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

TOWN BOARD PROCEEDINGS
ORGANIZATION MEETING MINUTES
January 4, 2012

Supervisor Sheila M. Meegan called the meeting to order at 5:40 P.M. with 30 seconds of silent prayer followed by the Pledge of Allegiance led by students from West Seneca East and West Seneca West.

ROLL CALL: Present - Sheila M Meegan Supervisor
Eugene P Hart Councilman
John M Rusinski Councilman

Absent - None

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

1. Motion by Supervisor Meegan, seconded by Councilman Rusinski, that the elected Town Officials be salaried as follows effective January 1, 2012:

Supervisor	Sheila M. Meegan	$63,096.00
Councilmen	Eugene P. Hart	$22,420.00
	John M. Rusinski	$22,420.00
Town Clerk	Jacqueline A. Felser	$52,352.00
Highway Supt.	Matthew D. English	$76,650.00
Town Justices	Dale J. McCabe	$38,268.00
	Jeffrey M. Harrington	$38,268.00

and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All Noes: None Motion Carried

2. Motion by Supervisor Meegan, seconded by Councilman Rusinski, that Shawn P. Martin, West Seneca, New York, be continued as Town Attorney for a term set pursuant to Town Law §24 at an annual salary of $65,000.00 effective January 1, 2012 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

On the question, Councilman Hart stated it has been a learning experience for him dealing with Mr. Martin and the board members in planning for the future, and unfortunately from this point forward they can no longer talk to each other directly unless it involves a personnel matter. This places a great burden on Mr. Martin because they have to go through him for almost everything. Councilman Hart had concerns about the workload being imposed on Mr. Martin, including his duties as Town Prosecutor; however, he understood that Mr. Martin will be resigning as Town Prosecutor at the end of this year and Judge McCabe will be appointing someone to fill that position. He questioned if this was still the plan.

Supervisor Meegan responded that this was correct.

2. (continued)

Councilman Hart further commented that over the last several years there were extreme legal fees over and above the budget and he questioned if there was anything they could do to address this.

Mr. Martin stated that he has no control over lawsuits that are filed and he handles them when he can and refers them to outside counsel when necessary.

Councilman Hart stated that he would like to review this later in the year to give Mr. Martin additional help.

Ayes: All Noes: None Motion Carried

3. Motion by Supervisor Meegan, seconded by Councilman Hart, that Shawn P. Martin and Shannon E. Filbert be appointed Town Prosecutors at an annual salary of $7,500 each effective January 1, 2012 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All Noes: None Motion Carried

4. Motion by Supervisor Meegan, seconded by Councilman Rusinski, to terminate Linda Kauderer pursuant to her written resignation as Deputy Town Comptroller effective January 1, 2012 and re-instate her to her prior position of Account Clerk Mini Computer Operator and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

On the question, Councilman Hart thanked Mrs. Kauderer for her years of service as Deputy Comptroller. He was not opposed to making changes and thought change was necessary in this situation and the way they were going forward. Councilman Hart stated this was a difficult transition period and he hoped everyone could work together to make it a success. It will be a learning experience and what they will be proposing may not work, but they will revisit it and re-evaluate it in the future.

Ayes: All Noes: None Motion Carried

5. Motion by Supervisor Meegan, seconded by Councilman Hart, that the office of Town Comptroller be abolished pursuant to Town Law Section 20.

Ayes: All Noes: None Motion Carried

6. Motion by Supervisor Meegan, seconded by Councilman Hart, that Freed Maxick and Battaglia, P.C. be hired as the provider of Accounting and Financial Consulting Services to the town at a cost not to exceed $8,000.00 per month.

6. (continued)

On the question, Councilman Hart stated this was a big change and he did have concerns about it as the Comptroller's Office has been and will continue to be central to the entire town operation. It is the heart of the business operation of the town and without that office employees don't get paid, bills don't get paid, county records aren't maintained, etc. Councilman Hart did not think the transition would be easy, but he was supporting Supervisor Meegan on this because she feels it is something she needs and he wanted to give her an opportunity to succeed. He noted that they all wanted to succeed at this and make the town a better place to live. Councilman Hart stated that they had not received a written contract from Freed Maxick and Battaglia, P.C. until just before the meeting and he had concerns up until that point but he will evaluate this further. He understood they will begin working immediately and initially will be a full-time job for whoever they assign to the town. Councilman Hart hoped that the staff of the Comptroller's Office would fully cooperate and the transition will happen. One of the concerns was that this will be cost neutral and Councilman Hart had doubts that it would be; however, if it costs more but works well and efficiently he thought it was worth a try.

