

## 1. Roll Call

Randall Hoak, Supervisor (Present)  
Megan Comerford, Councilmember (Present)  
Shawn Connolly, Councilmember (Present)  
Elizabeth Farrell, Councilmember (Present)  
Karen Hoak, Councilmember (Present)

ALSO PRESENT: Catherine A. Rybczynski, Town Clerk; Michelle Laherty, Chief of Staff; Cami Jarrell, Engineering; Lisa Poch, Town Attorney; Jill Gorman-King, Director, Recreation, Youth and Senior Services; Peter Dienes, Chief, HPD; Nicolas Ugale, Capt. Police Dept.; Jen Robertson, Director, IT; Jeff Pulinski, Microcomputer Technical Support Specialist, IT; Ken Kostowniak, Director, Public Works; Kim Sessanna, Senior Accountant, Finance; Christopher Hull, Dir., CDBG; Paul McQuillen, Traffic Safety Director; Peter Dienes, Chief, Hamburg Police Department; Pat Shea, Director, Finance; Nathaniel Rivera, Director, Buildings & Grounds; Edward Hughes, Superintendent, Highway Department; Analyse Paulsen, Assistant Planner, Planning Department

1. Roll Call
2. Pledge of Allegiance
3. Public Hearing Proposed Local Law #5
4. Public Hearing Proposed Local Law #6
5. Proposed Zoning of Former NYS Thruway Property (Cloverleaf)
6. Notice of Public Hearing Alchemy Shores
7. Minutes of Previous Meetings
8. New Member- Armor Vol. Fire Co. - Emma Suttell
9. Big Tree Vol. Fire Co. New Members
10. POLICE – NEW HIRE
11. POLICE – NEW HIRE
12. POLICE - NEW HIRE 1
3. POLICE - Agreement with DOT
14. PAF - Town Court
15. TSAB-Request for Impaired Child sign
16. TSAB-request for signs
17. August Taylor Road Alcohol Waivers
18. Plow Truck Purchase
19. American Rescue Plan Act Funds - \$2 MILLION
20. B&G Account Transfer
21. B&G PAF
22. PAF - Youth, Recreation & Senior Services
23. Youth, Recreation & Senior Services- New Hire Nicole Ruberto
24. Scranton VFC New Members - Colin Chaffey & Leo Galbo
25. Request for Consultant Qualifications (RFQ)
26. Highway Budget Transfer
27. Audit of Cash Disbursements (Late Add Resolution)
28. Business From the Floor
29. Meeting adjourned by Supervisor

Meeting commenced at 7:00 PM

**2. Pledge of Allegiance**

The Pledge of Allegiance was recited by all in attendance.

**3. Public Hearing Proposed Local Law #5**

**LEGAL NOTICE**  
**TOWN OF HAMBURG**

PLEASE TAKE NOTICE that there has been presented to the Town Board on May 22, 2023, pursuant to the Municipal Home Rule Law, a proposed local law to be known as proposed local law #5, 2023; said local law provides for the amendment of Local Law #10, 1986, Chapter 280, entitled “Zoning”, and provides substantially as follows:

For the adoption of an amendment to said Zoning Code for properties located on the west side of Camp Road near the intersection with Sowles Road from M-2 (Light Industrial District) to C-2 (General Commercial District.)

The properties are identified as follows: S.B.L. Numbers: 170.00-3-4.1; 170.00-3-6.31; 170.00-3-32; 170.00-3-6.2 and 170.00-3-30.

THEREFORE, pursuant to the statutes and the provisions of the Municipal Home Rule Law, the Town Board of the Town of Hamburg will hold a public hearing on July 17, 2023, at 7:00 p.m. (local time), at which time all interested persons may be heard.

Dated: May 22, 2023

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Catherine A. Rybczynski, R.M.C.  
Hamburg Town Clerk

**On a motion of Randall Hoak, seconded by Shawn Connolly, the following resolution was**

**ADOPTED**                      **Ayes 5**                      **Comerford, Connolly, Farrell Lorentz, Hoak,**  
**Nays 0**  
**Abstain 0**

Public Hearing opened at 7:10 PM with Supervisor Hoak reading the notice.

Public Comment

Resident asked for explanation to which Supervisor Hoak responded with a more detailed description of the plan.

Additional questions . . .

Is something proposed for the area now? No.

Why rezone? Offer more opportunities, some areas were improperly zoned and the feedback from the community.

Councilmember Comerford asked Asst. Planner, Analyse Paulsen, to provide the types of businesses and uses that may go in the current and proposed zoning.

Bob Mahoney - Is the Comprehensive Plan in effect and where is it? Josh Rogers responded, Yes and on the website.

After no response to a call for further public comment the meeting was closed at 7:18

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4. Public Hearing Proposed Local Law #6

**LEGAL NOTICE**  
**TOWN OF HAMBURG**

PLEASE TAKE NOTICE that there has been presented to the Town Board on May 22, 2023, pursuant to the Municipal Home Rule Law, a proposed local law to be known as proposed local law #6, 2023; said local law provides for the amendment of Local Law #10, 1986, Chapter 280, entitled "Zoning", and provides substantially as follows:

For the adoption of an amendment to said Zoning Code for properties located on the east side of the railroad near Heltz Road and Pleasant Avenue from M-2 (Light Industrial District) to R-A (Residential Agricultural District.)

The properties are identified as follows: S.B.L. Numbers: 181.00-1-5.11 and 181.00-1-5.12

THEREFORE, pursuant to the statutes and the provisions of the Municipal Home Rule Law, the Town Board of the Town of Hamburg will hold a public hearing on July 17, 2023, at 7:00 p.m. (local time), at which time all interested persons may be heard.

Dated: May 22, 2023

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Catherine A. Rybczynski, R.M.C.  
Hamburg Town Clerk

**On a motion of Randall Hoak, seconded by Elizabeth Farrell Lorentz, the following resolution was**

**Ayes 5**

**Comerford, Connolly, Farrell Lorentz, Hoak,**

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**ADOPTED**

**Hoak**

**Nays 0**

**Abstain 0**

Public Hearing opened at 7:19 PM with Supervisor Hoak reading the notice.

Public Comment

Does this mean sewers will be put in? No.

Multiple residents concerned about Pleasant becoming too busy. Would like a signal light put in on 20 & Pleasant. Pointed to Sharma Medical as creating a lot more traffic.

Resident asked who proposed the change? Operating Engineers? No. the IUOE is not proposing anything. Much public input from multiple sources, including the Lakeview Community Assoc. Felt that a single house on a 2 acre lot was preferable to having a manufacturing facility there.

