

**TOWN OF OAKFIELD**  
**REGULAR BOARD MEETING**  
**MARCH 11, 2014**

**ROLL CALL**

**PRESENT:** Supervisor Glor  
Deputy Supervisor Veazey  
Councilman Cianfrini  
Councilman Kabel  
Councilman Martin

**OTHERS**

**PRESENT:** Town Clerk Haacke  
Superintendent of Highways Dennis  
Code/Zoning Officer Mikolajczyk  
Assessor Flansburg  
Justice Graham  
Jeremy DeLyser, Clark Patterson

Supervisor Glor called the meeting to order at 7:00 pm followed by the Pledge to the Flag.

**February 11, 2014 Town Board Minutes and February 26, 2014 Special Meeting Minutes:** Motion Councilman Cianfrini, second Councilman Kabel to approve both minutes as written.

**Ayes:** Glor, Veazey, Cianfrini, Kabel, Martin

**MOTION CARRIED vote (5-0)**

**JUSTICE**

Judge Graham reminded the Board that the books still need auditing.  
JCAP grant allows for a couple lateral file cabinets and upgrades desktop computers.  
Justice Baker is out of town.

**CODE & ZONING OFFICER**

The monthly report is available for review.  
Participated in a conference call with USG.  
Fire on Townline Road resulting in chimney inspection.  
Taking a resident to court on multiple violations.

**SUPERINTENDENT OF HIGHWAYS**

Road Work Update:  
Plowing and treating roads; getting ready for Wednesday's storm.  
The men have been doing a great job and Superintendent Dennis very much appreciates their efforts especially when he was in Albany.  
Roads are showing extreme stress due to our below normal temperatures.  
These extreme conditions will have some permanent effects on the roads.

**Buildings & Grounds:**

Looking at our building expansion under new business.

This is our future; can we continue with our engineers to give us a quote on complete design so the Town can be shovel ready if the Board wishes to move forward.

Cemeteries:

They are going to need extra care come spring because of the hard winter we have had.

Parks:

Still being used this winter.

We are keeping parking lots plowed as schedule permits.

Would like to look at some upgrades to the park with the Town Engineers so the Town can apply for grants as they become available.

The park will need extra care because of winter; especially to be ready for Little League Opening Day April 26<sup>th</sup>, 2014.

Equipment Update:

Equipment is starting to show wear due to winter.

Truck 202; our second newest truck auger in hopper spreader broke. The parts have been ordered; this unit is 6 years old and this is the first repair. Parts on back order.

Public Works Update:

Update on Townline's Project moving forward.

Water District 3 pre-construction meeting went very well.

Water District 4 update, waiting on Archeological study.

WD7 is being worked on.

WD5 pipe has been delivered.

We should be looking at laying out sewer districts for future expansion and current needs in the town.

Also, creating a sewer district where there is already sewer in the Town.

Will be making some recommended changes to the water standards.

Mark Mikolajczyk and Superintendent Dennis have been training on water standards.

Library:

No Report

Miscellaneous:

New Town Pick Up 2014 is ordered.

Add on equipment from Viking for plow, lighting and associated equipment for new pick up is ordered.

Would like the Town to create the position of trainer/instructor for the town and pay \$1,000 by contractual from the fund balance this year and budget it next year in General Fund. Tom Graham is interested in doing this at this time.

Would know if USG has any idea on what the increase in trucks will be due to the upgrade?

Need to set up a meeting schedule with the Village on Water, O&M rate and Debt Costs.

Will be trying to set up an information meeting with the Village of Oakfield, Town of Oakfield, Town of Alabama, GCEDC, Chair of the Legislature and OACS on where we stand on upgrades on water, comprehensive plan, smart growth and STAMP.

**TOWN CLERK**

**Abstract No. 3-2014:** Motion Deputy Supervisor Veazey, second Councilman Kabel to authorize

General Fund	50-79	\$10,465.48
Special Districts	4-13	\$28,799.80
Part Town B	5-6	\$ 952.36
Highway DA	27-41	\$11,067.05
Highway DB	6-8	\$ 1,157.95
	TOTAL	\$52,442.64

**Ayes:** Glor, Veazey, Cianfrini, Kabel, Martin

**MOTION CARRIED unanimous vote (5-0)**

Easements for Water District 4 have been received from the attorney; letters have been sent to each individual who needs to sign. Assessor Flansburg and Town Clerk Haacke will be open from 4:00 pm to 7:00 pm on April 2<sup>nd</sup> for those who cannot make it to the office during regular business hours.

In the final three weeks of tax collection and have just over \$150,000 to collect.

Residents in the proposed water districts are anxious for water.

**SUPERVISOR**

A preliminary report is available but due the fact that we are having a hard time with M&T Bank online we have to wait for paper statements of the accounts.

**LIBRARY LIAISON**

The Library is still looking for a board member. A letter was received by the Town from Denise Di Matteo who is interested in filling the position.

**RESOLUTION NO. 22—RECOMMENDATION FOR LIBRARY BOARD**

Councilman Cianfrini offered the following:

**RESOLVED**, that the Town Board of the Town of Oakfield recommends Denise Di Matteo to fill the vacant position on the Haxton Memorial Library Board for a 5 year term.

**Second by:** Councilman Martin

**Ayes:** Glor, Veazey, Cianfrini, Kabel, Martin

**APPROVED by unanimous vote (5-0)**

**GAM**

Supervisor Glor stated that Steve Sharp of the Genesee County Sheriff's Office was the speaker at the last GAM meeting and he spoke of the new radios.

The next meeting is March 20<sup>th</sup> in LeRoy.

**OLD BUSINESS**

**RESOLUTION NO. 23—FIRE PROTECTION AGREEMENT 2014**

Deputy Supervisor Veazey offered the following:

**FIRE PROTECTION AGREEMENT 2014**

**VILLAGE OF OAKFIELD  
TOWN OF OAKFIELD**

THIS AGREEMENT, made this 1<sup>st</sup> day of January, 2014 between the **TOWN OF OAKFIELD**, Genesee County, New York, hereinafter designated as the party of the first part, and the **VILLAGE OF OAKFIELD**, Genesee County, New York hereinafter designated as the party of the second part,

WITNESSETH: Whereas there has been duly established in the Town of Oakfield, a Fire Protection District embracing all the territory within the geographical boundaries of the Town of Oakfield, excluding the Village of Oakfield, and,

WHEREAS, the party of the first part duly authorizes a contract with the party of the second part for firefighting and other fire related emergencies occurring in the fire district on the terms and provisions set forth herein,

WHEREAS, this contract has also been duly authorized by the party of the second part to furnish fire protection to the district and the party of the second part, with the full consent of the Oakfield Fire Department, therefore agrees to furnish such protection in the manner following,

1. The fire department of the party of the second part shall, at all times during the period of this agreement, be subject to call for attendance upon any fire occurring in the district, and when notified by alarm or telephone call from any person within the district of a fire, attend upon the fire without delay with one or more companies and with suitable ladder, pumping and hose apparatus of the party of the second part. Upon arriving at the scene of the fire, the firefighters of the party of the second part attending shall proceed diligently and in every way reasonably suggested to extinguishment of the fire, and the saving of life and property in connection therewith. Nothing herein shall be construed to prevent the second party from utilizing "mutual aid".
2. In consideration of furnishing aid and the use of its apparatus as stated above, the party of the second part is to receive the sum of Forty-eight Thousand Four Hundred Seventy-six and 45/100 Dollars (\$48,476.45), representing 55% of the total Fire Department Budget of \$88,139.00, and the party of the first part covenants and

- agrees on behalf of the Fire Protection District to pay the party of the second part on or after January 1, 2014 upon the presentation to the party of the first part a duly verified statement.
3. Members of the fire department of the party of the second part, while engaged in the performance of their duties in answering, attending upon or returning from any call provided for by this contract shall have the same rights, privileges and immunities as if performing the same in the Village of Oakfield, County of Genesee, State of New York.
  4. The fiscal officer of the party of the second part shall render a copy of the fire budget, and a yearly financial statement to the party of the first part and the fire department upon request.
  5. This agreement shall continue for a period of one year, January 1, 2014 to December 31, 2014. Termination of services requires thirty (30) days notice in writing by either party upon the other; but, in any event, shall terminate on December 31, 2014. The notice herein provided for shall be served in the same manner as is required for the service of a summons in an action in the Supreme Court.
  6. Parties acknowledge that the Oakfield Fire Department is a Volunteer Fire Department and employs no paid personnel and the fire department of the party of the second part with due diligence attempts to maintain a sufficient number of qualified volunteers to perform the services specified in this contract. As in other volunteer services, however, the number of active qualified volunteers has decreased. The party of the second part, therefore, shall not be liable for any failure to perform the services or provide equipment due to lack of qualified personnel. Party of the first part acknowledges that equipment will not be dispatched without adequate, qualified crew.
  7. Party of the first part, per complaint to the Town Fire Code Enforcement Officer shall investigate, locate and identify toxic, flammable, explosive and other dangerous materials and provide second party with such information on a regular basis not less than semi-annually with updates of any changes as the same take place. Upon request of the fire department of the party of the second part, the party will arrange for inspection of any space where toxic, flammable, explosive or other dangerous materials may be stored.

WHEREAS, this contract has also been duly authorized by the directors and membership of the Oakfield Fire Department, Inc. and that the Oakfield Fire Department, Inc. has provided

the Village of Oakfield with certified copies of the resolutions of this agreement by the Oakfield Fire Department's Board of Directors and by its membership.

WHEREAS, the Oakfield Fire Department, Inc. hereby consents and approves of this agreement between the Town Board, Town of Oakfield, New York and the Village Board, Village of Oakfield, New York and agrees to be bound by its terms and provisions set forth herein.

IN WITNESS WHEREOF, the parties have duly executed and delivered this agreement the day and year above mentioned.

ATTEST:

TOWN OF OAKFIELD

\_\_\_\_\_

\_\_\_\_\_

TOWN CLERK

SUPERVISOR, Carol Glor

Melissa Haacke

VILLAGE OF OAKFIELD

\_\_\_\_\_

\_\_\_\_\_

VILLAGE CLERK

MAYOR, Jeremy Yasses

Joyce Grazioplene

OAKFIELD FIRE DEPARTMENT

\_\_\_\_\_

\_\_\_\_\_

SECRETARY, OAKFIELD FIRE DEPT.

PRESIDENT

\_\_\_\_\_

FIRE CHIEF

**Second by:** Councilman Kabel

**Ayes:** Glor, Veazey, Cianfrini, Kabel, Martin

**APPROVED by unanimous vote (5-0)**

**RESOLUTION NO. 24—INSPECTION SALARY FOR WATER DISTRICT 3**

Councilman Cianfrini offered the following:

**RESOLVED**, that Mark Mikolajczyk will conduct inspections on the trench that the water line will sit, ensuring the correct depth of the line and ensure a tracer wire hook up, inspect the connection from the road and the connection in the house. The cost per resident will be \$50.00 per inspection.

**Second by:** Councilman Martin

**Ayes:** Glor, Veazey, Cianfrini, Kabel, Martin

**APPROVED by unanimous vote (5-0)**

**Preconstruction Meeting for Water District 3**

This meeting went well and construction of this district should begin on or about April 1<sup>st</sup>, 2014.