Supervisor Meegan noted that they were looking for efficiency and compliance.

Councilman Rusinski thought it was a substantial benefit to the taxpayers that there will be an independent firm handling the finances of the town. An independent firm has no association or political interest other than the fiscal stability of the town and that will be a good thing for the town.

Councilman Hart also noted that the town has Drescher & Malecki as its independent accountant and their annual financial reports of the town are available for review by the public. He commented that they are outstanding accountants and he hoped they would continue their relationship with them.

Supervisor Meegan agreed and noted that the financial reports will soon be available on the town's website.

Ayes: All Noes: None Motion Carried

7. Motion by Supervisor Meegan, seconded by Councilman Hart, that Clark, Patterson and Lee be hired as the provider of engineering services to the town at a cost not to exceed $120,000.00 per year.

Ayes: All Noes: None Motion Carried

8. Motion by Supervisor Meegan, seconded by Councilman Hart, that Jacqueline A. Felser be granted a leave of absence as Senior Clerk Stenographer effective January 1, 2012 through and including January 4, 2013, and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

   Ayes: All Noes: None Motion Carried

9. Motion by Supervisor Meegan, seconded by Councilman Hart, that Jacqueline A. Felser be appointed Registrar of Vital Statistics at an annual salary of $4,062 effective January 1, 2012, all fees to go to the Town General Fund, and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

   Ayes: All Noes: None Motion Carried

10. Motion by Supervisor Meegan, seconded by Councilman Rusinski, on the recommendation of Town Clerk Jacqueline Felser, that Mary O'Connell be appointed Deputy Registrar of Vital Statistics at an annual salary of $1,661 effective January 1, 2012 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

    Ayes: All Noes: None Motion Carried

11. Motion by Supervisor Meegan, seconded by Councilman Rusinski, on the recommendation of Town Clerk Jacqueline Felser, that Mary O'Connell be appointed First Deputy Clerk effective January 1, 2012, with an annual stipend of $2,500 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

    Ayes: All Noes: None Motion Carried

12. Motion by Supervisor Meegan, seconded by Councilman Hart, on the recommendation of Town Clerk Jacqueline Felser, that Margaret Pomana and Laurine Fischione be continued as part-time employees in the Town Clerk's Office at a rate of $11.00 per hour effective January 1, 2012 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

    Ayes: All Noes: None Motion Carried

13. Motion by Supervisor Meegan, seconded by Councilman Rusinski, on the recommendation of Highway Superintendent Matthew English, that Alan Kerner, be appointed Deputy Highway Superintendent effective January 1, 2012, at an annual salary of $4,000 and that he act in the capacity of the Highway Superintendent in the event of his absence for any reason, e.g. vacation, illness, etc. and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

    Ayes: All Noes: None Motion Carried

14. Motion by Supervisor Meegan, seconded by Councilman Hart, that Thomas Sullivan be appointed as Secretary to the Supervisor at an annual salary of $43,195 as established by the 2012 budget and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

    On the question, Councilman Hart noted that his information showed $44,296 for a salary.

    Supervisor Meegan stated that was a typographical error and the salary was actually $43,195.

    Councilman Hart understood that Mr. Sullivan did not live in West Seneca but would be moving to town shortly.

    Supervisor Meegan stated that Mr. Sullivan was in the process of buying a home in West Seneca. She further commented that he is a grantwriter, has worked with Senator Kennedy in Albany, has a lot of experience to bring to the town, and will be an asset to the board members and the town. Supervisor Meegan stated she looks forward to working with Mr. Sullivan and he has already put in about 40 hours without pay. He has a great sense of public service and understands that sometimes you work hours you won't get paid for. Supervisor Meegan further stated that her office will be moving back to Town Hall in the next 60 days and Kathy Hauger will remain in the Supervisor's Office, but will be retiring in approximately 18 months.

