense to fire apparatus or equipment which occurred while responding to a request for assistance or returning from the scene upon completing the assistance and while the apparatus or equipment was not involved in the emergency operation, and which was caused by:

The act or omission of a firefighter in the performance of their duties who is a member of the assisting force which suffered damage; or

The act or omission of a third party or through an instrumentality not connected with the actual emergency operation.

Any negligence of firefighters of a municipality or entity occurring in the performance of their duties in the same manner and to the same extent as if such negligence occurred in the performance of their duties within the area regularly served and protected by said unit shall be their own liability.

Any such claim for loss, damage, expense or cost shall be allowed unless within 60 days after the same shall have been sustained, a written notice of such claim, under oath, itemizing such loss, or expense is served by mail upon the fiscal officer of the municipality/entity which requested assistance.

Liability for workers' compensation for firefighters involved in a mutual aid incident remains with the firefighters' home fire company. According to standard operating procedures of individual fire companies.

**D. Entering and Participating in the Plan**

Any duly established fire company or fire department may participate in this plan by filing with the Office of the Deputy Commissioner of the Fire Safety Division, a copy of a resolution adopted by the Fire Company or department.

Such resolution shall state that such Fire Company or department elects to participate in the Erie County Mutual Aid Plan and will comply with the provisions of such plan.

The resolution shall also state that the fire company or department shall recognize a call for assistance from another fire company or department through Erie County

MERS or a Fire Control. These shall also be filed with the Deputy Commissioner of the Fire Safety Division. A copy of a resolution adopted by the legislative body of each participating city or village or by the board of fire commissioners or other governing board having jurisdiction over the fire department, the board of fire commissioners of each participating fire district, or the town board of each town in relation to participating fire companies serving territories outside of cities, villages and fire districts or in relation to a town fire department.

Such resolution shall state that no restrictions against a call for assistance outside the area regularly served and protected by the fire company or department of the municipality or district within the meaning of Section 209 (1) of the General Municipal Law (Mutual Aid), which would affect the power of such fire company or department to participate in the Erie County Fire Mutual Aid Plan except as noted in the resolution.

If the "outside services" or mutual aid activities of a participating fire company or fire department are restricted pursuant to Section 209 (10) of the General Municipal Law, notice of any such restriction shall be given promptly to the Deputy Commissioner of the Fire Safety Division.

Any such restriction imposed by the legislative body of a city, town or village or by the board of fire commissioners shall take effect in accordance with the resolution imposing the restriction.

The fact that a fire company or department becomes a member of the Erie County Fire Mutual Aid Plan will in no way give the County or State any right, other than that already in effect, to order fire companies or departments to send their apparatus to out of area locations.

If equipment and/or manpower is needed somewhere, a request will be made for voluntary assistance and the responding agency will be directed as to how and where to respond. It will not be an order. The obligation to respond rests with the responding agency.

#### **E. Withdrawal from the Plan**

Any fire company or department may elect to withdraw from this plan by adopting a resolution to such effect. Such a resolution will become effective 60 days after filing notice with the Erie County Deputy Commissioner of the Fire Safety Division. Such withdrawal shall remain in effect until reinstated by resolution as defined under Section 209 (1) of the General Municipal Law.

Withdrawal from the plan may have an adverse effect on mutual aid operations, both on the withdrawing fire company or department and on the surrounding fire companies or departments and should be seriously thought out before such action is taken.



### **SECTION 3 ~ DESIGNATION OF PERSONNEL**

#### **A. Organization Chart ~ See Appendix A**

#### **B. Extent and Limit of Authority of County Officials**

1. Commissioner of Department of Homeland Security and Emergency Services – shall have all the powers and shall perform all of the duties conferred or imposed upon county fire coordinators by the laws of the State of New York.
2. Deputy Commissioner of the Fire Safety Division – shall, when so directed by the Commissioner, have and exercise any and all of the powers and duties vested in and imposed upon a county fire coordinator by the laws of the State of New York; the Erie County Charter; and the Erie County job description for that position; and those duties as assigned by the Commissioner of Department of Homeland Security and Emergency Services.