**RESOLUTION NO. 25—RESOLUTION TO CALL A SPECIAL MEETING REGARDING TOWNLINE WATER PROJECT:**

Deputy Supervisor Veazey offered the following:

**RESOLUTION TO CALL A SPECIAL MEETING  
REGARDING THE TOWNLINE WATER PROJECT**

**WHEREAS**, the Towns of Batavia, Elba, Oakfield and Stafford have proposed the formation of a joint water system to service landowners within portions of all four Towns that is being referred to as the “Townline Water Project”, and

**WHEREAS**, each Town wants to conduct a joint informational meeting to be attended by members of the Town Boards and homeowners from all four Towns.

**NOW, THEREFORE, BE IT RESOLVED** by the Town Board of the Town of Oakfield, New York, that Special Meeting will be held as part of a joint meeting by all four Towns to provide information and answer questions with regard to the proposed Water District, to be held at the Elba Central School Auditorium on March 27, 2014, at 7:00 p.m., and

**BE IT FURTHER RESOLVED** that the Town Clerk is hereby directed to provide the media with the required notice of this Special Meeting.

Dated: March 11, 2014

**Second by:** Councilman Martin

**Ayes:** Glor, Veazey, Cianfrini, Kabel, Martin

**APPROVED unanimous vote (5-0)**

**RESOLUTION NO. 26—SUBMIT A GRANT APPLICATION FOR USG**

Deputy Supervisor Veazey offered the following:

**AUTHORIZATION TO SUBMIT A GRANT APPLICATION TO THE NEW YORK STATE OFFICE OF COMMUNITY RENEWAL FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING**

**WHEREAS**, United States Gypsum Company (“USG”) plans to modernize the operations at its facilities on Maple Avenue in the Town of Oakfield, such modernization to consist of building demolition, the construction of an addition to the main building, and the purchase and installation of new and used machinery and equipment (hereinafter the “Project”), and

**WHEREAS**, USG’s decision to undertake the Project in the Town of Oakfield was based in part on the offer of certain incentives by the Empire State Development Corporation, and

**WHEREAS**, such incentives include financing to be provided by the New York State Office of Community Renewal (the “OCR”) in the form of Community Development Block Grant (“CDBG”) funding, and

**WHEREAS**, the OCR has invited the Town to submit a grant application for funding to assist in financing the Project, and

**WHEREAS**, the Genesee Gateway Local Development Corporation (the “GGLDC”) is assisting in the facilitation of the project and has requested that the Town provide the OCR funding to the GGLDC as a grant for the purpose of making a grant or deferred loan to USG, and

**WHEREAS**, the GGLDC has the capacity to administer the OCR grant the best interests of the Town, and

**WHEREAS**, the Project will result in substantial benefit to the Town in the form of an estimated 12 new employment positions and the modernization of operations and facilities for USG’s 98 existing employees in the Town, and

**WHEREAS**, the Town has held a public hearing to obtain citizens’ views regarding the CDBG program as administered by OCR and regarding the Project;

Now, therefore, be it

**RESOLVED**, that the Town of Oakfield Supervisor is hereby authorized to submit a grant application in an amount to be determined by the OCR and not to exceed the sum of seven hundred fifty thousand dollars (\$750,000.00), such amount to be provided as a grant to the GGLDC to finance a portion of the cost of equipment for the Project and to fund the cost of grant administration and program delivery activities, and be it further

**RESOLVED**, that the Supervisor is hereby designated as the Environmental Certifying Officer for the purposes of complying with the applicable federal environmental review requirements for the OCR grant, and be it further

**RESOLVED**, that the Supervisor is hereby authorized to execute the OCR grant agreement and all related documents associated with the OCR grant, subject to review and approval by the Town Attorney.



**Second by:** Councilman Cianfrini  
**Ayes:** Glor, Veazey, Cianfrini, Kabel, Martin  
**APPROVED by unanimous vote (5-0)**

**RESOLUTION NO. 27—RESOLUTION TO ADOPT A NEGATIVE DECLARATION**

Councilman Kabel offered the following:

**RESOLUTION TO ADOPT A NEGATIVE DECLARATION**

**WHEREAS**, in accordance with the State Environmental Quality Review Act (SEQR), a grant application to the New York State Office of Community Renewal for community development block grant funding with regard to a project proposed by the United States Gypsum Company to upgrade its facilities located at 2750 Maple Avenue in the Town of Oakfield is an Unlisted Action; and

**WHEREAS**, the United States Gypsum Company, as the Project Applicant, has completed a Short Environmental Assessment Form, dated March 5, 2014, and

**WHEREAS**, the Oakfield Town Board acting as Lead Agency has reviewed the SEQR Short Environmental Assessment Form; and

**WHEREAS**, it has been determined that the proposed Project will not have an adverse impact on the environment.

**NOW, THEREFORE, BE IT RESOLVED** that the Town Board of the Town of Oakfield, New York, hereby directs the Supervisor to prepare the Negative Declaration Notice of Determination of Non-Significance with regard to the Project proposed by the United States Gypsum Company to upgrade its facilities, as described in the Short Environmental Assessment Form.

Dated: March 11, 2014

**Second by:** Deputy Supervisor Veazey  
**Ayes:** Glor, Veazey, Cianfrini, Kabel, Martin  
**APPROVED by unanimous vote (5-0)**

**RESOLUTION NO. 28—REOLSUTION TO DECLARE LEAD AGENCY**

Councilman Kabel offered the following:

**RESOLUTION TO DECLARE LEAD AGENCY**

**WHEREAS**, the Town Board has adopted a Resolution authorizing the Supervisor to submit a grant application to the New York State Office of Community Renewal for community development block grant funding with regard to a project proposed by the United States Gypsum Company to upgrade its facilities located at 2750 Maple Avenue in the Town of Oakfield, and

**WHEREAS**, the Town Board is the only agency that will be approving funding or directly undertaking an action.

**NOW, THEREFORE, BE IT RESOLVED** by the Town Board of the Town of Oakfield, New York that it shall be declared the Lead Agency with regard to a grant application as more particularly set forth in the first paragraph above.

Dated: March 11, 2014

**Second by:** Deputy Supervisor Veazey

**Ayes:** Glor, Veazey, Cianfrini, Kabel, Martin

**APPROVED by unanimous vote (5-0)**

**RESOLUTION NO. 29—ORDER FOR ESTABLISHMENT OF WATER DISTRICT NO. 5**

Councilman Cianfrini offered the following:

**RESOLUTION AND ORDER FOR ESTABLISHMENT OF**

**WATER DISTRICT NO. 5 FOR A PORTION OF THE TOWN OF OAKFIELD**

**WHEREAS**, the Town Board of the Town of Oakfield duly adopted a Resolution directing the Town Supervisor of the Town of Oakfield to file a map, plan and report as prepared by the Town's

engineer for providing the facilities, improvements or services in a portion of the Town of Oakfield, wherein a water district was proposed to be established, as hereinafter described, and

**WHEREAS**, after the said Town Supervisor duly filed said map, plan and report in the office of the Town Clerk of the Town of Oakfield on February 11, 2014, and the said Town Board did on February 26, 2014, duly adopt an Order reciting a description of the boundaries of the proposed district, the maximum amount proposed to be expended for the improvement, the proposed method of financing to be employed, the fact that a plan, map and report describing the same are on file in the Town Clerk's Office for public inspection and specifying that said Town Board shall meet at the Town Hall on the 11<sup>th</sup> day of March, 2014, for the purpose of conducting a public hearing on such proposal to establish the water district with the specified improvements and to hear all persons interested in the subject thereof concerning the same, and

**WHEREAS**, a "Petition to Request Water District " was filed in the Oakfield Town Clerk's Office on February 19, 2014, which was signed by a number of owners within said district, which was greater than the percentage required by law, and

**WHEREAS**, the improvements proposed are as follows: a project to provide a safe and reliable potable water supply and fire protection to certain residences in the proposed Water District No. 5. The overall project will consist of the construction and installation of approximately 4,400 linear feet of eight (8) inch water main along portions of Lockport Road; together with all related right-of-way costs, site work and other ancillary work, including hydrants, valves, apparatus, and other improvements and costs incidental thereto (referred to herein as "water improvement"), and

**WHEREAS**, copies of the aforesaid said Order for a Public Hearing were duly published and posted according to law, and said Town Board did, at the time and place specified in said Order, duly meet and consider such proposal and heard all persons interested in the subject thereof, who appeared at such time and place, concerning the same, and

**WHEREAS**, the evidence offered at such hearing requires that the Town Board make the determinations hereinafter made, and

**WHEREAS**, the Town Clerk mailed a certified copy of the "Public Notice", which contains the notice concerning the public hearing, along with other required information, to the Office of the State Comptroller, within the time deadline required by law, which was prior to fourteen (14) calendar days after this "Public Notice" was published in the official newspaper;

**NOW, THEREFORE, BE IT RESOLVED**, by the Town Board of the Town of Oakfield, in the County of Genesee, that it be and hereby is determined as follows:

(1) The aforesaid "Petition to Request Water District" was signed, and acknowledged or proved or authenticated, as required by law and is otherwise sufficient.

(2) The Notice of Hearing was published and posted as required by law and is otherwise sufficient.

(3) That all the property and property owners within the proposed water district are benefited thereby.

(4) That all of the property and property owners benefited are included within the proposed water district.

(5) It is in the public interest to establish the proposed water district as hereinafter described; and be it

**FURTHER RESOLVED**, that the Town Board does hereby approve the establishment of a Water District as hereinafter described to be known as the Town of Oakfield Water District No. 5. Said Water District being described on **EXHIBIT A**, attached hereto and made a part hereof; and be it

**FURTHER RESOLVED** that the maximum amount proposed to be expended for such water improvement is \$119,000.00, which is planned to be financed by a conventional bank loan at a 3% interest rate for a 30 year term, not to exceed \$119,000.00, offset by any funds received from the United States of America, and/or the State of New York, and/or the County of Genesee, and/or local grants; including, but not limited to, a State Municipal Fund Grant of approximately \$50,000.00, and be it

**FURTHER RESOLVED** that the proposed annual debt service (assuming 8 units) is estimated to be approximately \$441.00 per typical property user in the proposed district, which is a single family home, and be it

**FURTHER RESOLVED** that a typical household uses 60,000 gallons of water per year and the estimated cost of the water to be purchased by the water district's users is a total of \$4.35 per 1,000 gallons used, to be purchased from the Village of Oakfield, together with a \$25.00 per quarter flat fee;

thereby the average household can expect to additionally pay approximately \$361.00 per year for water purchase above and beyond the debt service, and be it

**FURTHER RESOLVED** that based upon the foregoing estimates, the total annual cost of the typical property in the proposed district is estimated to be \$802.00 per year, and be it

**FURTHER RESOLVED** that payment of the debt service will be made by levy and collection of special assessments from the several lots and parcels of lands within the water district, which the Town Board shall determine and specify to be specially benefited thereby, so much upon and from each as shall be in just proportion of the amount of benefit conferred upon the same, to pay the principal of and interest on said bonds, as the same shall become due and payable, and be it

**FURTHER RESOLVED** that each property will also have to pay for service from their home to the road right-of-way, incurring estimated onetime costs of approximately \$100.00 for a meter, plus approximately \$10.00 per linear feet of pipe, plus potential well abandonment or separation charges of approximately \$200.00; as well as any internal plumbing charges, and be it

**FURTHER RESOLVED** that this Resolution and Order is not subject to a permissive referendum; and be it

**FURTHER RESOLVED** that within ten (10) days after the adoption hereof, the Town Clerk shall post and publish as provided by law a Notice setting forth the date of the adoption of this Resolution and Order and containing an abstract of this Resolution and Order concisely stating the purpose and effect hereof; and be it

**FURTHER RESOLVED** that based upon the fact that the estimated total annual cost of the typical property in the proposed District is below the threshold set by the Office of the State Comptroller when a special district is created in the 2014 calendar year, approval of this District by the State Comptroller is not required; and be it

**FURTHER RESOLVED** that the Town Clerk is hereby authorized and directed to record a certified copy of this Resolution and Order in the Office of the Genesee County Clerk, and to file a certified copy of this Resolution and Order in the Office of the State Comptroller, within ten (10) days hereof.