    Ayes: All Noes: None Motion Carried

15. Motion by Supervisor Meegan, seconded by Councilman Hart, that Maureen Murphy, be appointed as Clerk to the Town Justices at an annual salary of $43,195 effective January 1, 2012 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

    Ayes: All Noes: None Motion Carried

16. Motion by Supervisor Meegan, seconded by Councilman Hart, that Linda M. Stefaniak, be appointed as Clerk to the Town Justices at an annual salary of $43,195 effective January 1, 2012 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

    Ayes: All Noes: None Motion Carried

17. Motion by Supervisor Meegan, seconded by Councilman Rusinski, that Dennis M. Osinski, Dick Powers, and Robert Borucki be appointed to the Board of Plumbing Examiners effective January 1, 2012, at an annual stipend of $500 each.

    On the question, Councilman Hart questioned if these individuals had already served on the Board of Plumbing Examiners and what qualifications were required.

17. (continued)

Code Enforcement Officer John Gullo advised that Dennis Osinski and Dick Powers have served on the Board of Plumbing Examiners for five or six years and it was the first year for Robert Borucki. The individuals were required to be a Master Plumber to serve.

Ayes: All Noes: None Motion Carried

18. Motion by Supervisor Meegan, seconded by Councilman Rusinski, that the annual salaries of the Zoning Board of Appeals and Planning Board be set at $5,420 for the Chairman of each Board, and $3,676 each for the other members of each Board effective January 1, 2012 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel, noting that members of each board will be paid one-twelfth of the annual salary for each meeting attended, and the secretary should report any missed meetings to the Comptroller's Office the following day.

Ayes: All Noes: None Motion Carried

19. Motion by Supervisor Meegan, seconded by Councilman Rusinski, that Michael P. Hughes be appointed to the Zoning Board of Appeals effective January 1, 2012 for a five (5) year term ending December 31, 2016 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All Noes: None Motion Carried

20. Motion by Supervisor Meegan, seconded by Councilman Hart, that Jacqueline A. Felser be appointed as Secretary to the Planning Board and Zoning Board of Appeals at an annual salary of $6,800 effective January 1, 2012 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All Noes: None Motion Carried

21. Motion by Supervisor Meegan, seconded by Councilman Rusinski, that Randy Maracle, Michael Shea, and Robin Heiss, of West Seneca, New York be appointed Civil Officers of the Town of West Seneca effective January 1, 2012 for the purpose of service of process, etc. without remuneration from the Town.

Ayes: All Noes: None Motion Carried

22. Motion by Supervisor Meegan, seconded by Councilman Rusinski, that Robert Schultz and Thomas Bilski be appointed to the Board of Assessment Review effective January 1, 2012 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All Noes: None Motion Carried

23. Motion by Supervisor Meegan, seconded by Councilman Rusinski, that the members of the Board of Assessment Review be subject to the call of the Assessor, at an annual stipend of $500 each effective January 1, 2012.

Ayes: All Noes: None Motion Carried

24. Motion by Supervisor Meegan, seconded by Councilman Rusinski, that the following officials and employees not represented by the Collective Bargaining Agent recognized by the Town of West Seneca are hereby appointed to the following positions with salaries effective 1/1/2012:

Edward Gehen Jr.	Chief of Police	$112,609.00
Daniel Denz	Assistant Chief of Police	$ 97,774.00
Mary Josefiak	Director of Recreation, Youth & Senior Services	$ 77,250.00
John Gullo	Code Enforcement Officer	$ 77,250.00
Donna Lepore	Coordinator of Peer Counseling	$ 33,349.00
Donna Lepore	Youth Counselor (Y.E.S.)	$ 10,000.00
Jolynn Keane	Coordinator of Peer Counseling	$ 33,349.00
Jolynn Keane	Youth Counselor (Y.E.S.)	$ 10,000.00
Dina Weixlmann	Secretary to Highway Superintendent	$ 37,888.00

and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All Noes: None Motion Carried

25. Motion by Supervisor Meegan, seconded by Councilman Hart, that John Gullo be granted a leave of absence as Fire Inspector effective January 1, 2012 through and including January 4, 2013 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All Noes: None Motion Carried

26. Motion by Supervisor Meegan, seconded by Councilman Rusinski, that Dennis Kittner be appointed to a one (1) year term as Bingo Inspector for the Town of West Seneca at an annual salary of $4,000 with said terms commencing January 1, 2012 and expiring on December 31, 2012 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All Noes: None Motion Carried

27. Motion by Supervisor Meegan, seconded by Councilman Rusinski, that Shawn Martin, Town Attorney, be appointed American with Disabilities Officer and Harassment Compliance Officer for the Town of West Seneca without remuneration.