These duties and responsibilities shall include, but not be limited to:

- ✓ Administers the Erie County Mutual Aid Plan and is responsible for the efficient operation of the plan for intra and inter-county purposes at fires or where the services of firefighters are used.
  - ✓ Act as a liaison officer between the fire service of Erie County and the New York State Department of State, Office of Fire Prevention and Control.
  - ✓ Act as a liaison officer between fire service and County Executive, County Legislature, other counties and agencies.
3. Assistant Coordinator of the Fire Safety Division is directly responsible to the Deputy Commissioner of the Fire Safety Division and shall, when so directed by the Commissioner of Department of Homeland Security and Emergency Services, have and exercise any and all of the powers and duties vested in and imposed upon a county deputy fire coordinator by the laws of the State of New York; the Erie County Charter; and the Erie County job description for that position; and those duties as assigned by the Commissioner and/or the Deputy Commissioner of the Fire Safety Division.

The Assistant Coordinator assumes the duties of the Deputy Commissioner as assigned or when designated as such, during extended absence, or in case of death of the Deputy Commissioner until a new one is appointed.

4. Fire Advisory Board is an unsalaried board of 25 members appointed by the Erie County Executive and confirmed by the Erie County Legislature pursuant to Section 225-A of the County Law and new Article 11-C added by Local Law #1-1986

The board meets regularly with the Commissioner of Homeland Security and Emergency Services and the Deputy Commissioner of Fire Safety to advise them, the County Executive and County Legislature on matters of firematic interest and importance to the county

1. The board assists in the development and maintenance of programs of fire training and mutual aid in case of fire or other emergencies where the services of firefighters are used.
2. Erie County Fire Advisory Board is responsible to the Deputy Commissioner of Fire Safety for all matters concerning the Erie County Fire Radio System.

#### **SECTION 4 ~ STATUS OF THE LOCAL FIRE COMPANY OR DEPARTMENT**

##### **A. Maintenance of Individuality**

Each fire company or department participating in this plan shall retain its internal command and individuality.

##### **B. Authority of "Requesting" Fire Chief or Incident Commander**

1. A "requesting fire chief or incident commander is one who requests mutual aid for his company or department in accordance with this plan.
2. The command structure at a fire or other emergency in which the service of firefighters would be used for firefighters and officers entering the area under mutual aid remains with the chief of the fire company or incident commander of the department requesting the mutual aid.
3. The fire officer in command will utilize the incident command system in working with chiefs, senior officers and company officers of companies or departments providing the mutual aid.
2. The firefighters in the assisting company or department will be supervised by their own officers, who are in turn, commanded by officers of the company or department requesting the mutual aid.

##### **C. Local Mutual Aid Plans Presently Operating Exclusive of the County Fire Mutual Aid Plan**

Mutual unwritten plans exist between the three (3) cities and the volunteer fire service and between the volunteer fire companies and departments themselves. No formalized agreements exist that are known to the County with the exception of being an agreement between the Town of West Seneca and the West Seneca State School and Development Center.

## **SECTION 5 ~ OPERATION OF ERIE COUNTY COMMUNICATIONS CENTER**

### **A. Location**

Erie County Public Safety Campus – MERS Control – Buffalo NY

Fire Training Academy, Cheektowaga NY

Mobile Operation Command

Chestnut Ridge Park, Communications Building, Orchard Park, NY

### **B. Supervision and Dispatching Service**

1. The Deputy Commissioner of Emergency Management is responsible for all activities of the County Fire Communications Repair Center.
2. Back-up dispatching service is provided from the Erie County Public Safety Campus, Buffalo NY, Fire Training Academy Cheektowaga NY, Mobile Command Units, or Chestnut Ridge Park, Orchard Park.
3. Recommended – that any person operating any fire radio in the County attends the Erie County Radio Communications course

### **C. Radio and Telephone Communications Regulations**

1. No fire radio may operate on the fire frequencies as part of the county fire network without proper programming of a radio identifier. Radio identifiers are assigned by Erie County Fire Communications Repair Center.