DATE: March 11, 2014

**Legal Description Exhibit A**

All that tract or parcel of land situate in the Town of Oakfield, Genesee County, State of New York, being described as follows:

Beginning at a point being the intersection of the centerline of Lockport Road (49.5 feet wide right-of-way) and the centerline of Bliss Road (49.5 feet wide right-of-way) along a westerly line of the existing Town of Oakfield Water District No. 4; thence,

1. Southerly, along the centerline of Bliss Road and the existing Town of Oakfield Water District No. 4, a distance of 500 feet, more or less, to a point; thence,
2. Westerly, along a line 500 feet southerly of and parallel to the centerline of Lockport Road, through the lands of tax account numbers 11.-1-50.1, 11.-1-51.21, and 11.-1-51.11, a distance of 3,138 feet, more or less, to a point on the westerly line of tax account number 11.-1-51.11; thence,
3. Northerly, along the westerly line of tax account number 11.-1-51.11, a distance of 107 feet, more or less, to the southeasterly corner of tax account number 11.-1-53.12; thence,
4. Westerly, along the southerly line of tax account number 11.-1-53.12, a distance of 400 feet, more or less, to the southeasterly corner of tax account number 11.-1-53.111; thence,
5. Southwesterly, along the southerly line of tax account number 11.-1-53.111 and the southeasterly line of tax account number 11.-1-53.2, a distance of 354 feet, more or less, to a southerly corner of tax account number 11.-1-53.2; thence,
6. Westerly, along the southerly line of tax account 11.-1-53.2, a distance of 475 feet, more or less, to the southwestly corner of tax account number 11.-1-53.2, also being the boundary line of the Town of Alabama and the Town of Oakfield; thence,
7. Northerly, along the westerly line of tax account number 11.-1-53.2, across Lockport Road, and along the westerly line of tax account number 11.-1-54, said line also being the boundary line of the Town of Alabama and the Town of Oakfield, a distance of 1,005 feet, more or less, to a point 500 feet northerly of the centerline of Lockport Road on the westerly line of tax account number 11.-1-54; thence,
8. Easterly, along a line 500 feet northerly of and parallel to the centerline of Lockport Road, through the lands of tax account numbers 11.-1-54, 11.-1-55, 11.-1-58, and 11.-1-59.113, a distance of 4,457 feet, more or less, to a point along an easterly line of tax account number 11.-1-59.113, said point also being a northwestly corner of existing Town of Oakfield Water District No. 4; thence,
9. Southerly, along the easterly line of tax account number 11.-1-59.113 and a westerly line of the existing Town of Oakfield Water District No.4, a distance of 583 feet, more or less, to the "Point of Beginning."

Town of Oakfield Water District No. 5, as described above contains approximately 100.2 acres of land.

All as shown on a map prepared by Clark Patterson Lee, "Water District No. 5 – Water District Map", Drawing Number WD-01, dated January 22, 2014.

**Second by:** Councilman Kabel

**Ayes:** Glor, Veazey, Cianfrini, Kabel, Martin

**APPROVED by unanimous vote (5-0)**

**RESOLUTION NO. 30—SEQR RESOLUTION INTENT TO DECLARE LEAD AGENCY STATUS**

Deputy Supervisor Veazey offered the following:

**RESOLVED**, that in accordance with the New York State Environmental Quality Review (SEQR) regulations, the Town Board of the Town of Oakfield hereby announces its intent to serve as Lead Agency to conduct an environmental review of a project to construct public water supply improvements to serve the Town of Oakfield Water District No. 5 (Revised 2014). Approximately 4,400 linear feet of waterline will be installed along the north side of Lockport Road (County Road 12) between Bliss Road and the Alabama Town Line in the Town of Oakfield. The project will provide public water to properties that are currently dependent upon individual groundwater supplies that historically have produced very low yields of poor quality water.

**FURTHER RESOLVED**, the Town Board has determined that, as portions of the project are located within a Genesee County Agricultural District, the proposed action is a Type I action as defined under SEQR; and, be it

**FURTHER RESOLVED**, that the Town Board hereby accepts Part I of the Environmental Assessment of this project, prepared by Stuart I. Brown Associates, Inc., and be it

**FURTHER RESOLVED**, the Town Board will notify the Involved Agencies of its intention to act as Lead Agency for this project and will provide them with a copy of Part I of the full Environmental Assessment Form for review during the 30-day comment period.

STATE OF NEW YORK:

COUNTY OF GENESEE: ss

TOWN OF OAKFIELD:

I, Melissa M. Haacke, Town Clerk of the Town of Oakfield, Genesee County, New York, DO HEREBY CERTIFY that I have compared the foregoing resolution duly adopted by the Town Board of the Town of Oakfield on the 11<sup>th</sup>, day of March, 2014, with the original thereof now on file in my office, and the same is a correct and true copy of said resolution and of the whole thereof.

**Second by:** Councilman Kabel

**Ayes:** Glor, Veazey, Cianfrini, Kabel, Martin

**APPROVED by unanimous vote (5-0)**

**RESOLUTION NO. 31—EMERGENCY MANAGEMENT PLAN 2014**

Councilman Martin offered the following:

# TOWN OF OAKFIELD

# EMERGENCY MANAGEMENT PLAN

Approved March 11, 2014

Coordinator of Disaster Preparedness

for the Town of Oakfield

Thomas A. Graham

Executive Summary

Introduction



This plan is the result of recognition by the elected officials of the Town of Oakfield who have the primary responsibility for managing emergency and disaster situations. It was further recognized that a comprehensive plan was needed that was consistent with and closely linked to county and state plans. This plan is an integral part of the county and state emergency management program. Authority to undertake this effort is provided by Article 2-B of the State Executive Law.

The Town of Oakfield recognized the need for a comprehensive emergency management system at the local level. This plan outlines actions and activities to facilitate such a management capability.

The development of this plan was based on a realistic assessment of potential hazards, which could affect the Town of Oakfield, and an assessment of existing capabilities to respond to those situations.

This plan is in conjunction with the comprehensive plan adopted by the County of Genesee, which in an emergency or disaster will be the first unit of government officially notified and to whom requests for assistance are forwarded.

## Comprehensive Approach

The concept of prevention, mitigation, response and recovery is acknowledged as the appropriate way of managing emergencies and disasters. This comprehensive approach can save lives and minimize damage due to the occurrence of an unusual event. This plan consists of sections dealing with the aspects of a comprehensive approach.

## Management Responsibilities

This plan assigns responsibilities for emergency management to existing town departments and agencies. The assignments are made within the framework of the existing management organization of the various departments. Each department maintains standard operating procedures for special situations and they are considered part of this plan.

The Town of Oakfield is responsible for managing all phases of a disaster that occurs within the Town of Oakfield. Genesee County is obligated to provide assistance to the Town of Oakfield after resources are exhausted and the Town of Oakfield is unable to cope with the disaster.

This plan describes how centralized requests for assistance are to be handled and documented.

\* The following emergency response plans are included as part of this plan by reference. They include:

\* Town of Oakfield Hazardous Materials Response Plan

\* Genesee County Mass Casualty Incident Plan

A copy of each of these plans is included in this plan as well as being on file at the Oakfield Town Hall.

## Incident Classifications

Incidents are classified into three (3) categories. Authority is provided to a limited number of individuals to classify incidents. Certain automatic actions are initiated based on the incident classification. It is recognized that for an emergency plan to be successful, first responders must have the authority to activate the response plan and initiate critical actions to manage the situation.

The incident classifications are:

- I. Monitor
- II. Emergency
- III. Disaster

## Conclusion

This plan is intended to provide general all-hazards management guidance, using existing organizations and lines of authority to allow the Town of Oakfield to meet its responsibilities before, during and after an emergency occurs.

## **1.0 General Considerations and Planning Guidelines**

### **1.1 Policy regarding comprehensive emergency management**

1.1.1 A wide variety of emergencies, caused by nature's acts or mankind's own acts, result in loss of life, property and income, and disrupts the normal functions of government, communities and families, and cause human suffering.

1.1.2 The Town of Oakfield is responsible for providing the leadership and direction to prevent, mitigate, respond to, and recover from the dangers and problems arising from such emergencies in the Town of Oakfield.

1.1.3 Under the authority of Article 2-B of the New York State Executive Law, the Town of Oakfield may develop a comprehensive emergency management program to prevent, mitigate, respond to, and recover from emergencies and disasters.

1.1.4 To meet this responsibility, the Town of Oakfield has developed this comprehensive emergency management plan (comprehensive meaning an extraordinary happening, and management meaning overall coordination, direction and control).

1.1.5 This plan considers each management function from an all-hazards perspective.

1.1.6 Attachments that may be part of this plan will be hazard-specific.

1.1.7 This concept of comprehensive emergency management includes three (3) inter-related phases, which interact in an ongoing cycle: prevention and mitigation, response, and recovery.

1.1.8 Prevention and mitigation.

- \* Prevention refers to those short of long-term activities, which eliminate or reduce the number of occurrences of disasters.
  
- \* Mitigation refers to all activities, which reduce the effects of disasters when they do occur.

#### 1.1.9 Response

Response operations may start before the disaster event takes place, on receipt of advisories that floods, blizzards, or ice storms could impact the jurisdiction. This increased readiness response phase may include such pre-impact operations and activities as:

- \* Assessment and monitoring of the hazard;
- \* Alerting and warning of endangered populations;
- \* alerting of response forces to stand by;
- \* Evacuation or special sheltering of threatening populations;
- \* Dispensing and/or relocating critical equipment and resources.

Most response activities follow the immediate impact of an emergency or disaster. Generally, they are designed to minimize casualties and protect property to the extent possible through emergency assistance. They also seek to reduce the probability of secondary damage and to speed recovery operations.

Assumptions of the response situation include:

- \* The Town of Oakfield is damaged or exposed in some way;
- \* Evacuation of all or part of the town may be required because immediate and ensuing threats are uncontrollable;
- \* Response operations in the affected area are controlled by the Town of Oakfield and supported by the Genesee Co. Emergency Management Office.

