

**TOWN OF URBANA
REGULAR BOARD MEETING
December 27, 2013**

The Urbana Town Board held its Regular Meeting Friday, December 27, 2013 at 9:00 a.m. in the Town Hall, 8014 Pleasant Valley Road, Bath, New York.

PRESENT: John Webster Supervisor
 Jim Presley Councilman
 Tom Chadwick Councilman
 Christine Kolo Councilwoman
 Mary Farmer Town Clerk
 David Buckley Highway Superintendent

ABSENT: John Jensen Councilman

OTHERS PRESENT: Edward P. Stull and Jack Young.

Supervisor Webster opened the meeting at 6:34.

Minutes

On motion by Councilman Presley, seconded by Councilwoman Kolo and carried, all voting Aye to approve the minutes of November 19, 2013.

On motion by Councilman Chadwick, seconded by Councilwoman Kolo and carried, all voting Aye to approve the minutes of December 3, 2013.

Abstracts

On motion by Councilwoman Kolo, seconded by Councilman Chadwick and carried, all voting Aye to approve the December 3, 2013 Abstracts excluding #964 (Clark Specialty).

Accounting Transfer

On motion by Councilman Presley, seconded by Councilman Chadwick and carried, all voting Aye to approve the following transfers:

Debit:	A1355.400	Assessor-Contractual	\$.04
Credit:	A1355.100	Assessor-Personal Services	\$.04
Debit	A1410.400	Town Clerk Contractual	\$	230.00
Credit	A1410.110	Town Clerk-Deputy Clerk	\$	230.00
Debit	B3620.400	Safety Inspection Contractual	\$.08
Credit	B3620.100	Safety Inspection-Personal Services	\$.08
Debit	B8090.400	Environmental Control-Personal Cont.	\$.08
Credit	B8090.100	Environmental Control-Personal Services	\$.08
Debit	DB9950.900	Transfers to Capital Projects	\$50,000.00	
Credit	DB231	Special Reserve-Equipment	\$50,000.00	

Park Use Application – Wine Country Classic Boat Show

On motion by Councilwoman Kolo, seconded by Councilman Chadwick and carried, all voting Aye to approve the application of exclusive park use according to the agreed upon terms from Friday, July 18th and 5 pm through Sunday, July, 20th at 4pm.

Sprague Insurance

John Keene reviewed the renewal the Towns NYMIR policy with the policy rate decreasing ~ \$2,400.00 for 2014.

Abstract #964

On motion by Councilwoman Kolo, seconded by Councilman Chadwick and carried, both Board members approved Abstract #964.

Park Committee Report

The committee submitted a Park Use and & Event Policy and Park Zoning recommendations. Supervisor Webster asked the Board to review them in order to be able to discuss at the next meeting. Mr. Webster will pass the zoning recommendations on to Bob Magee for review.

For Board review:

Town of Urbana

Park Use and Event Policy

This policy outlines standards for the use and rental of certain Town park facilities. It also establishes criteria for temporary uses on Town owned facilities and fees for such uses.

General policy for use of parks:

Urbana park facilities are provided for the use and enjoyment of Urbana residents, guests, and visitors. The Town desires to keep the park facilities open and available to the public as much as possible. The Town also desires to minimize the impact of park uses and users on the general public’s access to or enjoyment of park facilities. The specific standards established in this policy are intended to help accomplish the general policy.

Rental and Reservation Policy

Areas within Depot Park and Champlin Beach may be rented for private non-commercial events pursuant to the standards set forth in paragraph A below. These areas may also be rented to host larger festivals and events pursuant to the standards set forth in paragraph B below.

A. The following standards apply to non-exclusive rentals at either Depot Park or Champlin Picnic areas for private, non-commercial events for up to 50 persons:

1. A rental fee of \$50 is required for each park area rented by an Urbana Taxpayer or Resident / and a fee of \$100 is required for non-resident and non taxpayers.
2. A completed rental application and rental fee must be submitted to the Town Clerk before a reservation for park facilities may be processed.
3. Reservation for rentals are taken on a first come, first served basis and are subject to Board approval.
4. The rental period for park facilities is a maximum of four hours unless another duration is expressly permitted by the Board. Only one rental period per day per facility is allowed.
5. Park facilities may be rented for private, non-commercial events only.
6. No more than 50 people may attend events under this section.

7. No temporary structures (including tents, awnings, shade canopies, stages, and play structures, etc.) may be set up in conjunction with the event without express permission.
8. No vendors or exhibitors are allowed at these events.
9. Events under this section may not charge for attendance or participation.
10. No vehicles may be driven on the grass areas at any time, including for set up and take down.
11. The Board may specify other requirements, (such as insurance) if deemed appropriate.
12. The Board may deny any use whenever it determines appropriate.

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B. The standards set forth in paragraph A do not apply to larger festivals and events, which are otherwise permitted through the Town's Temporary Use process. The following standards apply to such larger festivals and events.