### **D. Radio System**

1. The Erie County Fire Radio System is comprised of the following Fire Controls:
  - Amherst Fire Control
  - Buffalo Fire
  - Cheektowaga Fire Control
  - City of Tonawanda
  - Depew Fire Control
  - East Aurora Control Fire Control
  - Evans Fire Control
  - Grand Island Fire Control
  - Hamburg Fire Control
  - Lackawanna Fire
  - Lancaster Fire Control
  - Orchard Park Fire Control
  - Springville Fire Control
  - Town of Tonawanda Fire Control
  - West Seneca Fire Control

## **SECTION 6 ~ ERIE COUNTY FIRE AGENCY RESOURCES**

### **A. The county agency resources records shall be located as follows:**

1. Fire Safety Division office
2. Fire Control Centers
3. Erie County Emergency Services Communications Center (MERS Control) at the Public Safety Campus
4. A copy of said inventory of fire apparatus shall be forwarded to the New York State Office of Fire Prevention & Control.

### **B. Officer Responsible for Maintaining Inventory**

The officer responsible for maintaining the county agency resource list is the Deputy Commissioner of Fire Safety or his designee

### **C. Method Used in Maintaining Agency Resource List**

The Fire Safety Office will request an agency resource list on an annual basis and forward completed update to all parties once complete

This Mutual Aid Agreement will be reviewed by the Deputy Commissioner of Fire Safety and the Fire Advisory Board annually

## **SECTION 7 ~ EMERGENCY OR ALTERNATE COUNTY FIRE CONTROLS**

### **A. Transfer of Control**

1. In the event that a Fire Control experiences a failure and goes off the air, operation of that Fire Control can be transferred to pre-determined dispatch center

### **B. Alternate Dispatch Options**

1. Radios in the county mobile operations center vehicle (MOC) can serve as a Fire Control back up
2. Communication with the County Fire Control Centers of Chautauqua, Cattaraugus, Wyoming, Genesee and Niagara Counties: MERS tests with them on Mutualink twice a month
3. MERS Control performs regular tests with each Fire Control on County Wide Fire
4. It is recommended that all Fire Controls provide and maintain emergency backup power systems including, but not limited to emergency generators and uninterruptible power supply (UPS) systems

## **SECTION 8 ~ PARTICIPATION IN THE STATE FIRE MOBILIZATION AND MUTUAL AID PLAN**

### **A. State Mobilization**

The Commissioner of Emergency Services, the Deputy Commissioner of the Fire Safety Division or a deputy in the line of authority designated pursuant to Section 401 of the County Law, after utilizing all available assistance within Erie County and all routinely activated mutual aid assistance from Cattaraugus, Chautauqua, Wyoming, Genesee and Niagara Counties, may call the New York State Department of State, Office of Fire Prevention and Control to request activation of the State Fire Mobilization and Mutual Aid Plan.

The procedure shall conform with that specified in the Guide to Fire Mobilization and Mutual Aid Plans in the State of New York issued by the New York State Department of State, Office of Fire Prevention and Control.

### **B. Authority and Responsibility of the Regional Fire Administrator**

The authority and responsibility of the Regional Fire Administrator under the activated State Fire Mobilization and Mutual Aid Plan is established by the New York State Department of State, Office of Fire Prevention and Control.

In Erie County, the Deputy Commissioner of the Fire Safety Division has been designated as the Regional Fire Administrator by the State.

### **C. Retirement Provision Relating to Position of Regional Fire Administrator**

Should the Deputy Commissioner of the Fire Safety Division be separated from his office for any reason, he is automatically retired as Regional Fire Administrator if he also holds his position.

The State Fire Administrator in the New York State Department of State, Office of Fire Prevention and Control, is authorized by law to appoint to this position.

### **D. County Number Issued Under the State Fire Mobilization and Mutual Aid Plan**

The Erie County Deputy Commissioner of the Fire Safety shall utilize County Number 15 assigned to Erie County by the State Fire Mobilization and Mutual Aid Plan.

**ERIE COUNTY FIRE MUTUAL AID PLAN  
RESOLUTION FOR PARTICIPATION – SIGNATURE PAGE**

Resolution by Fire Company/Department or other agency listed below electing to participate in the Erie County Fire Mutual Aid Plan as adopted by the Erie County Fire Advisory Board on July 4, 2021.