#### 1.1.10 Recovery

Recovery activities are those following a disaster to correct adverse conditions, and to protect and return the quality of life to the community.

Recovery activities will include measures to:

- \* Prevent or mitigate a reoccurrence of the emergency responsible for the suffering of the community;
- \* Reinststate public services;
- \* Restore permanently private and public property;
- \* Repopulate evaluated areas.

### **1.2 Purpose and Objectives of this Plan**

1.2.1 This comprehensive emergency management plan is intended to set forth the basic information required by persons involved in an emergency due to the occurrence of a natural or manmade disaster in the Town of Oakfield.

It is not intended to replace an existing plan, i.e. Town of Oakfield Hazardous Materials Plan, but rather provide an overall plan for managing coordinating efforts to resolve the incident.

1.2.2 This information includes:

- \* Authority;
- \* Alerting;
- \* Monitoring;

- \* Communication and warning;
- \* Organizational structure for management;
- \* Response operating procedures;
- \* Availability of human resources and material;
- \* Remedial actions required for recovery;
- \* Actions required for prevention and mitigations.

1.2.3 The objectives of this plan are to:

- \* Identify, assess and prioritize local vulnerabilities to emergencies or disasters and the resources available to prevent or mitigate, respond to, and recover from them.
- \* Provide that the Town of Oakfield will take necessary actions to prevent or mitigate the effects of disasters and be prepared to respond to and recover from them when an emergency or disaster occurs.
- \* Provide for the utilization of all available public and private emergency resources to protect against and deal with an emergency or threatening situation.
- \* Request access to state and federal programs, through Genesee County, to assist victims of disasters and prioritize responding to the needs of the elderly, disabled, poor and other groups which may be especially affected.

### **1.3 Legal Authority**

Legal authority to undertake the development of the emergency plan and subsequent actions in an emergency, derive from the following:

1.3.1 New York State Executive Law, Article 2-B, as amended;

1.3.2 New York State Defense Emergency Act, as amended;

1.3.3 Town of Oakfield laws and ordinances.

## **1.4 Concepts of Operations**

1.4.1 The primary responsibility for responding to emergencies in Oakfield rests with the Oakfield Fire Department, the Town of Oakfield Supervisor, and the Town of Oakfield elected government officials.

1.4.2 The Oakfield Fire Department and the local government officials play an essential role as the first line of defense.

1.4.3 In responding to a disaster, the Town of Oakfield is required to make full use of its facilities, equipment, supplies, personnel and the resources of private agencies.

1.4.4 When an emergency or disaster is beyond the local management capability of the Town of Oakfield, and local resources are inadequate, the Town Supervisor may obtain assistance from other political subdivisions and the Genesee County Government.

1.4.5 The Town Supervisor, as Chief Executive, has the authority to direct and coordinate disaster operations and may delegate this authority to the Disaster Coordinator.

1.4.6 A request for assistance through Genesee County will be submitted through the Genesee County Emergency Management office. Subsequent access to state and federal resources will be requested by Genesee County.

1.4.7 Utilizing the Incident Command System (ICS) as the principle means of organizing and directing the effort to resolve the incident, trained individuals will work as a team to manage assets during the incident.



1.4.8 The Incident Commander or other designated individuals are tasked with activating this emergency plan by classifying the incident into one of three categories.

1.4.9 The classification levels are structured to trigger events and actions that initiate the activation and implementation of this emergency plan.

1.4.10 Operational guides assist key personnel in activating this emergency system, notifying proper personnel, and facilitating proper response to the incident.

1.4.11 Incident Command is established when an authorized individual (usually a fire chief, sheriff's deputy, or the Oakfield Highway Supt.) is on site and communicates their authority with all personnel involved. Later arriving officials should report to the incident commander in the command post for assignment or transfer of command. Higher ranking designated officials may assume command or assume advisor positions. (See transfer of command procedures)

## 2.0 Prevention and Mitigation

### 2.1 Potential Hazards

The Town of Oakfield recognizes the extensive work completed by Genesee County Emergency Management in the area of hazard identification. Building on this work, based on the history of emergency situations in this area, and assessing the changes to the area over the past several months and years, the following specific situations have been identified:

#### 2.1.1 Nature / Weather related

- \* Fire
- \* Flooding
- \* Snow Storms
- \* Ice Storms
- \* Wind related Storms

#### 2.1.2 Industrial related (including fixed site hazardous materials)

- \* Spills
- \* Water supply failure
- \* Release of airborne chemicals (ammonia)

#### 2.1.3 Transportation related (including in-transit hazardous materials)

- \* Highway
- \* Rail

#### 2.1.4 Violence related

\* Domestic

2.1.5 Amusement / Leisure Facilities

2.1.6 Terrorism / War related

## **2.2 Hazard Analysis and Establishment of Priorities for Planning**

2.2.1 All significant hazards that pose a potential threat to the Town of Oakfield are considered in this emergency plan.

2.2.2 Maps identifying the location of potential hazards are located at the Oakfield Town Hall.

## **2.3 Emergency Management Capability Assessment**

2.3.1 Periodic assessment of the Town of Oakfield's capability to manage the emergencies caused by the hazards identified and analyzed is a critical part of the prevention and mitigation phase.

2.3.2 A capability assessment will be conducted, with the assistance of the Genesee County Emergency Management Coordinator and used in the annual review of this emergency plan.

## **2.4 Multi-Year Development Plan**

2.4.1 The multi-year development plan will:

- \* Outline what needs to be done to achieve the desired management capabilities goals
- \* Serve as a framework for improving capability over a five (5) year period with the emphasis on the first year.
- \* Provide the basis for scheduling and finding long-term programs, projects, equipment, and the establishment of priorities.
- \* Be reviewed and updated annually.

## **2.5 Identification, Location, and Management of Critical Resources**

2.5.1 The Town Supervisor is responsible for mobilization and management of the town's resources.

2.5.2 The Disaster Coordinator will assist the Town Supervisor in the management of these resources.

2.5.3 The Oakfield Fire Department, through the use of the Genesee County Mutual Aid System, will provide assistance to the Disaster Coordinator for the management of additional resources.

2.5.4 A resources inventory will be updated annually and maintained by the Disaster Coordinator.

2.5.5 The Town of Oakfield Supervisor, as the director of resource management, is responsible for:

- \* Identifying and maintaining an inventory of all available town resources including: personnel, equipment and supplies that are under the control of, or available to the town, to be marshaled when a disaster threatens or strikes.

- \* Develop a standard resource inventory format including: classification, quantity, location of resources, and names, addresses and telephone numbers to be contacted in the event that resources are required to support the Town of Oakfield during an emergency.
  
- \* Keeping the inventories list of resources current.
  
- \* Assisting in the identification of resource requirements for personnel, equipment, and supplies during a disaster.
  
- \* Coordinating resource identification with the private sector organizations and volunteers in order to maintain adequate reserves in the following categories to supplement public resources:
  - \* Supplementary shelter facilities such as churches, motels, etc.
  
  - \* Special and heavy equipment
  
  - \* Emergency medical services and supplies
  
  - \* Food, fuel, and building supplies
  
  - \* Transportation (buses)
  
  - \* Special engineering services
  
  - \* Utilities

## **2.6 Comprehensive Emergency Management Planning**

2.6.1 The preparation of comprehensive plans to deal with emergencies, caused by potential hazards, is a preventive and mitigation activity.

2.6.2 New York State Executive Law, Article 2-B, Section 23 authorizes towns to prepare disaster preparedness plans.

2.6.3 This plan, therefore, has been prepared to assist the Town of Oakfield in preparing for, responding to and recovering from disasters.

2.6.4 The Town of Oakfield is responsible for:

- \* Preparing plans and recommendations for improving prevention and mitigation capability, and

- \* Submitting the plans to the Disaster Coordinator for the review and coordination with other departments and Genesee County.

2.6.5 The Disaster Coordinator will:

- \* Be responsible for the development and maintenance of the comprehensive emergency plan.

- \* In preparing the plan, seek cooperation, advice and assistance from:

- \* The County of Genesee;

- \* The New York State Disaster Preparedness Commission;

- \* Local Government officials and community services and agencies;

- \* The Oakfield Fire Department, outside ambulance services and other fire and medical resources;
  - \* Regional and local planning agencies;
  - \* Management of major private commercial and industrial enterprises;
  - \* The general public.
- \* Upon completion or revision of the comprehensive emergency plan, submit the plan to:
- \* The Oakfield Town Board, Highway Superintendent, Oakfield Fire Dept., and private sector organizations assigned to emergency responsibilities for their review and concurrence.
  - \* The Oakfield Town Supervisor for his/her approval.
  - \* Upon approval of this plan, distribute copies of this plan to all participating government and private sector organizations.
  - \* Maintain this plan by reviewing and updating it annually to reflect changes in government structure, technological changes, and eliminating plan deficiencies, identified by drills, exercises and plan implementation during disasters.
  - \* Submit this plan to the Genesee County Office of Disaster Preparedness annually for proper coordination of effort.
  - \* Establish and maintain records on all emergency plans prepared and revised by the Town of Oakfield.

- \* Keep a current inventory of programs relevant to the prevention and mitigation of, response to, and recovery from disasters.

## **2.7 Policies and Programs to Prevent and Mitigate Disasters**

2.7.1 The Oakfield Town Board will:

- \* Prepare policies, programs, and regulations to prevent and mitigate disasters.
- \* Develop compliance and enforcement programs to implement the policies.

## **2.8 Land Use Management**

2.8.1 The Oakfield Planning and Zoning Boards are responsible for land use management in the Town of Oakfield, which can take preventive and mitigation action.

2.8.2 New York State Laws, such as the General Municipal Law Article 12-B, enable local jurisdictions to manage and control land use in the community.

2.8.3 Land use management, among other things, may prevent loss and endangerment of human lives, private and public property due to disasters caused by flooding and erosion.

2.8.4 Through control of development and building in risk areas, disasters may be prevented and mitigated.



- 2.8.5 The Town of Oakfield Zoning ordinances, building permits, building codes, and flood regulations are effective land use management tools to implement control of development in hazardous areas.
- 2.8.6 The National Flood Insurance Program (NFIP) is available to local communities, with effective land use management programs, for mitigating the loss of, or damage to, private and public property through floods.
- 2.8.7 In order to participate in the NFIP, local flood plain management regulations should be consistent with section 60-3(B) of the NFIP regulations.

## **2.9 Monitoring of Identified Risk Areas**

- 2.9.1 The Disaster Coordinator will develop, with the assistance of the Town of Oakfield officials, the capability to monitor identified risk areas, in order to detect a hazardous situation and protect population.
- 2.9.2 As a situation develops, specific information will be obtained by monitoring the disaster effects and reporting this information to the Oakfield Town Board.
- 2.9.3 Resources from the county, other public agencies and the private sector will be identified to assist with monitoring functions.

## **2.10 Training of Emergency Personnel**

- 2.10.1 The Disaster Coordinator has the responsibility to:

- \* Arrange and provide training for key personnel, with the assistance from Genesee County Emergency Management

- \* Ensure training will:

- \* Include knowledge of characteristics of disasters and their consequences and implementation of emergency management programs including protective measures, notification procedures, available support and resources and resources and technical skills required for emergency management

- \* Provide emergency personnel with the variety of skills necessary to help reduce or eliminate the hazards of emergencies and increase their effectiveness to respond to and recover from emergencies of all types.

