

Regular Board Meeting
March 8, 2023 7:00 P.M
Town of Chautauqua

Approve Minutes for (2/8/23 and 2/22/23)

Departmental//Committee Reports

Public comments (Non-Agenda Items)

Agenda Items

1. 2023 Building Permit Fee Schedule Revisions
2. Resolution- Town Court Audit
3. Public Hearing- Local Law 2-2023 Amendments to Solar Law
4. Grant Acceptance from CLWMA- Mobitrac Operations
5. Revised Agreement- Engineering Services for Electrical Upgrades to Highway
6. Agreement for Fiscal Services for Capital Projects- Municipal Solutions
 - a. Water District 2 Water Source and Extension
 - b. Water District 4 Extension
 - c. Sewer District 1 North Extension
7. Submit RFP -Engineering Services for Roadside Swales Stabilization

Non-Agenda Items

Approval of General and Highway Vouchers: Abstract 003 #083-150

Adjourn Meeting

TOWN CLERKS REPORT TOWN OF CHATUAUQUA

MONTH: **February 2023**

FEES REMITTED: **\$6,949.10**

COLLECTIONS

DOG LICENSES and FEES: \$474.00

CONSERVATION SALES: \$285.00 Town: \$5.35

BUILDING/ZONING FEES: \$1,525.00

SEWER DIST 1 QRTLY FEES: \$4,073.30

WATER DIST 3 USAGE FEES: \$169.85

2 Marriage Licenses: \$40.00 16 Record Requests: \$160.00 Misc. Fees: \$181.95

DISBURSEMENTS

SUPERVISOR: **\$6,507.45** ck#2063

A Fund: \$2,164.30 B Fund: \$100.00 SSI Fund: \$4,073.30 SW3 Fund: \$169.85

AG & MRKTS: Animal Population Control Program: **\$117.00** ck#2064

NYS DEC License Sales: **\$279.65** ACH

NYS DOH Marriage Licenses: **\$45.00** ck#2065

ACTIVITIES

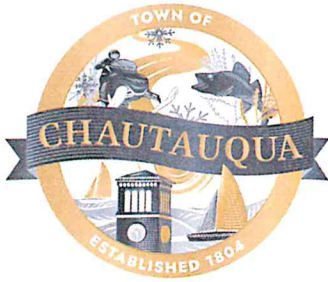
Legal submitted 2/13/23 for RFQ for engineering services for Water and Sewer projects.

Dog Licensing: March renewals mailed 2/27/23 along with Reminder notices and calls for all expired licenses. Expired licenses past 90 days sent to DCO to be ticketed.

2023 Town/County Tax collection continues. 2% penalty phase started 3/1/2023 and will continue through April 3, 2023.

Chautauqua Hotel Co. submitted liquor license renewal on 2/23/23 for Afterwords Café located at 67 Bestor Plaza in the Chautauqua Institution

Jessica will be attending the annual Clerk training with me on April 24-26.



TOWN OF CHAUTAUQUA

Community Municipal Building ~ 2 Academy Street ~ Mayville, NY 14757
Phone: (716) 753-7342 ~ Fax: (716) 753-5239

March 2, 2023

Town of Chautauqua Code Enforcement Report February 2023

Permits Issued:

Town – 21
Village – 9

Project Value:

(T) – 1,931,620.31
(V) – 29,300.00

Permits Closed:

Town – 15
Village – 3

Project Fee's:

(T) – 2,638.65
(V) – 1075.00

Town Zoning Detail:

February hearings – 2.21.23 Bob and Jill Mariea, storage shed variance – appeal by Richard Newell with Atty. Joel Calimeri. Meeting was ended by Troy Smith and tabled until the board could consult with the Town Attorney.