Mr./Mrs./Ms. \_\_\_\_\_

Offered the following resolution and moved its adoption:

BE IT RESOLVED THAT:

---

LEGAL NAME OF FIRE COMPANY/FIRE DEPARTMENT OR OTHER AGENCY

Elects to participate in the Erie County Fire Mutual Aid Plan, and agrees to recognize a call for assistance through the Erie County Fire Control Center, Area Base Station, or the Commissioner of Homeland Security and Emergency Services, Deputy Commissioner of Fire Safety or their designee; and will comply with the provisions of such plan as now in force and as amended from time to time; and that no restrictions exist against normal mutual aid assistance outside of the regular district whenever possible without jeopardizing home area fire protection.

Exceptions to this agreement are:

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Be it further resolved that a copy of this resolution be filed with the Deputy Commissioner of Fire Safety.

VOTE:	Second by:	
	In favor:	
	Opposed:	
	Abstained:	

CARRIED:	Date:	
	Officer:	
	Title:	
	Signature:	

RECEIVED AND FILED BY DEPUTY COMMISSIONER OF FIRE SAFETY: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# NEW POSITION DUTIES STATEMENT

To:  
**PERSONNEL OFFICER** County of Erie  
 Edward A. Rath County Office Bldg  
 95 Franklin St  
 Buffalo, NY 14202

Date\_\_\_\_  
 From: \_\_Village of  
 Springville\_\_\_\_\_

- County Dept                       Town  
 Special Dist.                       Village

Pursuant to the provisions of Section 22, of the Civil Service Law, I am submitted statement of duties of proposed new position. (NOTE: Department head or other authority requesting the creation of a new position, shall prepare a description for each new position to be created except that one description may cover two or more identical positions in the same unit. Send three typed copies to the Personnel Officer.)

1. **DESCRIPTION OF DUTIES:** Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided

Percent of Total Time/Frequency	ACTIVITIES
45%	Docket Management, including correspondence and telephone communications to and from parties and attorneys; running RAP sheets for criminal matters and file management and organization; completing forms.
25%	Collecting fines and reconciling daily receipts; managing vehicle and traffic matters.
20%	Case Disposition reporting
5%	Preparing monthly reports (fiscal record keeping and reporting) to Office of State Comptroller Justice Fund.
5%	Continuing education mandates and reviewing email regarding changes to protocol, etc.

(Attach additional sheets if more space is needed.)

2. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)  
NAME TITLE TYPE OF SUPERVISION  
Kelly O'Neal Adams Village Justice General/Direct

3. Names and Titles of Persons Supervised by this position  
NAME TITLE TYPE OF SUPERVISION

4. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position.  
NAME TITLE LOCATION OF POSITION  
NONE

5. What minimum qualification do you think should be required for this position? (High school, College Degrees, etc. plus years of experience.) High School/some college  
Type of License or certificate required: NA

6. As Department Head (or other Authority) I certify the above statements are accurate and complete.

Date: 12/27/2022 Title: Mayor Village Judge Signature: Kelly O'Neal Adams

CERTIFICATE OF PERSONNEL OFFICER

7. In accordance with the provisions of Civil Service Law, Section 22, the ERIE COUNTY PERSONNEL OFFICER certifies that the appropriate service title for the position described is: Clerk to the Village Justice Full time

Date: Signature:

ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY

8. Creation of described position:  
 Approved  Disapproved

Date: Signature:

RETURN ONE COMPLETE COPY TO PERSONNEL OFFICER- After completing section 8 when position(s) are approved.



VILLAGE OF SPRINGVILLE  
**DEPARTMENT OF PUBLIC WORKS**  
*Duane Boberg*  
*Superintendent of Public Works*  
**Superintendent Report for February 6, 2023**

ATTACHMENT NO. A3  
AGENDA DATE 2/6/23

- Finished going over budget with all divisions in preparation for February 15<sup>th</sup> meeting.
- Auction International made \$13,454.00 funds to go back into divisional accounts.
- Thank all the divisional employees that responded so quickly to the fire at 109 N Buffalo St.

LT. NICHOLAS K. BUDNEY  
OFFICER IN CHARGE



ATTACHMENT NO. A4

AGENDA DATE 2/6/23

## SPRINGVILLE POLICE DEPARTMENT

February 6, 2023

January 2023 SPD Report – 231 calls handled, 2204 miles patrolled, 47 patrol/5 court shifts, which resulted in 122 summonses and 1 parking ticket for the month.

