WEST SENECA TOWN OFFICES
1250 Union Road
West Seneca, NY 14224

TOWN BOARD PROCEEDINGS
Minutes #2016-18
September 19, 2016

Supervisor Sheila M. Meegan called the meeting to order at 7:00 P.M. with 30 seconds of silent prayer followed by the Pledge of Allegiance led by Town Clerk Jacqueline Felser.

ROLL CALL:	Present -	Sheila M. Meegan	Supervisor
		Eugene P. Hart	Councilman
		William P. Hanley, Jr.	Councilman
	Absent -	None	

Supervisor Meegan read the Fire Prevention Code instructing the public where to exit in case of a fire or an emergency.

The meeting was dedicated to the memory of Joseph Skrzynski, James Pierce, Rosemary Ebert and James Kirisits.

18-A MINUTES TO BE APPROVED

- Motion by Supervisor Meegan, seconded by Councilman Hanley, to approve Minutes #2016-17 of September 8, 2016.

Ayes: All Noes: None Motion Carried

18-B LEGAL ITEMS

1. Motion by Supervisor Meegan, seconded by Councilman Hart, that proofs of publication and posting of legal notice: "OF A PUBLIC HEARING TO CONSIDER THE USE OF FEDERAL COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS" in the Town of West Seneca, be received and filed.

Ayes: All Noes: None Motion Carried

Motion by Supervisor Meegan, seconded by Councilman Hanley, to open the public hearing.

Ayes: All Noes: None Motion Carried

Supervisor Meegan stated a request was brought forth for automatic doors for the Town Clerk's office, Assessor's office and Code Enforcement office which will make Town Hall completely compliant with the Americans with Disabilities Act. She will meet with Brian Kulpa of Clark Patterson Lee and request pricing for this project.

No comments were received from the public.

Motion by Supervisor Meegan, seconded by Councilman Hart, to close the public hearing.

Ayes: All Noes: None Motion Carried

18-B LEGAL ITEMS

1. (continued)

Motion by Supervisor Meegan, seconded by Councilman Hart, to authorize the Supervisor to sign the necessary forms authorizing Grantwriter Connie Miner to submit a grant application for an automatic entrance system for the Town Clerk's office, Assessor's Office and Code Enforcement/Engineering offices.

Ayes: All Noes: None Motion Carried

2. Motion by Supervisor Meegan, seconded by Councilman Hart, that proofs of publication and posting of legal notice: "OF A PUBLIC HEARING TO CONSIDER A REQUEST FOR A RESTRICTED USE PERMIT FOR PROPERTY LOCATED AT 1800 NORTH AMERICA DRIVE" in the Town of West Seneca, be received and filed.

Ayes: All Noes: None Motion Carried

Motion by Supervisor Meegan, seconded by Councilman Hart, to open the public hearing.

Ayes: All Noes: None Motion Carried

Jerry Sheehan of Synchronet Industries/JGB Group and Owen Williams of FG Wailand Associates presented a rendering of the proposed building along with samples of materials to be used on the exterior. The project is located approximately 200 feet from the nearest residence on Seneca Creek Road and they will leave the rear of the property in its natural state. There will be 40 plus parking spaces for the project and they intend to begin construction as soon as Town Board approval is received.

Code Enforcement Officer John Gullo stated the applicant met with the Design Standards Advisory Committee and their design meets the new standards as well as zoning requirements.

No comments were received from the public.

Motion by Supervisor Meegan, seconded by Councilman Hart, to close the public hearing.

Ayes: All Noes: None Motion Carried

Motion by Supervisor Meegan, seconded by Councilman Hanley, to adopt the following resolution:

18-B LEGAL ITEMS

2. (continued)

WHEREAS, the Town of West Seneca sent correspondence to other potentially "involved agencies," as that term is defined in the State Environmental Quality Review Act (SEQRA) regulations found at 6 NYCRR Part 617, indicating the town's desire to be designated as SEQRA lead agency through the coordinated review process; and

WHEREAS, each of the involved agencies has agreed to or raised no objections to West Seneca as SEQRA lead agency for the proposed action; and

WHEREAS, the town has determined that the proposed action is subject to the Final Environmental Impact Statement accepted by the Town of West Seneca on August 12, 1991; and

WHEREAS, the applicant is not required to prepare a new Environmental Impact Statement, but rather it must demonstrate that its project is consistent with the previously accepted Final Environmental Impact Statement; now, therefore, be it

RESOLVED, pursuant to and in accordance with the coordinated review requirements of SEQRA, the Town of West Seneca has hereby established itself as SEQRA lead agency for the proposed action; and be it further

RESOLVED, that based upon an examination of the Final Environmental Impact Statement, the town's knowledge of the environmental setting, magnitude and importance of the proposed action and the town's desire to fully consider potentially significant environmental impacts, the applicant will be required to demonstrate consistency with the previously accepted Final Environmental Impact Statement.