Resident expressed concern for the wildlife in the area and green space that development would impact.

Councilmember Farrell explained the outreach and concern for greenspace. She continued that the Traffic safety advisory board meets monthly and discuss a whole host of adjustments. Mr. McQuillen, Traffic Safety Coordinator. Also, keeping the zoning the same would open up the placement of sewers and thus opening up the greater possibility of larger residential development . . . this proposal keeps that at bay.

Francine Geyer - Offered caution in trading a manufacturing neighbor for another sort. She referred to her own situation living next to the proposed Alchemy Wedding Venue. The former neighbors were very good ones.

Resident concerned about the creek and wetlands. Was reassured by Supervisor Hoak that this proposal will not hurt either and wetlands will remain protected.

Was an environmental impact assessment take place? Not on a specific parcel, but the larger view.

Resident supports two acre lots instead of manufacturing. Please keep in mind that our road is winding and snaky.

Will this come up to Sterling Road? Ms. Paulsen answered that it did not.

Speakers, Mr. & Mrs. Piwko and additional unidentified residents.

Public Hearing closed at 7:35 PM.

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5. Proposed Zoning of Former NYS Thruway Property (Cloverleaf)

**LEGAL NOTICE**

**TOWN OF HAMBURG**

PLEASE TAKE NOTICE that there has been presented to the Town Board on June 12, 2023, pursuant to the Municipal Home Rule Law, a proposed local law to be known as proposed local law #10, 2023; said local law provides for the amendment of Local Law #10, 1986, Chapter 280, entitled "Zoning", and provides substantially as follows:

For the adoption of a zoning map amendment to said Zoning Code for property located near the intersection of Camp Road, and the NYS Thruway Authority Interchange. This parcel of land is located on the southwest side of Camp Road and currently does not have a zoning classification (previously contained cloverleaf for NYS Thruway property.) The parcel will now be zoned CRI (Camp Road Interchange District.)

THEREFORE, pursuant to the statutes and the provisions of the Municipal Home Rule Law, the Town Board of the Town of Hamburg will hold a public hearing on July 17, 2023, at 7:00 p.m. (local time), at which time all interested persons may be heard.

Dated: June 12, 2023  
Catherine Rybczynski  
Town Clerk

Town of Hamburg

**On a motion of Randall Hoak, seconded by Shawn Connolly, the following resolution was**

**ADOPTED**                      **Ayes 5**                      **Comerford, Connolly, Farrell Lorentz, Hoak,**  
**Hoak**

**Nays 0**

**Abstain 0**

Public Hearing opened at 7:36 PM

Supervisor Hoak read the notice as it appeared in the official newspaper.

Public Comment

Supervisor Hoak - Explained the area, process, and some of the ideas brought forth for a beautiful entrance at Exit 57. There is currently NO proposal for this parcel. We wanted to leave open the opportunity for a variety of uses.

Josh Rogers, Planner, explained that a sale of the property seemed imminent and the Town wanted a zoning designation (it currently does not have one . . . no restrictions) prior to its sale. Recently the sale of the property was put on hold.

Resident (living nearby) does not want a warehouse there.

Resident suggested something not commercial.

Supervisor Hoak asked for any further speakers and after hearing none made a motion to close the Public Hearing.

Public Hearing close 7:37 PM.

6. Notice of Public Hearing Alchemy Shores

LEGAL NOTICE

TOWN OF HAMBURG

PLEASE TAKE NOTICE that there has been presented to the Town Board on June 26, 2023, pursuant to the Municipal Home Rule Law, a proposed local law to be known as proposed local law #11, 2023; said local law provides for the amendment of Local Law #10, 1986, Chapter 280, entitled "Zoning", and provides substantially as follows:

For the adoption of an amendment to said Zoning Code for property located at 3780 Hoover Road from M-2 (Light Industrial District) to MU1 (Mixed Use District). This property is identified by S.B.L. No.: 159.11-1-8.111.

THEREFORE, pursuant to the statutes and the provisions of the Municipal Home Rule Law, the Town Board of the Town of Hamburg will hold a public hearing on July 17, 2023, at 7:00 p.m. (local time), at which time all interested persons may be heard.

Dated: June 26, 2023

Catherine Rybczynski  
Town Clerk  
Town of  
Hamburg

**On a motion of Randall Hoak, seconded by Shawn Connolly, the following resolution was**

**ADOPTED**                      **Ayes 5**                      **Comerford, Connolly, Farrell Lorentz, Hoak, Hoak**  
**Nays 0**  
**Abstain 0**

Public hearing opened at 7:44 PM

Supervisor Hoak read the notice as it appeared in the official newspaper.

Public Comment

Kelsey Kristofferson - Support and encourage approval . Has worked with the owners of Alchemy, they are wonderful people who want to invest back into Hamburg while creating a great opportunity for vendors, caterers, entertainment, florists, servers, etc., etc.

Ken Africano - Attorney for Hoover Road Families living adjacent to the location Alchemy seeks rezoning for. He submitted a noise assessment report earlier (and handed out copies). He urged the Board to issue a Positive Declaration for SEQR citing significant environmental impact (noise, traffic, etc.).

Mr. Africano stated that what an "events center" will be has not been defined . . . don't know what it will be. Live music? Inside? Outside? Number of guests? Too many unknowns. Only 83 parking spots. The building is far too close and out of code (side yard). He added that the owners have a variety of events, beach parties, weddings, birthdays, etc...

He mentioned one suggestion of building a four foot berm with a 6 foot fence and stated it is not enough and blocks a mere 8 decibels.

Rich Plöse - Owns Alchemy building in the Village and states his tenants at Alchemy are great tenants. He never has gotten noise complaints, no police, no problems . . . they take care of the property, are active and supportive of the community. He is in favor of the zoning change.

Jackie Sherman - In favor of zoning change. Would make shoreline more attractive and accessible.

Molly Chan - In favor of zoning change. Location is gorgeous and unlike any other in the area. She would like to bring intimate dinners to the beach. Add a spot for business meetings/entertainment. They are involved with children and the community.

Kevin Cullen - In favor of zoning change. He has a Masters degree in Regional Planning. Also, an instructor for water sports and would have a space in the new location to teach wind sports, kayaking, give nature tours, etc. Has students from all over the world coming here. He cited his tenancy as part of the Mixed Use that will be occurring.