    Ayes: All Noes: None Motion Carried

28. Motion by Supervisor Meegan, seconded by Councilman Rusinski, that James Pace be appointed Town Historian at an annual salary of $2,500 effective January 1, 2012 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

    Ayes: All Noes: None Motion Carried

29. Motion by Supervisor Meegan, seconded by Councilman Hart, that John Gullo be appointed Natural Disaster Services Coordinator part-time at an annual salary of $5,000 effective January 1, 2012 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

    Ayes: All Noes: None Motion Carried

30. Motion by Supervisor Meegan, seconded by Councilman Hart, that Eric Conley be appointed Assistant Disaster Coordinator at a stipend of $50 per incident effective January 1, 2012 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

    Ayes: All Noes: None Motion Carried

31. Motion by Supervisor Meegan, seconded by Councilman Rusinski, that Matthew English be granted an extension of his existing leave of absence as Motor Equipment Operator in the Highway Department through and including January 4, 2013 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

    Ayes: All Noes: None Motion Carried

32. Motion by Supervisor Meegan, seconded by Councilman Rusinski, that town funds be deposited in the West Seneca offices of the following banks effective January 1, 2012:

M & T Trust Co.	Capital Checking
Evans National Bank	Operating, Payroll, Unemployment Escrow, Trust & Agency
J.P. Morgan Chase	Operating, Capital

    Ayes: All Noes: None Motion Carried

33. Motion by Supervisor Meegan, seconded by Councilman Rusinski, that the Town Board does hereby authorize all funds of the Construction and Improvement Account to be maintained by a consolidated bank account, but that the town continue to maintain a separate Improvement Account at all times, as recommended by the state auditors.

    On the question, Councilman Hart questioned if this referred to the capital checking account or a separate account and Supervisor Meegan advised this was a separate account.

    Ayes: All Noes: None Motion Carried

34. Motion by Supervisor Meegan, seconded by Councilman Rusinski, that the Town Board of the Town of West Seneca, pursuant to §25 of Town Law and §11 (2) of the Public Officers Law, hereby approves the execution of a Public Employee's Blanket Bond issued by Fidelity Deposit Company, covering all officers and employees including the Supervisor, Town Clerk, Superintendent of Highways, and two (2) Town Justices for the sum of $200,000.00 per occurrence, and be it further resolved that the undertaking shall be effective January 1, 2012, noting that a $2,500.00 deductible will apply to the bond.

    On the question, Councilman Hart questioned if this was changed from previous year's and Supervisor Meegan advised that it was not.

    Ayes: All Noes: None Motion Carried

35. Motion by Supervisor Meegan, seconded by Councilman Hart, that the West Seneca Bee be designated as the official newspaper, and that the Buffalo News or the local Pennysaver be used at the discretion of the board.

    Ayes: All Noes: None Motion Carried

36. Motion by Supervisor Meegan, seconded by Councilman Rusinski, that the following titles of town department heads, elected or appointed officials, and certain other full-time employees not covered by contract provisions between the town and the Blue and White Collar CSEA or the West Seneca PBA be granted extended benefits including Blue Shield or equivalent plan costs, as well as all other health and welfare fund related benefits in accordance with the CSEA White Collar contract or equivalent, with the exception of the Chief of Police and Assistant Chief of Police who are granted benefits pursuant to the contract with the West Seneca PBA. These will include the following: Supervisor, (2) Council Members; Town Clerk, Highway Superintendent; (2) Town Justices; Town Attorney; Secretary to Supervisor; (2) Clerks to Town Justices; Secretary to Highway Superintendent; Code Enforcement Officer; Director of Recreation, Youth & Senior Services; and (2) Coordinators of Peer Counseling.

