

TOWN OF WHEATFIELD

Comprehensive Planning Implementation Task Force

SUMMARY OF MEETING, June 28, 2018

Meeting began at 6: 30PM

Adjourned 8:35 PM

Approval of Meeting Minutes

Curt D.

Motion made by M. Zorba seconded by Karen F. to approve the minutes of the May 24, 2018 Task Force meeting.

Motion unanimously approved.

Town Planner Report

Drew R.

- Two (2) additional area Towns with property contiguous to the Niagara Air Reserve Base are creating Airport Protection Plans. Others are in the offering: a good reaction to NIMAC/Wheatfield's Land Assessment presentations to Niagara County village and county supervisors..
- Town LWRP directive places the responsibility for development of river front properties on the Code Enforcement Officer. Activity outside the law mandates the input of the Town's LWRP group.
- Hierarchical Zoning changes need to be presented to the Town Board with a recommendation to sponsor a public hearing prior to any action. **Action: Drew**
- Recommend early attention to updating the Town's Wind Energy Law with attention to set back enforcement, right of way on public roads, and possibility of assessing fees that inure to the Town coffers. **Action: Joe M.**
- Recommend a Town Board 6-month moratorium to allow the Energy Application Focus Group an opportunity to complete their update assessment. Will send moratorium samples to Curt. **Action: Curt D .**
- Recommend the creation of an additional "Agriculture zone" to support the NIMAC/Wheatfield Land Assessment's goals that could significantly grow and sustain the Town farming industry. **Action: Paul L.**
- Whistling Heights 41 Home Subdivision:
 - Approved several years ago, limiting the number of changes that can be mandated now other than PIP changes, which must be observed.
 - Recommend that in the future subdivisions be approved in phases in lieu of one map covering the entire project. Doing so will ensure up to date criteria is mandated. Wording to invoke suitable criteria will be made available to the Facilitator for appropriate distribution. **Action: Drew R. & Richard M**
- The Niagara Air Reserve Station is now in support of our Airport Protection Plan and will be working on finding out more about the REPI program and how to begin the process. The "Wheatfield Working Group" are taking the lead on the overall effort and will coordinate with the Agricultural Protection Focus Group, the Airbase, the County, the Town Board and other groups in the Town.

Energy Application Focus Group Representation

No

- Facilitator did report that the:
 - Members are conscientiously updating the Town's Telecommunications Law via bi-weekly meetings, using the Town of Amherst's & City of Lockport laws as resource documents.
 - Recommend a 6-month Town moratorium. **Action: Curt D.**
 - An eclectic law for our Town should be completed and presented to the Task Force Board during that 6-month period. **Action: Joe M.**

Build Out Analysis Focus Group Walt G.

Curt D. for

- NU students completed their analysis of subdivision "sustainability of construction in the Town of Wheatfield." Document is being analyzed by focus group members.

- Initially, it appears the students concentrated their efforts on financials/income/conservation principles rather than home building sustainability. Nonetheless, there may be nuggets of information that can be considered.
- Requested Wendel for data related to vacant buildable lots existing in previously approved subdivisions.
Action:: Drew.
- The Town Assessor will be queried to attend the July focus group meeting.
- Reviewed sustainability data composed by Tom K., portrayed in a chart format that revealed certain tangible assumptions, important to the group's goals. The portrayed data will be "massaged" and represented.

Greenspace Focus Group

Justin

H.

- Intentions are to complete the draft Park Zoning Law by the end of the summer season. Concentration will then be focused on a Park & Recreational Facilities law. Both will be presented to the Task Force for approval and comment, and subsequent forwarding to the Town Board for their consideration and action.
Action: Focus Group
- Drew has addressed the concerns presented to him for resolution.
- Facilitator signaled a concern over the group's diminished activity of late. Perhaps, the Chair would be well advised to convene a "reorganization" discussion in view of the recent change of group leadership.
Action: Joe G.

Veterans Memorial Focus Group

Richard W. for

Ed S.

- The IRS 501 (c) (3) application has been acknowledged by the IRS. (**Late note** : The application has been granted)
- Updated construction drawings are in hand. However, awaiting professional cost estimates.
- Supporting intentions to restore the Huey helicopter displayed on Ward Road at the Town's Highway Garage
- With the IRS Application in hand, full attention will be addressed to finalizing the Fund Raising Campaign
- Ed received several accolades (Atta boys) for his dedication to the Veterans Memorial project

Disaster Management Focus Group

Mike Z.