ECSO handled 348 calls during the month of January.

**PATROL OFFICE**  
65 FRANKLIN STREET  
PO BOX 17  
SPRINGVILLE, NEW YORK 14141

[nbudney@villageofspringvilleny.com](mailto:nbudney@villageofspringvilleny.com)

**ADMINISTRATIVE OFFICE**  
5 WEST MAIN STREET  
PO BOX 17  
SPRINGVILLE, NEW YORK 14141  
(716) 592-4936 FAX (716) 592-7088

ATTACHMENT NO. A 5

AGENDA DATE 2/6/23



**SPRINGVILLE FIRE CONTROL REPORT**  
**JANUARY 2023**

1. PERSONNEL

A. CURRENTLY THERE ARE NO POSITIONS OPEN.

2. EQUIPMENT

A. ALL EQUIPMENT OPERATIONAL

3. MONTHLY CALL VOLUME REPORT

A. MONTHLY CALL VOLUME REPORT SUBMITTED

4. CHIEF'S COUNCIL MEETING

A. NEXT CHIEF'S COUNCIL MEETING IS APRIL 18, 2023 AT  
SARDINIA FIRE DEPT.

ALL VOLUME MONTH OF JANUARY 2023

**SPRINGVILLE-**

51-EMS  
11-FIRES  
4-MVA  
0-ASST  
4-OTHER

TOTAL 70 CALLS

**EAST CONCORD-**

13- EMS  
7- FIRES  
4- MVA  
0-ASST  
1-OTHER

TOTAL 25 CALLS

**MORTONS CORNERS-**

6- EMS  
5- FIRES  
0- MVA  
1-ASST  
1- OTHER

TOTAL 13 CALLS

**MERCY EMS-**

138-EMS  
4-FIRES  
14-MVA  
0-ASST  
2-OTHER  
61-TRANSFERS  
19-DROPPED CALLS

TOTAL 228 CALLS

**TOTAL OF 336 CALLS UNDER SPRINGVILLE FIRE CONTROL**

RESPECTIVELY SUBMITTED,  
RICK JOHNSON SR. DISPATCHER

NON-COLLUSIVE BIDDING CERTIFICATION

ATTACHMENT NO. A6  
AGENDA DATE 2/6/23

**BY SUBMISSION OF THIS BID, BIDDERS AND EACH PERSON SIGNING ON BEHALF OF BIDDER CERTIFIES, AND IN THE CASE OF JOINT BID, EACH PARTY THERETO CERTIFIES AS TO ITS OWN ORGANIZATION, UNDER PENALTY OF PERJURY, THAT TO THE BEST OF HIS/HER KNOWLEDGE AND BELIEF:**

1. The prices of this bid have been arrived at independently, without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Bidder or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly, to any other Bidder or to any competitor; and
3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

**A BID SHALL NOT BE CONSIDERED FOR AWARD NOR SHALL ANY AWARD BE MADE WHERE 1, 2, 3 ABOVE HAVE NOT BEEN COMPLIED WITH; PROVIDED HOWEVER, THAT IF IN ANY CASE THE BIDDER(S) CANNOT MAKE THE FORGOING CERTIFICATION, THE BIDDER SHALL SO STATE AND SHALL FURNISH BELOW A SIGNED STATEMENT WHICH SETS FORTH IN DETAIL THE REASONS THEREFORE:**

**[BIDDERS AFFIX ADDENDUM TO THIS PAGE IF SPACE IS REQUIRED FOR STATEMENT]**

Subscribed to under penalty of perjury under the laws of the State of New York, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ as the act and deed of said individual, corporation or partnership.

**Person Legally Responsible for Binding Bidder**

Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_

**Joint or combined bids must be certified on behalf of each participant**

\_\_\_\_\_  
Legal name of person, firm or corporation      Legal name of person, firm or corporation

**Person(s) Legally Responsible for Binding Participant**

Name \_\_\_\_\_ Name \_\_\_\_\_

Title \_\_\_\_\_ Title \_\_\_\_\_

Business Address \_\_\_\_\_ Business Address \_\_\_\_\_

**Bidder's Identifying Data**

**Bidder's Name** \_\_\_\_\_

Business Address \_\_\_\_\_  
Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Federal id. Number \_\_\_\_\_