36. (continued)

On the question, Councilman Hart stated he would not be supporting this resolution as written because he did not believe the Supervisor and two Councilmen should be part of it. He thought any benefits they receive should be a separate resolution since they are responsible for negotiating the union contracts. Councilman Hart thought it was a conflict for the board members to take advantage of the benefits included in the contract. Although he believed the full-time employees, including the Highway Supt., Supervisor, Town Clerk, Town Justices, Town Attorney, etc. should receive these types of benefits, with regard to the Councilmen and their position, he thought the benefits should be more exactly defined.

Supervisor Meegan and Councilman Rusinski noted that they did not take the benefits offered.

Ayes: (2) Supervisor Meegan, Councilman Rusinski Noes: (1) Councilman Hart

Motion Carried

37. Motion by Supervisor Meegan, seconded by Councilman Hart, that the Town of West Seneca shall pay 100 percent of non-traditional or an equivalent plan for appointed or elected retired employees who have retired under the New York State Retirement System after January 1, 1992. Said payments shall not be made to employees, but directly to the insurance carriers.

On the question, Councilman Hart questioned if everyone received this benefit regardless of their years of service (i.e. a Councilman that serves four years).

Linda Kauderer of the Comptroller's Office advised that there were no restrictions other than an individual had to be retired under the retirement system.

Ayes: (2) Supervisor Meegan, Councilman Rusinski Noes: (1) Councilman Hart

Motion Carried

38. Motion by Supervisor Meegan, seconded by Councilman Rusinski, that pursuant to §119 (1) of Town Law, the Town Clerk be authorized to draw warrants to pay any claims for fixed salaries, for principal and interest on bonded or refunded debt or other loans, on the legal or stated compensation of officers or employees of the Town, or accounts becoming due upon lawful contracts for periods not exceeding one (1) year.

Ayes: All Noes: None Motion Carried

39. Motion by Supervisor Meegan, seconded by Councilman Rusinski, that all vouchers for claims upon the town shall be acceptable for audit provided they are certified to be true, correct, and initialed by the department head, board or commission.

39. (continued)

On the question, Councilman Hart understood that the town still required vendors to sign vouchers. He noted that this slows the process and really did not prevent anything as long as the department head approved the expenditure. Councilman Hart suggested that the board draft a resolution in the future to waive this requirement and asked that Town Attorney Shawn Martin research this and give a legal opinion.

Mr. Martin stated that in some instances (i.e. contractual) they do not require a signature from the vendor. However, with anyone they do business with on a limited basis they have been requiring them to sign a voucher.

Ayes: All Noes: None Motion Carried

40. Motion by Supervisor Meegan, seconded by Councilman Hart, that the mileage rate allowed to public officials and town employees be tied to Internal Revenue regulations.

Ayes: All Noes: None Motion Carried

41. Motion by Supervisor Meegan, seconded by Councilman Hart, that:

1. No purchases be made over $1000.00 without prior approval of the department head;
2. No purchases be made for more than $1000.00 but less than $5000.00 without approval of the department head and Town Board liaison or committee chairman to the department (Town Board member);
3. Purchases for more than $5000.00, but under the bidding limits must be aggregated by purchase request and submitted to the Town Board as an agenda item on the over departmental limit request form for approval prior to committing for the purchase.
4. Department heads are granted the authority to request budget transfers within their own designated department budget lines after approval by the Town Supervisor or the provider of Accounting and Financial Consulting Services to the town and presented to the Town Board for final approval.

There will be no exceptions to this procedure other than as permitted by law. Further, the Town Supervisor and the provider of Accounting and Financial Consulting Services to the town are directed to strictly enforce this ruling.

Ayes: All Noes: None Motion Carried

42. Motion by Supervisor Meegan, seconded by Councilman Rusinski, that the town continue its Procurement Policy as outlined in Chapter 30 of the West Seneca Town Code.

Ayes: All Noes: None Motion Carried

43. Motion by Supervisor Meegan, seconded by Councilman Rusinski, that petty cash funds be created as follows:

Acct. & Financial Consulting Services	$	250.00
Town Clerk	$	250.00
Receiver of Taxes	$	500.00
Highway Superintendent	$	250.00
Police Confidential Investigation	$	2,500.00
Police Department	$	250.00
Recreation	$	250.00

Ayes: All Noes: None Motion Carried

44. Motion by Supervisor Meegan, seconded by Councilman Hart, that Town Hall offices be open 9:00 A.M. to 5:00 P.M. five (5) per week.