- All five (5) fire chiefs have, on the record, signified their approval of the Town's Disaster Management Plan, as written.
- Assemblyman Morinello arranged a \$30,000 NY State grant to install a generator at the Community/Senior Citizen Center, which serves as an emergency housing center for residents displaced in disaster situations.
- The "Report on the Disaster Focus Group Survey" is now two-thirds complete, surprisingly with an estimated 15% return.
- When the Survey is complete the results will be published in a specially designated emergency web site for resident consumption.
- Emergency Operations Center will be located in Town Hall, Lower level, in the foreseeable future.
- The vacant Bergholz Elementary School is being eyed for emergency and law enforcement operations.

Agriculture Focus Group

Richard M. for

Paul L.

- Continued discussion on the potential use of "Term Easements" in support of the Town's Comprehensive Master Plan.
- The Town's grant application is well on its way for NYS approval. All concerns by Ag & Markets have been addressed.
- Clarification of the grant's goals needs to be better communicated to the Town officials prior to their approval to accept the grant.
- The contract use of the Western New York Land Conservancy is being held in abeyance until the Town has an opportunity to meet with the farmers and their families. The intentions are to meet sometime this Fall Season.
- Paul will be unable to attend the July and September focus group meetings because of previously scheduled obligations. **Volunteers are solicited to temporarily carry out his duties these two meetings. Please contact Paul to help out.**

- Future meeting CY dates are July 23, August 27, September 25, October 22, and November 27th.

**LWRP
R.**

Drew

- See Town Planner’s report above.

**Community Development Focus Group
M, for Richard T.**

Richard

- Focus Group members were encouraged to concentrate their immediate efforts preparing for our Task Force “Recruiting Tent” at the Town’s Family Picnic.
 - The intent is to capitalize on an invitation from the Picnic Committee to explain to residents the goals of the Task Force, it’s accomplishments to date, with an opportunity to increase our ranks with interested and committed volunteers.
- Volunteer Recognition was well received. There are a few certificates yet to be awarded. (The Facilitator mentioned he would distribute those certificates inasmuch as he attends most of the focus group meetings).
Action: Richard T .
- The Facilitator suggests rebranding the focus group and the “Community Enrichment Focus Group.”
- Late note: Richard T. continues as Chair of the group, but at his request has been relieved of his Task Force secretarial duty.
 - The Town Board has approved our request to hire a part-time Task Force recorder to fill this void.
Action: Curt D.

Management, Legal & General Discussion

- Town Board Liaison Curt
D./Richard M.
 - The Town Board and Joe Malloy, chair of the Energy Focus Group, are actively pursuing a LED Town wide lighting effort.
 - Although somewhat complicated, if implemented it could result in sizeable savings for the Town.
 - Facilitator reminds Focus Group Leaders that the July Task Force meeting will be dedicated to a presentation of the concepts previously proposed for the creation of a Town Center. Other reports should be short and concise. **Action: Focus Group Leaders.**
 - At the conclusion of **each** of the four (4) concept presentations, the leaders will be provided “silent” time to complete in writing their opinions for each SWOT element: **(Strengths, Weaknesses, Opportunities, and Threats)**. Formally, this approach is referred to as the “nominal grouping’ process. The silent time will be providing focus group leaders an opportunity to list their written opinions for each element of the SWOT process, using provided rating sheets. Once done, those written opinions will be consolidated by the Facilitator and shared with the focus group leaders for discussion at subsequent meetings. At that time the leadership will encourage group participation. At the conclusion of the process, the Task Force members may very well develop other futuristic concepts that can be forwarded to the Town Board.
 - Enthusiasm for Task Force Branding is lacking. The concept will be placed on the Fall Task Force Agenda..
- Focus Group Members Attendance:

○ Attending:	Karen F. Richard M.	Don Proefrock	Justin H.	Curt D.
	Drew R.	Mike Z.		
○ Excused:	Ed S.	Walt G.	Richard T.	Paul L.
○ Absent:	Joe M.	Joe G.		
○ Guests:	T. Kontak			

Next Meeting Date & Time

Date: **July 26, 2018**
Time: 6:30 p.m. to 9:00 p.m. (approximate)
Location: Town Community /Senior Citizen Center

Adjournment Motion

Motion made by Justin H. seconded by K. Frieder to adjourn the meeting at 8:13 PM. Motion unanimously carried.

Respectfully Submitted:

Richard W. Muscatello, Task Force Facilitator

Distribution :

Town Supervisor	Task Force Members	Town Board Members	Focus Group Members
MIS Coordinator	Town Clerk	ZBA Chairperson	Focus Group Leaders
Town Planner			

Thought for the Month:

“Actions speak louder than words; let your words teach and your actions speak.”- St. Anthony of Padua



Way to go!

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