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

TOWN BOARD PROCEEDINGS
Work Session
February 4, 2013

Supervisor Meegan called the work session to order at 3:00 P.M.

ROLL CALL:	Present -	Sheila M. Meegan	Supervisor
		Eugene P. Hart	Councilman
		John F. Rusinski	Councilman
		Jacqueline A. Felser	Town Clerk
		John Gullo	Code Enforcement Officer
		Matthew D. English	Highway Supt.
		Edward F. Gehen	Chief of Police
		Shawn P. Martin	Town Attorney
		Laura Landers	Finance Director
		Steven Tanner	Town Engineer
		Mary Josefiak	Senior Citizens Director
		Kandace Wittmeyer	Assessor
		Jeffrey Harrington	Town Justice

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

ENGINEERING DEPARTMENT

- Town Engineer Steven Tanner - presented an update on the sanitary sewer improvements in town with regard to the following:
  - ✓ Order on consent from NYSDEC
  - ✓ Sanitary sewer overflow (SSO's) locations
  - ✓ What can be done to eliminate SSO's without increasing discharge rates from the system
  - ✓ Reducing inflow and infiltration
  - ✓ Completed slip lining and manhole rehabilitation
  - ✓ Reducing non-sanitary private lateral flows
  - ✓ Upgraded pump stations to increase sewer system conveyance capacity
    - o Supervisory Control and Data Acquisition (SCADA) system – Mr. Tanner will look into and report back on Councilman Hart's suggestion of adding cameras to view pump station
  - ✓ 2013 planned improvements
  - ✓ 2014 planned improvements
  - ✓ Upcoming regulations with regard to Sewage Pollution Right to Know Act
    - o Councilman Rusinski suggested incorporating use of SCADA system for required notification of overflow to DEC

- Town Engineer Steven Tanner – Will be recommending award of sanitary sewer repair contract at Town Board Meeting. A bid from Hydrolawn of Buffalo was lowest out of six bids received. Hydrolawn of Buffalo has performed this type of work for 4 – 5 years and references were verified.

CODE ENFORCEMENT

- Code Enforcement Officer John Gullo - Presented a revised fee schedule for various permits, noting West Seneca is lowest after canvassing other towns. The fee schedule is amendable by Town Board resolution rather than by local law. Proposed amendments to the solicitor's and peddler's permit were also discussed.

- Code Enforcement Officer John Gullo - Has more information for discussion prior to establishing the Architectural Review Standards Committee, including the possibility of having the Historical Federation Commission work alongside the committee.

ASSESSOR'S OFFICE

- Town Assessor Kandace Wittmeyer - Final notices will be mailed to seniors who have not reapplied for their enhanced star exemption.

HIGHWAY DEPARTMENT

- Highway Superintendent Matthew English - A veterinary student from Medaille College would like to do an internship at the dog shelter. Town Attorney Shawn Martin stated a certificate of insurance and a waiver have been provided. The Board spoke favorably on the concept of town internships.

POLICE DEPARTMENT

- Chief Gehen - Talked with BOCES regarding a police presence at the vocational school. When there is sufficient staffing an officer will be taken off the road to accommodate this request at no cost to the town. Hourly rate plus fringe benefits will be covered by BOCES.

FINANCE DEPARTMENT

- Finance Director Laura Landers - All departments have been trained and are utilizing the paperless voucher system, working out minor problems as they arise. Next step is to update the procurement policy and purchase order process, which should be fully implemented by the end of 2013.

- Finance Director Laura Landers – Discussed funding net balances (after grants) for the police expansion and handicap access project and the current borrowing rates.

- Finance Director Laura Landers – Account analysis statements were reviewed with two of the three banks the town does business with. The $250,000 threshold for FDIC insurance was reinstituted effective January 1st. Discussed cost, collateral and electronic purchasing cards for high dollar, low volume purchases (i.e. Waste Management bill). Town's vendor system needs updating.

- Finance Director Laura Landers – Had conversations with Supervisor Meegan regarding IT situation, questioning if service offered is the right fit for West Seneca. At the request of Supervisor Meegan a needs assessment in the IT area is being performed. IEvolve's contract has been forwarded to individuals at Freed Maxick for review. Requests for proposals (RFP's) suggested.

SENIOR CENTER

- Senior Citizens Director Mary Josefiak - Submitted resignation of Sarah Flattery.

- Senior Citizens Director Mary Josefiak - Silver sneakers program is being offered at the Senior Citizens Center. The program requires classes be offered a minimum of two times a week on nonconsecutive days. Healthways provides reimbursement to the town.

COUNCILMAN RUSINSKI

- Suggested creating a town handbook addressing things such as procurement policy, hiring practices, etc. Also feels there's a need for an employee handbook.

SUPERVISOR MEEGAN

- Copy machines are going to be upgraded in the Detective Bureau, Courts, and Highway Department. Funding for police department upgrade (records, dispatch, and detectives) will be from Trust Fund of public donations.

The work session concluded at 4:30 P.M.

Jacqueline A Felser

JACQUELINE A FELSER, TOWN CLERK