Ayes: All Noes: None Motion Carried

45. Motion by Supervisor Meegan, seconded by Councilman Rusinski, that the accounting firm of Drescher & Malecki, LLP be employed to prepare the annual audit and also any other services that may be called for by order of the Town Board.

Ayes: All Noes: None Motion Carried

46. Motion by Supervisor Meegan, seconded by Councilman Rusinski, that Matthew English be appointed Dog Control Officer at an annual stipend of $7,000.00 effective January 1, 2012 and authorize the Supervisor to sign the necessary forms for Erie County Personnel.

Ayes: All Noes: None Motion Carried

47. Motion by Supervisor Meegan, seconded by Councilman Hart, that the Supervisor be authorized to sign checks for the West Seneca Library, pursuant to §259 of the Education Law.

Ayes: All Noes: None Motion Carried

48. Motion by Supervisor Meegan, seconded by Councilman Hart, that the Supervisor and/or the provider of Accounting and Financial Consulting Services to the town be authorized to temporarily invest town monies not needed for immediate expenditure; and further, the Town Board adopts and authorizes the Supervisor and/or the provider of Accounting and Financial Consulting Services to the town to comply with the Investment Policy and Guidelines as originally adopted by the Town Board on 12/18/89 and amended on 8/15/94.

Ayes: All Noes: None Motion Carried

49. Motion by Supervisor Meegan, seconded by Councilman Rusinski, that the following list of banks be added to the town Investment Policy for use at the discretion of the Supervisor and/or the provider of Accounting and Financial Consulting Services:

Key Bank of W.N.Y., N.A.	Bank of America	Citizens Bank
M & T Bank	J.P. Morgan Chase	First Niagara Bank
HSBC Bank	Evans National Bank	

Ayes: All Noes: None Motion Carried

50. Motion by Supervisor Meegan, seconded by Councilman Hart, that to the extent possible, regular meetings of the Town Board, where not otherwise specified, be held on the second and fourth Mondays of each month and any emergency meeting at the call of the Supervisor. Special meetings shall be held at the call of the Town Clerk of the Town of West Seneca upon written request of at least two (2) members of the Town Board. Notice, in writing, stating the time, place and purpose of the special meeting shall be served personally upon each member of the board at least forty eight (48) hours before the date fixed for holding the meeting. Only business specified in the notice thereof may be transacted at a special meeting. In accordance with the Open Meetings Law, the public and news media shall be given reasonable notice of any special meeting and all further executive sessions shall be public except for specific purposes allowed by law.

On the question, Councilman Hart stated that the Town Board will be holding work sessions and they will have to be publicized.

Town Attorney Shawn Martin advised that the work sessions have been posted on the town's website and will be posted on the Town Clerk's bulletin board and the sign at the corner of Union Road and Main Street. They can also be announced at Town Board meetings and the news reporters are usually very good about including that in their paper. This more than adequately complies with the requirements of the Open Meetings Law.

Councilman Hart noted that no votes will be taken at the work sessions. They will be used for deliberation and conversations with department heads. The public is welcome to attend but they will have no input. Councilman Hart stated he was looking forward to the work sessions and was happy that Supervisor Meegan had initiated this, noting that he thought it was a good way to better inform the public on how town business is transacted.

Ayes: All Noes: None Motion Carried

51. Motion by Supervisor Meegan, seconded by Councilman Rusinski, that no town vehicles be used for personal use, and all town vehicles including the equipment in the Highway Department, be identified by decals with the exception of the Police Department vehicles used for detective work and the Police Chief's car and direct the Supervisor to insure that decals are placed on all cars except those mentioned. Town vehicles for take home use shall be provided to the Chief of Police and Highway Superintendent. Town vehicles shall not leave the town limits except for use on official town business.

    On the question, Councilman Hart questioned if there were decals on all town vehicles.

    Supervisor Meegan advised that she took care of this her first year in office and there are no town vehicles that do not have a decal on them.