Upcoming:

March – 3.21.23 @ 3:30pm

1. Purviance Family Trust – 5748 Magnolia Springs Road – New single family home
2. Lawanda/William Switala – 5747 Magnolia Road – New single family home
3. Joseph Saffire – 4092 Traction Ave – New 2 story single family home
4. Bob and Jill Mariea – 6013 Elmwood Ave., storage shed
5. Sol-Source Power (Glen Land), Snethen property: 6049 Wright Road – Solar collection facility

Village Zoning Detail:

February hearings – None

Upcoming:

March –

Variance Mtg. 3.9.23 – variance for 110 Lakeview (Giles) for detached garage
Planning Board – 3.23.23 – 87 Elm St. (H. Smith) fence

Nicole A. Yacklon
Code and Zoning Office
Deputy Clerk

Town of Chautauqua

2023 Building Permit Fee Schedule

PERMIT FEES ARE **NON-REFUNDABLE** AND MUST ACCOMPANY COMPLETED PERMIT APPLICATION.
PLEASE ALLOW **TWO WEEKS** FOR REVIEW PRIOR TO CALLING.

Building Permit

Application Fee (Applied to Final Permit Fee): \$50.00 Flat Fee

Residential New Construction (Valid 1 Yr.)

\$0.15 sq. foot

Commercial New Construction (Valid 1 Yr.)

\$0.20 sq. foot ← .30

Residential Addition/Alterations

\$75.00 Flat Fee

Commercial Addition/Alteration

\$100.00 Flat Fee

Utility Permit- Electrical, HVAC, Plumbing, Solid Fuel

\$50.00 Flat Fee

Demolition Permit

\$50.00 flat Fee

Other Permits

\$50.00 Flat Fee

Repair/Retrofit, Sheds, Roofs, Decks/Porches, Signs, pools and fences

Renewals/Extensions

\$50.00 Flat Fee

Penalties:

Working w/out Permit-

Owner

\$100.00 Fine*

Contractor

\$500.00 Fine*

*In addition to Applicable Building Permit Fees. Application must be received within 10 days.

Zoning

Variance, Special Use, SUP, etc.

\$75.00 Flat Fee

Home Occupation Permit: One Time Fee

\$50.00 Flat Fee

Zoning Compliance Review

\$25.00 Flat Fee

Large Scale Solar/Wind Principal Use

Solar Farms:

- A. Application Fee: \$ 500.00
- B. Special Use Permit Fee: \$ 50.00 per megawatt of rated maximum capacity.
- C. Building Permit: \$ 500.00**
- D. Electrical Permit: \$ 50.00
- E. Fence Permit: \$ 50.00

Communication Towers:

- A. Application Fee: \$ 500.00
- B. Special Use Permit Fee: \$ 500.00 per 100 feet of proposed tower, or fraction thereof.
- C. Building Permit: \$ 500.00**
- D. Electrical Permit: \$ 50.00
- E. Fence Permit: \$ 50.00

**Additional fees may apply. Please refer to Town Code section 143-53.1W(1,2)

RESOLUTION FOR AUDIT OF THE TOWN OF CHAUTAUQUA COURT

WHEREAS, Section 2019-a of the Uniform Justice Court Act requires that Town and Village justices annually provide their court records and dockets to their respective town and village auditing boards, and that such records then be examined or audited and entered into the minutes of the board's proceedings.

WHEREAS, an audit committee consisting of two board members conducted an audit of the 2022 court records on February 28, 2023.

WHEREAS, the records have been duly examined, and all fines collected in 2022 have been paid to the proper officials of the Town as required by law.

WHEREAS, a satisfactory report was submitted to the Town Board and filed with the Town Clerk.

NOW, THEREFORE, BE IT RESOLVED, the Board for the Town of Chautauqua acknowledges the completed audit report as submitted with no issues found

Dated: March 8, 2023

Vote:	Aye	Nay	Abstained	Recused
Supervisor, Donald Emhardt	_____	_____	_____	_____
Councilman, Scott Cummings	_____	_____	_____	_____
Councilman, Thomas Carlson	_____	_____	_____	_____
Councilman, Kenneth Burnett	_____	_____	_____	_____
Councilman, Al Akin	_____	_____	_____	_____

Don Emhardt

From: Randall Perry <rperry@chautauquaalliance.org>
Sent: Saturday, February 18, 2023 8:39 AM
To: Don Emhardt
Subject: 2023 Alliance grant update

Dear Don:

On behalf of the Board of Directors of the Chautauqua Lake & Watershed Management Alliance, I am pleased to inform you that your organization has been awarded the following funding as authorized by Board vote at their meeting on February 16, 2023. These funds were provided to the Alliance as consolidated grants from The Lenna Foundation, the Ralph C. Sheldon Foundation, and the Chautauqua Region Community Foundation.