Lynn Braun - 3784 Hoover Road for over 35 years and owns a business employing 25+ people in the Village of Hamburg. Also is active physically and financially with our community. Wants consideration from town for her quality of life with not one, but two bar/restaurant/entertainment venues. States that the Town noise ordinance is outdated and needs revision. Please do not move forward until the town can protect the residents and the noise ordinance have been updated. It is 3 feet from neighbors and 50 feet from her house. The MU zoning does not allow for an "events center."

Alchemy opened partially on July 26th and announced they will be open in the Fall. What do they know? Please follow the Planning Board recommendations.

Francine Geyer - Against rezoning. Events, bands, noise, etc. will be in our backyards. Orchard Park put the Wing Center away from residential area. Weddings are loud . . . DJ's and Live Bands . . . owners said they would comply with the noise ordinance. It is in your hands. We will be sandwiched between two venues with music seven (7) days a week starting at 6 PM and ending at 11 PM just like Dock at the Bay and Dos Amigos. They were there first when I moved in, but now we are here first.

Peter Tresmond - Against rezoning. Alchemy didn't do their homework when they bought the property.

James O'Shaunase - Read the "guiding principles" governing the town and pointed out how the proposed rezoning does not fit them. Promoting good neighborhoods, environment and strong economic base. The proposed change would hurt the neighbors, threaten the lake and not necessarily create economic benefits that outweigh the disadvantages.

The Noise Ordinance is not helpful to the neighbors and needs to be expanded. Noise is a detriment to one's health.

Chelsey Tresmond - Grew up next to Dock at the Bay and could not sleep as a third grader because of the music and traffic noise. Also concerned about fireworks and the threat to the critters and environment. Expressed concern that the Hamburg Lakeshore Development Committee dissolved once residents from Hoover Beach showed up. Against rezoning.

Paul Doherty - Lives on North Shore and is reading letter from Mr. Hank Kleinfelder which states that he believes that the business model presented is consistent with the Local Waterfront Revitalization Program (LWRP) as a water enhancing business and have the right to operate within the laws and zoning of the community. Also, neighbors of the venue have a right to a peaceful neighborhood. The noise Regulations need to be reviewed and active planning will be needed to

handle or avoid DWI's, Public Urination, Public intoxication, trespassing, graffiti, kitchen waste, etc.

Alchemy has events listed and has already held events that do not comply with zoning ordinances.

Paul Doherty (continuing with his own thoughts) States his concerns are public intoxication, public urination, DWI's, and traffic safety. Points to the unlimited and unmonitored nature of event bar service and his concerns for more drunk drivers on already too narrow roads with pedestrian traffic. Additionally concerned that parking on Hoover Rd will occur due to the lack of available spaces.

Michael Doherty - Concerned with the safety of the community and who will be responsible for it. The police are overburdened, Alchemy should provide private security.

Kersten - Concerned by the lack of access/exits for emergency calls. The current plan is unacceptable. Also, water rescues will need more space.

Margaret Van Arsdale 3782 Hoover - Against Rezoning. The Planning Board has offered very specific guidelines. Also hired a noise expert and attorney who offered wonderfully crafted reports, but they were stunted by the three (3) minute restriction. Also, sewer line runs through property and into her lateral line. I got a plumber and he confirmed that the sewer lines are intertwined. EC Sewer Authority confirmed that this is an illegal connection. She wants to know how they can remedy the problem. Who do they talk to?

Emergency pad is a mere 4 x 5 feet.

There was a party there last Saturday that included a young lady urinating in her full view, games and loud music until midnight. She wants "consequences" when people break the law.

Jami Van Arsdale 3782 Hoover - Against Rezoning. No permit to remove trees. In 2008 claims that a wetland existed there. Filed a complaint with the Building/Code enforcement office but has not heard back yet.

Taylor Braun - 3784 Hoover - Against Rezoning. Not nearly enough study has been done about the environmental impact, traffic, noise, etc. This is not a "unique" space, Woodlawn Beach has all of the same options and it is a mile away. Creating a living hell.

Ashley Mann - Against Rezoning - Does not help offer public access as the LWRP encourages. Only private patron. Also given a 10 year tax break

Nicole Bower - Against Rezoning - Want to point out that those who supported Alchemy today stand to make money from the endeavor. Adding another bar/restaurant/entertainment complex would be cruel. We were here first. If this is going forward please ban fireworks, Chinese lanterns, balloons, etc and noise.

Daniel Bower - Against Rezoning. This is a Quality of Life issue for us, not a zoning issue. Encouraged the Town Board to follow the direction of the Planning Board in implementing restrictions to safeguard the neighbors and neighborhood.

Susan Zetl - 3788 Hoover - Against Rezoning - Events center is not listed as a use for the proposed zoning designation. Also concerned about security and noise.

Audrey Zibola, Owner of Lago 210 - Offered a perspective of a restaurant that was not wanted by all.



Chris Holland, Business Owner on Hoover - It does not appear that our concerns have been taken into account, the local residents. why are requirements of a new owner taking precedence over local residents? Why did they buy an industrial building? What impact will it have on our business?

Maureen Spera - stunned by how the property looked and noise that came in after Alchemy cut down the trees. Against Rezoning.

Bob Mahoney - Has the Board been to the location? Sup. Hoak responded yes.

Supervisor Hoak stated that two letters/emails had come in from Mr. Africano, who spoke earlier. Second, a letter from Carol Melnick was read into the record recommending willow trees

Public Hearing was closed at 9:25 PM.

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7. Minutes of Previous Meetings

RESOLVED that the Hamburg Town Board does hereby approve the minutes of the previous as follows:

June 12, 2023

Moved: Comerford

**On a motion of Megan Comerford, seconded by Karen Hoak, the following resolution was**

<b>ADOPTED</b>	<b>Ayes 5</b>	<b>Comerford, Connolly, Farrell Lorentz, Hoak, Hoak</b>
	<b>Nays 0</b>	
	<b>Abstain 0</b>	

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8. New Member - Armor Vol. Fire Co. - Emma Suttell

RESOLVED, that the Hamburg Town Board does hereby approve the request of Armor Volunteer Fire Company to add to their rolls of membership the individual as follows:

Emma Suttell

Moved: R. Hoak

**On a motion of Randall Hoak, seconded by Karen Hoak, the following resolution was**

<b>ADOPTED</b>	<b>Ayes 5</b>	<b>Comerford, Connolly, Farrell Lorentz, Hoak, Hoak</b>
	<b>Nays 0</b>	
	<b>Abstain 0</b>	

9. Big Tree Vol. Fire Co. New Members

RESOLVED that the Hamburg Town Board does hereby approve the request of Big Tree Volunteer Firemen's Co., Inc. to confer membership upon the two individuals as follows:

Brendon Busch and Angelena McGuire-Christ

Moved: R. Hoak

**On a motion of Randall Hoak, seconded by Elizabeth Farrell Lorentz, the following resolution was**

<b>ADOPTED</b>	<b>Ayes 5</b>	<b>Comerford, Connolly, Farrell Lorentz, Hoak, Hoak</b>
	<b>Nays 0</b>	
	<b>Abstain 0</b>	

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10. POLICE – NEW HIRE

BE IT RESOLVED that the Town Board approves the recommendation of the Chief of Police in hiring **Garrett Hileman** to the position of POLICE OFFICER, probationary, effective July 23, 2023. This appointment is subject to all preconditions of employment including, but not limited to, physical, psychological, and polygraph testing. The candidate is on the Police Officer Exam List #67-729. Salary is \$27.83 per hour.