- \* Conduct periodic exercises and drills to evaluate local capabilities and preparedness.

- \* Consult with the Town of Oakfield, the Oakfield Fire Department and other towns in developing training courses and exercises.

2.10.2 All agencies assigned to emergency functions, are responsible to develop a training capability. All agencies should train their employees in duties and responsibilities in prevention and mitigation of, response to, and recovery from disasters.

2.10.3 Volunteers participating in emergency services, such as fire and rescue operations, ambulance services, first aid and other medical services, and Red Cross will be trained by these services in accordance with established procedures and standards.

## **2.11 Education and Public Awareness**

2.11.1 The Disaster Coordinator is responsible for:

- \* Providing education on disaster preparedness for the adult and youth population of the Town of Oakfield.
  
- \* Making the public aware of existing hazards in the Town of Oakfield.
  
- \* Familiarizing the public with the kind of protective measures the Town of Oakfield and Genesee County have developed to respond to any emergency arising from the hazard.

2.11.2 A well-educated public will be better prepared to follow and understand official instructions for protective actions.

2.11.3 The Disaster Coordinator will coordinate with the Genesee County Emergency Management and Disaster Preparedness Office.

## 3.0 Response

### 3.1 Emergency Response Organization, Assignment of Responsibilities and Concept of Operations

3.1.1 The nationally recognized Incident Command System (ICS) [also referred to as the Incident Management System] will be utilized to manage emergency responses in Oakfield. Incidents will be classified into one of the following categories:

#### 1. Monitoring / Standby

##### Conditions

- \* Very few outside resources needed;
- \* Limited area involved;
- \* Limited (few) injuries;
- \* Limited or little impact on community or surrounding area

##### Actions

1. Activate the Incident Command System (ICS)
2. Establish a command post (CP)
3. Make notifications
4. Fire Department
5. Town Supervisor
6. Disaster Coordinator

#### 2. Emergency

### **Conditions**

- \* Outside resources are needed and required;
- \* Incident is broader scope;
- \* More than one agency or jurisdiction is involved;
- \* There are multiple casualties;
- \* A wider area is involved;
- \* There is greater impact on the community or surrounding area;
- \* Civil disorder is occurring.

### **Actions**

- \* Activate the Incident Command System (ICS);
- \* Establish a command post (CP);
- \* Make notifications:
  - \* Fire Department
  - \* Town Supervisor
  - \* Disaster Coordinator
  - \* Genesee County Emergency Management Office
- \* Open the Emergency Operations Center
- \* Management team reports to the Emergency Operations Center (EOC).

## **3. Disaster**

### **Conditions**

- \* Extensive outside resources are needed and required;

- \* Incident is large in scope (wide area is covered);
- \* Many agencies or jurisdictions are involved;
- \* There is a large impact on the community or surrounding area;
- \* Major snow, ice or wind storm, mass casualties, hazardous materials, air crash, civil disorder or terrorist attack.

**Actions**

- \* Activate the Incident Command System (ICS);
- \* Establish a command post (CP);
- \* Make notifications:
  - \* Fire Department
  - \* Town Supervisor
  - \* Disaster Coordinator
  - \* Genesee County Emergency Management Office
- \* Open the Emergency Operations Center (EOC);
- \* Management team reports to the Emergency Operations Center (EOC).

3.1.2 The initial Incident Commander in most situations will be a command officer from either the fire department or sheriff's department. As the incident expands or affects the entire Town of Oakfield or is of such severity, the command may shift to the Oakfield Town Supervisor. (Note: The Incident Commander for unique situations (major water leaks) may be the Oakfield Highway Superintendent.)

3.1.3 The Town of Oakfield Supervisor is the Chief Executive Officer, and:

- \* Shall take command of the emergency response organization as soon as he/she has been alerted by the fire department or sheriff's department of the scope and magnitude of the emergency as described in the initial situation report which indicates the

necessity of his/her personal management and direction of the response and recovery operations. The scene shall be turned over from the Oakfield Fire Chief when the Fire Chief deems the scene secure and safe. In some instances, the Town of Oakfield

Supervisor may leave the scene in control of the Fire Chief and act as a liaison.

\* Shall control the use of the Town of Oakfield owned resources and facilities for disaster response.

\* May declare a local state of emergency in consultation with the Town Attorney.

\* May request assistance from Genesee County and neighboring jurisdictions when the situation escalates beyond the capability of the Town of Oakfield.

\* May provide assistance at the request of other local governments.

\* May broadcast local emergency orders.

\* May waive local laws, ordinances, and regulations.

\* Shall make arrangements with support from town agencies for safeguarding of essential town records for continuing government functions.

3.1.4 If the Oakfield Town Supervisor is not available, the following line of command and succession is established to ensure continuity of local government and direction of emergency operations:

\* The Oakfield Deputy Town Supervisor shall be in command until the Oakfield Town Supervisor is available

\* If the Oakfield Town Supervisor and Oakfield Deputy Town Supervisor are unavailable, then the chain of command and succession will be:

- \* Disaster Coordinator
- \* Fire Chief or his/her designee
- \* Highway Superintendent

3.1.5 The Disaster Coordinator:

\* Serves as the chief of staff to the chief executive or his/her substitute to coordinate the emergency response operations.

\* Establishes an Emergency Operations Center (EOC)

\* Recommends to the Oakfield Town Supervisor to declare a local state of emergency based on the severity of the situation and the necessity to use additional resources.

3.1.6 Primary Participants of the Town of Oakfield in the Emergency Response Organization are:

**Town of Oakfield**

- \* Oakfield Fire Company
- \* Oakfield Highway Superintendent
- \* Town of Oakfield Government Officials

**Genesee & Neighboring Counties**



- \* Mercy Ground and air EMS
- \* Genesee & Erie County Sheriff Department's
- \* New York State Police
- \* Alabama Fire Department
- \* Town of Batavia Fire Department
- \* Elba Fire Department
- \* East Pembroke Fire Department
- \* East Shelby Fire Department
- \* Shelby Fire Department

**Private, Semi-Private and Volunteer Agencies**

- \* City of Batavia Fire Department
- \* Rural – Metro Ambulance
- \* American Red Cross
- \* Salvation Army

3.1.7 Emergency response is organized around the Incident Command System (ICS). In addition to establishing command and building a command organization, the Incident Commander is responsible for classifying the incident and initiating the proper notifications.

The following occur automatically when one of the incident classifications is declared:

**1. Monitoring / Standby**

- \* Activate the Incident Command System (ICS);
- \* Establish a command post (CP);
- \* Make notifications:

1. Fire Department
2. Town Supervisor
3. Disaster Coordinator

## **2. Emergency**

- \* Activate the Incident Command System (ICS);
- \* Establish a command post (CP);
- \* Make notifications:
  1. Fire Department
  2. Town Supervisor
  3. Disaster Coordinator
  4. Genesee County Emergency Management Office
- \* Open the Emergency Operations Center (EOC)
- \* Management team reports to the EOC

## **3. Disaster**

- \* Activate the Incident Command System (ICS);
- \* Establish a command post (CP);
- \* Make notifications:
  1. Fire Department
  2. Town Supervisor
  3. Disaster Coordinator
  4. Genesee County Emergency Management Office
- \* Open the Emergency Operations Center (EOC);

- \* Management team reports to EOC;
- \* Incident management team reports to the EOC;
- \* Oakfield Town Supervisor implements Article 2-B, if appropriate.

3.1.8 Command decisions for each organization's field unit participating in the response will remain with the Incident Commander.

3.1.9 The Incident Commander is in overall command of all field operations.

### **3.2 Directions, Control and the Emergency Operations Center (EOC)**

3.2.1 Town of Oakfield response will be directed and controlled from the Emergency Operations Center (EOC) located at the Oakfield Town

Hall, 3219 Drake Street Road, Oakfield, NY.

3.2.2 If the Town of Oakfield EOC is rendered inoperable, a secondary EOC

will be established at either Haxton Memorial Library 5 North Pearl St. at Drake Street, or the Oakfield-Alabama Central School, 7001 Lewiston Rd., Oakfield, NY.

3.2.3 The Town emergency response will be directed and controlled from the Emergency Operations Center (EOC).

3.2.4 EOC operations provide for centralized direction and control of the emergency response and centralized coordination of the Town of Oakfield and private agencies activities or involvement.

3.2.5 The Disaster Coordinator is responsible for managing the EOC during emergencies.

3.2.6 A line of command and succession will be established for continuity of operations at the EOC.

3.2.7 In the event of a prolonged disaster situation, the EOC command structure will be organized into two (2) teams. Each team will be assigned to twelve (12) hour shifts to be designated by the Disaster Coordinator based on the conditions of the incident.

3.2.8 The EOC will be staffed to operate continuously on a twenty-four (24) hour basis if required.

3.2.9 EOC Security

\* The Disaster Coordinator is responsible to provide security at the EOC. A system of documenting those in the center and issuing passes will be adopted by the coordinator.

### **3.3 Declaration of State of Emergency**

3.3.1 The Oakfield Town Supervisor may issue a declaration of a “Local State of Emergency.”

3.3.2 Should the emergency escalate beyond the capability of the Town of Oakfield, authority exists under State Executive Law Article 2-B, for local jurisdictions to obtain aid from other towns.

3.3.3 The Genesee County Emergency Manager (GM-1) would be contacted if assistance is required from outside the Town of Oakfield.

3.3.4 When seeking and accepting assistance from other towns, the terms and conditions of such assistance are mutually agreed to by the chief executives of the requesting and assisting jurisdictions.

3.3.5 A town offering assistance may provide any services, equipment, facilities, supplies, personnel, or other resources of that town on the terms

and conditions mutually agreed to by the chief executives of the participating towns.

### **3.4 Evacuation as a Protective Action Response**

3.4.1 Based on the on-scene assessment of the emergency characteristics such as magnitude, intensity, time until onset and duration, and the recommendation of the Disaster Coordinator, the Oakfield Town

Supervisor may designate specific zones within which the occupancy and use of buildings and the entrance and exit of vehicles and persons may be prohibited or regulated, and issue an evacuation order.

3.4.2 The Disaster Coordinator will:

- \* Notify the Genesee County Emergency Management Office on their twenty-four (24) hour line at (585) 344-3313 or 911 of the evacuation order.

- \* Direct the coordination with the Oakfield Fire Department and Sheriff's Department of the evacuation operation procedures for:

- \* Warning and notifying the public within the disaster area.
- \* Establishing of evacuation routes.
- \* Informing the public about emergency conditions, evacuation routes, destination of evacuees, and other vital information.
- \* Closing of schools and other public facilities.
- \* Providing means of transportation.

- \* Providing security, law enforcement and fire protection for the shelter areas.
  - \* Providing operational support to the Incident Commander.
  - \* Arrange support from surrounding jurisdictions and Genesee County.
  - \* Initiating the general return to evacuated areas.
  - \* Initiating the recovery process.
- \* In coordination with the Incident Commander:
- > Estimate the total number of persons to be evacuated; and
  - > the number of evacuees that need public transportation and shelter.
  - > Identify the number and type of vehicles required for the evacuation of persons without transportation.
  - > Notify the transportation coordinator of the transportation support requirements.

