

1-C COMMUNICATIONS

13. Chief Denz re Appointment of James Gehen as Police Officer

Motion by Supervisor Meegan, seconded by Councilman Hart, to appoint James J. Gehen as Police Officer effective January 12, 2016 at the training rate of \$23.41 per hour and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All Noes: None Motion Carried

14. Chief Denz re Appointment of Kyle Ernst as Police Officer

Motion by Supervisor Meegan, seconded by Councilman Hanley, to appoint Kyle D. Ernst as Police Officer effective January 12, 2016 at the training rate of \$23.41 per hour and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All Noes: None Motion Carried

Town Clerk Jacqueline Felser administered the oath of office to Police Officers James Gehen and Kyle Ernst.

1. Supervisor Meegan re Creation of Cashier position

Motion by Supervisor Megan, seconded by Councilman Hanley, to create the position of Cashier and authorize the Supervisor to complete and sign the necessary forms with Erie County Personnel.

Ayes: All Noes: None Motion Carried

2. Supervisor Meegan re Retirement of Donald Batt as laborer in Highway Department

Motion by Supervisor Meegan, seconded by Councilman Hanley, to accept the retirement of Donald Batt and terminate him as laborer in the Highway Department effective January 5, 2016 and authorize the Supervisor to complete and sign the necessary forms with Erie County Personnel.

Ayes: All Noes: None Motion Carried

3. Town Attorney re Memorandum of Agreement with White Collar Unit for Cashier position

Motion by Supervisor Meegan, seconded by Councilman Hanley, to authorize the Supervisor to execute the attached Memorandum of Agreement, adding the position of "Cashier" to the White Collar Bargaining Unit.

Ayes: All Noes: None Motion Carried
APPENDICES

1-C COMMUNICATIONS

4. Town Attorney re Section 284 Agreement for spending of Highway funds

Motion by Supervisor Meegan, seconded by Councilman Hart, pursuant to the provisions of Section 284 of the Highway Law, the Town Board agrees that monies levied and collected for the repair and improvement of highways, and received from the state for the repair and improvement of highways, shall be expended as follows: The sum of \$841,920 may be expended for general repairs upon 118 miles of town highways, including sluices, culverts and bridges (having a span of less than five [5] feet) and boardwalks or the renewal thereof.

Ayes: All Noes: None Motion Carried
APPENDICES

5. Town Attorney re Public hearings on proposed Local Laws for 2016

Motion by Supervisor Meegan, seconded by Councilman Hanley, to schedule a public hearing on January 25, 2016 at 7 P.M. to hear all persons interested in adoption of the following proposed Local Laws:

Local Law No. 1: Modification to Chapter 57 of the Town Code - Brush, Grass, Weeds and Debris

Local Law No. 2: Modification to Chapter 75 of the Town Code - Fire Prevention

Local Law No. 3: Modification to Chapter 90 of the Town Code - Plumbing

Local Law No. 4: Modification to Chapter 66 of the Town Code - Electrical Licensing

Local Law No. 5: Modification to Chapter 30 of the Town Code - Procurement Policy

Ayes: All Noes: None Motion Carried

6. Town Attorney re Real property tax assessment challenge – 2400 North America Drive

Motion by Supervisor Meegan, seconded by Councilman Hart, to approve and authorize the Town Attorney to execute the attached Consent Order to resolve the real property tax assessment challenge of 2400 North America Drive Associates, LLC (SBL #135.05-4-3) against the Town of West Seneca.

Ayes: All Noes: None Motion Carried
APPENDICES

1-C COMMUNICATIONS

7. Town Attorney re Real property tax assessment challenge – 19B Ransier Drive

Motion by Supervisor Meegan, seconded by Councilman Hanley, to approve and authorize the Town Attorney to execute the attached Consent Order to resolve the real property tax assessment challenge of James A. Zaepfel, 19B Ransier Drive (SBL #135.05-1-12.11) against the Town of West Seneca.

Ayes: All Noes: None Motion Carried
APPENDICES

8. Town Attorney re Real property tax assessment challenge – 2600 – 2609 North America Drive

Motion by Supervisor Meegan, seconded by Councilman Hanley, to approve and authorize the Town Attorney to execute the attached Consent Order to resolve the real property tax assessment challenge of American Business Center, LLC, 2600-2609 North America Drive (SBL #135.06-6-1) against the Town of West Seneca.

Ayes: All Noes: None Motion Carried
APPENDICES

9. Town Attorney re Negative declaration for purchase & improvement of street lighting facilities

Motion by Supervisor Meegan, seconded by Councilman Hanley, to adopt the attached resolution issuing a negative declaration with regard to SEQR for the purchase and improvement of street lighting facilities.

Ayes: All Noes: None Motion Carried
APPENDICES

10. Town Attorney re Amendment to Phase II Energy Performance Contract

Motion by Supervisor Meegan, seconded by Councilman Hart, to adopt the attached Addendum No. 1 to the town's Energy Performance Contract with John W. Danforth Company.

On the question, Town Attorney John Fenz explained the addendum expands the scope of the agreement with Danforth to include acquisition of street lighting facilities from NYSEG, conversion to LED lamps and energy performance improvements at the library. This will result in a savings of \$1.4 million at the library and \$5 million overall.

Ayes: All Noes: None Motion Carried
APPENDICES

1-C COMMUNICATIONS

11. Town Attorney re Public hearing on increase and improvement to electric lighting facilities

Motion by Supervisor Meegan, seconded by Councilman Hart, to adopt the attached resolution scheduling a public hearing on January 25, 2016 to consider the increase and improvement of facilities of Electric Lighting Districts 1 – 35, 38 – 42 and 55, pursuant to Section 202-b of Town Law.

Ayes: All

Noes: None

Motion Carried
APPENDICES

12. Highway Sup't. re Purchase of vehicles for Highway and Building & Grounds Departments

Motion by Supervisor Meegan, seconded by Councilman Hanley, to authorize the purchase of the following vehicles from Delacy Ford for the Highway Department with funds available in the Highway Reserve Fund, subject to permissive referendum: 2016 Ford Escape - \$23,010.00; two (2) 2016 Ford F250's – \$53,357.84 (piggyback purchase with Town of Darien in accordance with General Municipal Law Section 103); two (2) 2016 Ford F350's - \$67,000 (NYS contract #PC66774SB).

Ayes: All

Noes: None

Motion Carried

Motion by Supervisor Meegan, seconded by Councilman Hart, to authorize the purchase of the following vehicles from Delacy Ford for the Buildings & Grounds Department with funds available in the General Reserve Fund, subject to permissive referendum: two (2) 2016 Ford F150's - \$48,498.29 (off Erie County bid #215200-004); two (2) 2016 Ford F250's – \$53,357.84 (piggyback purchase with Town of Darien in accordance with General Municipal Law Section 103).

Ayes: All

Noes: None

Motion Carried

15. Chief Denz re Retirement of Madeline Polchlopek as clerk typist

Motion by Supervisor Meegan, seconded by Councilman Hart, to accept the retirement of Madeline Polchlopek and terminate her as clerk typist effective January 8, 2016 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel, noting Mrs. Polchlopek has served the Town of West Seneca for the past nine years.

Ayes: All

Noes: None

Motion Carried

1-C COMMUNICATIONS

16. Town Clerk re Appointment of Amy Kobler as Cashier
- Motion by Supervisor Meegan, seconded by Councilman Hart, to terminate Amy Kobler as part-time clerk typist and appoint Amy Kobler as Cashier, Group 3, Step 1, at an annual salary of \$30,875.42 effective January 18, 2016 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.
- Ayes: All Noes: None Motion Carried
17. Assessor re Rate increase for part-time clerk Marcia Turner
- Motion by Supervisor Meegan, seconded by Councilman Hart, to approve a rate increase to \$13 per hour for part-time clerk Marcia Turner effective January 11, 2016 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.
- Ayes: All Noes: None Motion Carried
18. Town Justices re Appointment of Julie Korczynski as part-time clerk
- Motion by Supervisor Meegan, seconded by Councilman Hart, to appoint Julie L. Korczynski as part-time clerk in the Justice Court effective January 12, 2016 at a rate of \$14 per hour and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.
- Ayes: All Noes: None Motion Carried
19. Senior Recreation Therapist of Sr. Services re Rate increase for senior center staff
- Motion by Supervisor Meegan, seconded by Councilman Hanley, to approve a rate increase to \$11 per hour for the staff of the West Seneca Senior Center effective January 4, 2016 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.
- Ayes: All Noes: None Motion Carried
20. Senior Recreation Therapist of Sr. Services re Status change for Carol Kennedy to seasonal
- Motion by Supervisor Meegan, seconded by Councilman Hart, to change the status of part-time food service worker Carol Kennedy to part-time seasonal effective January 4 - 29, 2016 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.
- Ayes: All Noes: None Motion Carried

1-C COMMUNICATIONS

21. Youth Service Coordinator re Termination of Amanda Murphy as part-time clerk typist

Motion by Supervisor Meegan, seconded by Councilman Hanley, to terminate Amanda Murphy as part-time clerk typist effective January 11, 2016 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All Noes: None Motion Carried

22. Youth Service Coordinator re Appointment of Jennifer Wohlfeil as part-time clerk typist

Motion by Supervisor Meegan, seconded by Councilman Hanley, to appoint Jennifer Wohlfeil as part-time clerk typist effective January 7, 2016 at a rate of \$10 per hour and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All Noes: None Motion Carried

23. Youth Service Coordinator re Rate increase for part-time recreation attendants

Motion by Supervisor Meegan, seconded by Councilman Hanley, to approve a rate increase to \$9 per hour for the following active part-time recreation attendants effective January 11, 2016:

- | | | | |
|-----------------|-----------------|-----------------|---------------|
| Sarah Amoia | Matthew Barth | Quinn Finnegan | Al Gaglia |
| Miranda Herreid | Roxanna Herreid | Phoebe Herreid | Caroline Kane |
| Jacob Kobler | Candice Kogut | Kathleen Kogut | Holly Lowden |
| Robert Morano | Nathan Roberts | Spencer Roberts | Brooke Smith |
| Molly Sergi | | | |

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

Ayes: All Noes: None Motion Carried

24. Youth Service Coordinator re Title and pay rate change for Elaine Corey

Motion by Supervisor Meegan, seconded by Councilman Hanley, to change the title of Elaine Corey from part-time clerk to part-time recreation attendant effective January 11, 2016 at a rate of \$10 per hour and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Ayes: All Noes: None Motion Carried