1. Depot Park and Champlin Beach areas may be rented for the following types of events:
 - a. Non-profit Fundraising Activities defined as: Any and all offering of products and services as a fundraising activities by a recognized nonprofit group of organization (for ex. Boy scouts)
 - b. Organized Outdoor Events defined as: Educational, historic, religious and patriotic displays or exhibits, outdoor concerts, athletic or recreational events, festivals, street fairs, Arts and craft fairs, and other such events. Any individual, group or organization (including commercial organization) may host these events as long as the event is consistent with the types of events listed above
2. Either Depot Park or Champlin Beach areas may be rented for large Temporary Use events. Reservations are processed of on a first come first served basis, determined by the time a complete temporary use application and associated fees have been submitted to the Town Clerk.
3. A temporary Use Permit application is required along with the \$50 fee (\$100 if non-resident or non-taxpayer)
4. In addition to the temporary use permit fee, a park facility rental fee is required. The rental fee is based on the number of attendees as listed below:
 - a. 0 – 100 attendees ...\$100 if resident or taxpayer. If not resident or taxpayer then \$200.
 - b. Over 100 attendees, \$100 plus \$10 for each additional 50 attendees (for resident or taxpayer) and \$200 plus \$20 for each additional 50 attendees if nonresident or non-taxpayer.
5. If the use will require police or security for crowd control, traffic control, or general security it shall be the responsibility of the host/renter to provide a security plan.
6. A damage deposit of \$1000 is required for large temporary uses. The deposit is fully refundable one week after event if there is no damage to Town property.

7. The Town must approve any use of, or connections to the Town's electric outlets to serve the event.
8. The event must provide a parking plan that demonstrates sufficient parking will be available for event participants.
9. The event must provide temporary toilets if either the nature of the event or the number of participants demands such.
10. The event must supply a plan for waste management and recycling.
11. The Town Board may demand special requirements if they deem appropriate
12. The Town Board reserves the right to deny any use request.
13. Insurance (per application) is required for events under this section.
14. The Town Board reserves the right to make exceptions (for ex. the 1st come 1st served rule may be waived in favor of a returning annual event)

C. It is the intension of the Town to keep the Swim area and boat launch open and accessible to the community during all regular park hours. The swim area may not be rented or reserved. No single event may expressly or constructively exclude other users and groups from enjoying and using park facilities. No group or event may utilize the park facilities beyond the extent necessary to accommodate the members of the group or event that are present to participate in the event.

Use Policy

All park users are to respect the park facilities by keeping them neat, clean, and in good repair. Park users should be courteous to other park users. In addition to posted park rules and hours, all park users shall abide by the following policies:

1. Park Users shall clean up all trash and debris their use of parks creates.
2. Park users shall leave park facilities in neat, clean, and tidy state.
3. Park Users shall not make any changes or alterations to any park facilities. This includes changes to electrical outlets, breakers, lights and other electrical devises in the parks.

Submitted by the Urbana Parks Advisory Committee (12/18/13)
John Jensen, Chair

Town Hall Cleaning

The Board discussed the cleaning of the Town Hall and Depot restrooms. Supervisor Webster reminded the Board he had asked for a list of cleaning responsibilities at the December 3rd meeting and to please get him their expectations.

Dog Shelter

Betty Walden is willing to contract with the Town to be the official animal shelter. On motion by Councilwoman Kolo, seconded by Councilman Chadwick and carried, all voting Aye to approve the contract.

The Town is required to have a back-up Dog Control Officer and both Wayne and Pulteney have no interest in entering into an inter-municipal agreement. Betty Walden is willing and the Board agreed to appoint her at the reorganizational meeting in January.

Board Audit

Supervisor Webster reminded the Board they are required to audit the Town Clerk, Court and

Bookkeepers books by January 20th.

Gary Vogt's Resignation

On motion by Councilwoman Kolo, seconded by Councilman Chadwick and carried, all voting Aye to accept Mr. Vogt's resignation from the Planning Board.

Tom Marshall Appointment

On motion by Councilman Presley, seconded by Councilwoman Kolo and carried, all Voting Aye to appoint Tom Marshall to the Planning Board for the remainder of Mr. Vogt's term.

The Board expressed their appreciation to Mr. Vogt for his help on the budget for the past two years and for his service on the Planning Board.

Zoning Law Changes

Supervisor Webster asked the Board to please read them before the next meeting.

Shared Services with Steuben County

The agreement went to Attorney Ryan for review and the County made the corrections per Attorney Ryan's request.

On motion by Councilwoman Kolo, seconded by Councilman Presley and carried, all voting Aye to approve entering into the agreement and to have Superintendent Buckley sign the agreement.

Surplus Government Equipment

The Town applied to be recognized in order to purchase surplus equipment. Superintendent Buckley, Deputy Superintendent Slayton and Supervisor Webster are authorized to purchase.

Other

Mr. Webster reminded the Board of the two upcoming meetings on January 7th and 14th. He also told the Board he would be bringing Local Law #1 Tax Cap Override on the 14th in order to schedule a public hearing for the February meeting.

With no further business, on a motion by Councilman Chadwick, seconded by Councilwoman Kolo, the meeting was adjourned at 10:03 a.m. Carried unanimously by all present.

Respectfully submitted,

Mary M. Farmer
Town Clerk