

**TOWN OF ELMA PLANNING BOARD**  
**1600 Bowen Road, Elma, New York 14059**  
**Phone: 716-652-3260**

**MINUTES OF REGULAR MEETING ~ December 17, 2019**

*The Regular Meeting of the Town of Elma Planning Board, hereinafter referred to as the EPB, was held on Tuesday, December 17, 2019 at 7:00 PM in the Elma Town Hall at 1600 Bowen Road, Elma, New York.*

**PRESENT:**

*Chairman Michael Cirocco  
Member David Baker  
Member Michael Cleary  
Member Gregory Merkle  
Member James Millard  
Member Charles Putzbach  
Alternate Thomas Reid*

**TOWN REPRESENTATIVES:**

*James Wzykiewicz, Town Engineer  
Dean Puleo- Town Prosecutor*

**ABSENT:**

*Phyllis Todoro, Town Attorney  
Raymond Balcerzak, Asst. Building Inspector  
Member Robert Waver*

**I. Approval of Regular Meeting Minutes from November 17, 2019**

*Motion to approve the Minutes of the EPB Regular Meeting held on November 17, 2019. Motion approved*

**II. Preliminary Site Plan Approval for a proposed 1900 S.F. addition to Mader Construction @ 970 Bullis Rd**

**Contact: Kevin Biddle**

Kevin Biddle, President of Mader Construction spoke about the company's plan to add a 1900 sq. ft addition off the back of the existing building. The new addition will house 4 offices, 2 bathrooms with showers and a gym. Exterior will match the existing building. The addition will be connected to the existing front building by a walkway.

**EPB reviewed the checklist:**

*Documentation- have completed SEQR*

*Site & Building Details – have stamped survey, property details, layout of buildings, engineered blueprints, building use and design. Mr. Merkle asked about the windows. There will be 2 windows in the offices, they will be like the windows in current building.*

*Lighting- Chairman Cirocco mentioned to make sure that any lighting has a shield on.*

*Parking –has more than enough parking*

*Drainage – town engineer has no concerns*

*Signage – no new signage*

*Landscaping – no new landscaping*

*Water Service & Septic System- need letters from Elma water Department and Erie County Health Department*

*Fire Department- have approval letter*

**II. Preliminary Site Plan Approval for a proposed 1900 S.F. addition to Mader Construction @ 970 Bullis Rd (continued)**

*A motion was made by James Millard and Seconded by David Baker to give preliminary site plan approval. Yes-7 No-0 Motion Carried.*

*The EPB reviewed the SEQR and changed the answers to question #10 to yes, # 11 to yes and # 17 to no. Changes were initialed by Mr. Biddle. Michael Cleary made a motion to check box #2 on the SEQR, motion was seconded by Thomas Reid. Yes-7 No-0. Motion Carried.*

*A motion was made by Michael Cirocco and Seconded by Michael Cleary to give final site plan approval contingent on the applicant providing approval letters from the Elma Water Department and the Erie County Health Department. Applicant must also have an engineer stamp the plans provided prior to the end of business on Thursday, December 19, 2019. Yes-7 No-0 Motion Carried.*

**III. Other Business**

Chairman Cirocco motioned, and Michael Cleary seconded, to recommend that the Elma Town Board reappoint Tom Reid as an alternate on the Elma Planning Board for 1 year. Motion approved.

Chairman Cirocco motioned, and Tom Reid seconded, to recommend that the Elma Town Board reappoint Greg Merkle as an Elma Planning Board member for 7 years. Motion approved.

Chairman Cirocco expressed congratulations to Mr. Puleo on being elected to Elma Town Judge.

Chairman Cirocco asked if any board member is interested in attending the Association of Towns Conference on February 17, 2020 to please let him know.

**IV. Adjourn Motion to adjourn at 7:35 pm by unanimous consent.**

*Respectfully submitted,*



*Barbara Blair  
Elma Planning Board Secretary*