1-C COMMUNICATIONS

- | | |
|--|--|
| 25. Youth Service Coordinator re Summer Day Camp 2016 parent handbook & registration | Motion by Supervisor Meegan, seconded by Councilman Hart, to accept the attached Summer Day Camp 2016 Parent Handbook and Registration Form. |
| | Ayes: All Noes: None Motion Carried
APPENDICES |
| 26. Councilman Hart re Appointment of Kelly Clifford as Library Board Trustee | Motion by Supervisor Meegan, seconded by Councilman Hart, to reappoint Kelly Clifford as Library Board Trustee effective January 1, 2016 through December 31, 2020. |
| | Ayes: All Noes: None Motion Carried |
| 27. Town Engineer re Stephenson Street reconstruction project, final change order | Motion by Supervisor Meegan, seconded by Councilman Hanley, to approve the final change order from Nova Site Company, LLC for a deduct of \$36,670.57 for the Stephenson Street Road Reconstruction Project. |
| | Ayes: All Noes: None Motion Carried |
| 28. Supervisor Meegan re Purchase of plaques for Sunshine Park and Harlem Road Park | Motion by Supervisor Meegan, seconded by Councilman Hanley, to authorize the purchase of plaques for Sunshine Park and Harlem Road Park from Trophy's Trophy's at a cost of \$4,130.00, noting these plaques will display the proper names of the elected officials and organizations involved in the development of those projects. |
| | Ayes: All Noes: None Motion Carried |

1-D REPORTS

- Jacqueline A. Felsler, Town Clerk's report for December 2015 received and filed

1-E WARRANT

Motion by Supervisor Meegan, seconded by Councilman Hart, to approve the vouchers submitted for audit, chargeable to the respective funds as follows: General Fund - \$380,969.31; Highway Fund - \$120,892.40; Special Districts - \$21,273.20; Capital Fund - \$45,475.00; Prepaid - \$75 (voucher #'s 88792-92357); Trust & Agency Fund - \$44,574.76 (voucher #'s 92171-92188)

Ayes: All Noes: None Motion Carried

PRESENTATION OF COMMUNICATIONS BY BOARD MEMBERS AND DEPARTMENT HEADS

RECREATION PROGRAM UPDATES

Youth Service Coordinator Lauren Masset reminded residents that registration for the Winter Youth Basketball Clinic and new Little Rascals program is currently taking place. Registration forms can be found online or in the recreation office. Registration for Summer Day Camp for residents will begin February 1, 2016; non-residents can begin to register on March 1, 2016.

ECONOMIC DEVELOPMENT

Councilman Hart stated he will be meeting this week with Town Attorney John Fenz, Code Enforcement Officer John Gullo and Gerald Hathaway of the Chamber of Commerce to discuss economic development.

LIBRARY EXPANSION PROJECT

Councilman Hart referred to the library expansion project and stated they will be meeting to discuss contracts and engineering details that need to be put in place before the project can be started. The goal is to reduce the cost to taxpayers as much as possible and funding is accumulating with \$800,000 pledged from library grants, \$400,000 from Senator Gallivan and \$1.3 million from the energy savings program.

UTILITY COMMITTEE

Councilman Hanley stated the utility committee has begun checking the phones in town buildings, looking for dead lines that can be removed from the invoice.

SPOT COFFEE IN WEST SENECA

Supervisor Meegan announced that Spot Coffee will be locating in West Seneca, but the specific location is yet to be announced.

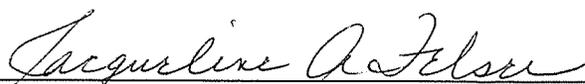
ADJOURNMENT

Motion by Supervisor Meegan, seconded by Councilman Hart, to adjourn the meeting at 7:40 P.M.

Ayes: All

Noes: None

Motion Carried



JACQUELINE A FELSER, TOWN CLERK

MEMORANDUM OF AGREEMENT

By and between

The Town of West Seneca (hereinafter referred to as the "Town")

And

The Civil Service Employees Association, Inc., Local 1000, AFSCME, AFL-CIO (hereinafter referred to as the "CSEA")

WHEREAS, the Town intends to create the position of Cashier; and

WHEREAS, the title of Cashier has not existed in the Town in the past, it is not included as a represented title in the parties' collective bargaining agreement applicable to the Town of West Seneca White Collar Unit (the "CBA"); and

WHEREAS, the parties believe that the title of Cashier shares a community of interest with the titles contained in the Town of West Seneca White Collar Unit; and

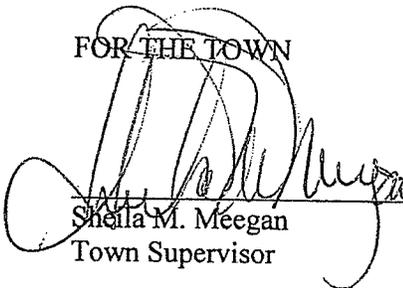
WHEREAS, the parties wish to amend the CBA to include the title of Cashier in the Town of West Seneca White Collar Unit.

NOW THEREFORE, the parties agree as follows:

1. The title of Cashier shall be added to Appendix A of the CBA (Job Classification Schedule) and shall be placed in Group #3.
2. The title of Cashier shall be added to the salary schedules of the CBA (Salary Schedule for All Employees) and shall be placed in Group # 3.
3. The above-agreements shall be reflected in the successor CBA by and between the parties.

IN WITNESS WHEREOF,

FOR THE TOWN

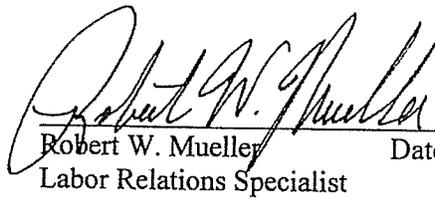


 Sheila M. Meegan
 Town Supervisor

1-7-2016

 Date

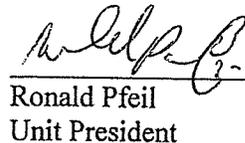
FOR THE CSEA



 Robert W. Muelley
 Labor Relations Specialist

1/7/16

 Date



 Ronald Pfeil
 Unit President

1/7/16

 Date

AGREEMENT TO SPEND TOWN HIGHWAY FUNDS

YEAR 2016

TOWN OF WEST SENeca
COUNTY OF ERIE

Pursuant to the provisions of Section 284 of the Highway Law, we agree that monies levied and collected for the repair and improvement of highways, and received from New York State for the repair and improvement of highways, shall be expended as follows:

1. GENERAL REPAIRS

The sum of \$ 841,900.00 may be expended for general repairs upon 118 miles of town highways, including sluices, culverts and bridges having a span of less than five feet and boardwalks or the renewal thereof.

2. IMPROVEMENTS - The following sum shall be set aside to be expended for the improvement of town highways:

(a) On _____, starting at _____ and ending at _____, a distance of _____ miles, there shall be expended not over the sum of \$ _____.
Type Top: _____ Width of traveled surface: _____ feet
Thickness Top: _____ inches Thickness binder: _____ inches
Other _____

(b) On _____, starting at _____ and ending at _____, a distance of _____ miles, there shall be expended not over the sum of \$ _____.
Type Top: _____ Width of traveled surface: _____ feet
Thickness Top: _____ inches Thickness binder: _____ inches
Other _____

(c) On _____, starting at _____ and ending at _____, a distance of _____ miles, there shall be expended not over the sum of \$ _____.
Type Top: _____ Width of traveled surface: _____ feet
Thickness Top: _____ inches Thickness binder: _____ inches
Other _____

.....

<u>[Signature]</u> Supervisor	<u>1-17-16</u> Date	_____	_____
_____	_____	Councilmember	Date
<u>[Signature]</u> Councilmember	<u>1/20/16</u> Date	_____	_____
_____	_____	Councilmember	Date
<u>[Signature]</u> Councilmember	<u>2-8-16</u> Date	_____	_____
_____	_____	Councilmember	Date
_____	_____	<u>[Signature]</u> Highway Superintendent	<u>1/7/16</u> Date

NOTE: This Agreement must be signed by a majority of the members of the Town Board and by the Town Highway Superintendent. One copy must be filed in the Town Clerk's Office

At a Special Term of the Supreme Court, Erie County,
held at 25 Delaware Avenue, Buffalo, New York, on the
day of _____, 2015.

PRESENT: HON. SHEILA A. DITULLIO, A.J.S.C.
Presiding

STATE OF NEW YORK
SUPREME COURT : COUNTY OF ERIE

IN THE MATTER OF THE APPLICATION UNDER
ARTICLE 7 OF THE REAL PROPERTY TAX LAW

BY

2400 NORTH AMERICA DRIVE ASSOCIATES

Petitioner,

v.

TOWN OF WEST SENECA

Respondents,

CONSENT ORDER

Index No.: 801088/13
807948/14
808961/15

AND

WEST SENECA CENTRAL SCHOOL DISTRICT

AND

COUNTY OF ERIE

Intervenors.

FOR REVIEW OF THE 2013-2014, 2014-2015 & 2015-2016 TAX
ASSESSMENT OF CERTAIN REAL PROPERTY IN THE SAID
TOWN OF WEST SENECA, NEW YORK

The above-entitled special proceedings involving real property tax certiorari for the premises owned by Petitioner in the Town of West Seneca, New York, known as 2400 North America Drive in West Seneca, New York, S.B.L. #135.05-4-3 for the tax years 2013-2014, 2014-2015, & 2015-2016 having progressed for trial, and negotiations for settlement having been conducted, and said

settlement having been approved and recommended by the Attorneys for the Town of West Seneca, the County of Erie, the West Seneca Central School District, and the Attorney for Petitioner, and it further appearing that the assessment of premises in the Town of West Seneca provides the basis for the imposition of ad valorem taxes assessed by the County of Erie, the Town of West Seneca and the West Seneca Central School District, it is hereby

ORDERED, STIPULATED, AND ADJUDGED that the real property tax assessment for the tax years 2013-2014, 2014-2015, and 2015-2016 for the premises at 2400 North America Drive be set at \$504,000, and it is further

ORDERED, STIPULATED, AND ADJUDGED that the real property tax assessment for the tax years 2016-2017, 2017-2018, 2018-2019, 2019-2020, 2020-2021, and 2021-2022 for the premises at 2400 North America Drive be set at \$504,000, and it is further

ORDERED, STIPULATED, AND ADJUDGED that the provisions of Section 727 of the Real Property Tax Law shall apply to the aforementioned tax years without regard to revaluation or update in the interval, and it is further

ORDERED, STIPULATED, AND ADJUDGED that said Petitioner in any instrument or agreement transferring any part or all of the subject property or any interest therein shall covenant with any grantee, transferee, and mortgagee and their respective distributees, successors and/or assigns that they shall be bound by the terms of this Consent Order and that such covenant shall be deemed to run with the land for the tax periods embraced by the terms thereof, and it is further

ORDERED, STIPULATED, AND ADJUDGED that in the event that the assessment is increased for any stated year at a level higher than provided herein when there has been no assessable addition or improvement to the property, Petitioner retains the right to reinstate and reinstitute its

Article 7 proceedings herein settled with respect to that parcel only, and Respondents waive any objection based upon statute of limitations grounds, and it is further

ORDERED, STIPULATED, AND ADJUDGED that the fiscal officers of Erie County, the Town of West Seneca, West Seneca Central School District, and any other taxing unit affected by the above assessment reductions shall apply such adjusted assessment and in the event that any such tax payment has not been paid, issue corrected tax bills which reflect the proper reduced assessment for the property, with a copy of corrected tax bills sent to the attorneys for Petitioner, said corrected tax bills to be paid without interest or penalty if paid within 45 days of receipt of said corrected bills, with Petitioner waiving property tax refunds, and it is further

ORDERED, STIPULATED, AND ADJUDGED that this Court shall retain jurisdiction over this proceeding pending the expiration of the periods herein recited, and that all applications to enforce any or all of the terms of this Consent Order shall be brought by motion before this Court, and it is further

ORDERED, STIPULATED, AND ADJUDGED that Petitioner shall have the right to seek specific enforcement of this Order, Stipulation and Judgment by all means provided by law, and it is further

ORDERED, STIPULATED, AND ADJUDGED that this Order, Stipulation and Judgment hereby constitutes and represents the entire understanding and agreement amongst the parties, and the full settlement of the tax certiorari herein; there are no costs or disbursements awarded to, by or against any party, and upon compliance with the terms of this Order, Stipulation and Judgment, the

At a Special Term of the Supreme Court, Erie County,
held at 25 Delaware Avenue, Buffalo, New York, on the
_____ day of _____, 2015.