Funds are available in B3120.100.

Moved: K. Hoak

**On a motion of Karen Hoak, seconded by Megan Comerford, the following resolution was**

<b>ADOPTED</b>	<b>Ayes 5</b>	<b>Comerford, Connolly, Farrell Lorentz, Hoak, Hoak</b>
	<b>Nays 0</b>	
	<b>Abstain 0</b>	

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11. POLICE – NEW HIRE

BE IT RESOLVED that the Town Board approves the recommendation of the Chief of Police in hiring **Sean Karnath** to the position of POLICE OFFICER, probationary, effective July 23, 2023. This appointment is subject to all preconditions of employment including, but not limited to, physical, psychological, and polygraph testing. The candidate is on the Police Officer Exam List #67-729. Salary is \$27.83 per hour.

Funds are available in B3120.100.

Moved: K. Hoak

**On a motion of Karen Hoak, seconded by Shawn Connolly, the following resolution was**

<b>ADOPTED</b>	<b>Ayes 5</b>	<b>Comerford, Connolly, Farrell Lorentz, Hoak, Hoak</b>
	<b>Nays 0</b>	

**Abstain 0**

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**12. POLICE - NEW HIRE**

BE IT RESOLVED that the Town Board approves the recommendation of the Chief of Police in hiring **Alex Monaco** to the position of POLICE OFFICER, probationary, effective July 23, 2023. This appointment is subject to all preconditions of employment including, but not limited to, physical, psychological, and polygraph testing. The candidate is on the Police Officer Exam List #67-729. Salary is \$27.83 per hour.

Funds are available in B3120.100.

Moved: K. Hoak

**On a motion of Karen Hoak, seconded by Elizabeth Farrell Lorentz, the following resolution was**

<b>ADOPTED</b>	<b>Ayes 5</b>	<b>Comerford, Connolly, Farrell Lorentz, Hoak, Hoak</b>
	<b>Nays 0</b>	
	<b>Abstain 0</b>	

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**13. POLICE - Agreement with DOT**

WHEREAS, on Monday, July 17, 2023, the Town Board authorized the Town of Hamburg Police Department to enter into an agreement with Flock Group Inc to provide license plate reader cameras and/or audio detection devices to the Town.

WHEREAS, the New York State Department of Transportation (NYS DOT) has requested the Town of Hamburg to confirm responsibility for any devices installed in the NYS DOT right of way.

NOW, THEREFORE, BE IT RESOLVED, that the Town of Hamburg Police Department is responsible for the payment and management of the contract with Flock Group Inc and for overseeing the operation, maintenance, and removal of any Flock Safety devices in the NYS DOT right of way, in accordance with NYS DOT standards and regulations.

Moved: K. Hoak

**On a motion of Karen Hoak, seconded by Randall Hoak, the following resolution was**

<b>ADOPTED</b>	<b>Ayes 5</b>	<b>Comerford, Connolly, Farrell Lorentz, Hoak, Hoak</b>
	<b>Nays 0</b>	
	<b>Abstain 0</b>	

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**14. PAF - Town Court**

**BE IT RESOLVED**, that the Town Board approves the termination of the following Court Officer.

Moved: Farrell-Lorentz

**On a motion of Elizabeth Farrell Lorentz, seconded by Randall Hoak, the following resolution was**

**ADOPTED**

**Ayes 5**

**Comerford, Connolly, Farrell Lorentz, Hoak,  
Hoak**

**Nays 0**

**Abstain 0**

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**15. TSAB-Request for Impaired Child sign**

WHEREAS, the Traffic Safety Advisory Board received an application, including required supporting documentation and proof of residence, from a Village of Blasdell resident requesting the placement of an Impaired Child sign in the MUTCD established vicinity of their residence; and

WHEREAS, the Town of Hamburg Traffic Safety Advisory Board considered all of the information provided and voted to request an Impaired Child sign be erected and maintained accordingly,

NOW THEREFORE BE IT RESOLVED, that the Hamburg Town Board authorizes an Impaired Child sign to be installed and maintained in the MUTCD established vicinity of the residence as cited in the application; and,

BE IT FURTHER RESOLVED, that the Town of Hamburg Traffic Safety Coordinator shall generate the required Work Order for the project to be completed.

Funds available in account DB.5110.0205, Signs & Signals

MOVED: Farrell Lorentz

**On a motion of Elizabeth Farrell Lorentz, seconded by Megan Comerford, the following resolution was**

**ADOPTED**

**Ayes 5**

**Comerford, Connolly, Farrell Lorentz, Hoak,  
Hoak**

**Nays 0**

**Abstain 0**

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**16. TSAB-request for signs**

WHEREAS, Lynwood, Richmond, Roseview, and Thurston Avenues are located in a residential area off of Abbott Road in the Town of Hamburg, and Kathleen Street, Manor Lane and Marilyn Drive are located in a residential area off of Big Tree Road in the Town of Hamburg; and

WHEREAS, roadside parking and traffic backup and congestion on both sides of these roads are a safety issue in these neighborhoods particularly during Buffalo Bills home games and other stadium events; and

WHEREAS, review of this problem identified that parking along these streets could also create difficulty for emergency rescue vehicles to reach a residence in the community and make it virtually impossible for fire equipment to traverse the area; and

WHEREAS, the Hamburg Traffic Safety Advisory Board voted to recommend to the Hamburg Town Board, the installation of No Parking P1-16 modified signs at each end and on both sides of Lynwood, Richmond, Roseview, and Thurston Avenues, that read, NO PARKING, THIS STREET, STADIUM EVENT DAYS; and

WHEREAS, the Hamburg Traffic Safety Advisory Board voted to recommend to the Hamburg Town Board, the installation of No Parking P1-16 modified signs on the fire hydrant side of Kathleen Street, Manor Lane and Marilyn Drive, that read NO PARKING, THIS SIDE, STADIUM EVENT DAYS.