    Ayes: All Noes: None Motion Carried

52. Motion by Supervisor Meegan, seconded by Councilman Rusinski, that in the interest of energy conservation, the operation of a log be continued for each town owned truck and vehicle as relating to mileage, destination, and task accomplished. Said log to be reviewed by the department head and forwarded monthly to the committee chairman responsible for that office. Further, that no town owned vehicle, except Police Department vehicles, be left running at any location for any reason; and further, all town vehicles of various department heads, except Police and Highway, should be left at the Town Hall for general use while individuals are on vacation or any extended time off.

    Ayes: All Noes: None Motion Carried

53. Motion by Supervisor Meegan, seconded by Councilman Hart, that the Town Board sets the following rules relative to the use of Highway personnel and equipment for emergencies:

    1. The West Seneca Highway Department is authorized to provide for emergency assistance to the local school systems, fire districts and other municipalities if personnel or equipment are requested;
    2. An emergency must exist and have been declared in the Erie County municipality requesting assistance;
    3. The Highway Superintendent will promptly notify the Supervisor of such action. A written summary will be immediately given to the Town Clerk and Town Attorney outlining the details of the emergency service;
    4. Town equipment will be operated by West Seneca employees in the majority of work situations. However, slow moving vehicles (roller), stationary equipment (air compressor or pumps), and light tools may be loaned to another Highway Department to be used and operated by their employees and fees will be assigned to the municipality that receives long term aid; and

53. (continued)

5. The West Seneca Highway Superintendent is authorized to request aid from other towns in Erie County. Non West Seneca personnel and equipment will work under the supervision of the West Seneca Highway Superintendent.

Ayes: All Noes: None Motion Carried

54. Motion by Supervisor Meegan, seconded by Councilman Hart, that Shawn P. Martin Town Attorney be designated as Step 3 Grievance Officer by the Town Board, effective January 1, 2012 without remuneration.

Ayes: All Noes: None Motion Carried

55. Motion by the Supervisor Meegan, seconded by Councilman Rusinski, that Shawn P. Martin Town Attorney be appointed as the town's Fair Housing Officer & Affirmative Action Officer effective January 5, 2012 without remuneration.

Ayes: All Noes: None Motion Carried

56. The Supervisor announced the following personal appointments and committees for the year 2012, noting that she will also be a member of each committee.

Deputy Supervisor Matthew D. English

<u>COMMITTEES and or LIASONS</u>:

Utility Advisory	Chair	John M. Rusinski
	Members	Shawn P. Martin
		Robert Niederpruem, Jr.
Engineering & Special Districts	Chair	Sheila M. Meegan
Police & Public Safety	Chair	John M. Rusinski
Recreation, Youth & Senior Citizens	Chair	Sheila M. Meegan
Library Advisory	Chair	Eugene P. Hart
Highway	Chair	Eugene P. Hart
Insurance	Chair	Sheila M. Meegan

56. (continued)

Capital Projects	Chair	Sheila M. Meegan
	Members	Eugene P. Hart
		John M. Rusinski
		Matthew D. English
		Richard B. Henry III
		Shawn P. Martin
Town Attorney	Liason	Eugene P. Hart
Justice Courts		Eugene P. Hart
Town Clerk's Office		Sheila M. Meegan
Assessor's Office		Eugene P. Hart
Building & Plumbing Dept.		Eugene P. Hart
Revenue Development	Chair	Eugene P. Hart
Safety & Accident Review	Chair	John M. Rusinski
Environmental Conservation Committee	Chair	Sheila M. Meegan
Band Shell Committee	Chair	Eugene P. Hart
Solid Waste Committee	Chair	Eugene P. Hart
Employee Assistance Program	Chair	John M. Rusinski

Supervisor Meegan reminded all elected and appointed officials to stop in the Town Clerk's Office to sign the oath book. She further announced that Town Board meetings had been scheduled for January 9th and 23rd at 7 P.M. and a work session for January 30th at 2 P.M.

ADJOURNMENT

Motion by Supervisor Meegan, seconded by Councilman Hart, that the Town Board Proceedings be adjourned at 5:30 P.M.

Ayes: All Noes: None Motion Carried

Jacqueline A. Felser

JACQUELINE A. FELSER, TOWN CLERK