PRESENT: HON. SHEILA A. DITULLIO, A.J.S.C.
Presiding

STATE OF NEW YORK
SUPREME COURT : COUNTY OF ERIE

IN THE MATTER OF THE APPLICATION UNDER
ARTICLE 7 OF THE REAL PROPERTY TAX LAW

BY

JAMES A. ZAEPFEL

Petitioner,

v.

TOWN OF WEST SENECA

Respondents,

CONSENT ORDER

Index No.: 801003/13
807978/14
808960/15

AND

WEST SENECA CENTRAL SCHOOL DISTRICT

AND

COUNTY OF ERIE

Intervenors.

FOR REVIEW OF THE 2013-2014, 2014-2015 & 2015-2016 TAX
ASSESSMENT OF CERTAIN REAL PROPERTY IN THE SAID
TOWN OF WEST SENECA, NEW YORK

The above-entitled special proceedings involving real property tax certiorari for the premises owned by Petitioner in the Town of West Seneca, New York, known as 19B Ransier Drive in West Seneca, New York, S.B.L. #135.05-1-12.11 for the tax years 2013-2014, 2014-2015, & 2015-2016

having progressed for trial, and negotiations for settlement having been conducted, and said settlement having been approved and recommended by the Attorneys for the Town of West Seneca, the County of Erie, the West Seneca Central School District, and the Attorney for Petitioner, and it further appearing that the assessment of premises in the Town of West Seneca provides the basis for the imposition of ad valorem taxes assessed by the County of Erie, the Town of West Seneca and the West Seneca Central School District, it is hereby

ORDERED, STIPULATED, AND ADJUDGED that the real property tax assessment for the tax year 2013-2014, 2014-2015, and 2015-2016 for the premises at 19B Ransier Drive be set at \$409,500, and it is further

ORDERED, STIPULATED, AND ADJUDGED that the real property tax assessment for the tax years 2016-2017, 2017-2018, 2018-2019, 2019-2020, 2020-2021 and 2021-2022 for the premises at 19B Ransier Drive be set at \$409,500, and it is further

ORDERED, STIPULATED, AND ADJUDGED that the provisions of Section 727 of the Real Property Tax Law shall apply to the aforementioned tax years without regard to revaluation or update in the interval, and it is further

ORDERED, STIPULATED, AND ADJUDGED that said Petitioner in any instrument or agreement transferring any part or all of the subject property or any interest therein shall covenant with any grantee, transferee, and mortgagee and their respective distributees, successors and/or assigns that they shall be bound by the terms of this Consent Order and that such covenant shall be deemed to run with the land for the tax periods embraced by the terms thereof, and it is further

ORDERED, STIPULATED, AND ADJUDGED that in the event that the assessment is increased for any stated year at a level higher than provided herein when there has been no assessable addition or improvement to the property, Petitioner retains the right to reinstate and reinstitute its Article 7 proceedings herein settled with respect to that parcel only, and Respondents waive any objection based upon statute of limitations grounds, and it is further

ORDERED, STIPULATED, AND ADJUDGED that the fiscal officers of Erie County, the Town of West Seneca, West Seneca Central School District, and any other taxing unit affected by the above assessment reductions shall apply such adjusted assessment and in the event that any such tax payment has not been paid, issue corrected tax bills which reflect the proper reduced assessment for the property, with a copy of corrected tax bills sent to the attorneys for Petitioner, said corrected tax bills to be paid without interest or penalty if paid within 45 days of receipt of said corrected bills, with Petitioner waiving property tax refunds, and it is further

ORDERED, STIPULATED, AND ADJUDGED that this Court shall retain jurisdiction over this proceeding pending the expiration of the periods herein recited, and that all applications to enforce any or all of the terms of this Consent Order shall be brought by motion before this Court, and it is further

ORDERED, STIPULATED, AND ADJUDGED that Petitioner shall have the right to seek specific enforcement of this Order, Stipulation and Judgment by all means provided by law, and it is further

ORDERED, STIPULATED, AND ADJUDGED that this Order, Stipulation and Judgment hereby constitutes and represents the entire understanding and agreement amongst the parties, and the full settlement of the tax certiorari herein; there are no costs or disbursements awarded to, by or

against any party, and upon compliance with the terms of this Order, Stipulation and Judgment, the proceedings herein shall be, and the same hereby are, settled and discontinued with prejudice.

HON: SHEILA A. DITULLIO, A.J.S.C.

GRANTED:

The parties consent to be bound by the terms of this Court Order by subscribing hereunto their names and legal authority:

FOR PETITIONER
JAMES A. ZAEPFEL

By: _____
PETER ALLEN WEINMANN, ESQ.
Attorney for Petitioner

Date: _____

FOR PETITIONER
JAMES A. ZAEPFEL

By: _____
RONALD GEORGE
As Agent

Date: _____

FOR RESPONDENT
TOWN OF WEST SENECA

By: _____
RICHARD H. COLE, ESQ.
Attorney for Respondent

Date: _____

FOR RESPONDENT
TOWN OF WEST SENECA

By: _____
JOHN J. FENZ, ESQ.
Town Attorney

Date: _____

FOR INTERVENOR
WEST SENECA CENTRAL SCHOOL DISTRICT

By: _____
NATHAN GEARY, ESQ.
Attorney for Intervenor

Date: _____

FOR INTERVENOR
COUNTY OF ERIE

By: _____
SEAN R. MCDERMOTT, ESQ.
Attorney for Intervenor

Date: _____

FOR INTERVENOR
WEST SENECA CENTRAL SCHOOL DISTRICT

By: _____
JANICE LEWANDOWSKI
Assistant Manager of Financial Services

Date: _____

At a Special Term of the Supreme Court, Erie County,
held at 25 Delaware Avenue, Buffalo, New York, on the
_____ day of _____, 2015.

PRESENT: HON. SHEILA A. DITULLIO, A.J.S.C.
Presiding

STATE OF NEW YORK
SUPREME COURT : COUNTY OF ERIE

IN THE MATTER OF THE APPLICATION UNDER
ARTICLE 7 OF THE REAL PROPERTY TAX LAW

BY

AMERICAN BUSINESS CENTER, LLC

Petitioner,

v.

TOWN OF WEST SENECA

Respondents,

CONSENT ORDER

Index No.: 801086/13
807965/14
808962/15

AND

WEST SENECA CENTRAL SCHOOL DISTRICT

AND

COUNTY OF ERIE

Intervenors.

FOR REVIEW OF THE 2013-2014, 2014-2015 & 2015-2016 TAX
ASSESSMENT OF CERTAIN REAL PROPERTY IN THE SAID
TOWN OF WEST SENECA, NEW YORK

The above-entitled special proceedings involving real property tax certiorari for the premises owned by Petitioner in the Town of West Seneca, New York, known as 2600-2690 North America Drive in West Seneca, New York, S.B.L. #135.06-6-1 for the tax years 2013-2014, 2014-2015, & 2015-2016 having progressed for trial, and negotiations for settlement having been conducted, and

said settlement having been approved and recommended by the Attorneys for the Town of West Seneca, the County of Erie, the West Seneca Central School District, and the Attorney for Petitioner, and it further appearing that the assessment of premises in the Town of West Seneca provides the basis for the imposition of ad valorem taxes assessed by the County of Erie, the Town of West Seneca and the West Seneca Central School District, it is hereby

ORDERED, STIPULATED, AND ADJUDGED that the real property tax assessment for the tax years 2013-2014, 2014-2015, and 2015-2016 for the premises at 2600-2690 North America Drive be set at \$441,000, and it is further

ORDERED, STIPULATED, AND ADJUDGED that the real property tax assessment for the tax years 2016-2017, 2017-2018, 2018-2019, 2019-2020, 2020-2021, and 2021-2022 for the premises at 2600-2690 North America Drive be set at \$441,000, and it is further

ORDERED, STIPULATED, AND ADJUDGED that the provisions of Section 727 of the Real Property Tax Law shall apply to the aforementioned tax years without regard to revaluation or update in the interval, and it is further

ORDERED, STIPULATED, AND ADJUDGED that said Petitioner in any instrument or agreement transferring any part or all of the subject property or any interest therein shall covenant with any grantee, transferee, and mortgagee and their respective distributees, successors and/or assigns that they shall be bound by the terms of this Consent Order and that such covenant shall be deemed to run with the land for the tax periods embraced by the terms thereof, and it is further

ORDERED, STIPULATED, AND ADJUDGED that in the event that the assessment is increased for any stated year at a level higher than provided herein when there has been no assessable addition or improvement to the property, Petitioner retains the right to reinstate and reinstitute its

Article 7 proceedings herein settled with respect to that parcel only, and Respondents waive any objection based upon statute of limitations grounds, and it is further

ORDERED, STIPULATED, AND ADJUDGED that the fiscal officers of Erie County, the Town of West Seneca, West Seneca Central School District, and any other taxing unit affected by the above assessment reductions shall apply such adjusted assessment and in the event that any such tax payment has not been paid, issue corrected tax bills which reflect the proper reduced assessment for the property, with a copy of corrected tax bills sent to the attorneys for Petitioner, said corrected tax bills to be paid without interest or penalty if paid within 45 days of receipt of said corrected bills, with Petitioner waiving property tax refunds, and it is further

ORDERED, STIPULATED, AND ADJUDGED that this Court shall retain jurisdiction over this proceeding pending the expiration of the periods herein recited, and that all applications to enforce any or all of the terms of this Consent Order shall be brought by motion before this Court, and it is further

ORDERED, STIPULATED, AND ADJUDGED that Petitioner shall have the right to seek specific enforcement of this Order, Stipulation and Judgment by all means provided by law, and it is further

ORDERED, STIPULATED, AND ADJUDGED that this Order, Stipulation and Judgment hereby constitutes and represents the entire understanding and agreement amongst the parties, and the full settlement of the tax certiorari herein; there are no costs or disbursements awarded to, by or against any party, and upon compliance with the terms of this Order, Stipulation and Judgment, the

proceedings herein shall be, and the same hereby are, settled and discontinued with prejudice.