**If Bidder is a Partnership complete the following:**

Name of Partners or Principals	Business Address
_____	_____
_____	_____
_____	_____
_____	_____

**If Bidder is a Corporation complete the following:**

Name	Business Address
_____	_____
President	_____
_____	_____
Secretary	_____
_____	_____
Treasurer	_____



VILLAGE OF  
SPRINGVILLE  
February 6, 2023  
Page 1  
PERMITS AND APPLICATIONS

Building applications received by the Building Inspector/CEO Kaleta, Planning Board, Zoning Board of Appeal and Historic Preservation Commission as follows:

Minutes of the Historic Preservation Commission meeting on December 12, 2022. CA.1

PROJECT: 0000010110 - VIOLATION-FURNITURE AT ROAD                   TYPE: VIOLATION  
PROPERTY: 279 N BUFFALO ST  
ISSUED DATE: 1/12/2023  
ISSUED TO: ANDREWS, AARON  
127 SAINT BONIFACE RD  
BUFFALO, NY 14225

PROJECT: 0000010111 - EVENT    TYPE: EVENT  
PROPERTY: 290 N BUFFALO ST HS  
ISSUED DATE: 1/13/2023  
ISSUED TO: SPRINGVILLE STAMPEDE  
290 N BUFFALO ST  
SPRINGVILLE, NY 14141

PROJECT: 0000010112 - FENCES    TYPE: FENCES  
PROPERTY: 135 NEWMAN ST  
ISSUED DATE: 1/17/2023  
ISSUED TO: MORRIS, RICHARD & KATIE  
135 NEWMAN ST  
SPRINGVILLE, NY 14141

PROJECT: 0000010113 - VIOLATION-EMERG DEMO                        TYPE: VIOLATION  
PROPERTY: 198 MAPLE AVE  
ISSUED DATE: 1/18/2023  
ISSUED TO: LUCE, ALBERTA  
198 MAPLE AVE.  
SPRINGVILLE, NY 14141

PROJECT: 0000010114 - SIGNS   TYPE: SIGNS  
PROPERTY: 29 N CASCADE DR  
ISSUED DATE: 1/19/2023  
ISSUED TO: RAJPAL, HIMANSHU  
3440 LAKEWOOD DR  
N TONAWANDA, NY 14120



*Village of Springville  
Historic Preservation Commission*

ATTACHMENT NO. CA 1

AGENDA DATE 2/6/22

DECEMBER 12, 2022 7:00PM

A meeting of the Historic Preservation Commission of the Village of Springville was held at the Municipal Building, 65 Franklin Street, Springville, New York at the above date and time.

Present were:

*Chairman:* Bill Skura-absent  
*Members:* Helen Brogan  
Don Orton  
John Baronich  
Eric Tuburdyke-absent

*Also present* Reed Braman  
Matthew Retzlaff-227 W. Main St.  
Valarie Retzlaff-227 W. Main St.

*Clerk:* Jennifer Blumenstein

After the Pledge of Allegiance, Vice Chairman John Baronich called the meeting to order at 7:00 p.m.

Vice Chairman John Baronich asked for a motion to approve the minutes from the November 14, 2022 meeting.

*Helen Brogan made the motion to approve the minutes, seconded by Don Orton. All in favor, none opposed.*

Vice Chairman Baronich introduced himself to Matthew and Valarie Retzlaff who brought forward our only Certificate of Appropriateness for the evening.

Matthew and Valarie Retzlaff live at 227 W. Main Street and are looking to install a FENCE at the property located there. The fence will be a 4.5ft. high x 60ft. long black wrought iron structure coming off the back of the building and being about a foot away from the existing Rails Trail.

Reed Braman mentioned that the Retzlaff's may want to speak with the Village of Springville Code Enforcement Officer in regards to set backs and Village Code. Reed believes that the fence needs to be 5ft. from the property line. Reed also believes they may need to go before the Zoning Board for a Variance.

*Don Orton made the motion to approve the application as presented as long as the fence is in compliance with Village Code, seconded by Helen Brogan. All in favor, none opposed.*

*Helen made the motion to adjourn at 7:30 pm, seconded by John Baronich. All in favor, none opposed.*

Respectfully Submitted,  
Jennifer Blumenstein