#### 3.4.3 The Incident Commander will:

- \* Direct the evacuation operations within the disaster area (depending on the scale of the emergency, he/she may be assisted by an evacuation coordinator to carry out the many varied responsibilities involved in the operation).
- \* Coordinate, through the EOC, public notification and warning of evacuation and public information.
- \* If appropriate, stage the evacuation movement, based on those in the greatest danger and all logistical and transportation considerations.

- \* Coordinate with the Sheriff's Department, through the EOC, the evacuation movement to shelters.

- \* Coordinate with the Sheriff's Department and the local fire agencies, for the provision of security, law enforcement and fire protection for the evacuated areas.

#### 3.4.4 The Transportation Coordinator will:

- \* Direct the required number and types of vehicles to evacuate persons without transportation, the elderly and disabled.

- \* Coordinate operations with the Incident Commander, through the EOC, to provide buses and designated bus pickup points.

- \* Establish a dispatching system to control the movement of buses from the emergency zones to the shelters.

#### 3.4.5 The Genesee County Sheriff's Office will:

- \* Designate evacuation routes from the evacuation zones to the shelters.

- \* Control the movement of all traffic on the evacuation routes by establishing traffic control points.

- \* Coordinate road service support through the EOC with the Highway Department and contact towing services.

- \* Provide security for the evacuation area and at the shelters.

- \* Provide emergency zone perimeter control and coordinate, through the EOC, with the Incident Commander.

- \* Provide traffic control for the return movement.

3.4.6 The attachments contain detailed information on the following:

- \* Pre-designated evacuation zones and maps (located at the Oakfield Town Hall).
- \* Transportation agencies (see resource list)
- \* Emergency housing and food services (see resources list)

3.4.7 The decision to evacuate or use in-place shelters is a difficult one. A checklist is provided as a guide in Section 5.9 Guide E. [Reference is the National Institute for Chemical Studies and appears in the document, [Blueprint for Community Emergency Management](#), A Text for Managing Emergency Operations, produced and published by the Emergency Response Institute, pages 314 – 315]

### **3.5 In-place Sheltering and Reception as a Protective Action Response**

3.5.1 When the emergency situation does not require evacuation or if time and circumstance render evacuation impractical, the citizens of the Town of Oakfield residing in or near a hazard area, may be directed by the Oakfield

Town Supervisor to take protection, by taking shelter in their homes or other designated buildings, located within the hazard area.

3.5.2 The Disaster Coordinator will maintain a current FEMA printout (to be provided by Genesee County) of the National Shelter Survey (NSS), which is all facility listings, that includes information on the available number of shelter spaces and their protection factor (PF), in all public and private buildings.



3.5.3 The American Red Cross chapter in Genesee County has a primary legal responsibility to provide emergency reception and care services for individuals and families taking shelter in the designated facilities.

3.5.4 The Town of Oakfield will coordinate with the Red Cross of Genesee County. Services and support operations are outlined in this county emergency plan.

## 4.0 Recovery

### 4.1 Damage Assessment

4.1.1 Responsibility for damage assessment lies with the Town of Oakfield. The Red Cross also is tasked with the responsibility and can provide assistance in this area. The Oakfield Code Enforcement Officer, along with other individuals identified by the Town of Oakfield, will team with the Red Cross to perform the initial damage assessment.

4.1.2 Persons tasked with conducting the damage assessment will utilize a standardized method of documenting, describing, and communicating damage observed. A systematic geographical system will be utilized to gather and disseminate the information to appropriate groups and agencies.

4.1.3 The damage assessment process will be managed and directed from the EOC. A damage assessment officer may be appointed to direct and control the effort. Duties of the damage assessment officer could include:

- \* Direct all damage assessment activities and compile consolidated information.
- \* Utilize and request resources sufficient to conduct an assessment within the time parameters established.
- \* Work closely with the Red Cross to coordinate assessment activities.
- \* Maintain a close liaison with the Genesee County Disaster Preparedness Coordinator.
- \* Insure a standard reporting format be used in communicating information.

- \* Coordinate all damage assessment activities with the Incident Commander.

4.1.4 The data will be gathered and reported on a standardized form.

## **4.2 Planning for Recovery and Re-Population**

4.2.1 Recovery is community development and redevelopment.

4.2.2 Community development is based on a comprehensive community development plan prepared under the direction of the Oakfield Planning Board with technical assistance provided by Genesee County Planning Board.

4.2.3 Comprehensive community development plans are officially adopted by the Town of Oakfield as the official policy for development of the community of Oakfield.

4.2.4 The Town of Oakfield will decide whether the recovery will be managed through existing organizations with planning and coordination skills or by a recovery task force.

4.2.5 The recovery and redevelopment plan shall include, but not be limited to proposals for:

- \* Replacement, reconstruction, removal or relocation of damaged or destroyed public facilities and infrastructures.

- \* Establishment of priorities for emergency repairs to community facilities, buildings and infrastructures.

- \* New or amended zoning ordinances, town regulations, building and sanitary codes, and other land use management regulations as appropriate.

4.2.6 The recovery and redevelopment plan shall take into account and incorporate to the extent practical, relevant existing plans and policies.

4.2.7 Prevention and mitigation measures should be incorporated into all recovery planning whenever possible, such as:

- \* Engineering solutions to reduce vulnerability to certain disaster types.

- \* Land use management regulations.

- \* Local ordinances which mitigate against disasters from natural and man-made hazards.

4.2.8 Responsibilities for recovery are assigned to the Town of Oakfield under Executive Law Article 2-B, and depend on whether or not a gubernatorial disaster was issued for a specific disaster.

4.2.9 If the governor declares a “State Disaster” then under section 28-A, the Town of Oakfield has the following responsibilities:

- \* The Town of Oakfield shall prepare a local recovery and redevelopment plan, unless the legislative body shall determine such a plan to be unnecessary and impractical.

- \* Within fifteen (15) days after the declaration of a state of disaster, the Town of Oakfield shall report to New York State Disaster Preparedness Commission (NYS DPC) through the State Emergency Management Office whether the preparation of a

recovery and redevelopment plan has been commenced, and if not, the reasons for not preparing such a plan.

\* Proposed plans shall be presented at a public hearing upon five (5) days notice published in the Town of Oakfield's Official Newspaper(s) and transmitted to the radio and television media for publication and broadcast.

\* The local recovery and redevelopment plan shall be prepared within forty-five (45) days after the declaration of a state of disaster and shall be transmitted to the New York State Disaster Preparedness Commission (NYS DPC). The NYSDPC shall provide its comments on the plan within ten (10) days after receiving such a plan.

\* A plan shall be adopted by the Town of Oakfield within ten (10) days after receiving the comments from the NYSDPC.

\* The adopted plan may be amended at anytime in the same manner as originally prepared, revised and adopted, and shall be the official policy for recovery and redevelopment within the Town of Oakfield.

### **4.3 Reconstruction**

4.3.1 Reconstruction consists of two (2) phases.

> Phase 1 – Short term reconstruction to return vital life support systems to minimum operating standards.

> Phase 2 – Long term reconstruction and redevelopment, which may continue for years after a disaster and will implement the officially adopted plans, policies and programs for redevelopment.

4.3.2 Long term reconstruction and recovery includes activities such as:

- \* Scheduled planning for redevelopment
- \* Analyze existing state and federal programs to determine how they may be notified or applied towards reconstruction.
- \* Conduct public meetings and hearings.
- \* Provision of temporary housing and public facilities.
- \* Public assistance.
- \* Coordination of state and federal recovery assistance.
- \* Monitoring of reconstruction progress.
- \* Preparation of periodic program reports to be submitted to SEMO

4.3.3 Reconstruction operations must conform to all existing state and federal laws and regulations concerning environmental impact.

4.3.4 Reconstruction operations in and around designated historical sites must conform to existing state and FEMA guidelines.

#### **4.4 Information on Recovery Assistance**

- \* The Town of Oakfield will work closely with Genesee County to disseminate information to the public on the availability of emergency public assistance, and who provides the assistance, who is eligible, etc.



## **5.0 Attachments**

### **5.1 Definitions of Common Terms and Acronyms Used in the Emergency Management Process and the Incident Command System**

#### **Agency**

Any department, division, commission, authority, government, corporation, independent establishment, or other agency, state or local government. See also "Federal Agency."

#### **Agency Representative**

Individual assigned to an incident from an assisting or cooperating agency who has been delegated full authority to make decisions on all matters affecting those agencies participating at the incident. Agency Representatives report to the Incident Liaison Officer.

#### **ANRC or ARC**

American National Red Cross

#### **CAP**

Civil Air Patrol

#### **Capability Assessment**

Capability assessment is a process to measure existing capabilities and identify specific deficiencies in emergency management.

#### **CEM**



## Comprehensive Emergency Management

### **CHEMTREC**

Chemical Transportation Emergency Center. A public service of the manufacturing chemists association to provide immediate advice for those at the scene of emergencies involving chemicals and then contact the shipper for more detailed assistance and appropriate follow-up. The service is available 24 hours a day at the toll free number: 1-800-424-9300.

### **Chief Executive**

1. Chairman of the legislative board
2. The Supervisor of a Town
3. The mayor of a city or village

### **COE**

Corps of Engineers, US Army

### **Comprehensive Emergency Management**

Comprehensive Emergency Management, a concept that refers to the management of emergency programs by coordinating and integrating, wide-range functions of numerous agencies for all types of emergencies, for all phases of operation (prevention / mitigation, response, and recovery) and for all levels of government. The concept assumes the establishment of a working partnership between government at all three levels and the private sector.

### **Command**

The act of directing, ordering and/or controlling resources by virtue of explicit legal, agency, or delegated authority.

## **Commission**

The Disaster Preparedness Commission created pursuant to Section 21 Article 2-B of the State Executive Law.

## **County Assistance**

Aid to disaster victims or local governments by county agencies. Such assistance may be in the form of lending county equipment, supplies, facilities, personnel or other resources; performing emergency work or services essential to save lives and protect and preserve property, public health and safety; debris clearance; and temporary housing.

## **County's Authorized Agent**

The person named by the County Chairman of the legislature, to execute on behalf of the county all necessary documents for disaster assistance from the state and federal government, following the gubernatorial and presidential declarations.

## **Damage Assessment**

Procedure to assess and describe the nature, and estimate the dollar value of damages resulting from an emergency or disaster.

## **Damage Assessment Report**

Report containing information on destroyed property, major or minor damage to the extent not covered by insurance, prepared by a local damage assessment team. The report will include an evaluation of the social and economic impact of the disaster in the terms of "people problems," and assistance required.

## **DEA**

Defense Emergency Act, New York State

### **Disaster Assistance Center**

A temporary office located at or near a disaster site which is staffed with representatives of federal, state, local and volunteer agencies for the purpose of assisting individual disaster victims in obtaining disaster relief to which they are entitled. Often referred to as a “One Stop” center.

### **DAC**

Disaster Assistance Center

### **Disaster Relief Act of 1974**

Public Law 93-288 (PL 93-288). The law enacted by congress to enable the president to establish a program of disaster preparedness, utilizing the services of all appropriate federal agencies, for the prevention / mitigation, response, and recovery from emergencies and major disasters, including technical assistance, use of federal resources, and financial assistance.

