

Village Board Meeting
Meeting 5:00 p.m.
Dec 18, 2018

Present: Mayor Lee, Trustees Fowler, Gates, Speer, Zabelny
Village Manager/Clerk Shari Pearce
DPW Superintendent, Mike McHenry
Code Enforcement Officer, Mike Lissow
Amy Harter, Deputy Clerk

Guests: Dave Willard and Shaun Logue

Mayor Lee called the meeting to order at 5:00 p.m. with the pledge of allegiance followed by a moment of silence.

Master Plan

Dave Willard and Shaun Logue from MRB Group were present to discuss providing the Village with a proposal to create a Master Plan. MRB Group has been the Village's Engineering firm for over 25 years and Mr. Willard has an excellent rapport with the Village Management team. He has been the point of contact for several Village projects. Since MRB has provided mapping, GIS, sewer, construction plans; it was suggested to reach out to the company for their expertise in Comprehensive Planning.

The last Master Plan was done in the late 1970's and has not been updated.

Mr. Logue explained his professional experience working for municipalities in several states, then joining the private sector as a Planner. He also explained the importance of having an updated Master Plan.

The board discussed several items of importance including;

- Renewable energy
- Solar
- Friendly community
- Churches
- Infrastructure
- Schools
- Pure Waters

- Refuse & Recycling
- Fire & EMS Service
- Shared Services
- Library
- DEC Report
- Stormwater

Items suggested by Shaun Logue:

- Economic Development
- Brownfield Development - Former industrial sites perceived to have environmental contaminants
- Engage constituents
- In-depth Commercial analysis

Mr. Logue provided two recent Comprehensive Plans done by MRB for the Town of Waterloo and the Town of Dunkirk.

Surveys: There are many different options to reach the community for their input, such as; website, water bills, survey monkey, etc. Typically just Village residents that are targeted to surveyed, however Parma residents may be included as this is important to the economic development of the community.

Roadways: Mike McHenry asked about the traffic development, specifically keeping roads and sidewalk development to a manageable size, for example if New York State DOT plan a project within the Village. Mr. Logue explained that is an instance that should be considered in the Mater Plan as it would be legally binding.

Time Line: A task list and time line example was provided to the board. The timeline is typically 18-24 months.

Steering Committee: The Village Board typically selects steering committee comprised of business owners, chamber member(s), school district representative(s) and residents.

Payment: MRB will provide a proposal based on a monthly invoice, this can be broken into phases.

Trustee Fowler asked how often the plan should be updated plan after conclusion. Shaun Logue answered it should be re-visited on a bi-annual basis. A committee could be formed to review the plan every 5 years; this must be a component in the plan. There should also be a provision at the end of plan for review and/or amendment; a revamped plan should be done no later than 15 years.

Village expansion: Any future plans for possible annexation should be considered in the plan.

The board agreed to proceed with a proposal can be drawn up with items so far discussed.

Mayor Lee emphasized the importance of sticking to timeline; Shaun explained that is part of his responsibilities as a representative of MRB Group.

There being no further business, a motion to adjourn made by Trustee Speer, seconded by Trustee Fowler at 6:30 p.m.

Respectfully Submitted,

Amy Harter
Deputy Clerk