NOW THEREFORE BE IT RESOLVED, that the Hamburg Town Board authorizes signs to be installed on Richmond, Roseview, Thurston and Lynwood Avenues, as well as on Kathleen Street, Manor Lane and Marilyn Drive as aforementioned; and

BE IT FURTHER RESOLVED, that the Town of Hamburg Traffic Safety Coordinator shall generate the required Work Order for the project to be completed.

Funds are available in account DB.5110.0205, Signs and Signals

Moved: Farrell Lorentz

**On a motion of Elizabeth Farrell Lorentz, seconded by Megan Comerford, the following resolution was**

<b>ADOPTED</b>	<b>Ayes 5</b>	<b>Comerford, Connolly, Farrell Lorentz, Hoak, Hoak</b>
	<b>Nays 0</b>	
	<b>Abstain 0</b>	

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**17. August Taylor Road Alcohol Waivers**

Request a Resolution from the Town Board authorizing alcohol waivers for the following **Aug 2023 Taylor** Road rentals:

8/1/23 8/4/23 8/5/23 8/6/23 7/8/23 8/10/23 8/11/23  
8/12/23 8/13/23 8/17/23 8/18/23 8/19/23 8/20/23 8/24/23 8/25/23 8/26/23  
8/27/23 8/29/23

Moved: Connolly

**On a motion of Shawn Connolly, seconded by Karen Hoak, the following resolution was**

<b>ADOPTED</b>	<b>Ayes 5</b>	<b>Comerford, Connolly, Farrell Lorentz, Hoak, Hoak</b>
	<b>Nays 0</b>	
	<b>Abstain 0</b>	

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**18. Plow Truck Purchase**

**NOW, THEREFORE, BE IT RESOLVED** that the Town Board of the Town of Hamburg approves the transfer of \$541,564.00 from American Rescue Plan Act funds, Account A.4089 to Account DB5130.201 for the purchase of (2) Western Star Plow Trucks. Pricing is per Cattaraugus County Municipal Bid purchased through Fleet Maintenance, Inc. and body additions at Valley Fab.

MOVED: Farrell

**On a motion of Elizabeth Farrell Lorentz, seconded by Shawn Connolly, the following resolution was**

**ADOPTED**

**Ayes 5**

**Comerford, Connolly, Farrell Lorentz, Hoak,  
Hoak**

**Nays 0**

**Abstain 0**

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**19. American Rescue Plan Act Funds - \$2 MILLION**

**WHEREAS**, on March 11, 2021, President Biden signed the American Rescue Plan Act (ARPA) which provides financial support to local governments to recover from the impacts of the COVID-19 pandemic; and

**WHEREAS**, the Town of Hamburg received \$11.5 MILLION in ARPA funds to allocate in accordance with ARPA guidelines; and

**WHEREAS**, the Town of Hamburg leadership team, including department heads and managers, as well as front-line employees, have been consulted in a collaborative approach to inform spending priorities and provide safe, accessible Town facilities to Hamburg residents and the employees who work on behalf of the residents of the Town of Hamburg; and

**WHEREAS**, the Town of Hamburg leadership team, including department heads and managers, as well as front-line employees, have been consulted in a collaborative approach to inform spending priorities and provide safe, accessible Town facilities to Hamburg residents and the employees who work on behalf of the residents of the Town of Hamburg; and

**WHEREAS**, the U.S. Department of the Treasury oversees ARPA funding to State and Local Governments; and

**WHEREAS**, the Coronavirus State & Local Fiscal Recovery Funds Final Rule went into effect on April 1, 2022; and

**WHEREAS**, the Town Supervisor, in consultation with the Town's Finance Department, has determined that the proposed funding allocations are consistent and appropriate with the rules and guidelines set forth by the U.S. Department of the Treasury; and

**WHEREAS**, a Public Hearing regarding the proposed allocation of funds was held on June 26, 2023.

**NOW, THEREFORE, BE IT RESOLVED**, the Town Board of the Town of Hamburg allocates \$2 MILLION in ARPA funding as follows:

- \$ 1 MILLION for Parks, Playgrounds and Open Spaces
  - Funds would be used to improve five parks, starting with Osborne Park
- \$ 600,000 for Town Hall Safety and Improvements
  - Funds would be used to improve building safety, wayfinding, and accessibility at Town Hall
- \$ 250,000 for Volunteer Fire and Emergency Medical Services (EMS)
  - Funds would be used to support our volunteer fire and EMS organizations
- \$ 150,000 for Community and Homeowner Association Grants
  - Homeowner Associations and other residence-based entities would be eligible to apply for beautification and infrastructure grants

**MOVED: R. HOAK**

**On a motion of Randall Hoak, seconded by Shawn Connolly, the following resolution was**

**ADOPTED**                      **Ayes 5**                      **Comerford, Connolly, Farrell Lorentz, Hoak, Hoak**

**Nays 0**

**Abstain 0**

Roll call Vote called by the Supervisor.

Supervisor Hoak - AYE

Councilmember Comerford - AYE

Councilmember Connolly - AYE

Councilmember Farrel Lorentz - AYE

Councilmember K. Hoak - AYE

Approve 5 - 0.

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**20. B&G Account Transfer**

July 17, 2023

**BE IT RESOLVED**, that the Town Board approves the Buildings and Grounds Department to transfer \$5,944.96 from interest income account A.2401 to the fire prevention accounts A.1620.466, A.6781.466, A.7140.466 and A.7250.466 to pay Great Lakes Building Systems, Inc.