HON. SHEILA A. DITULLIO, A.J.S.C.

GRANTED:

The parties consent to be bound by the terms of this Court Order by subscribing hereunto their names and legal authority:

FOR PETITIONER
AMERICAN BUSINESS CENTER, LLC

By: _____
PETER ALLEN WEINMANN, ESQ.
Attorney for Petitioner

Date: _____

FOR RESPONDENT
TOWN OF WEST SENECA

By: _____
RICHARD H. COLE, ESQ.
Attorney for Respondent

Date: _____

FOR PETITIONER
AMERICAN BUSINESS CENTER, LLC

By: _____
RONALD GEORGE
As Agent

Date: _____

FOR RESPONDENT
TOWN OF WEST SENECA

By: _____
JOHN J. FENZ, ESQ.
Town Attorney

Date: _____

FOR INTERVENOR
WEST SENECA CENTRAL SCHOOL DISTRICT

By: _____
NATHAN GEARY, ESQ.
Attorney for Intervenor

Date: _____

FOR INTERVENOR
COUNTY OF ERIE

By: _____
MARGARET A. HURLEY, ESQ. /
JAMES P. BLENK, ESQ.
Attorney for Intervenor

Date: _____

FOR INTERVENOR
WEST SENECA CENTRAL SCHOOL DISTRICT

By: _____
JANICE LEWANDOWSKI
Assistant Manager of Financial Services

Date: _____

WHEREAS, the Town of West Seneca (the "Town") and New York State Electric and Gas Corporation ("NYSEG") have entered into an Agreement for Purchase and Sale of Street Lighting Facilities dated as of November 13, 2014 pursuant to the terms of which all right, title and interest to and in the Facilities shall vest in the Town and the Town shall be solely responsible and liable for the operation, maintenance and condition of the facilities;

WHEREAS, the Town in compliance with Part 617 of the implementing regulations pertaining to Article 8 (State Environmental Quality Review Act – SEQRA) of the Environmental Conservation Law, has reviewed this action; and

WHEREAS, the Town has reviewed a Short Environmental Assessment Form prepared and signed by the Town Attorney;

NOW, THEREFORE, BE IT RESOLVED, pursuant to and in accordance with the coordinated review requirements of SEQRA, the Town of West Seneca has hereby established itself as SEQRA lead agency for the Proposed Action;

AND, BE IT FURTHER RESOLVED, that based upon an examination of the Short Environmental Assessment Form the Town Board determines that the proposed action is an Unlisted Action, not anticipated to result in any significant negative effect of the environment and a Negative Declaration is hereby issued.

Short Environmental Assessment Form

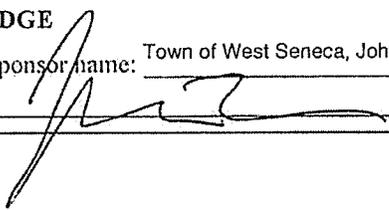
Part 1 - Project Information

Instructions for Completing

Part 1 - Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 - Project and Sponsor Information			
Town of West Seneca			
Name of Action or Project: Town of West Seneca Purchase and Improvement of Street Lighting Facilities From NYSEG			
Project Location (describe, and attach a location map): All Streetlight Owned By NYSEG Throughout the Town (See attached map)			
Brief Description of Proposed Action: The Town shall increase and improve streetlighting facilities of Electric Lighting Districts (Gas Conversion) 1-12; Electric Lighting Districts 1-63 and the General Lighting District, in preparation for the purchase of the facilities from New York State Electric and Gas Corporation and conversion of the facilities to LED lighting for the benefit of street lighting system users in the districts.			
Name of Applicant or Sponsor: Town of West Seneca		Telephone: 674-5600	
		E-Mail: jfenz@twsny.org	
Address: 1250 Union Road			
City/PO: West Seneca		State: New York	Zip Code: 14224
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input checked="" type="checkbox"/>
			YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			NO <input checked="" type="checkbox"/>
			YES <input type="checkbox"/>
3.a. Total acreage of the site of the proposed action?		_____ NA acres	
b. Total acreage to be physically disturbed?		_____ NA acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		_____ NA acres	
4. Check all land uses that occur on, adjoining and near the proposed action.			
<input type="checkbox"/> Urban <input checked="" type="checkbox"/> Rural (non-agriculture) <input checked="" type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____			
<input checked="" type="checkbox"/> Parkland			

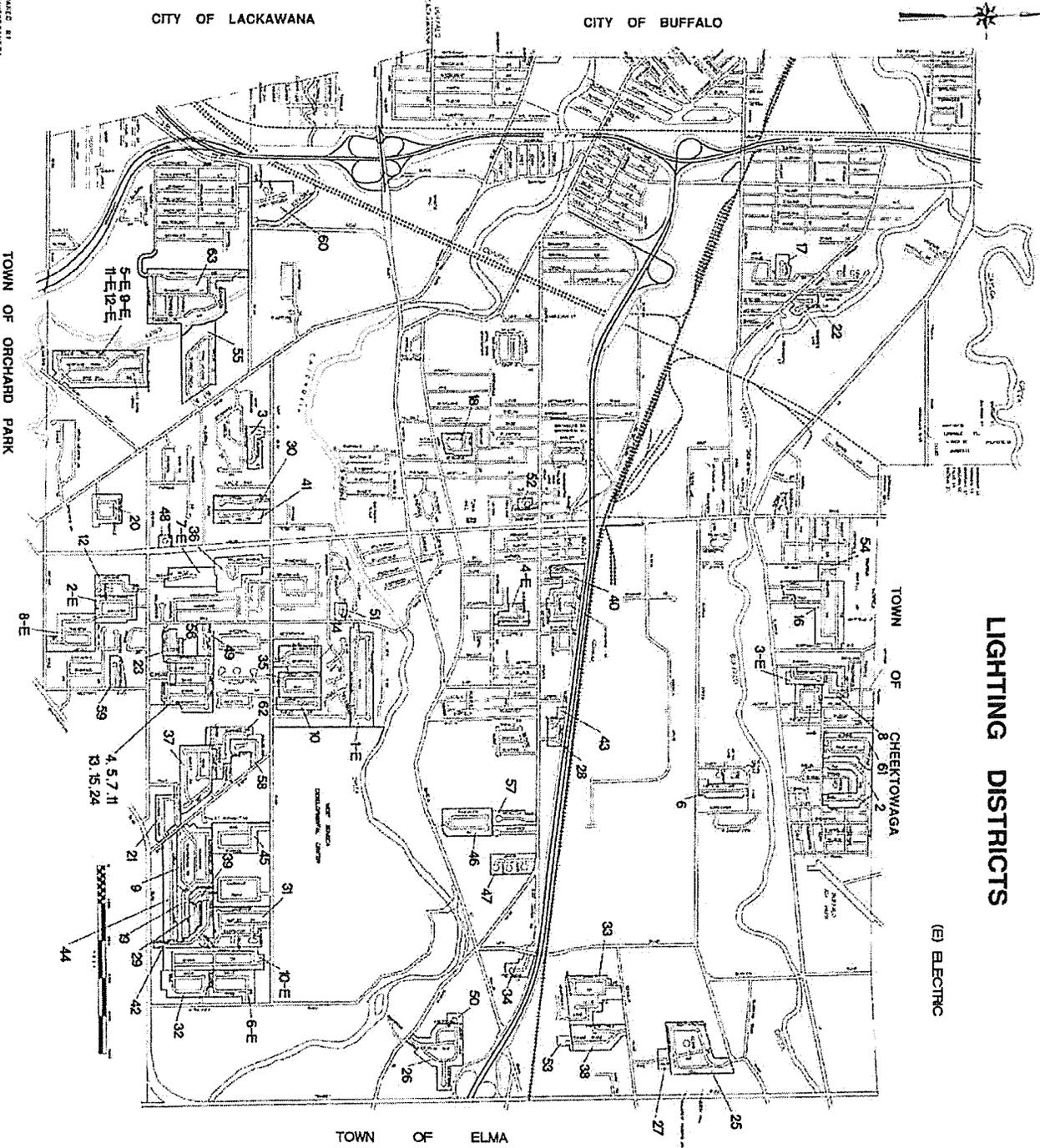
<p>18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)?</p> <p>If Yes, explain purpose and size: _____</p> <p>_____</p> <p>_____</p>	<p>NO</p> <p><input checked="" type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>
<p>19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p>NO</p> <p><input checked="" type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>
<p>20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p>NO</p> <p><input checked="" type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>
<p>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</p>		
<p>Applicant/sponsor name: <u>Town of West Seneca, John J. Fenz, Esq., Town Attorney</u></p>	<p>Date: <u>1/7/16</u></p>	
<p>Signature: <u></u></p>		

TOWN OF WEST SENECA

ERIE COUNTY, NEW YORK

LIGHTING DISTRICTS

(E) ELECTRIC





JOHN W. DANFORTH COMPANY

GENERAL CONTRACTORS FOR MECHANICAL SYSTEMS

Industrial Piping • Power Plants • Heating/Air Conditioning • Plumbing • Air and Water Pollution Control • Sheetmetal • Energy Performance Contracting

January 11, 2016

Addendum #1 to the Energy performance Contract Agreement by and between the Town of West Seneca ("Customer") and John W. Danforth Company ("Danforth") dated November 15, 2014

1. Schedule 1 "Scope Of Work" shall be modified as follows:

STREET LIGHTING CONVERSION

- Purchase by customer of the street lighting facilities from NYSEG pursuant to terms of agreement dated November 13, 2014.
- Install LED lamps on approximately 3300 lights.
- Install fused disconnects as required by NYSEG.
- File street lighting service classification to enable energy only rate.

ICE RINK SCOREBOARD

- Install a new four sided, durable lightweight aluminum scoreboard utilizing LED technology.
- Install a single point, permanently wall-mounted sound system to provide even coverage and sound levels capable of overcoming crowd noise.