### **DPC**

Disaster Preparedness Commission, New York State

### **EAS**

Emergency Alert System (Replaces the Emergency Broadcast System)

### **EHTR**

Emergency Highway Traffic Regulations. Federal and state regulations for the control of highway usage during times of emergency.

## **Emergency**

Air and water contamination; blight; civil disturbance or terrorism; drought; earthquake or volcanic activity; energy emergency; epidemic; explosion; fire; flood or high water; forest fire; hazardous materials accident; hurricane, tornado or windstorm; ice jam; ice storm; infestation; land or mudslide; oil spill; radiological accident or incident; snowstorm or blizzard; transportation accident, or other catastrophe in any part of the county which requires county emergency assistance to supplement local efforts to save lives and property, public health and safety or to avert or lessen the threat of danger. Also used in the Disaster Relief Act of 1974 with similar meaning when federal emergency assistance is required to supplement state efforts.

## **Emergency Operations Center**

A facility with the necessary communications from which essential emergency functions can be directed, controlled and coordinated on a 24 hour basis.

## **EOC**

Emergency Operations Center

## **Emergency Shelter**

A form of mass or other shelter provided for the communal care of individuals or families made homeless by an emergency or major disaster.

## **EPA**

Environmental Protection Agency, US

## **Federal Agency**

Any department, independent establishment, governmental corporation, or other agency of the executive branch of the federal government, including the US Postal Service, but not including the American Red Cross.

### **Federal Aid**

Aid to disaster victims of state or local governments by federal agencies. Such assistance may be in the form of federal agencies utilizing or lending equipment, supplies, facilities, personnel or federal resources; the distribution, through relief or disaster assistance organizations, or otherwise medicine, food and other consumable supplies; or emergency assistance; donating or lending equipment or supplies, performing emergency work or services essential to save lives and to protect and preserve property, public health and safety; debris clearance; temporary housing; financial assistance in repair and restoration of certain damaged facilities; and several other forms.

### **Federal Coordinating Officer**

The person appointed to coordinate federal assistance in a presidentially declared emergency or major disaster.

### **FCO**

Federal Coordinating Officer

### **FEMA**

Federal Emergency Management Agency, US

### **FHWA**

Federal Highway Administration, US

### **Governor's Authorized Representative**

The person named by the governor in the federal-state agreement under PL 93-288 to execute on behalf of the state all necessary documents for disaster assistance following the declaration by the president of an emergency or major disaster, including certification of applications for public assistance.

### **GAR**

Governor's Authorized Representative

### **Hazard Analysis**

Hazard analysis is a process of systematic investigation of potential disasters in terms of frequency, magnitude, location, and probability of occurrence, in order to forecast their possible effects on the people, systems, facilities, resources of the city or town.

### **HAZMAT**

Hazardous Materials

### **Incident Command System (ICS)**

An incident command system (ICS) with a common organization structure has responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident.

### **Incident Commander (IC)**

The individual responsible for the management of all incident operations

### **Major Disaster**

Any emergency, as defined previously, which, in determination of the president, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Disaster Relief Act of 1974, above and beyond emergency services by the federal government, to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

### **Man-made Disaster**

Any disaster that results from human actions or the lack thereof, including but not limited to fire, epidemic, air or water contamination, explosion, or radiological accident.

### **MAST**

Military Assistance to Safety and Traffic. A cooperative program of the federal departments of transportation, defense and health and human services whereby suitably equipped army and air force helicopters with medically trained crew members, maintained in a state of readiness for military requirements, also response to civilian medical emergencies where they can do so without compromising their primary military mission.

### **Multi-year Development Plan**

The multi-year development plan is a planning and management tool, that allows emergency managers to program the elimination of capability shortfalls, identified by the capability assessment and project the fiscal requirements to accomplish this.

### **MYDP**

Multi-Year Development Plan

### **Natural Disaster**

Any disaster that results from natural causes, including but not limited to earthquakes, hurricanes, tornados, storms, high winds, floods or wave action.

### **NAWAS**

The National Warning System. A system of dedicated telephone lines originating at Colorado Springs, CO, through various federal and state warning points and terminating at county and city warning points, weather service installation, and other critical locations. The system is manned 24 hours a day for the primary purpose of disseminating warning or enemy attack and is also used to disseminate warnings and information on all types of emergencies and disasters. The State EOC is the New York State warning point and controls the system within the state.

### **NFIP**

National Flood Insurance Program

### **NOAA**

National Oceanic and Atmospheric Administration, US

### **NWS**

National Weather Service, US

### **NYSPIN**

New York State Police Information Net

### **One-Stop Center**

See "Disaster Assistance Center"



### **Public Information Center**

A center established by the public information officer from where to respond to inquiries from the general public and news media.

### **PIC**

Public Information Center

### **Public Information Officer**

Person designated as the official source of public information during an emergency or disaster operation.

### **PL 93-288**

Public Law 93-288, The Disaster Relief Act of 1974

### **RACES**

Radio Amateur Civil Emergency Service. An organization of licensed amateur radio operators dedicated to providing communication services during time of an emergency

### **Resources**

All assets of an agency or organization, including materials, systems, and personnel.

### **Regional Response Teams**

Teams consisting of SEMO Regional Director for the affected area, A National Guard Liaison Officer, a field representative of the American Red Cross, and representatives from appropriate state agencies to:

1. Assist local government emergency officials to analyze and assess the impact of an emergency or disaster.
2. Provide technical assistance to local government officials as necessary.
3. Advise the governor, through his/her emergency management officer, as to a proper course of action for the state government.

## **RRTS**

Regional Response Teams

## **SEMO**

State Emergency Management Office

### **State Coordinator Officer**

The person on scene, or in the vicinity, who coordinates all state activities involved in the response to an emergency or disaster, normally the director of the SEMO district office in the affected area. Under a presidentially declared emergency or major disaster, the person appointed by the governor to act in cooperation with the federal coordinating officer.

### **State Disaster Emergency**

The period beginning with a declaration by the governor that a disaster exists and ending six (6) months later unless rescinded or extended by the governor.

**Utility**

Structures of systems of energy, power, or water storage, supply and distribution, sewage collection and treatment, telephone, transportation, or other similar public service.

**Warning**

Notification to government agencies of impending dangerous situations, through NYSPIIN, and notification to the public, through EAS, including actions that can be taken to prevent or mitigate damage or injury.

## 5.2 Hazard Analysis – Map of Risk Areas

- \* Maps of the Town of Oakfield are on file at the Oakfield Town Hall and at the end of this emergency plan

## 5.3 Specific Powers and Authorities (Article 2-B)

### 5.3.1 Declaration of a State of Emergency (Executive Law 2-B, Section 24)

1. This section of the executive law authorizes the Chief Executive (Oakfield Town Supervisor) to proclaim a “local state of emergency” within all or part of the territorial limits of the Town of Oakfield in the event of a disaster or emergency, or in the event of a reasonable threat of immediate danger where the public is imperiled.

Following such a proclamation and during the continuance of a “local state of emergency,” the Chief Executive may promulgate local emergency orders to protect life and property and bring the emergency situation under control. Such orders may, within part of all the territorial limits of the Town of Oakfield provide for:

- A. The establishment of a curfew and the prohibition and control of pedestrian and vehicular traffic;
- B. The designation of specific zones where the occupancy and use of buildings and the ingress and egress of vehicles and persons may be prohibited or regulated;
- C. The regulation and closing of places of amusement and assembly;
- D. The suspension or limitation of the sale, dispensing, or use of transportation of alcoholic beverages, firearms, explosives, and flammable materials and liquids;

E. The prohibition and control of persons on public streets and places;

F. The suspension of parts of all of the local laws, ordinances, or regulations (within the limitations of federal and state constitutional, statutory, and regulatory laws) which may prevent, hinder, or delay necessary actions coping with disaster or recovery whenever:

(1) A request has been made pursuant to subdivision 7 of this section

-OR-

(2) Whenever the governor has declared a state disaster emergency pursuant to Section 28 of this article. Suspension of any local subject to the following standards and limits:

a. No suspension shall be made for a period in excess of five (5) days. Upon reconsideration of all the relevant facts and circumstances, a suspension may be extended for additional periods not to exceed five (5) days each while the state of emergency is in effect;

b. No suspension shall be made which does not safeguard the health and welfare of the public and which is not reasonably necessary to the disaster effort;

c. Any such suspension order shall specify the local law, ordinance or regulation, or part thereof suspended and the terms and conditions of the suspension;

d. The order may provide for such a suspension only under particular circumstances, and may provide for the alternation or modifications of the requirements of such a local law, ordinance, or regulation suspended, and may include other terms and conditions;

e. Any such suspension order shall provide for minimum deviation from the requirements of the local law, ordinance, or regulation suspended consistent with the disaster action deemed necessary;

f. When practical, specialists shall be assigned to assist with the related emergency actions to avoid adverse effects resulting from such a suspension.

2. A local emergency order shall be effective from the time and in the manner prescribed in the order, and shall be published as soon as practical in the newspaper or general circulation in the area affected by such the order, and transmitted to the radio and television media for broadcast.

Such an order may be amended, modified, and rescinded by the chief executive (Oakfield Town Supervisor) during the state of emergency. Such an order shall cease to be in effect in five (5) days after promulgation or upon declaration by the Genesee County Manager that the state of emergency no longer exists, whichever occurs first. The chief executive may extend such an order for an additional five (5) days each while the local state of emergency remains in effect.

3. The local emergency orders of the chief executive shall be executed in triplicate and shall be filed within seventy-two (72) hours or as soon thereafter as practicable in the office of the clerk of the governing board of Genesee County, the office of the Genesee County Clerk, and the office of the Secretary of New York State.
4. Nothing in this section shall be deemed to limit the power of the Town of Oakfield to bestow with the Oakfield Town Supervisor and additional duties or responsibilities deemed appropriate.

5. Any person who knowingly violates any local emergency orders given by the Oakfield Town Supervisor promulgated pursuant to this section is guilty of a Class B Misdemeanor.

6. Whenever a local state of emergency has been declared pursuant to this section, the Oakfield Town Supervisor may request the governor to provide assistance under this chapter, provided the Town Supervisor determines the disaster is beyond the capacity of the Town of Oakfield and Genesee County to adequately meet, and state assistance is necessary.

7. The Genesee County Legislature may terminate, by concurrent resolution, such emergency order at any time.

#### 5.3.2 Utilization of Local Resources

(Executive Law 2-B, Section 25)

1. Upon the threat or occurrence of a disaster, the chief executive of any local government is authorized and empowered to use any and all facilities, equipment, supplies, personnel, and other resources of his political government in such manner as may be necessary or appropriate to cope with the disaster or emergency.

2. A chief executive may also request and accept assistance from any other local government and may receive and utilize any real or personal property, or the service of any personnel, on such terms and conditions as may be mutually agreed to by the chief executive of the requesting and assisting government.

3. Upon receipt of a request for assistance made pursuant to Subdivision or 3 of this section, the chief executive officer of any political subdivision may give, lend, or lease, on

such terms and conditions as he/she may deem necessary to promote the public welfare and protect the interests of such political subdivisions, any services, equipment, facilities, supplies, or other resources of his/her political subdivision.