Moved: R. Hoak

**On a motion of Randall Hoak, seconded by Shawn Connolly, the following resolution was**

**ADOPTED**                      **Ayes 5**                      **Comerford, Connolly, Farrell Lorentz, Hoak, Hoak**

**Nays 0**  
**Abstain 0**

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- 21.** B&G PAF  
July 17, 2023

**BE IT RESOLVED**, that the Town Board approves the hiring of the following employee in Buildings & Grounds.

Moved: R. Hoak

**On a motion of Randall Hoak, seconded by Shawn Connolly, the following resolution was**

<b>ADOPTED</b>	<b>Ayes 4</b>	<b>Comerford, Connolly, Hoak, Hoak</b>
	<b>Nays 0</b>	
	<b>Abstain 1</b>	<b>Farrell Lorentz</b>

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- 22.** PAF - Youth, Recreation & Senior Services

**Be it resolved**, that the Town Board approve the termination and hiring of personnel for the Dept. of Youth, Recreation & Senior Services as follows:

Moved: Connolly

**On a motion of Shawn Connolly, seconded by Megan Comerford, the following resolution was**

<b>ADOPTED</b>	<b>Ayes 5</b>	<b>Comerford, Connolly, Farrell Lorentz, Hoak, Hoak</b>
	<b>Nays 0</b>	
	<b>Abstain 0</b>	

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- 23.** Youth, Recreation & Senior Services- New Hire Nicole Ruberto

**Be it resolved**, that the Town Board approves the recommendation of the Director of Recreation in hiring Nicole Ruberto to the vacant position of Senior Recreation Supervisor provisional / competitive, effective July 31st, 2023. The appointment is subject to completion of all the preconditions of employment. Salary is \$33.41 per hour. Funds are available in A6772.100.

Moved: Connolly

**On a motion of Shawn Connolly, seconded by Karen Hoak, the following resolution was**

<b>ADOPTED</b>	<b>Ayes 5</b>	<b>Comerford, Connolly, Farrell Lorentz, Hoak, Hoak</b>
	<b>Nays 0</b>	
	<b>Abstain 0</b>	

---



**24. Scranton VFC New Members - Colin Chaffey & Leo Galbo**

RESOLVED that the Hamburg Town Board does hereby approve the request of Scranton Volunteer Firemen's Co., Inc. to confer membership upon the two individuals as follows:

Colin Chaffey and Leo Galbo

Moved: R. Hoak

**On a motion of Randall Hoak, seconded by Elizabeth Farrell Lorentz, the following resolution was**

<b>ADOPTED</b>	<b>Ayes 5</b>	<b>Comerford, Connolly, Farrell Lorentz, Hoak, Hoak</b>
	<b>Nays 0</b>	
	<b>Abstain 0</b>	

---

**25. Request for Consultant Qualifications (RFQ)**

**Whereas**, the Town of Hamburg has various projects funded by Local, State, and Federal resources; and

**Whereas**, many projects involve strict compliance with established policies and reporting timelines; and

**Whereas**, the Town of Hamburg has prioritized public engagement in any large-scale spending projects, especially those that will impact local roadways, walkability, improvements to the public realm, economic development, and environmental concerns; and

**Whereas**, the Town is also looking to make changes to various systems and public services that will require partnership with community based and non-profit organizations; and

**Whereas**, some of this work will require the Town to support capacity building, strategic planning, and possibly leadership search support of the Town's partnering agencies and organizations.

**Now, Therefore, Be It Resolved**, the Town Board authorizes the Supervisor to issue an RFQ (hereto attached) for consultants/firms with experience conducting organizational assessments and developing capacity -building plans, particularly in the government and non-profit arena; and

**Be It Further Resolved**, letters of interest must be submitted to the Hamburg Town Clerk at Town Hall, 6100 South Park Ave., Hamburg, New York 14075, by no later than 11:00 a.m. (local time) on September 1, 2023.

**MOVED: R. HOAK**

**On a motion of Randall Hoak, seconded by Karen Hoak, the following resolution was**

<b>ADOPTED</b>	<b>Ayes 5</b>	<b>Comerford, Connolly, Farrell Lorentz, Hoak, Hoak</b>
	<b>Nays 0</b>	

**Abstain 0**

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**26. Highway Budget Transfer**

NOW, THEREFORE BE IT, RESOLVED, that the Town Board approve the transfer of \$125,000.00 from the DB Fund Balance into Account DB5110.101 Overtime - \$85,000.00 and Account DB5110.102 Part Time - \$40,000.00 to facilitate ongoing cleanup and repair from snow storm damage and to be prepared for plowing needs this winter.

Moved: Farrell Lorentz

**On a motion of Elizabeth Farrell Lorentz, seconded by Shawn Connolly, the following resolution was**

<b>ADOPTED</b>	<b>Ayes 5</b>	<b>Comerford, Connolly, Farrell Lorentz, Hoak, Hoak</b>
	<b>Nays 0</b>	
	<b>Abstain 0</b>	

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**27. Audit of Cash Disbursements 7/17/2023**

**On a motion of Randall Hoak, seconded by Shawn Connolly, the following resolution was**

<b>ADOPTED</b>	<b>Ayes 5</b>	<b>Comerford, Connolly, Farrell Lorentz, Hoak, Hoak</b>
	<b>Nays 0</b>	
	<b>Abstain 0</b>	

Late Addition Resolution

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**28. Business from the Floor**

Public Comment

Megan Swanson - Appeared before the board to lodge a complaint regarding the way she was treated by Town Assessor, Dan Stanford. She stated she has paid on an additional \$150K assessment on her property for three (3) years.

Sated Mr. Stanford he would need a year to appraise the inside of her home. When she tried to give him dates and times for the month of May he said no, "take it or leave it."

Four (4) appraisals were made. \$430K was the agreed upon total value. Ms.. Swanson took her case to the Assessment Board of Review and they agreed with her on the \$430K amount.

When she checked the rolls on July 1st her property was listed at \$498K with a 37% equalization rate rather than the 32% everyone else is paying. She stated that he was not kind, compassionate and was rude.

Dennis Chapman - He was asked by other veterans Disappointed with the lack of a second for the additional flag pole.

Bob Mahoney, United Council of Hamburg Taxpayers, Informed the Board of the name of the taxpayers group he represents and added that it is made up of other, smaller groups.

Also, thanked the board for the new sign at the beach as a step in the right direction.

Lynn Braun - thanked the board for the LED lights at the seaway trail.

#### Department Head Reports

Kenneth Kostowniak, Dir. Public Works - Highway garage will start to ramp up.

Ed Hughes Superintendent, Highway - Thank you town board for approving the highway budget transfer. Large trash this week.

Analyse Paulsen, Asst. Planner, Planning Dept. - Informed Board of the large number of items Planning Board has to consider.

Lisa Poch, Town Attorney - July 1st we will have a signed lease with Frontier for the Senior Center.

Catherine A. Rybczynski, Town Clerk/Tax Receiver - Tax rolls have been sent to Erie County and payment sent to them as well.

#### Board Member Reports

Councilmember Farrell Lorentz - Blast on the Beach is this weekend. Thank you to the police, fire, B7G, highway and the Rejuvenation Committee for all of their hard work. Thank you Ed Hughes for getting help cleaning up the roundabouts. Also, thank you to all those who came out for the public hearing. We need to hear your concerns.