LIBRARY

BUILDING ENVELOPE

- Modify vestibule to improve energy efficiency and operational effectiveness per final design documents.
- Upgrade gas, storm, sanitary and water lines as necessary to meet building codes, energy efficiency and future expansion requirements
- Replace old inefficient roof on existing library with new energy efficient roof.

WATER CONSERVATION

- Furnish and install high efficiency storage type water heater system sized to meet the requirements of existing and the future expansion
- Furnish and install high efficiency plumbing system, fixtures and toilet room accessories for toilet rooms T7, T8 including:
 - Ten (10) water closets, two (2) urinals, ten (10) lavs

300 Colvin Woods Parkway • Tonawanda, New York 14150 • Tel: 716-832-1940 • Fax: 716-832-2388
930 Old Dutch Road • Victor, New York 14564 • Tel: 585-924-7030 • Fax: 585-924-7916
107 Hermes Rd • Suite 145 • Ballston Spa, New York 12020 • Tel: 518-400-1600 • Fax: 518-400-1378

JOHN W. DANFORTH COMPANY

HVAC

- Furnish and install new high efficiency hot water heating system sized for requirements of existing structure and future expansion.
- The system will include two (2) new high efficiency boilers, pumps and VFD's, 5 zone VAV system, with hot water reheat coils and perimeter fin radiation.
- Three (3) rooftop units will heat and air condition the Community Recreation Room, vestibule and office area.
- Complete check, test, start-up and system balance
- Controls - DDC Control System for existing building. Controls for future expansion not included
- Power wiring for RTU's and mechanical room equipment

LIGHTING

- Replace existing lighting with energy efficient units

2. Schedule 4 "Price and Payment Terms, 2. Work." shall be modified as follows:

2. Work. The price to be paid by Customer for the Work shall be \$5,275,003 which shall include \$804,866 as the purchase price of street lighting facilities, plus any accrued taxes, to be paid by DANFORTH on behalf of the Customer directly to NYSEG as specified in Schedule 1 (Scope of Work) and pursuant to the terms of the agreement between Customer and NYSEG dated November 13, 2014. Payments (including payment for materials delivered to Danforth and work performed on and off-site) shall be made to Danforth as follows:

3. Schedule 4 "Price and Payment Terms, 3. Timely Payments." shall be modified as follows:

3. Timely Payments. The Customer agrees to pay DANFORTH per Table 4.1 below. Customer agrees to pay DANFORTH a \$2,261,515 mobilization fee (which shall include \$804,866 as the purchase price of street lighting facilities as described in #2 above) and monthly AIA (American Institute of Architects) invoices submitted by DANFORTH per Agreement, (Schedule 4, 1. Compensation). A payment schedule of values will be submitted to Customer for approval utilizing AIA format. Each of the payments specified in Table 4.1 – FIM Work Payment Schedule will be made by Customer pursuant to invoices submitted by DANFORTH

4. Schedule 4 "Price and Payment Terms, Table 4.1 – FIM Work Payment Schedule" shall be modified as follows:

Table 4.1 – FIM Work Payment Schedule

Project Phase	Payments (\$)	Payment Due
Mobilization	\$2,261,515	Net 30 Days from Contract Execution
Month 1	AIA Billing	Net 30 Days from Invoice
Month 2	AIA Billing	Net 30 Days from Invoice
Month 3	AIA Billing	Net 30 Days from Invoice
Month 4	AIA Billing	Net 30 Days from Invoice
Month 5	AIA Billing	Net 30 Days from Invoice
Month 6	AIA Billing	Net 30 Days from Invoice
Month 7	AIA Billing	Net 30 Days from Invoice
Project Total:	\$5,275,003	

JOHN W. DANFORTH COMPANY

5. Schedule 2 "Assured Performance Guarantee, B. Project Benefits Summary." Shall be modified as follows:

B. Project Benefits Summary. Subject to the terms and conditions of this Agreement, Danforth and Customer agree that Customer will be deemed to achieve a total of \$9,370,717 in Non-Measured Project Benefits and Danforth guarantees that Customer will achieve a total of \$4,003,947 in Measured Project Benefits during the term of this Agreement, for Total Project Benefits of \$13,519,987, as set forth in the Total Project Benefits table below. Project Benefit dollar value is based on Utility Rate Structures and Escalation Rates as defined in Section IV

6. Schedule 2 "Assured Performance Guarantee, Total Annual Guaranteed Savings" shall be modified as follows:

Total Annual Guaranteed Savings

Year	Electric Energy Saved (kWh)	Natural gas Saved(mmbtu)
Annual Quantity	1,447,887	19

7. Schedule 2 "Assured Performance Guarantee, Total Calculated Project Benefits" shall be modified as follows:

Total Calculated Project Benefits

Year	Calculated Utility Cost Avoidance**	Operations & Maintenance Cost Avoidance***	Future Capital Cost Avoidance****	Calculated Annual Project Benefits
1	\$116,304	\$347,405	\$0	\$609,032
2	\$119,793	\$350,879	\$0	\$470,673
3	\$123,387	\$354,388	\$0	\$477,775
4	\$127,089	\$357,932	\$0	\$485,021
5	\$130,902	\$361,511	\$0	\$492,413
6	\$134,829	\$365,126	\$0	\$499,955
7	\$138,873	\$368,777	\$0	\$507,651
8	\$143,040	\$372,465	\$0	\$515,505
9	\$147,331	\$376,190	\$0	\$523,521
10	\$151,751	\$379,952	\$0	\$531,702
11	\$156,303	\$383,751	\$0	\$540,055
12	\$160,992	\$387,589	\$0	\$548,581
13	\$165,822	\$391,465	\$0	\$557,287
14	\$170,797	\$395,379	\$0	\$566,176
15	\$175,921	\$399,333	\$0	\$575,254
16	\$181,198	\$403,326		\$584,525

JOHN W. DANFORTH COMPANY

17	\$186,634	\$407,360		\$593,994
18	\$192,233	\$411,433		\$603,667
19	\$198,000	\$415,548		\$613,548
20	\$203,940	\$419,703		\$623,643
21	\$210,059	\$423,900		\$633,959
22	\$216,360	\$428,139		\$644,499
23	\$222,851	\$432,421		\$655,272
24	\$229,537	\$436,745		\$666,281
Total	\$4,003,947	\$9,370,717	\$0	\$13,519,987

8. **Schedule 2 "Assured Performance Guarantee. MEASUREMENT AND VERIFICATION METHODOLOGIES, Option D Stipulated" Shall be modified as follows:**

Option D
Stipulated

Option D is intended for Facility Improvement Measures where the end use capacity or operational efficiency; demand, energy consumption or power level; or manufacturer's measurements, industry standard efficiencies or operating hours are known in advance and used in a calculation or analysis method that will stipulate the outcome. Both the Client and Danforth agree to the stipulated inputs and outcome(s) of the analysis methodology. Based on the established analytical methodology, the savings stipulated will be achieved upon the completion of the Facility Improvement Measures Work and no further measurements or calculations will need to be performed. The methodology and calculations to establish savings value will be defined below.

Measured Project Benefits from the following Improvement Measures will be calculated using Option D:

- **Street Lighting Retrofit to LED**
- **Library- Building Envelope Improvements, Water Conservation Work, HVAC Work, Lighting**

9. **Schedule 2 "Assured Performance Guarantee. IV. BASELINE CALCULATIONS AND UTILITY RATES" Shall be modified as follows:**

IV. BASELINE CALCULATIONS AND UTILITY RATES

The unit utility costs for the Baseline period are set forth below as "**Base Utility Cost**" and shall be used for all calculations made under this Schedule. The Base Utility Cost shall be escalated annually by the actual utility cost escalation but such escalation shall be no less than the mutually agreed "floor" escalation rate of three percent (3%). The Base Utility Cost for each type of utility represents the 12 month average utility costs from July 2011 through July 2013.

Building/ Energy \$/unit	Years 1-15	Years 1-15
	kwh	mmbtu
Street Lighting	\$ 0.080	\$8.76

JOHN W. DANFORTH COMPANY

10. Schedule 2 "Assured Performance Guarantee, FACILITY IMPROVEMENT MEASURE TOTAL SAVINGS" Shall be modified as follows:

Facility Improvement Measure	Energy or Utility Savings				
	Guarantee Type Savings				Total
	A	B	C	D	
	Measured Capacity	Measured Consumption	Main Meter Comparison	Stipulated	
Street Lighting	\$0	\$0	\$0	\$113,310	\$113,300
Building Envelope Improvements	\$0	\$0	\$0	\$157.68	\$157.68
Water Conservation	\$0	\$0	\$0	\$8.76	\$8.76
HVAC Work	\$0	\$0	\$0	\$469.74	\$469.74
Lighting	\$0	\$0	\$0	\$2,361.26	\$2,361.26

Option D

Overview

Lighting	1,416,378 kwh	\$113,310
Building Envelope Improvements	18 mcf	\$157.68
Water Conservation	1 mcf	\$8.76
HVAC Work	5,278 kwh	\$469.74
Lighting	26,731 kwh	\$2,361.26

TOWN OF WEST SENECA

Signature: *Sharla M Morgan*

Printed Name: Sharla M Morgan

Title: Supervisor

Date: 1-15-2016

JOHN W. DANFORTH COMPANY

Signature: *Gerard P Wilson*

Printed Name: GERARD P. WILSON

Title: V.P. CLIENT SOLUTIONS

Date: 1-18-2016

Supervisor Meegan offered the following resolution and moved its adoption, which resolution was declared adopted after a poll of the members of this Board:

RESOLUTION OF THE TOWN BOARD OF THE TOWN OF WEST SENECA, NEW YORK, ADOPTED ON JANUARY 11, 2016, CALLING FOR A PUBLIC HEARING TO BE HELD ON JANUARY 25, 2016, FOR THE INCREASE AND IMPROVEMENT OF FACILITIES OF ELECTRIC LIGHTING DISTRICTS 1-35, 38-42 and 55 PURSUANT TO SECTION 202-b OF THE TOWN LAW

Recitals

WHEREAS, the Town Board has undertaken proceedings pursuant to Section 202-b of the Town Law for the joint increase and improvement of certain street lighting facilities ("Facilities") of Electric Lighting Districts 1-35, 38-42 and 55 (herein called the "Districts") and elsewhere in the Town of West Seneca (herein called the "Town"), in the County of Erie, New York, in preparation for the purchase of the Facilities from New York State Electric & Gas Corporation ("NYSEG") and conversion of the Facilities to LED lighting for the benefit of street lighting system users in the Districts and elsewhere in the Town; and

WHEREAS, the Town and NYSEG have entered into an Agreement for Purchase and Sale of Street Lighting Facilities dated as of November 13, 2014 pursuant to the terms of which all right, title and interest to and in the Facilities shall vest in the Town and the Town shall thereafter be solely responsible and liable for the operation, maintenance and condition of the Facilities; and