Any lease or loan of real or personal property pursuant to this subdivision, or any transfer of personnel pursuant hereto, shall be only for the purpose of assisting a political subdivision in emergency relief, reconstruction, or rehabilitation made necessary by the disaster.

4. Upon the threat or occurrence of a disaster, the chief executive may request and accept assistance (county, state, or federal) which is coordinated and directed by the county executive.

5. A political subdivision shall not be liable for any claim based upon the exercise or performance, or the failure to exercise or perform, a discretionary function or duty on the part of any officer or employee in carrying out the revisions of this section.

6. The chief executive, when requesting assistance pursuant to this section, may request assistance from the civil defense or disaster preparedness forces of any other political subdivisions, but only if the civil defense and disaster preparedness forces of the type being requested have already been activated with the political subdivision requesting assistance.

7. Any power or authority conferred upon any political subdivision by this section shall be in addition to, and not in substitution or as a limitation of any powers or authority otherwise vested in such a subdivision or any of its officers.

### 5.3.3 Coordination of Disaster Preparedness and Local Civil Defense Forces



(Executive Law 2-B, Section 26)

1. Upon the threat or occurrence of a disaster, the chief executive may coordinate responses for requests for assistance made by the chief executives of any other political subdivision within Genesee County.
  
2. Coordination of assistance shall utilize existing organizations and lines of authority and shall utilize any disaster preparedness or civil defense plans prepared by the affected municipality.
  
3. A chief executive or any elected or appointed county, city, town or village official shall not be held responsible for acts of omissions of disaster preparedness forces or civil defense forces when performing disaster assistance.

#### 5.3.4 Continuity of Local Governments

(Executive Law 2-B, Section 27)

1. Every county, town, village shall have the power to provide for its continuity and that of its elective and appointive officers in the event disaster and emergency conditions prevent them from discharging the powers and duties of their office, or if they are absent from the political subdivision.

#### 5.4 Plan Distribution

A copy of this plan shall be delivered to the following people or locations:

**TOWN OF OAKFIELD**

- \* Oakfield Town Supervisor
- \* Oakfield Town Deputy Supervisor
- \* Oakfield Town Highway Superintendent
- \* Oakfield Sewer Treatment Plant Supervisor
- \* Oakfield Fire Department

**GENESSEE COUNTY**

- \* Genessee County Emergency Management
- \* Genessee County Fire Dispatcher
- \* Genessee County Sheriff's Department
- \* New York State Police
- \* City of Batavia Fire Department
- \* Mercy Ground EMS (Ambulance Service)

**5.5 Plan Review and Update**

1. This plan shall be reviewed at least annually by the Town of Oakfield Disaster Coordinator. The review will occur during the month of March.
  
2. As part of the review, the Disaster Coordinator will seek input and recommendations from Town of Oakfield Officials and agencies participating in the plan, as well as the Genessee County Emergency Management Office. If necessary, he/she will conduct appropriate meetings to assure critical issues are addressed, and that the proper changes are implemented.

**5.6 Emergency Public Information and Emergency Instruction**

- \* Emergency public information and emergency instruction will be developed by the Disaster Coordinator that is appropriate for the Town of Oakfield.

**5.7 Emergency Resource Numbers (Additional information shall be attached as developed)**

<b>Oakfield Town Government</b>	<b>Name</b>	<b>Phone Numbers</b>
Oakfield Town Supervisor	Carol Glor	585-948-5644/585-356-9737
Oakfield Deputy Supervisor/Councilman	James Veazey	585-948-5116/585-704-8242
Oakfield Town Councilman	Michael Cianfrini	585-948-5201/585-409-6939
Oakfield Town Councilman	Tim Kabel	585-948-9357/716-474-4473
Oakfield Town Councilman	Matt Martin	585-948-9400/585-704-9400
Oakfield Town Clerk	Melissa Haacke	585-314-4501
Oakfield Town Assessor	Barry Flansburg	585-734-8372
Oakfield Zoning & Code Enforcement	Mark Mikolajczyk	585-356-8851
Oakfield Tax Collector	Melissa Haacke	585-314-4501
Town of Oakfield Attorney	Kevin Earl	585-343-6320
Oakfield Highway Superintendent	Alan Dennis	585-813-3352
Emergency Mgr/Disaster Coordinator	Thomas Graham	716-560-2257
<b>Oakfield Fire Hall</b>		
Oakfield Fire Chief	Brad Hilchey	585-409-6029
Oakfield 1st Asst. Fire Chief	Pete Scheiber	585-356-5649
Oakfield 2nd Asst. Fire Chief	James Lundmark	585-993-5810
Oakfield 3rd Asst. Fire Chief	Sean Downing	585-331-9660
Oakfield Fire Dept President	John Igoe	585-813-8470
<b>Genesee County Emergency Management</b>		
GM - 1 County Coordinator	Timothy Yaeger	585-409-6455
GM - 2 Deputy Coordinator	Keith Hunt	585-409-6456
GM - 3 Center Battalion Coord.	James Bouton	585-409-3064
GM - 4 West Battalion Coord.	William Schutt	585-356-4284
GM - 5 East Battalion Coord.	Donald Roblee	585-409-7427
GM - 7 EMS Coordinator	Sean Downing	585-813-2820
<b>Law Enforcement</b>		
Genesee County Sheriff's	Batavia	585-343-5000 or 911
New York State Police	Batavia	585-343-6200
<b>Highway Departments</b>		
Oakfield Town Highway		585-948-5626
Genesee County Highway Department		585-344-8508
New York State Highway Department	Batavia	585-343-0502
New York State DOT	24 Hours/Day	716-675-2839

<b>Utility Companies</b>		
National Grid	Electric Emergencies	1-800-892-2345
National Fuel	Gas Emergencies	1-800-444-3130
Frontier Communications	Rochester	1-800-921-8101
Time Warner Cable	Batavia/Rochester	585-756-5000
US Gypsum Plant	Oakfield	585-948-5221
<b>Village of Oakfield</b>		
Mayor	Jeremy Yasses	585-343-3755
Deputy Mayor	Jason Armbrewster	585-948-9058
Trustee	Joan Stevens	585-948-5755
Trustee	Shelly D'Alba	585-948-9297
Clerk-Treasurer	Joyce Grazioplene	585-948-9727
Deputy Clerk	Michelle Bartholomew	585-948-5717
DPW Supervisor	David Laney	585-356-0908
DPW Employee	Tom Mikolajczyk	716-474-1844
DPW Employee	Eric Carlsen	585-969-1678
Building & Code Enforcement	Bruce Gerould	585-409-0534
<b>Hazardous Materials Situations</b>		
Genesee County ESU Team (Batavia)	Emergency Support Unit	911 or 585-343-3313
CHEMTREC	Chemical Emergency	800-424-9300/800-262-8200
Hazardous Materials, Chemicals, Petroleum	24 Hours/Day	716-846-6370
Department Environmental Conservation	DEC Hotline	1-800-457-7362
Department Environmental Planning	Kathy Konst	716-858-8390
Ecology and Environment	Tony Lucy	716-685-8080/716-684-8060
NYS Environmental Conservation	Tom Wantuck	716-851-7070
<b>Lamb Farms</b>		
Contact #1	Jim Veazey	585-704-8242
Contact #2	Jonathan Lamb	585-704-2501
Contact #3	Matthew Lamb	585-704-4170
<b>Community Services</b>		
American Red Cross	Batavia Office	585-343-6098
Salvation Army	Batavia Office	585-343-6284
<b>Z &amp; M Ag &amp; Turf</b>		
Contact #1 Service Mgr.	Roger Fisher Jr.	585-993-6132
Contact #2 Store Mgr.	Keith Conway	585-703-9628

Contact #3 Alexander Store Mgr.	Tom Klapper	585-734-0217
<b>Radio Stations</b>		
WBTA	Batavia - 1490	585-344-1490
WBEN	Buffalo - 930	800-616-9236
WGR	Buffalo - 550	888-550-2550
WKBW	Buffalo - 1520	716-
WJYE, WYRK, WECK, WBUF Infinity	Buffalo	716-852-7444
<b>Television Stations</b>		
WIVB	Buffalo - Channel 4	716-874-4410
WGRZ	Buffalo - Channel 2	716-849-2222
WKBW	Buffalo - Channel 7	716-884-5101
R - News (YNN)	Rochester - Cable 14	585-756-2424
WHEC TV (NBC)	Rochester	585-546-5670
WORK (ABC)	Rochester	585-334-8700
WROC (CBS)	Rochester	585-288-8400
WUHF (FOX Network)	Rochester	585-232-3700
<b>Bonduelle USA Inc.</b>		
	40 Stevens St.	
Facility Manager	Donald Robbins	585-507-2510
Human Resource Manager	Dennis Beedham	585-329-2104
Maintenance Manager	David Palone	585-356-7835
Quality Manager	Eric Phelps	585-409-1392
Operations Manager	Wayne Hill	585-259-8764
Operations Manager	Charles Cleveland	716-807-2139
Plant Engineer	Steve Buerman	585-690-6895
<b>Lutz Bus Service</b>		
	2824 Judge Rd	585-948-8740
Contact #1	Mike Lutz	716-863-0852/716-839-4064
<b>Oakfield-Alabama Central School</b>		
	7001 Lewiston Rd	585-948-5266
Superintendent	Mark Alexander	585-409-0432
Custodian	Brad Hilchey	585-409-6029
Custodian	Scott Boring	585-993-8045
Custodian	John Mullen	585-409-3250
Transportation	Dave Becker	585-469-9741

**Second by:** Councilman Kabel  
**Ayes:** Glor, Veazey, Cianfrini, Kabel, Martin  
**APPROVED by unanimous vote (5-0)**

Jeremy DeLyser of Clark Patterson Lee, Superintendent Dennis and Assessor Flansburg presented a proposal to put a building addition on the Town Building.

Draft designs of the building were presented to the Board and a breakdown of finances.

**RESOLUTION NO. 32--BUILDING EXPANSION**

Councilman Cianfrini offered the following:

**RESOLVED**, that the Oakfield Town Board authorizes Clark Patterson Lee to bring in an architect, walk the Town Building and come up with firm numbers and drawings to make an informed decision on a building expansion.

**Second by:** Councilman Veazey

**Ayes:** Glor, Veazey, Cianfrini, Kabel, Martin

**APPROVED by unanimous vote (5-0)**

**GCEDC LUNCHEON**

Supervisor Glor, Town Clerk Haacke, Superintendent of Highways Dennis and Assessor Flansburg attended the luncheon at GCC. It was a very energetic presentation with representatives from University of Buffalo and RIT. STAMP is right around the corner.

The Planning Board needs to reconvene in preparation of STAMP along with the Zoning Board of Appeals; all members of these boards will be invited to attend the April Board Meeting.

**ADJOURNMENT**

Motion Councilman Kabel, second Deputy Supervisor Veazey to adjourn the meeting at 9:21 pm.

**Ayes:** Glor, Veazey, Cianfrini, Kabel, Martin

Respectfully submitted,

Melissa M. Haacke,  
Town of Oakfield