Ayes: All Noes: None Motion Carried

Motion by Supervisor Meegan, seconded by Councilman Hanley, to adopt the following resolution:

WHEREAS, on August 12, 1991 the Town of West Seneca accepted the Final Environmental Impact Statement for the West Seneca Industrial Park which was prepared by Waste Resource Associates, Inc.; and

WHEREAS, the Town of West Seneca received an application for a restricted use permit from JGB Group to develop a 10,000 sf one-story office building in the West Seneca Industrial Park; and

18-B LEGAL ITEMS

2. (continued)

WHEREAS, this application was considered by the Industrial Park Review Committee on August 16, 2016 and all conditions of review have been met; and

WHEREAS, the Town Board of the Town of West Seneca, as lead agency acting pursuant to the State Environmental Quality Review Act, Article 8 of the New York State Environmental Conservation Law, has reviewed the Final Environmental Impact Statement for the West Seneca Industrial Park Overlay District ("FEIS"), analyzing the potential for the project to result in any significant adverse environmental impacts and has otherwise taken a hard look at the potential environmental impacts utilizing the criteria specified in 6 NYCRR 617.7(c); and

WHEREAS, upon such review the Town Board has not identified any potentially significant adverse environmental impacts associated with the proposed use of the subject property and has determined the project is consistent with the Final Environmental Impact Statement and no further Environmental Impact Statement is necessary; and

WHEREAS, the Industrial Park Review Committee reviewed the project on August 16, 2016 and the Senior Code Enforcement Officer recommended to the Town Board that the restricted use permit be granted; and

WHEREAS, pursuant to the Town Code the Town Board further finds that granting a restricted use permit for the subject property to allow for the project is appropriate for the location and will not adversely affect surrounding properties; now, therefore, be it

RESOLVED, the Town of West Seneca Town Board certifies that any environmental impacts resulting from the project are consistent with the provisions of the Final Environmental Impact Statement; and be it further

RESOLVED, the Town Board hereby grants to the applicant a restricted use permit for the Industrial Park Overlay District.

Ayes: All Noes: None Motion Carried

3. Motion by Supervisor Meegan, seconded by Councilman Hart, that proofs of publication and posting of legal notice: "OF A PUBLIC HEARING TO CONSIDER A REQUEST FOR A SPECIAL PERMIT FOR PROPERTY LOCATED AT 1365 INDIAN CHURCH ROAD, BEING PART OF LOT NO. 77, CHANGING ITS CLASSIFICATION FROM R-50 TO R-50(S), FOR A SIX UNIT DWELLING" in the Town of West Seneca, be received and filed.

Ayes: All Noes: None Motion Carried

18-B LEGAL ITEMS

3. (continued)

Motion by Supervisor Meegan, seconded by Councilman Hanley, to open the public hearing.

Ayes: All Noes: None Motion Carried

Architect Joseph See represented the property owner, Michael Masters, and stated his intent to renovate the first floor of the building at 1365 Indian Church Road for two additional apartments, noting there are currently three apartments in the front building and one in the rear. Approval was granted by the Zoning Board for a variance for reduction of the required bulk area from 36,000 sf to 14,091 sf. Mr. Masters also intends to increase the parking to 12 spaces, two for each unit. A bio swale is proposed around the south and east sides of the expanded parking area to handle water runoff and maintenance will be handled by the property owner. Mr. See presented a rendering of the building along with a layout of the interior.

Councilman Hanley questioned if there is a common hallway for all the apartments. Mr. See indicated on the plan the access doors for each of the apartments and stated in addition the bedroom windows will be accessible for egress if needed.

Code Enforcement Officer John Gullo stated it is mandated by Town Code that each tenant have access to utility shut offs.