WHEREAS, the Town and John W. Danforth Company ("ESCO") have executed an Energy Performance Contract between the Town and ESCO dated November 15, 2014, pursuant to the authorizing resolution adopted by the Town Board on May 21, 2012, and an amendment to the Phase II portion of such Energy Performance Contract pursuant to the authorizing resolution adopted by the Town Board on January 11, 2016 (such contract as amended being hereinafter referred to as the "EPC") pursuant to the terms of which ESCO will (1) facilitate the Town's purchase

of the Facilities from NYSEG, (2) install and implement Facility Improvement Measures for the Facilities, the Town's Ice Rink Scoreboard and the Town Library ("FIMs") in order to provide energy cost savings and operational cost savings and (3) guarantee the level of such savings calculated in conformance with the requirements of the EPC; and

WHEREAS, such joint increase and improvement of the Facilities and the other FIMs are more particularly described in the EPC filed with the Town Clerk of the Town; and

WHEREAS, the estimated cost of the joint increase and improvement of the portion of the Facilities benefiting the Districts is \$650,000 plus the reasonable cost of financing, accrued taxes, if any, associated administrative fees and expenses, which is proposed to be financed, together with the other FIMs, through a lease/purchase agreement in accordance with the Town Board's May 21, 2012 authorizing resolution; and

WHEREAS, the Town Board, as lead agency, has given due consideration to the impact that the increase and improvement of the Facilities may have on the environment and the Town has complied in every respect with all applicable federal, state and local laws and regulations regarding environmental matters, including compliance with the New York State Environmental Quality Review Act ("SEQRA"), constituting Article 8 of the Environmental Conservation Law and the applicable documentation thereof has been filed in the office of the Town Clerk; and

WHEREAS, the Town Board has reviewed a Short Environmental Assessment Form prepared and signed by the Town Attorney and hereby determines that the proposed increase and improvement of the Facilities is an unlisted action and will not have a significant impact on the environment;

Now, therefore

THE TOWN BOARD OF THE TOWN OF WEST SENECA, IN THE COUNTY OF ERIE, NEW YORK, HEREBY RESOLVES (by the favorable vote of a majority of all the members of said Town Board) AS FOLLOWS:

Section 1. A meeting of the Town Board of the Town shall be held at the Town Hall, 1250 Union Road, West Seneca New York 14224, on the 25th day of January, 2016, at 7:00 o'clock P.M. (Prevailing Time) to consider the increase and improvement of facilities of the Districts, as described in the Recitals hereto, and to hear all persons interested in the subject thereof, concerning the same and for such other action on the part of the Town Board with relation thereto as may be required by law.

Section 2. The Town Clerk is hereby authorized and directed to publish, or cause to be published, at least once in the "WEST SENECA BEE," a newspaper having a general circulation in the Town and hereby designated as the official newspaper for such publication, and to post on the sign board of the Town maintained pursuant to subdivision 6 of Section 30 of the Town Law, a Notice of such public hearing certified by said Town Clerk, in substantially the form attached hereto as Exhibit A, the first publication thereof and said posting to be not less than ten (10) nor more than twenty (20) days before the date of such public hearing.

Section 3. This resolution shall take effect immediately.

WEST SENECA RECREATION DEPARTMENT

2016 Summer Day Camp Registration Form

THIS FORM MUST BE COMPLETED IN FULL AT TIME OF REGISTRATION (5 PAGES IN FULL)
 IMMUNIZATION RECORDS MUST BE ATTACHED TO THIS FORM AT TIME OF REGISTRATION
 DOWN PAYMENT IS DUE AT TIME OF REGISTRATION
 FINAL PAYMENT IS DUE JUNE 20, 2016 AT 4:00 PM

FOR OFFICE USE ONLY		<input type="checkbox"/> Imm.	<input type="checkbox"/> PIF
Years: _____	Months: _____		
Gender: M	F		
Allergy: _____			
Rx: _____	Swim Y	N	
Grouping Request: _____			
Other: _____			

Camper Information

Child's Full Name: _____

Home Address: _____ City: _____ Zip: _____

Home Phone Number: _____ Male: _____ Female: _____

School Grade in Fall 2016: _____ Date of Birth: _____ Age in Years & Months (as of 6/27/16) _____

Allergies: _____

Parent/Guardian Information: *Please check the primary parent or guardian to call during the day.*

Mother's or Guardian #1 Name: _____ Cell #: _____ Home Phone #: _____

Mother's or Guardian #1 Email Address: _____

Name of Work: _____ Work Phone #: _____

Father's or Guardian #2 Name: _____ Cell #: _____ Home Phone #: _____

Fathers or Guardian #2 Email Address: _____

Name of Work: _____ Work Phone #: _____

If parents are unavailable in an emergency, please notify:

Name: _____ Relation: _____ Phone #: _____

Name: _____ Relation: _____ Phone #: _____

Siblings Names: _____ Ages: _____

Will your child be registered for camp swimming lessons this summer at the Bi-Centennial Pool?

Circle YES NO LEVEL _____

Please note the Camp Swim Lesson fee is different from the Swim Lesson Class fee. If you are interested in signing your child(ren) up for Camp Swim Lessons please speak with one of our office staff. Space is limited. Swim Lesson Fee: \$20/Resident \$30/Non-Resident

Please list any additional information you would like us to know:

Check If Attending	Session Number	Session Dates	Pre-Camp Supervision 7 :30 AM Start Check If Attending	Post-Camp Supervision 5:30 PM End Check If Attending
	1	6/27 – 7/1		
	2	7/5-7/8		
	3	7/11-7/15		
	4	7/18-7/22		
	5	7/25 – 7/29		
	6	8/1 – 8/5		

Childs Last Name:

Permission Form

Immunization History Required Immunizations must be determined locally. This is a record of dates or basic immunizations and most recent booster doses. Please list the date the booster or immunization was administered. Your pediatrician does not need to complete this. You can have these records faxed to use at 716-675-5106.

RECORDS ARE DUE AT TIME OF REGISTRATION, NO EXCEPTIONS.

Table with 6 columns: Vaccine, Date Given, Vaccine, Date Given, Vaccine, Date Given. Rows include DTP/DTAP 1-5, OPV/IPV 1-2, Hib 1-4, Hep B 1-3, MMR 1-2, Tetanus Booster, Varicella - chicken pox, TB Test, and OTHER.

Medications: If your child requires any medications be taken and overseen at camp, please fill out the following table. Please note camp staff cannot administer medicine to campers.

Name: _____ DOB: _____ Weight: _____

Table with 6 columns: Drug, Route (orally, topically, etc...), Dosage, Schedule and Indications, Comments/Side Effects, Prescription Number.

Physician's Signature: _____

(If your camper must have medication at camp, your physician must sign here. Also, a valid prescription must be attached)

All medications must be in their original container when submitted to the camp director or assistant director.

I hereby request that the staff of the Town of West Seneca Day Camp supervise my child taking the above medication as indicated. I understand the Town of West Seneca Day Camp staff cannot administer medicine to my child.

Parent signature: _____ Date: _____

Doctor / Insurance Information

Name of Family/Child Physician: _____ Phone #: _____

Do you carry family medical/hospital insurance? If so, indicate policy/group # for carrier _____

This health history is correct so far as I know and the person listed above has permission to engage in all prescribed camp activities except as noted. In the event I cannot be reached in an emergency, I hereby give permission to the physician selected by the camp director to hospitalize, secure proper treatment for, and to order injections and/or anesthesia and/or surgery for the person named above. I expect to be notified immediately.

Parent / Guardian Signature _____ Date: _____

Childs Last Name:

Permission Form

Permission for pick up form:

Below is a table that should be filled in to include any persons you would like to have permission to pick up your child from camp. Please include parent names in the table as well. At pick up, staff will be checking IDs to assure that the appropriate people are taking your child. If a name is not listed below, camp staff will not release your child to that person. Please make every effort to list people that may be picking up your child during the program, including YOURSELF, grandparents, siblings, friends, etc.

Name	Phone Number	Relation

Parent permission to take pictures and video footage:

I authorize West Seneca Recreation Department to take photographs and video footage of my child/ children while he/she is participating in any programs being run by West Seneca Recreation. I understand these photographs and video footage will be used for marketing purposes, West Seneca Recreation Department Bulletins, West Seneca Recreation Brochures, postings on the West Seneca Recreation Department website, seen on TV's in local businesses, You Tube and other social networking sites.

Parent/ Guardian Signature _____ Date: _____

Parent permission for child to use pool:

The Town of West Seneca Summer Day Camp utilizes the Bi-Centennial Pool to swim during the summer. The pool is required to be inspected by the Erie County Health Department during the summer in order to operate. The pool provides qualified lifeguards, all of whom are Red Cross Certified. West Seneca Summer Camp also implements a "Buddy System Check" multiple times during the swim visit to ensure the safety of each camper. Each camper will be given a water test to determine their swim level on the first day of swim each week. Please sign below to give permission for your child to swim at the pool during the summer camp session(s).

Parent/ Guardian Signature _____ Date: _____

Field Trip Acknowledgment:

I give my child permission to attend all West Seneca Summer Day Camp Field Trips for the session(s) that he/she is registered for.

Parent/ Guardian Signature _____ Date: _____

Please use the following section to provide information to answer the following questions. Information provided will help out staff maximize your child's camp experience with is, and will be kept confidential. Does your child have any serious fears? Does your child have any kind of physical limitations/handicaps? Does your child have any special needs, including behavioral or emotional? Are there any other special issues or accommodations that our staff should be aware of?

Permission to Walk:

Upon completion of this section, the camp staff will allow a child to arrive and sign him/herself into camp and also be dismissed from the camp program to walk home. The child is the parent's responsibility outside of the designated camp times.

Start Date: _____ End Date: _____ Days to be Walking/Riding Bike: M T W TH F

Expected Arrival at Camp: _____ AM/PM

Time Child Should Be Released to Walk/Ride Bike Home from Camp: _____ AM/PM

Parent Signature: _____ Date: _____

Childs Last Name:

Parent/Guardian Agreement

Refund/Payment Policy:

Registration fees will not be refunded or adjusted should the participant fail to attend a class or program. Registration fees will not be refunded or adjusted if a session, trip or activity is canceled due to weather or any other circumstance beyond West Seneca Recreation control. Sessions, trips and activities are not required to be rescheduled if they are canceled for weather related issues. Refunds will only be issued in the event that the entire length of the session is canceled.

At time of registration a \$50 non-refundable deposit is required for each session, for each child you are registering. This deposit is required to reserve your campers spot. This is non-refundable should you choose to un-enroll your child.