Councilmember Comerford - Thank you to the Building Dept. for coming together and helping the residents. Thank you to the public for your participation in our government.

Councilmember Hoak - Responded to Mr. Chapman's displeasure with the lack of a second for the flag pole. She believed that the issue was resolved and the need for a new additional flag pole was moot. Thank you to Bob Mahoney for taxpayer group information.

Councilmember Connolly - Thanked Bob Mahoney for his work with taxpayer groups. The conversation about the budget is beginning now. He also explained that not all items get a line item in the budget and there are unforeseen expenditures that a resolution may approve funding for without a line item. This gives the board the opportunity to be flexible and agile.

Supervisor Hoak - Added to Councilmember Connolly's thoughts on the budget by saying that the Budget is a plan for spending in the next year. Also, thanked Town Attorney Lisa Poch for her work on the lease agreement with Frontier.

Addressed the beach and parking and said it is phenomenal and only a very few cars without beach stickers. Thanked Ed Hughes for bringing the over time costs to the Board in real time. We are also working with Buildings and Grounds to get a handle on their over time. In B&G we are right on schedule for amount budgeted.

#### **29. Meeting is adjourned by Supervisor**

**On a motion of Randall Hoak, seconded by Karen Hoak, the following resolution was**

**Ayes 5**

**Comerford, Connolly, Farrell Lorentz, Hoak,**

**ADOPTED**

**Hoak**

**Nays 0**

**Abstain 0**

**Meeting Adjourned 10:26 PM**

**Open Meetings Law, Public Officers Law, Article 7, §106. Minutes.**

**Minutes shall be taken at all open meetings of a public body which shall consist of a record or summary of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon.**

**These minutes are an unofficial copy unless the original signature of the Town Clerk is affixed below. The original official paper minutes are stored in the Town's vault.**

\_\_\_\_\_  
**Catherine A. Rybczynski, R. M. C.**  
**Hamburg Town Clerk**

# ARMOR VOLUNTEER FIRE COMPANY, Inc.

P.O. BOX 971  
4932 CLARK STREET, HAMBURG, NY 14075

## EMERGENCY

911

Paul Zemla, President  
Mark Radder, Vice President  
Stephen Ruesch, Recording Secretary  
Joseph Sajdak, Treasurer



## BUSINESS

649-9841

Michael Ruesch, Chief  
Patrick Murphy, First Ass't Chief  
Jesse Schmid, Second Ass't Chief

June 26, 2023

Good afternoon,

Please see below for a new member who was voted in to the Armor Volunteer Fire Company on June 14, 2023.

Emma Suttell 175 George Street Hamburg 14075

Thank you ,

Jennifer Schaefer  
Corresponding Secretary

TOWN OF HAMBURG - PERSONNEL ACTION FORM

Date of Request 07/07/2023

Department- Justice Court

Department Head Signature

*Gregory Gawley*

Supervisor Signature

*Gregory Gawley*

Date

*7/10/23*

TOWN BOARD MEETING OF July 17, 2023

PAGE 1 of 1

I request that a Town Board Resolution be adopted approving the following personnel action:

#	Emp #	Emp Name	N or R	Position	Start date	Full time hrly rate	PT/Sea/temp hrly rate	Term date
1		Gregory Gawley		Court Officer				6/30/2023
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								



June 29, 2022

REV 6.29.22

Town of Hamburg  
2720 Lakeview Road  
Hamburg, NY 14085

(2)  
First one

Dear Ed Hughes,

I would like to thank you for allowing our dealership the privilege of helping you with your equipment needs. The following is current pricing for 2023 model year Western Star 47X as specified under Cattaraugus County bid DPW #72 award resolution dated 12/27/2019 for qualifying agencies or political subdivisions as set forth under New York State Municipal law section (103) "piggybacking". Included are detailed specifications for your review.

**Western Star 47X Truck Cab & Chassis**

Cattaraugus County Western Star 47X Cab and Chassis	\$134,984.00
M/Y 2023 Surcharge	\$5,800.00
Town of Hamburg Specification Required Option Adjustment	(\$4,478.00)
Chassis Price as Specified	\$136,306.00
Extended Engine Coverage (EW4) 7 years 100,000 miles	\$3,965.00
Extended Chassis Coverage (TC4) 7 years 100,000 miles	\$3,550.00
Extended Transmission Coverage 7 years unlimited miles	\$1,611.00
Right Front Spring Boost	\$675.00
<b>Chassis Price as specified</b>	<b>\$146,107.00</b>
<b>(2) Western Star 47X chassis total price as specified</b>	<b>\$292,214.00</b>

Fleet Maintenance, Inc. will hold Cattaraugus County Bid Award pricing for orders received by 7/15/2022 pending availability for requested 2023 model year build, this will not include any new raw material/shipping surcharges, government mandated requirements or model year increases. Payment due within 30 days upon delivery and acceptance of chassis, a 1 1/2% interest fee will be applied to all late payments. NYS DMV title work will be released upon payment in full. Extended terms maybe available upon request.

Please indicate your acceptance of this quotation for the order of new cab and chassis as specified.

Customer:  Date: 6-30-2022 PO# \_\_\_\_\_  
Highway Superintendent

Sincerely,  
*Richard Groff*  
Richard Groff



**Fleet Maintenance, Inc**  
67 Ransier Drive West Seneca, NY 14224  
716-675-9220



Valley Fab and Equipment, Inc.

9776 Trevett Road  
 PO BOX 380  
 BOSTON, NY 14025

Date	Quote #
6/28/2022	BE26961

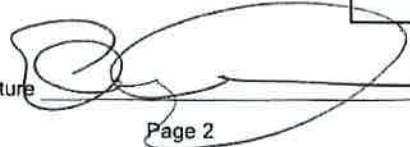
Name / Address
TOWN OF HAMBURG HIGHWAY DEPT. 2720 LAKEVIEW ROAD LAKEVIEW, NY 14085

Customer Contact	Customer Phone	Customer Fax
	649-6111- ext# 3119	716-649-7791

Item	Description	Qty	Cost	Total
OPTION ESN	POLY FENDERS OVER REAR TIRES STAINLESS STEEL HYDRAULIC LINES FRONT AND REAR OF CHASSIS 11FT STAINLESS STEEL TARCO HIGHLANDER SPREADER, TOP SCREENS, AND LED LIGHT BAR STAINLESS STEEL QUICK COUPLERS Option#1 Due to uncontrollable inflation cost to hold price Town agrees to pay for Equipment only upon arrival to Valley Fab equipment. This does not include small parts & labor. Remainder payment paid upon completion. Equipment Delivery time approximately 200 days. Equipment only \$155,650.00 upon arrival inspection Parts & Labor \$93,700.00 upon completion  Option#2 If Town prefers to pay in full when job is completed. Due to uncontrollable inflation cost that Valley Fab cannot absorb, there may be a price increase.		0.00	0.00

TWO DAY QUOTE ONLY !! THIS IS NOT AN INVOICE UNTIL AUTHORIZATION IS RECEIVED.		<b>Subtotal</b>	\$249,350.00
Phone #	Fax #	<b>Sales Tax (8.75%)</b>	\$0.00
(716)941-6644	(716)941-5066	<b>Total</b>	\$249,350.00

I have reviewed and in agreement with the pricing associated with this order. By signing this quote I hereby authorize to proceed with order.