Town of Chautauqua: Mobitrac Operations	\$73,472
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I will soon send an award letter – or multiple letters as needed based on your award(s) – containing additional details, followed by written grant agreement(s). All grant payments will be contingent on the execution of the grant agreements and subject to the terms and conditions therein.

Please contact me if there are questions in the meantime. I look forward to working with you on the project(s). Congratulations, and thank you for your continued service to the Alliance and Chautauqua Lake Community. Have a nice day.

Sincerely,
Randall Perry

Randall H. Perry
Executive Director | Chautauqua Lake & Watershed Management Alliance, Inc.
201 West 3rd Street, Suite #115
Jamestown, NY 14701
716-661-8923 | rperry@chautauquaalliance.org

REQUEST FOR PROPOSALS (RFP)

Engineering Services for the Town of Chautauqua Roadside Swales Stabilization Project

RFP Prepared by Chautauqua Lake & Watershed Management Alliance, Inc. on behalf of Issuer:

**Town of Chautauqua
2 Academy Street
Mayville, New York 14757**

Issue Date: Wednesday, March 15, 2023

Proposal Submission Deadline: Wednesday, April 12, 2023 at 3:30 PM ET

Deliver by mail or in-person to the address below one (1) signed original, three (3) printed copies, and an electronic copy of your Technical Proposal on compact disk (CD) or USB Flashdrive.

Cost Proposals must be submitted in a separate sealed and labeled envelope in the same number and type indicated above (hard-copies and electronic copy).

No facsimile or electronic-only submissions will be accepted.

The Town of Chautauqua reserves the right to reject any or all proposals.

Submit Proposals to:

Chautauqua Lake & Watershed Management Alliance, Inc.
Attn: Project Manager
201 West 3rd Street | Suite 115
Jamestown, NY 14701

Please direct questions in writing to:

Taylor West, Alliance Project Manager
twest@chautauquaalliance.org | tel. (716) 661-8906

RFP Table of Contents:

Section 1. Introduction and General Instructions

Section 2. Technical Information

- a) Project Overview & Background
- b) Project Scope
- c) Project Timeline
- d) Project Deliverables
- e) Proposal Format and Content

Section 3. Attachments

TOWN OF CHAUTAUQUA

03/06/2023

09:50:32

Abstract # 003
Summary by Fund

Code	Fund	Prepays	Unpays	Totals
A	GENERAL FUND - TOWNWIDE		67,854.43	67,854.43
B	GENERAL FUND - OUTSIDE VILLAGE		19,430.00	19,430.00
DA	HIGHWAY FUND - TOWNWIDE		151,994.07	151,994.07
DB	HIGHWAY FUND - OUTSIDE VILLAGE		20,980.61	20,980.61
SL1-	PT CHAUTAUQUA LIGHTING DISTRIC		335.70	335.70
SL2-	DEWITTVILLE LIGHTING DISTRICT		344.34	344.34
SL4-	BAYBERRY LANDING LIGHTING DIST		22.03	22.03
SW1-	CHAUTAUQUA HEIGHTS WATER DISTR		6,691.25	6,691.25
SS1-	CHAUTAUQUA HEIGHTS SEWER DISTR		611.03	611.03
H2-	WATER DIST 4 EXTENSION		1,250.00	1,250.00
SW4-	WATER DIST 4		249.71	249.71
SW3-	WATER DISTRICT 3 CONTRTACTUAL		2,921.02	2,921.02
H5-	SEWER DIST 1 NORTH EXTENSION		4,637.60	4,637.60
Total:			277,321.79	277,321.79