Remaining payment is due no later than June 20, 2016 at 4:00PM. Failure to pay your remaining balance by the due date could result in your child losing their reserved spot. In the event of this down payments will not be refunded. Payments made after this date are subject to a \$5.00 per day late fee.

Late Registration - In the event slots are open after the June 20, 2016(late fee date) – New registrations will not be assessed the late fee, However payment in full will be due day of registration.

The Town of West Seneca reserves the right to deny a refund of registration fees should the participant wish to withdraw from the program prior to its scheduled start date.

I understand and accept these responsibilities understand and agree to abide by the Town of West Seneca Youth & Recreation Refund Policies.

Parent/ Guardian Signature _____ Date: _____

Consent for Medical Treatment

I hereby give consent for emergency medical care prescribed by a duly licensed Doctor of Medicine or Doctor of Dentistry. This care may be given under whatever conditions are necessary to preserve the life, limb or well-being of myself or my child.

Parent/ Guardian Signature _____ Date: _____

Parent Handbook

I understand and agree to the information relating to operations, including but not limited to behavior guidelines, peanut policy, payment, records, hours and information pertaining to the Summer Day Camp Handbook, available separately from this application.

Parent/ Guardian Signature _____ Date: _____

Due at time of registration per each child you are registering:
\$50 non-refundable deposit per each session, per each child
Camper registration form completed in full, per each child
Immunization records (updated and valid), per each child

Due June 21, 2016 at 4:00 PM per each child you are registering:
Final payment (Entire remaining balance for Summer Day Camp 2016)

Due Tuesday prior to each session:
Grouping requests

Resident Town ID Cards can be purchased in the Town Clerks Office inside Town Hall (1250 Union Road). Call 674-5600 for more information.

Childs Last Name:

Parent/Guardian Agreement

Parent/Guardian Agreement

I hereby enroll my child in the Town of West Seneca Recreation Department Summer Day Camp Program located at Veteran's Park. I have read and agree to all terms in this application. I understand the information relating to operations, including but not limited to behavior guidelines, hours and information pertaining to the Summer Day Camp Handbook, available separately from this application. The health information form is correct as far as I know and the person described has permission to engage in all camp activities except as noted by me and his or her physical/healthcare provider. I have provided the staff with any pertinent information which may assist the Town of West Seneca Recreation Department in caring for my child, including, but not limited to: allergies, previous or existing illness or condition, sunburn sensitivity, diet requirements, long-term medications, disability or limiting conditions, emotional, developmental, or behavioral challenges. I agree to notify the Town of West Seneca Recreation Staff immediately in writing of any changes in address, phone numbers, emergency contacts, etc. I understand that not providing the above may put my child's health and safety at risk. I give consent for The Town of West Seneca Recreation staff to apply spray sunscreen on my child prior to engaging in extended outdoor time in the sun, or at any point if visibly needed. If my child has any allergies to sunscreen, I have so indicated in the "Medical Recommendations and Restrictions while at Camp" section of the application. I give consent for my child to take part in field trips or excursions off property under proper supervision. I give the Town of West Seneca Recreation Department consent to use any photographs or video tapes of my child for promotional or public relations purposes, including web site material and camp advertising. Although the activities of the Camp will be supervised at all times, it is agreed and understood that neither the Town of West Seneca nor any individual associated therewith will suffer any liability for injuries or damages sustained by myself or my child arising out of such activities, and I agree to indemnify and hold harmless the Town of West Seneca and such individuals supervising, aiding and otherwise associated with the Camp and its activities from all damages and liabilities, including, but not limited to, personal injuries, suffered or incurred while participating in Camp activities. I hereby register my child for the designated session(s) of the Town of West Seneca Recreation Department Summer Day Camp. I understand that the Erie County Department of Health requires my child to have completed health information (including immunization dates) to attend camp. I further understand I must have paid in full no later than June 20, 2016 at 4:00 PM for each session in order for my child to be officially registered for that specific session and that registering for previous sessions does not guarantee a spot in future camp sessions.

Signature of Parent/Guardian

Date

FOR OFFICE USE ONLY

Immunizations
 Additional Child

Swim Payment Receipt Number

FEES (per week)	Weeks 1,3,4,5,6	Week 2
Resident	\$140	\$130
Resident Each Additional Child	\$130	\$120
Non-Resident	\$155	\$145
Non-Resident Each Additional Child	\$145	\$135

Session	Total Due	Down Payment	DP Receipt #	Final Pay	FP Receipt #
1	\$				
2	\$				
3	\$				
4	\$				
5	\$				
6	\$				

ID Card Number: _____

Expiration Date*: _____

**Must be valid through 8/5/2015*

Shirt Size: _____

Each camper receives 1 t-shirt. Extra shirts can be purchased for \$7.00. Sizes are on a first come first serve basis.



West Seneca Youth & Recreation
Summer Day Camp
Parent Handbook

West Seneca Youth & Recreation Contact Information

Office/Registration/Payment Address: 900 Mill Road #211, West Seneca NY 14224

Mailing/Camp Address: 1250 Union Road, West Seneca NY 14224

Phone Number: (716)674-6086

Fax Number: (716)675-5106

Website: www.westseneca.net

Facebook: "West Seneca Youth & Recreation"

Summer Day Camp

Welcome to the Town of West Seneca's Summer Day Camp program. We are so excited to have the opportunity to offer such a great service to the families of West Seneca.

It is our goal to make Summer Camp a safe and memorable experience for all campers. Ensuring the safety of all campers is our number one priority. Our staff is trained in CPR/First Aid, child abuse awareness training and have experience working with children. Our counselor to camper ratio exceeds the minimum requirements stated by the Erie County Health Department. Your child will be supervised at all times and we ensure you that they will be well taken care of. The daily Camp schedule will be filled with a wealth of engaging activities that will be both fun and educational.

Please read the following information regarding our Summer Camp. We want all parents to be well informed, to have their children prepared for Camp, and know what to expect.

Camp Overview

The Town of West Seneca Recreation Summer Day Camp Program runs for 6 weeks for children ages 6-14. Camp will be held at Veteran's Memorial Park located at 1250 Union Road in West Seneca. The main drop off and pick up point will be at the Town Ice Rink located behind Town Hall. The Camp's daily activities will be spread throughout the Park.

The Summer Camp's hours will be Monday-Friday from 9:00 AM until 4:00 PM. We are offering additional morning and afternoon supervision that begins at 7:30 AM and the post Camp supervision ends at 5:30 PM. This additional service is complimentary, will be structured and well supervised. This service will give parents the opportunity to drop off their child before work and then pick them up at the end of their day.

Campers will be placed in groups according to their age. Each group will be assigned a Camp Counselor and an Assistant Camp Counselor who will lead them through their daily age appropriate activities.

Registration/Refund Policy

*SPACE IS LIMITED. SPOTS ARE ON A FIRST COME FIRST SERVED BASIS.
REGISTRATION CLOSSES WHEN ALL SPOTS ARE FILLED.*

Immunization records are due at time of registration.

\$50 non-refundable down payment is required for each slot, for each week, for each child you are registering for. This deposit is required to reserve your campers spot. This is non-refundable should you choose to un-enroll your child.

Remaining payment for all sessions registered for is due in full no later than June 20, 2016 at 4:00 PM. Failure to pay your remaining balance by the due date could result in your child losing their spot. In the event of this down payments will not be refunded. Payments made after this date are subject to a \$5.00 per day late fee.

Late Registration - In the event slots are open after the June 20, 2016(late fee date) – New registrations will not be assessed the late fee; however payment in full will be due day of registration.

After June 20, 2016 all fees paid are non-refundable should you choose to un-enroll your child.

Transactions fees will be applied to each credit card payment.

Registration includes one camper t-shirt. Size quantities are limited and are on a first come first serve basis.

Additional Shirts can be purchased after June 27, 2016 for \$7. Quantity and sizes of shirts will be limited.

Registration fees will not be refunded or adjusted should the participant fail to attend a class or program. Registration fees will not be refunded or adjusted if a session, trip or activity is canceled due to weather or any other circumstance beyond West Seneca Recreation control. Sessions, trips and activities are not required to be rescheduled if they are canceled for weather related issues. Refunds will only be issued in the event that the entire length of the session is canceled by West Seneca Youth & Recreation.

Swimming

A minimum of two days per week (except week 1) the campers will walk to the Bi-Centennial Pool for free swim. They will be tested on the first day by a Water Safety Instructor (Town of West Seneca Lifeguard Staff) on duty to determine if the camper is a non-swimmer or a swimmer, and will be marked as such with colored wrist band. Green for deep end and driving board, Yellow for just deep end and Red for shallow end and splash pad only. Campers must have a bathing suit to participate in Swim.

Swim Lessons at Camp

Swim lessons will be offered to campers during camp hours for an additional fee.

The swim lesson will be conducted for campers on Monday and Wednesdays at 9:00 am when there is no planned trip during this time. The fee for the entire summer swimming lesson program is \$20 for residents \$30 for non-residents. Our trained Lifeguards will provide quality swim instruction to all participants. This fee is to be paid before the first day of the swim lesson.

Arrival and Departure Procedure

All campers are required to sign the attendance sheet within the Ice Rink lobby when they arrive. All campers must be signed out by a parent or an authorized person designated on the camper's registration form. If someone else has to pick up your child or if your child is going home with an older sibling you must send in a written note ahead of time notifying the Camp Program Director. Phone calls are not acceptable. Our staff will require identification from anyone picking up your child which they do not recognize.

Your child needs to arrive at camp no later than 9:00 AM daily to ensure they do not miss out on field trips and other activities.

Camper Orientation

Camper orientation is held the first day of each camp week. Campers are informed of the rules and expectations, given a tour of the facility, field trip expectations, special activities, a review of possible site hazards and a fire drill will take place within the first 48 hours. Campers who are not present on the first day are required to notify the Camp Program Director on the first day that they attend.

Camp Attire

The Summer Day Camp is an outdoor program. Please send your child to camp in their light blue camp shirt they were provided, shorts, socks and sneakers and clothes that can get dirty and wet. We understand that it may be difficult to have the camp shirt washed every day. Camp shirts can also be purchased for \$7 at the Recreation Department Office. Camp shirts are required on Field Trip days. In the event your child is not able to wear their camp shirt that day a light blue t-shirt can be substituted. We recommend that the camp shirt is worn everyday for safety reasons. It is recommended that your child brings a hat and sunscreen for sun protection. Campers should have their bathing suit and a towel with them daily at camp.

SNEAKERS AND SOCKS SHOULD BE WORN DAILY.

Lunch and Snacks

Children are responsible for bringing their own lunch, snack and drink every day. We will not be providing lunch for the campers. Water will be readily available for campers throughout the day. If you child forgets to bring their lunch the parent will be called to come and drop one off. Please be aware that some campers may have an allergy to nuts. Please limit the amount of nut products your child brings to camp. In the event your child has brought a nut product to camp please let us know at time of drop off.