Mr. Masters responded the gas meters have been moved outside and each unit has gas appliances with required shut offs, water shut offs and panel boxes with main breaker shut offs. There is a hot water tank in the basement that feeds into some of the units and a boiler system and some units have independent thermostats. Renovations for the additional units will include new electrical and plumbing.

Councilman Hart questioned if the lower apartments are handicap accessible. Mr. Masters responded they are not and stated he could install a ramp in the front, but the property line only extends about 18 inches from the front of the building.

Councilman Hanley questioned if Mr. Masters is doing the work himself. Mr. Masters responded he does much of the work himself, but he has hired professionals for some of the work (i.e. electricians and plumbers) as suggested by the town. He will also be trimming the windows and installing new siding.

No comments were received from the public.

18-B LEGAL ITEMS

3. (continued)

Motion by Supervisor Meegan, seconded by Councilman Hanley, to close the public hearing.

Ayes: All Noes: None Motion Carried

Motion by Supervisor Meegan, seconded by Councilman Hanley, to adopt the following resolution:

WHEREAS, the Town Board of the Town of West Seneca, as the lead agency acting pursuant to the State Environmental Quality Review Act, Article 8 of the New York State Environmental Conservation Law, has reviewed Part I of the Short Environmental Assessment Form ("EAF") prepared by the applicant in connection with the proposed special permit for property located at 1365 Indian Church Road in the Town of West Seneca ("subject property") from R-50 to R-50(S) for the purpose of converting existing floor space into two one-bedroom apartments for a total of six dwelling units ("the project"), and

WHEREAS, upon such review the Town Board has not identified any potentially significant adverse environmental impacts associated with the project, has determined that no Environmental Impact Statement is necessary and that a Negative Declaration is therefore appropriate; and

WHEREAS, the Planning Board reviewed the project on August 11, 2016 and adopted a resolution recommending approval of the requested special permit to allow for the project; and

WHEREAS, pursuant to the Town Code, the Town Board further finds that granting a special permit for the subject property to allow for the project is appropriate for the location and will not adversely affect surrounding properties;

THEREFORE, BE IT RESOLVED THAT pursuant to 6 NYCRR 617.7(a), the Town Board does hereby adopt a Negative Declaration with respect to the Project.

Ayes: All Noes: None Motion Carried

Motion by Supervisor Meegan, seconded by Councilman Hanley, to approve a special permit for property located at 1365 Indian Church Road, being part of Lot No. 77, changing its classification from R-50 to R-50(S), for a six unit dwelling, conditioned upon the following conditions set forth by the Planning Board: 1) confirmation that the retention basin has proper soil to absorb water; 2) appropriate screening in the form of a fence or vegetation on the south side adjacent to the residences.

Ayes: All Noes: None Motion Carried

18-B LEGAL ITEMS

4. Motion by Supervisor Meegan, seconded by Councilman Hart, that proofs of publication and posting of legal notice: "OF A PUBLIC HEARING TO CONSIDER A REQUEST FOR A SPECIAL PERMIT FOR PROPERTY LOCATED AT 4592 SENECA STREET, BEING PART OF LOT NO. 223, CHANGING ITS CLASSIFICATION FROM R-50 TO R-50(S), FOR 31 DETACHED SINGLE FAMILY PATIO HOMES WITH ATTACHED GARAGES AND 14 TWO-UNIT TOWNHOMES" in the Town of West Seneca, be received and filed.

Ayes: All Noes: None Motion Carried

Motion by Supervisor Meegan, seconded by Councilman Hanley, to open the public hearing.

Ayes: All Noes: None Motion Carried

Attorney Sean Hopkins of Hopkins, Sorgi & Romanowski PLLC represented the developer, Kevin Curry, and stated his proposal to develop the 11.5 acre site at 4592 Seneca Street with construction of 31 detached single story patio homes on the north of the property and 14 two-family townhomes on the south side of the ditch that bisects the site. The patio homes will be serviced by private infrastructure owned and operated by a homeowner's association and both the patio homes and two-family homes require a special use permit. Mr. Hopkins noted the project layout reflects input from the Planning Board and Zoning Board of Appeals as well as nearby property owners. The Zoning Board reviewed the project on three occasions and all required area variances have been granted. The Planning Board recommendations include: 1) 100' of dedicated green space at the north end of the project that is subject to a deed restriction; 2) setback of the units on the north will be 190'; 3) stormwater management facilities were moved to the other side of the road; 4) density was reduced from 67 units to 59 units. Mr. Hopkins noted the design of the two-family homes have the appearance of a single family home because there is a single entrance. He referred to a previously approved project for this site that consisted of 26 two-family homes and stated the footprint of the buildings for that project was 24 percent larger and the buildings themselves were 67 percent larger than the proposed project. Mr. Hopkins further stated the project meets the criteria for a special use permit as it is compatible with the character of the area and there is adequate parking and screening. They are also considering addition of a berm on the southern edge of the 100' of permanent open space along with trees as requested by the neighbors. Mr. Hopkins stated the project is subject to environmental review and a wetland delineation report has been submitted. The applicant has agreed to four conditions as follows: 1) 100' of green space on the northern portion of the project shall be preserved as open space with a deed restriction recorded in the Erie County Clerk's office; 2) parking shall be restricted to one side of the road; 3) stormwater management facilities will be privately owned and maintained; 4) fully engineered plans will comply with the previous conditions.

18-B LEGAL ITEMS

4. (continued)

Councilman Hart questioned if Mr. Curry intends to apply for condo status on the project and stated he would like that added as a condition of approval due to the tax implications.

Mr. Hopkins responded they have not yet decided if they will apply for condo status and are opposed to any condition restricting that. He further noted there is considerable case law that states the town does not have the ability to regulate ownership and this would be a form of ownership.

Highway Sup't. Matthew English questioned if the association will take care of garbage/sanitation and noted the town does not make weekly pickups for developments that have a homeowner's association. His department will pick up larger items (i.e. couch) as long as there is not a lot.

Mr. Hopkins responded the sewers, stormwater, plowing, lighting and landscaping will be privately maintained along with the garbage.

Councilman Hanley requested clarification on the number of homeowner's associations.

Mr. Hopkins stated they have not determined this yet, but there will be one for the patio homes and possibly a separate one for the two-family townhomes.

Motion by Supervisor Meegan, seconded by Councilman Hart, to table the public hearing.

Ayes: All Noes: None Motion Carried

5. Proofs of publication and posting of legal notice: "OF THE ADOPTED RESOLUTION, SUBJECT TO PERMISSIVE REFERENDUM, AUTHORIZING THE PURCHASE OF HIGHWAY EQUIPMENT AT A TOTAL COST OF $550,000 WITH AVAILABLE FUNDS IN THE HIGHWAY RESERVE FUND" in the Town of West Seneca, received and filed.

18-C COMMUNICATIONS

1. Supervisor Meegan re Proposal for town library engineering and architectural services

Motion by Supervisor Meegan, seconded by Councilman Hanley, to authorize the Supervisor to sign the attached proposal from Clark Patterson Lee in regards to the town library engineering and architectural services, noting the proposal is subject to legal review.

Ayes: All Noes: None Motion Carried

APPENDICES

18-C COMMUNICATIONS

2. Highway Sup't re Status change for Buildings & Grounds p/t seasonal Laborer Ryan Czekaj

Motion by Supervisor Meegan, seconded by Councilman Hart, to change the status of Buildings & Grounds Department part-time seasonal laborer Ryan Czekaj to part-time effective September 15, 2016 – April 15, 2017 at a rate of $9 per hour and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All Noes: None Motion Carried

3. Highway Sup't re Termination of Buildings & Grounds seasonal p/t Laborers

Motion by Supervisor Meegan, seconded by Councilman Hanley, to terminate part-time seasonal laborers Matthew Boehringer and Patrick Otto effective September 16, 2016 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All Noes: None Motion Carried

4. Sr. Code Enforcement Officer re Bid date for demolition of structures

Motion by Supervisor Meegan, seconded by Councilman Hart, to set a bid date of September 29, 2016 at 10 A.M. for receipt of bids on the demolition of 94 Dirkson Avenue, 75 Summit Avenue and 164 Edson Street.

Ayes: All Noes: None Motion Carried

5. Senior Recreation Therapist of Sr. Services re Status change for p/t clerk typist Georgiann Busse

Motion by Supervisor Meegan, seconded by Councilman Hart, to change the status of part-time clerk typist Georgiann Busse to part-time seasonal effective September 19 – December 19, 2016 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All Noes: None Motion Carried

6. Senior Recreation Therapist of Sr. Services re Status change for Mary Ann Gullo

Motion by Supervisor Meegan, seconded by Councilman Hanley, to change the status of part-time ceramics instructor Mary Ann Gullo to part-time seasonal effective September 19 – December 16, 2016 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All Noes: None Motion Carried

18-C COMMUNICATIONS

7. Youth Service Coordinator re Termination of inactive recreation employees

Motion by Supervisor Meegan, seconded by Councilman Hanley, to terminate the following inactive recreation employees effective September 19, 2016:

Matthew Barth, Taylor Dolan, Quinn Finnegan, Caroline Kane, Brendan Kelly, Dale Nicosia, Cassandra Kinmartin

and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All Noes: None Motion Carried

8. Youth Service Coordinator re Pay rate change for part-time Recreation Attendant Samantha Smith

Motion by Supervisor Meegan, seconded by Councilman Hart, to adjust the hourly rate for part-time recreation attendant Samantha Smith to $9.25 per hour retroactive to September 9, 2016 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All Noes: None Motion Carried

9. Town Engineer re Addition of five hydrants in Croglio Subdivision

Motion by Supervisor Meegan, seconded by Councilman Hanley, to acknowledge the addition of five new hydrants in the proposed Croglio Estates Subdivision; and further, acknowledge on behalf of the fire district and resolve to pay for the hydrant fee that will be charged by Erie County Water Authority (ECWA) in the amount of $229.08 per hydrant, per year in this ECWA direct service area.

On the question, Councilman Hanley questioned who pays for fire hydrants. Code Enforcement Officer John Gullo explained the developer pays for and installs fire hydrants in accordance with the required distance between the hydrants. The fire district then pays for rental of the hydrants annually. The Engineering Department submits the plan to Mr. Gullo, which he then forwards to the fire district for their approval.

Ayes: All Noes: None Motion Carried

18-D APPROVAL OF WARRANT

Motion by Supervisor Meegan, seconded by Councilman Hart, to approve the vouchers submitted for audit, chargeable to the respective funds as follows: General Fund - $114,267.66; Highway Fund - $231,049.00; Special Districts - $9,334.92; Capital Fund - $634,984.01 (vouchers 95872-96289) Trust Fund - $245,997.19 (vouchers 96221-96282)

Ayes: All Noes: None Motion Carried

PRESENTATION OF COMMUNICATIONS BY BOARD MEMBERS AND DEPARTMENT HEADS

HARLEM ROAD CLOSING

Supervisor Meegan announced Harlem Road will be closed between Indian Church Road and Seneca Street beginning Friday, September 23rd at 6 P.M. and will re-open Monday, September 26th at 6 A.M. per NYSDOT. Councilman Hanley stated Harlem Road is being open cut to increase the size of the sluice pipe.

2017 TENTATIVE BUDGET

Supervisor Meegan announced the 2017 budget has been filed in the Town Clerk's office and will be posted on the town's website tomorrow.

PROJECT UPDATES

Code Enforcement Officer John Gullo offered the following project updates:

- DePaul project at 2400 Seneca Street received a temporary certificate of occupancy. A few things need to be finished prior to issuance of the permanent certificate of occupancy.
- The SPCA project, a 50,000 sf facility with five outbuildings, is on schedule with completion anticipated for early spring 2017.

TASTE OF WEST SENECA/PBA CAR SHOW

Code Enforcement Officer John Gullo stated the West Seneca Chamber of Commerce Board of Directors thanked the Town Board, Chief Denz and Highway Sup't. Matthew English for their participation and support of the Taste of West Seneca and PBA Car Show. Supervisor Meegan stated an estimated 3500 people attended the event and aerial shots were taken and will be posted on the town's website.

LIFEGUARD POSITIONS AVAILABLE

Youth Service Coordinator Lauren Masset stated family swim lifeguards are needed and information is available on the town's website.

PRESENTATION OF COMMUNICATIONS BY BOARD MEMBERS AND DEPARTMENT HEADS

SENIOR CENTER UPDATES

Senior Recreation Therapist of Senior Services Mary Josefiak announced flu shots will be given at the senior center tomorrow and again in October during the health fair. Code Enforcement Officer John Gullo will also be holding a disaster safety class in October.

ASH TREES ON LEYDECKER ROAD

Councilman Hanley referred to the ash trees on Leydecker Road that were discussed at a previous meeting and stated NYSEG cut the trees on the wrong side of the road and will be sending a land agent out to evaluate the ash trees.

SENECA STREET RECONSTRUCTION

Councilman Hart stated there have been a number of negative comments on the quality of the road reconstruction on Seneca Street and reminded the public that it is a county road and the town is not the project sponsor and not responsible for the quality of the work.

EAST & WEST ROAD WATERMAIN PROJECT

Councilman Hart commented that water shutoffs on East & West Road are due to the connection of new lines. They need to connect 11 streets and are asking for the residents' patience while improvements are made.

KIWANIS SHELTER

Supervisor Meegan announced the Kiwanis Club began construction of a new picnic shelter behind Town Hall. The work is being done by a group of Amish carpenters and the structure will be completed this week with the concrete floor poured at a future date. The town will look at adding rest rooms next summer.

ADJOURNMENT

Motion by Supervisor Meegan, seconded by Councilman Hart, to adjourn the meeting at 8:00 P.M.

Ayes: All Noes: None Motion Carried

Jacqueline A. Felser

JACQUELINE A FELSER, TOWN CLERK

Clark
Patterson
Lee

205 St. Paul Street, Suite 500 | Rochester, NY 14604 | 585.454.4570 | clarkpattersonlee.com

August 10, 2016

Mrs. Sheila Meegan, Supervisor
Town of West Seneca
1250 Union Road
West Seneca, NY 14224

RE: Town Library – Town of West Seneca
Proposal for Engineering and Architectural Services

Dear Supervisor Meegan:

We are pleased to provide our Proposal for Engineering and Architectural Services related to the development of contract documents and construction services for the proposed improvements and renovation of the Town Library located at 1300 Union Road in the Town of West Seneca. Please note that this proposal clarifies our previous proposal relative to construction observation and our level of involvement.

Project Understanding

Based upon our interaction and design development with yourself, Board Members Hart and Hanley, the Board and Staff of the West Seneca Library and review of the existing facilities by members of our staff, our project understanding is as follows:

- The Town will utilize multiple NYS Library Construction and SAM grants for construction. In addition a portion of the work will be completed through the Town's current phase 2 Energy Performance Contract.
- The work will feature multiple additions to the Facility, and renovations to the existing Library.
- Existing Library will be operational to the extent possible.
- The project budget is approximately $9,500,000.
- The anticipated construction start date for the work is November 2016 and the estimated completion date is June 2018.

Clark Patterson Lee's Involvement

We understand that Clark Patterson Lee's project involvement will include, in general terms:

- Providing Conceptual Design (which we have completed), Schematic Design, Design Development, Construction Documents, Bidding Service and Construction Administration.

Detailed Clark Patterson Lee Scope of Work

Clark Patterson Lee's proposed detailed Scope of Work is provided as follows:

Conceptual Design (Complete)

- Select, with the Owner – basic building materials & forms.
- Determine, with the Owner, alternative approaches to design.
- Update program, conceptual budget estimate, and project schedule, as required.
- Submit Conceptual Design Documents to Owner for review and comment.
- Meet with Owner to present Conceptual Design Documents and as required.
- Public meetings to review design concepts.

Schematic Design

- Select, with the Owner, specific building materials and systems.
- Determine, with the Owner, alternative approaches to design and construction.
- Perform a code review with respect to NYS Building and Fire Codes, as well as local requirements.
- Update program, budget estimate, and project schedule, as required.
- Based on the agreed upon program, schedule and construction budget, prepare Schematic Design Documents consisting of drawings and other documents required to illustrate the scale and relationship of the project components.
- Submit Schematic Design Documents to Owner for review and comment.
- Prepare State Environmental Quality Review (SEQR) Environmental Assessment Provide guidance to Owner in completing the review processes.
- Meet with Owner to present Schematic Design Documents and as required.

Design Development

- Incorporate Owner's revisions to the Schematic Design Documents, program, budget, and schedule.
- Re-evaluate and refine program for code compliance. In order to maintain schedule and budget we only include one iteration of changes during the design development process.
- Prepare Design Development Documents, consisting of drawings and other documents that establish and describe the size and character of the project as to architectural, structural, wall systems; materials; and other such elements.
- Drawings to include site plan, architectural plan, electrical plan, roof plan, plumbing plan, elevator plan, wall sections, interior finish schedule (wall finishes) and miscellaneous detail sheets.
- Submit Schematic Design Documents to Owner for review and final approval.
- Prepare and submit necessary documents for Town of West Seneca Building Department Approval.
- Meet with Owner to present Design Development Documents and as required.

Construction Documents

- Incorporate final Owner's revisions to the Design Development Documents, program, budget, and schedule. In order to maintain schedule and budget we only include one iteration of changes during the construction documents process.

- Incorporate any necessary agency revisions and coordinate with Grants and Granting agencies and the Town's Grant Administrator.
- Prepare Construction Documents, consisting of drawings and specifications depicting in detail the requirements for the construction of the project.
- Submit Construction Documents for Owner review.
- Contract documents will conform to the American Institute of Architects (AIA) format.
- Coordinate contractual requirements with Owner.
- All drawings will be prepared using CADD and/or Revit. Final drawings will be made available on electronic media.

Bidding Services

- Prepare necessary bidding information, bidding forms, Conditions of the Contracts, and the Contract Agreement forms.
- Assist Owner in issuing bidding documents to bidders.
- Organize and attend pre-bid conference.
- Respond to bidders' questions and issue addenda, as required.
- Attend bid opening, analyze bids for compliance with bid requirements, and prepare bid tabulation.
- Perform reference and qualifications evaluation for low bidders.
- Provide written award recommendations to Owner.
- Prepare Notice of Award to Contractors and coordinate execution of the Contract Agreements in triplicate (one original each for Owner, Contractor, and Engineer).

Construction Administration

- Administer contracts and verify Contractors' compliance with contract and Town requirements.
- Coordinate and attend pre-construction conference with the Owner and Contractors and attend periodic (once every two weeks) progress meetings.
- Provide bi-weekly site visits to verify general conformance of the construction to the contract documents.
- Provide design clarifications and permit modifications, as required and prepare contract change orders, if necessary.
- Assist in negotiating costs related to any additional work which may become necessary.
- Provide substantial completion certifications.
- Attend one formal walk through inspection, per contract, with Owner and Contractor to determine conformance and compliance with the contract documents.
- Prepare final completion certifications and contract "close out" documents.
- Preparation of reproducible as-built Record Drawings, based upon "redlined" as-built drawings to be provided by the Contractors.

Construction Observation

- Please note that at this time, the extent of Clark Patterson Lee's involvement in the Construction Observation phase of the project is not entirely clear. However, there are currently too many variables to determine the level of effort that will be required by Clark Patterson Lee. It may be prudent to open

contract bids before making a final determination regarding our involvement. Once a better understanding of your needs is available, we will provide you with a detailed fee proposal for construction observation work.

Proposed Fees for Schematic Design Through Construction Phases

Our proposed fees to complete the proposed detailed Scope of Work detailed herein:

• Conceptual Design (Completed and paid, not included in total below)	$ complete
• Schematic Design	$ 81,410.00
• Design Development	$ 142,250.00
• Construction Documents	$ 223,750.00
• Bidding Services	$ 24,120.00
• Contract Administration	$ 79,500.00
Total	**$ 551,030.00**

Items Not Included In Proposal

Specific items that are not included in our proposed Scope of Services include:

- Archaeological investigations, Hazardous material remediation, special inspections and air monitoring, if required. However, Clark Patterson Lee will assist with coordination of these items with third party consultants who can provide pricing for these items should they become necessary.
- Involvement with NYSERDA processes or green building initiatives.

If the proposal meets your approval, please sign the acceptance line below, and we will prepare an agreement (if deemed necessary) based upon the above described detailed Scope of Work.

We greatly appreciate the opportunity to submit our proposal and look forward to assisting you in this endeavor. Upon your review should you have any questions or wish to discuss this matter in greater detail, please contact me at (716) 852-2100 ext. 1048.

Very truly yours,

Clark Patterson Lee

Richard B. Henry, III, P.E.
Senior Vice President

Acceptance of Proposal By:

Signature: _____ Date: 9-19-16