Signature  Page 2 6/29/2022

Edward Hughes  
 Highway Superintendent



Valley Fab and Equipment, Inc.

9776 Trevett Road  
 PO BOX 380  
 BOSTON, NY 14025

Date	Quote #
6/28/2022	BE26961

Name / Address
TOWN OF HAMBURG HIGHWAY DEPT. 2720 LAKEVIEW ROAD LAKEVIEW, NY 14085

Customer Contact	Customer Phone	Customer Fax
	649-6111- ext# 3119	716-649-7791

Item	Description	Qty	Cost	Total
EQUIPMENT	VALLEY FAB EQUIPMENT TO SUPPLY THE FOLLOWING EVEREST SNOW REMOVAL EQUIPMENT PACKAGE FOR TOWN OF HAMBURG. THIS EQUIPMENT IS AVAILABLE OFF SOURCEWELL CONTRACT # 080818-EEQ  12FT STAINLESS STEEL DUMP BODY MODEL# MS12SS3642-H1 D/A HOIST (3) COAL DOORS - CAM STYLE SHOVEL BRACKET SS FOLD UP LADDER SS W/ RUNGS & HANDLE 304SS GRIP STRUT WALK RAIL STOP/TURN TAIL, AMBER FLASHER, BACK UP LIGHTS  POWER TILT HITCH MODEL PT  ONE-WAY PLOW OWSK9H-HD CARBIDE BLADE 3/4" X 6" (BULL NOSE TYPE)  PATROL WING SYS. ACPF/ACP36/NT/62 RH SIDE WING W-144 CARBIDE BLADE 3/4" X 6" (BULL NOSE TYPE)  SOURCE ITEMS BELOW TRANSMISSION HOTSHIFT PTO/TXV PUMP SSC3100 SPREADER CONTROL VT-35 TANK ENCLOSURE W/POLY LID MINI BAR AMBER BEACON LIGHTS CAB MOUNTED LED HEATED PLOW LIGHTS MOUNTED ON FRONT HITCH LED AUX WING LIGHT	2	124,675.00	249,350.00

TWO DAY QUOTE ONLY !! THIS IS NOT AN INVOICE UNTIL AUTHORIZATION IS RECEIVED.

**Subtotal**

Phone #	Fax #
(716)941-6644	(716)941-5066

**Sales Tax (8.75%)**

**Total**

I have reviewed and in agreement with the pricing associated with this order. By signing this quote I hereby authorize to proceed with order.

Signature



**TOWN OF HAMBURG - PERSONNEL ACTION FORM**

Date of Request 7/13/23 Department- Buildings & Grounds

Department Head Signature *[Signature]*

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

TOWN BOARD MEETING OF JULY 17, 2023

PAGE 1 of 1

I request that a Town Board Resolution be adopted approving the following personnel action:

#	Emp #	Emp Name	N or R	Position	Start date	Full time		Term date
						hrly rate	PT/Sea/temp hrly rate	
1		Kelly Rensel	N	Greenskeeper	7/18/2023	\$36.51		
2								
3								
4								
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17								
18								
19								
20								
21								



# **Request for Consultant Qualifications (RFQ)**

**Submission Due Date: September 1, 2023**

## **Overview**

The Town of Hamburg has various projects funded by Local, State, and Federal resources. Many projects involve strict compliance with established policies and reporting timelines. Additionally, the Town of Hamburg has prioritized public engagement in any large-scale spending projects, especially those that will impact local roadways, walkability, improvements to the public realm, economic development, and environmental concerns. The Town is also looking to make changes to various systems and public services that will require partnership with community based and non-profit organizations. Some of this work will require the Town to support capacity building, strategic planning, and possibly leadership search support of the Town's partnering agencies and organizations.

Consultants/firms with experience in conducting organizational assessments and developing of capacity-building plans, particularly in the government and non-profit arena, as well as those with expertise in the areas listed below are encouraged to respond:

- Organizational Development
- Cultural Competency
- Finance and Business Planning
- Information Technology
- Cultural Tourism
- Strategic Planning/Visioning
- Board Governance
- Fund Development
- Program Evaluation
- Marketing and Public Relations, including Social Media
- Grant writing and reporting

## **Timeline**

It is anticipated that the provision of services will begin in late 2023 or early 2024.

## **Eligibility Criteria**

Individual consultants/firms are welcome to submit qualifications. Consultants/firms must be willing and available to spend significant face time with organizations and Town of Hamburg leadership, which may include evening and/or weekend meetings.

## **Guidelines for Submitting Qualifications**

Please submit a letter of interest containing the following information to the Hamburg Town Clerk at Town Hall, 6100 South Park Avenue, Hamburg, New York 14075, by no later than 11:00 a.m. (local time) on September 1, 2023:

1. Contact information
2. The category or categories of consulting in which you have expertise and proven success
3. A description of your primary skills sets and how you acquired them
4. A description of diversity, equity, and inclusion-related work in which you have engaged
5. A description, where applicable, of your consulting experience with non-profit or government organizations:
  - o Organizational Development
  - o Cultural Competency
  - o Finance and Business Planning
  - o Strategic Planning/Visioning
  - o Board Governance
  - o Fund Development
  - o Program Evaluation
  - o Marketing and Public Relations, including Social Media
  - o Grant writing and reporting
6. A list of non-profit/government clients in the past 5 years
7. The hourly rates for services provided within areas of expertise

All submissions will be acknowledged within three working days of receipt. Visit [Townofhamburgny.gov](http://Townofhamburgny.gov) for more information and to download an electronic copy of this RFQ.