Camper's lunch and water bottle should be labeled with their first and last name every single day.

In the event your camper forgets their lunch our staff will call his/her parent or guardian. In the event a parent or guardian cannot arrange to bring their child lunch West Seneca Youth & Recreation will provide lunch. A \$7.00 fee will be due at time of pick-up. If the fee is not paid by the next morning the Camper will not be permitted to attend camp until the fee is paid. If this happens on a regular basis the camper may be ejected from camp. West Seneca Youth & Recreation will not refund any fees for the current or future sessions.

Money

Please do not allow your child to bring money to camp. If your child is purchasing lunch on a trip day, please make sure that they wear pants or shorts with button pockets or a belt pouch. Do not send your child to camp with large amounts of cash. Staff members are not allowed to hold camper's money. Camp staff is not responsible for any camper's lost money.

Special Needs

Day Camp will be filled with activities that encourage the camper to be active. If your child is not able to participate in any activity, please notify your child's counselor. We encourage you notify us with any special needs or concerns that you may have.

Field Trip Information

The light blue Camp shirt you were given at the start of the program **MUST** be worn on all field trip days. Information regarding field trip days is on the camp calendar you received.

Campers shirts should be labeled with their first and last name.

Field Trips & Activities are subject to change without notice.

Grouping Requests

Are due at 9:00 AM the Tuesday the week prior to the session you are placing the request for.

Requests are not required to be granted. Grouping is at the discretion of the West Seneca Youth & Recreation Department.

Pedestrian Safety

We recommend that your child gets a ride to camp but we understand if this is not possible. If your child is walking, skating or riding their bike to camp without adult supervision you must give them permission to do so. Campers must wear a helmet if they are riding a bike, scooter or skating. Please be sure that you noted this information on the registration form that gives your child permission to do so. If your child brings a bike, make sure it can be locked. The Town of West Seneca Recreation Department is not responsible for lost or stolen property.

Medical Information

Camp staff is not allowed to dispense medication. If your child shows up to camp ill or becomes ill during camp hours, you will need to pick them up immediately or arrange to have them picked up.

Please do not send your child to camp if they have such illnesses as:

- Conjunctivitis (pink eye)
- Fever within the last 24 hours
- Vomiting or an upset stomach
- Signs of general fatigue or discomfort
- Rash
- Head lice
- Chronic cough or runny nose

Please notify the camp director if your child has come in contact with a communicable disease. Camp staff is not allowed to apply insect repellent or sunscreen to campers. You should do this before sending your child to camp. We are required by the Erie County Health Department to have the

immunization records for all campers. Please be sure to have the section on the registration form completely filled out.

Allergies, Inhalers and Epi-pens

There will be children enrolled in our Day Camp that have asthma or other serious allergies. Out of respect for these children We ask that you please not send snacks or lunch for your child that may contain nut products. If you do send your child to camp with any products that contain nuts please notify camp staff. The camper's lunch that contains peanuts will be placed separately from the other lunches.

In order to protect children with serious allergies our staff needs to be aware of any children who carry inhalers or epi-pens. It is important to mark this information on your registration forms and have your doctor's permission for your child to carry this medication.

Prior to the start of camp you must turn in the medical authorization form (included in the registration packet) signed by both you and your child's doctor with a copy of the prescription of the medicine your child will be carrying attached.

The medication that your child brings to camp must be in its original container showing the prescribed information on it.

Remember, these policies are to protect your child. We trust that everyone will help ensure that these rules are carried out. The signed authorization form and training demonstration must be completed before your child is allowed to attend camp.

Children at Risk

All child care agencies are required by law to report suspected child abuse or maltreatment if they have reasonable cause to suspect it. Our staff is trained in recognizing abuse and maltreatment. Maltreatment can be such things as failing to provide proper medical care, excessive punishment, misuse of alcohol, drugs, etc.

Weather Information

The Summer Day Camp takes place mostly outdoors. Therefore temperature and storms are major factors for Camp. It is very important that you dress your child appropriately for days that are overcast or when rain is expected.

When there is inclement weather at camp the activities will take place inside the Town Ice Rink.

When there is inclement weather that could affect a field trip, the trip may be canceled. West Seneca Youth & Recreation reserves the right not to reschedule the trip.

Responding to Extreme Heat

Your camper should bring a water bottle labeled with his/her name to camp every day.

Sun and heat-safety begins before any campers join us. We establish best practices during staff training by learning how the effects of the sun and heat exposure differ for children versus adults. Sports and activities are modified and often moved under shade with extra water breaks. In extreme heat, programming would be entirely indoors treating a heat day the same way we would a lightning storm. There will be special water games, a misting tent and swimming in the pool on very hot weather days. Campers should bring a water bottle to camp every day, labeled with their first and last name.

Sunscreen Utilization at Camps

Written Physician orders are not required for campers to carry and apply sunscreen at camp. The sunscreen must be approved by the FDA for over the counter use and must be accompanied by written permission of the parent or guardian that the camper may carry and apply sunscreen. Sunscreen must be labeled with the campers first and last name. Sunscreen should be applied before sending your child to camp. Staff is not allowed to apply sunscreen to campers.

Emergency Procedure

Below are our procedures for emergencies that are approved by the New York State Department of Health:

1. The Camp Program Director shall be in charge of the situation
2. Administer First Aid
3. Call an ambulance for injuries including but not limited to: areas showing swelling combined with discoloration, deformity, loss of consciousness, any type of neck or back injury. Designate staff members to meet ambulance and direct crew to scene.
4. Other staff to secure area - no child left unattended.
5. Notify parents
6. Notify Director of Recreation
7. Upon conclusion, submit Town & State report. Report should include all events leading to injury of child, name and address of child, name and address of parent or guardian, staff involved, where treated and by whom, and recommendation to avoid future incidents.

There will be fire and lost campers drills weekly. All flammable materials will be stored away from activity centers and kept under lock and key. Each area of camp will have functioning smoke detectors, and fire extinguishers.

Address & Telephone Numbers

Please inform our office staff and the Camp Program Coordinator of any changes to your address or phone numbers. If your emergency number changes it is important that we are notified immediately to ensure proper notification of parents in case of emergency.

Contacting Your Child

Campers are not allowed to bring or use cell phones at camp.

If you need to contact your child at camp please call the Office Recreation at (716)674-6086 and a staff member will relay a message. Please limit your calls only to urgent matters.

Appropriate Behavior of Children at Camp

Please speak with your child:

- Regarding actions and language toward counselors and other campers
- Regarding responsibility for their clothing, snacks, backpacks, bike and money
- Aggressive behavior is not appropriate
- Respect for others, staff, and equipment
- Use of appropriate language at all times
- No hitting, tripping, pushing, tackling, kicking, fighting, or wrestling
- Your child may not leave camp without permission from Camp staff and parents
- All children are expected to assist in picking up after their games/activities.
- Proper behavior on the bus

Discipline Procedures

Please prepare your child for the Summer Day Camp by explaining all of the rules and regulations to your child and discussing any concerns that he/she may have. Please bring to our attention any problems that your child may be experiencing while at camp.

Campers must display acceptable behavior and must be accountable for their actions. Parents must be aware of the rules that their child is expected to abide by.

The first time a camper is disciplined he/she will be asked to sit out of the activity. If the problem continues the Camp Program Director will meet with the camper and their counselor to discuss and review the appropriate behavior.

Any significant or continual behavior problems will be brought to the attention of the parents. If the behavior problem continues the child may be dismissed from the program without further warning. Campers who are dismissed will not be refunded current or future session fees.

Any camper who intentionally injures or is a threat to another camper will be dismissed from the program until further notice.

Any child who intentionally destroys camp property may be dismissed from the program. Any vandalism charges will be charged to the camper involved and to his or her parent(s) or guardian(s).

School Bus Rules for Field Trips

Remind your child:

- They must remain in their seat at all times on the bus
- They must wear their seat belt
- No objects are to be outside of the bus windows
- Not to write on any part of the bus
- Not to litter on the bus
- To keep feet out of the aisles
- To listen carefully for role calls
- Not to eat or drink on the bus
- Inside voices on the bus

Trip Rules

Stop, Look & Listen

- STOP always go with a buddy, never alone
- LOOK to be sure you can always see your counselor
- LISTEN for directions from counselors and trip coordinator
- Be aware of the first aid locations and alert counselors to any problems
- Camp tee shirts must be worn on all field trips to ensure safety
- Wear appropriate clothing (sneakers at camp activities for safety)

The day camp will take trips weekly; camp tee shirts must be worn on all trip days.

Personal Belongings

The Town of West Seneca Recreation Department is not responsible for lost, stolen or misplaced property. Please discourage your child from bringing any items that are of value to camp. The staff is not able to hold or keep track of any personal items for any of the campers. Campers first and last names should be listed on every item they bring to camp. This includes backpack, jacket, sweatshirt, t-shirts, bathing suits, towels, water bottles, lunch, etc.

Please be sure your child has these items daily:

- Lunch
- Snack
- Sneakers
- Towel
- Bathing Suit
- Reusable Water Bottle
- Epi-Pen / Inhaler / Rx if needed

We ask that your camper does not bring any personal items from home except those required. All items should be labeled with the campers first and last name. No exceptions.

Please keep in mind that this is a Camp and everything is open and accessible. In addition, there are no separate classrooms or lockers in which to safely store a camper's personal item or money. Camp staff is not responsible for any personal items lost or stolen.

West Seneca Youth & Recreation will not be held liable for any missing items or money.

Text Message and Email Alerts/Reminders

To receive messages via text, text @wssummer to 81010. You can opt-out of messages at anytime by replying, 'unsubscribe @wssummer'. Trouble using 81010? Try texting @wssummer to (716) 608-3389 instead. To: Message: Enter this number Text this message 81010 @wssummer *Standard text message rates apply.

To receive messages via email, send an email to wssummer@mail.remind.com. To unsubscribe, reply with 'unsubscribe' in the subject line.

WHAT IS REMIND AND WHY IS IT SAFE? Remind is a free, safe, and simple messaging tool that helps teachers share important updates and reminders with students & parents. Subscribe by text, email or using the Remind app. All personal information is kept private. Teachers will never see your phone number, nor will you see theirs. Visit remind.com to learn more.

We look forward to having a safe and fun filled summer!

Registration Check List

- Resident ID Card (to qualify for Resident Rate)
 - Fully Completed Registration Forms
 - Immunization Records
- \$50 Deposit for each session, for each child

Important Dates

- February 1, 2016 – Resident Registration Begins
- March 1, 2016 – Non-Resident Registration Begins
 - June 20, 2016- Remaining Balance Due
- June 21, 2016 – Late Fee / Late Registration Begins
 - June 27, 2016 – First Day of Camp

Notes: